

UCL CIVIL ENGINEERING SOCIETY

Succession Protocol

Handover Guide 2025/26

For the Outgoing Committee: This document outlines the mandatory steps to hand over the website to the next team. The system is designed to be maintenance-free, but permissions and old data must be managed manually once per year.

1 Transfer Admin Access

Access is controlled by the **Firebase Security Rules**. You must remove your own access and add the new team.

1. Log in to the **Firebase Console** (console.firebase.google.com).
2. Go to **Firestore Database** → **Rules** tab.
3. Find the `isCommittee()` function.
4. Replace the old email addresses with the new committee emails.
5. Click **Publish**. Access changes are instant.

Tip: Also share the general "Admin Console" password (for `admin.html`) with the new team.

2 Archive / Delete Old Events

Clean up the "Events" page so it is fresh for the new term.

- Go to the **Admin Console** → **Easy Eraser**.
- Select "Posts" or "Events".
- Delete events from the past year.

Note: If the Eraser tool is unavailable, you can manually delete documents in the Firebase Console under the `posts` collection.

3 Free Up Cloud Storage

The website uses the Free Tier of Firebase and Cloudinary. To prevent running out of space, delete old assets.

- **Cloudinary:** Login and delete the folder for last year's competition entries.
- **Firebase Storage:** Go to the Storage tab in the console. Delete the competition folder contents if a new contest is starting.

4 Emergency "Reset" (Optional)

If the `data.js` file (the backup fallback) is severely outdated:

- Copy the current live event data from the website.
- Paste it into `data.js` in the source code.
- This ensures the site still works even if the database goes offline.

For access issues, contact the UCL CivSoc Tech Lead.
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