

End of Year Handover

Cleanup & Preparation

1. Cleaning `data.js`

You should archive this year's events so the new committee starts fresh.
Do NOT delete the file. Simply comment out or empty the arrays.

```
// 1. CLEAR EVENTS
const posts = [
  // { ... old event ... }, <-- Comment out old stuff or remove entirely
  // { ... old event ... }
]; // Leave array empty or with one 'Welcome' post

// 2. RESET COMMITTEE
const committee = [
  // Add placeholders for them to fill
  { name: 'President', role
};

// 3. ARCHIVE REPORTS
const reports = []; // Clear this completely
```

2. Deleting Heavy Assets

Navigate to the `images/` folder.

- Delete old event photos in `images/cards/` to save space.
- Delete old committee headshots in `images/committee/`.
- KEEP generic assets (logo, background, placeholder icons).

■■ MANDATORY BACKUP

Before deleting anything, download a ZIP of the current website.

Upload this ZIP to the CivSoc Google Drive / Teams Archive.

This ensures a full backup is available if needed in the future. Give it to the new committee.

Security & Access

Credentials Handover



1. Setting New Admin Password

The 'Admin' features (Easter egg login) are protected in `script.js`.
You must change this before giving the code to the new IT Officer.

Open 'admin.html' and locate the following section:

```
// 1. AUTHENTICATION
function attemptUnlock() {
  const input = document.getElementById('password-input');
  if(input.value === 'civsoc2025')
  // Update this      ^           to a new strong password
```

