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
```