

UCL CIVIL ENGINEERING SOCIETY

# Website Update Guide

Dynamic Content System 2025

**Welcome to the new system.** As of 2025, the CivSoc website runs on a dynamic database. You no longer need to edit HTML code or touch GitHub to add events, news, or reports.

## 1 Access the Admin Console

The operations center is located at a protected URL.

- Go to [uclcivsoc.com/admin.html](http://uclcivsoc.com/admin.html)
- Enter the committee password to unlock the dashboard.

**Note:** This password is just a "Do Not Enter" sign for the public. Real security happens in Step 3.

## 2 Launch the Generator

Look for the gold-accented card labeled "**Easy Generator**" on the dashboard.

- Select the type of content you want to create (News, Team, Reports).
- Click "Launch" to open the editor.

## 3 Authenticate (Security Check)

The database is protected by a server-side whitelist.

1. Click "**Sign in with Google**" on the generator page.
2. Use your approved committee email address.

**Access Denied?** If you are blocked, your email is not in the Firebase "admin\_whitelist" collection. Ask the President to add you via the Firebase Console.

## 4 Publish Content

Use the visual editor to build your post.

- **Fill:** Enter title, date, and text.
- **Preview:** Check the live preview pane on the right.
- **Upload:** Add images directly (hosted automatically).
- **Publish:** Click "Publish to Database". Changes are instant.