New Mexico Reggae Calendar - Maintenance Guide

Overview

This guide covers how to maintain your New Mexico Reggae Calendar app with rolling 6-month view, including managing events via CSV uploads, troubleshooting, and regular maintenance tasks.

Admin Interface Usage

Accessing Admin Panel

1. **URL**: `https://your-domain.com/admin`
2. **Password**: Use the ADMIN_PASSWORD set in your environment variables
3. **Default Password**: `nmreggae2025` (change this in production!)

Managing Events via CSV

CSV Format Requirements

Your CSV file must include these columns (headers are case-insensitive):

Column	Required	Format	Example
`date`	Yes	YYYY-MM-DD	2025-07-15
`event_name`	Yes	Text	"Iration w/ Mouse Powell"
`venue`	Yes	Text	"Santa Fe Brewing Company"
`city`	Yes	Text	"Santa Fe"
`type`	No	Text	"Live Show" (default)
`tickets_url`	No	URL	"https://…"
`day_of_week`	No	Text	Auto-calculated if empty
`state`	No	Text	"NM" (default)
`country`	No	Text	"USA" (default)

Example CSV Content:

```
date,event_name,venue,city,type,tickets_url
2025-07-15,"311 Unity Tour","Rio Rancho Events Center","Rio Rancho","Live Show","ht-
tps://ticketmaster.com/..."
2025-07-16,"Iration w/ Mouse Powell","Santa Fe Brewing Company","Santa Fe","Live
Show","https://santafebrewing.com/..."
2025-07-18,"Dirty Heads","Sandia Amphitheater","Albuquerque","Live Show","https://jam-
base.com/..."
```

Step-by-Step Upload Process

1. **Create Backup** (IMPORTANT):
   - Click "Download Backup" button
   - Save the CSV file safely (includes current data)

2. **Prepare CSV File**:
   - Ensure proper format (see above)
   - Include only events within your desired timeframe
   - Verify dates are correct

3. **Preview Upload**:
   - Select your CSV file
   - Click "Preview" button
   - Review the preview table
   - Check for any formatting issues

4. **Upload & Save**:
   - If preview looks correct, click "Upload & Save"
   - This will replace ALL existing events
   - Confirmation message will show number of events uploaded

Rolling 6-Month Window

The calendar automatically displays events for the next 6 months from the current date:

- **Current behavior**: Shows upcoming 6 months from today
- **Navigation**: Users can navigate between months using Previous/Next buttons
- **Auto-filtering**: Past events are automatically filtered out
- **Monthly organization**: Events are grouped by month and city

Regular Maintenance Tasks

Monthly (Recommended)

1. **Update Event Data**:
   - Gather new event information from venues, promoters, social media
   - Update your CSV file with new events
   - Upload via admin interface

2. **Data Backup**:
   - Download current data backup via admin interface
   - Store backup files safely (cloud storage recommended)

3. **Review Analytics** (if enabled):
    - Check Vercel Analytics for usage patterns
    - Monitor popular events and cities

Quarterly

1. **Dependency Updates**:
    ```bash
    cd /home/ubuntu/nm-reggae-calendar/app
    yarn upgrade
    yarn audit
    ```

2. **Database Maintenance**:
    - Review database storage usage
    - Clean up very old events if needed (optional)

3. **Security Review**:
    - Rotate admin password
    - Update environment variables
    - Review access logs

As Needed

1. **Content Updates**:
    - Update branding or styling
    - Add new cities to the color scheme
    - Modify event types or categories

2. **Feature Additions**:
    - Add new fields to events
    - Implement additional filtering
    - Enhance mobile responsiveness

Troubleshooting Common Issues

Upload Problems

Issue: "Failed to parse CSV"
- **Solution**: Check CSV format, ensure proper encoding (UTF-8)
- **Check**: Column headers match expected format
- **Verify**: No special characters in dates

Issue: "Invalid password"
- **Solution**: Verify ADMIN_PASSWORD environment variable
- **Check**: Password hasn't been changed in Vercel settings

Issue: Events not appearing
- **Solution**: Check date format (YYYY-MM-DD required)
- **Verify**: Events are within 6-month window from today

Display Issues

Issue: No events showing
- **Check**: Current date vs. event dates

- **Verify**: Database connection is working
- **Test**: API endpoint directly: `/api/events`

Issue: Wrong month/year displayed
- **Solution**: Check system date on server
- **Verify**: Rolling month calculation logic

Issue: City colors not working
- **Check**: City names match exactly (case-sensitive)
- **Add**: New cities to cityColors object if needed

Performance Issues

Issue: Slow loading
- **Monitor**: Vercel function duration
- **Check**: Database query performance
- **Consider**: Adding database indexes

Issue: API timeouts
- **Review**: Vercel function logs
- **Check**: Database connection pool settings
- **Verify**: Large CSV files aren't causing timeouts

Data Management Best Practices

Event Data Quality

1. **Consistent City Names**:
   - Use standard city names: "Albuquerque", "Santa Fe", "Las Vegas", "Rio Rancho"
   - Avoid abbreviations or variations

2. **Date Formatting**:
   - Always use YYYY-MM-DD format
   - Verify dates are correct (common typo: wrong year)

3. **URL Validation**:
   - Test ticket URLs before uploading
   - Use full URLs (include https://)
   - Remove tracking parameters if possible

Backup Strategy

1. **Regular Backups**:
   - Download CSV backup before each update
   - Store backups with date stamps
   - Keep at least 3 months of backups

2. **Version Control**:
   - Keep CSV source files in version control
   - Document changes and sources
   - Tag releases/major updates

Data Sources

Recommended Sources for Event Information:

- Venue websites and social media
- Ticketing platforms (Ticketmaster, Eventbrite)
- Music platforms (Bandsintown, Songkick)
- Local music blogs and publications
- Artist and band social media

Monitoring & Analytics

Key Metrics to Track

1. **Usage Statistics**:
   - Page views and unique visitors
   - Popular months/events
   - Mobile vs desktop usage

2. **Technical Performance**:
   - Page load times
   - API response times
   - Error rates

3. **Content Performance**:
   - Most viewed events
   - Click-through rates on ticket links
   - Popular cities

Setting Up Monitoring

1. **Vercel Analytics**:
   ```bash
   yarn add @vercel/analytics
   ```

2. **Error Tracking** (optional):
   - Consider Sentry for error monitoring
   - Set up alerts for API failures

3. **Uptime Monitoring**:
   - Use services like UptimeRobot
   - Monitor main page and API endpoints

Advanced Maintenance

Database Optimization

1. **Query Performance**:
   - Monitor slow queries
   - Add indexes for common filters
   - Consider query optimization

2. **Data Cleanup**:
   ```sql
   ```

```
    -- Remove events older than 6 months (optional)
    DELETE FROM events WHERE date < NOW() - INTERVAL '6 months';
```

Scaling Considerations

1. **Traffic Growth**:
   - Monitor Vercel function usage
   - Consider upgrading database plan
   - Implement caching if needed

2. **Feature Expansion**:
   - Plan for additional event types
   - Consider user-submitted events
   - Implement event categories

Emergency Procedures

Data Loss Recovery

1. **From Backup**:
   - Use most recent CSV backup
   - Upload via admin interface
   - Verify data integrity

2. **Database Issues**:
   - Check database provider status
   - Review connection settings
   - Contact database provider support

Site Down

1. **Vercel Issues**:
   - Check Vercel status page
   - Review deployment logs
   - Trigger redeployment if needed

2. **Database Connection**:
   - Verify environment variables
   - Test database connectivity
   - Check database provider status

Contact & Support

- **Vercel Support**: vercel.com/support (https://vercel.com/support)
- **Database Provider**: Check your provider's support channels
- **Technical Issues**: Review deployment and function logs

Monthly Maintenance Checklist:
- [ ] Download data backup
- [ ] Gather new event information
- [ ] Update and upload CSV file

- [ ] Verify events display correctly
- [ ] Check for any broken ticket links
- [ ] Review analytics (if enabled)
- [ ] Test admin interface functionality

Emergency Contact Info:
- Admin Password: [Store securely]
- Database Provider: [Your provider]
- Domain Registrar: [If using custom domain]
- Vercel Account: [Your account email]