

SBNC Wild Apricot Integration System

This repository contains the technology platform for the **Santa Barbara Newcomers Club (SBNC)**, integrating with Wild Apricot for membership management.

Start Here

If you are...	Read this first
New Technology Chair	ONBOARDING.md - Everything you need to get started
Developer/Consultant	RUNBOOK.md - Technical reference for troubleshooting
Board Member	Just use the chatbot! Ask "How many active members?"

What This System Does

```
Wild Apricot      Our Server      You
(membership data) → (sync + database) → (chatbot queries)
```

- **Nightly Sync:** Copies all WA data to our server for fast queries
 - **CHAD Chatbot:** Ask questions in plain English ("Who joined this month?")
 - **Backup System:** Full disaster recovery capability
 - **Plugins:** Event finder, photo tagging, SBNC Listens
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Quick Links

Core Documentation

Document	Audience	Description
ONBOARDING.md	Tech Chair	First-week guide, no coding required
RUNBOOK.md	Developers	SSH access, commands, troubleshooting
BACKUPANDRESTORE.md	Both	Disaster recovery procedures
CREDENTIALS.md	Tech Chair	Password management and rotation

Technical References

Document	Description
SBNCDataArchitecture.md	Complete data architecture
DATABASE_SCHEMA.md	Table definitions
WILDAPRICOTAP/TECHNICAL_GUIDE.md	WA API reference
TECHNICAL_ARCHITECTURE.md	System design details
CRON_JOBS.md	Scheduled tasks documentation
CODING_STANDARDS.md	Code quality standards
SECURITY_AUDIT.md	Security review and fixes

Chatbot Documentation

Document	Description
chatbot/README.md	Chatbot architecture and code reference
CHATBOTDEPLOYMENTGUIDE.md	Deployment instructions
CONVERSATIONALCHATBOTGUIDE.md	User guide
MEMBERSHIPBUSINESSRULESKNOWLEDGEBASE.md	SBNC-specific rules

Data Sync Documentation

Document	Description
sync/README.md	Data sync architecture and usage
WILDAPRICOTAP/TECHNICAL_GUIDE.md	WA API reference
CRON_JOBS.md	Scheduled tasks documentation

Plugins & Projects

Event Finder Widget

`event_finder_simplified/`

Website widget for event discovery. See [eventfindersimplified/README.md](#).

Photo Tagging System

`photo_tagging/`

AI-powered member photo tagging. See [phototagging/IMPLEMENTATIONPLAN.md](#).

SBNC Listens

`sbnc-listens-site/`

Oral history project website. See [sbnc-listens-site/README.md](#).

Server Information

Item	Value
Server	mail.sbnewcomers.org
SSH Port	7822
Admin Portal	https://mail.sbnewcomers.org/admin/
Scripts	/home/sbnewcom/wa_python/
Database	/home/sbnewcom/wa_sync/data/wa.db

Leadership Transition Portal

For leadership changes, use the admin portal at

`https://mail.sbnewcomers.org/admin/` : - Email forwarding management - Step-by-step transition workflow - Validation and testing tools

For full details, see [RUNBOOK.md](#).

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Automated Jobs

Time	Job	Purpose
2:30 AM	Resources backup	Sync files to backup storage
3:00 AM	Data sync	Update database from Wild Apricot
3:30 AM	Database backup	Create backup copy

Failure alerts go to technology@sbnewcomers.org.

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Repository Structure

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wa-dev/
├── README.md                # This file
├── ONBOARDING.md            # Start here if you're new
├── RUNBOOK.md               # Technical troubleshooting guide
├── CREDENTIALS.md           # Password management and rotation
├── chatbot/                 # CHAD Chatbot System
│   ├── README.md            # Chatbot documentation
│   ├── query_explainer.py    # NL→SQL engine (500+ patterns)
│   ├── pattern_matcher.py    # Pattern matching utilities
│   ├── sql_security.py        # SQL injection prevention
│   ├── app.py                # Flask API backend
│   ├── conversational_chatbot.html # Web interface
│   └── conversational_endpoint.py # API endpoint
├── sync/                    # Wild Apricot Data Sync
│   ├── README.md            # Sync documentation
│   ├── wa_full_sync.py        # Complete data sync (weekly)
│   ├── wa_incremental_sync.py # Delta sync (nightly)
│   └── wa_leadership_update.py # Leadership role management
├── backups/                 # Backup files and scripts
│   └── (see BACKUP_AND_RESTORE.md)
├── cron/                    # Scheduled job scripts
│   ├── auto_promote_newbies.py
│   ├── run_incremental_sync_with_retry.sh
│   └── run_full_sync_with_retry.sh
├── event_finder_simplified/ # Event discovery widget
├── photo_tagging/           # Photo tagging system
├── sbnc-listens-site/        # Oral history project
├── docs/                    # Additional documentation
├── archive/                 # Historical files
│   ├── session-logs/
│   ├── development-notes/
│   └── obsolete-scripts/     # Deprecated code
└── data/                    # Local database (gitignored)

```

Core Components

Component	Directory	Purpose
CHAD Chatbot	chatbot/	Natural language queries for board members
Data Sync	sync/	Wild Apricot API data synchronization
Backups	backups/	Database and file backup storage
Cron Jobs	cron/	Scheduled automation scripts

Contact

- **System alerts:** technology@sbnewcomers.org
- **Wild Apricot support:** support@wildapricot.com
- **Organization:** [Santa Barbara Newcomers Club](#)

For Future Tech Chairs

This system was designed for organizations with rotating leadership. When your term ends:

1. Update credentials in password manager
2. Schedule handoff call with successor
3. Review [ONBOARDING.md](#) with them
4. Transfer access (WA admin, server, GitHub)

The technology should serve the club, not require the club to serve the technology.