IGEN VP Communications Documentation

Domain registration

The website is currently managed by Godaddy.com

Instructions for renewal

1. Go to ca.goddady.com and enter the following details:
   a. **Customer number:** `55760814`
   b. **Password:** `IgenRules2015`
2. Click on **Domains**
3. Hit **Renew** and follow the on-screen instructions with a credit card.
4. Ensure you get an email receipt / screenshot so that you can be reimbursed by IGEN. At the time of writing, renewal is around C$20 a year.

Website administration

Backend

NOTE   Not that you will touch this much, if ever. Most of it is preconfigured, but this section is in here just in case someone wants to rebuild the website from scratch or migrate the backend. For someone who actually wants to build the site again, additional documentation will be provided, but that should be a designated web master role, not a VP comms role as it is involving enough on its own.

The website is hosted (for free) on github. Because it's hosted for free, the source code is open for anyone to see. This isn't an issue because as the site is currently purposed, there is no sensitive information being stored on it. That means that the backend on github is simply a reflection of the content itself on the site, but in ugly html, ruby and javascript form.

Thus the default url for the site is actually *ubcigen.github.io*. However, since we own the domain *integratedengineers.ca*, we just map it to the former address so that we have a nice url to use publicly.

Login details for the github account are:

Username: `ubcigen`

Password: `IgenRules2014`

Try and avoid directly editing files on github. This will lead to errors on the publicly viewable site as it will not be built from source properly.

Frontend

This is closer to the task of a VP comms and provides an easier interface to edit the site content (e.g. update blurbs, profile pictures and course information). The frontend of our site is provided by the free tier of Siteleaf. Honestly, if there's one more thing we could pay for to improve the ability of the VP comms to update content more easily, this would be it. But the basic tier should be good enough to get most things done anyway.

To make any changes to the website, go to the siteleaf website (link above). Click on the `login via GitHub` button and enter the GitHub login information. The interface will then be a WYSIWYG editor for the site and you can play around with things there. Click **Save** to update the site.

| NOTE | One thing to keep in mind before updating profile pictures for the execs is to make sure all the new pictures are the same resolution as the ones on the site. |

Email management

You have access to configure all mailboxes on our domain, e.g. president@integratedengineers.ca etc. The default "admin" email for you is site@integratedengineers.ca. This is also the email address that we've used to sign up to all our other accounts like Twitter and Godaddy. To get to the admin panel, go to the Google Gsuite website. Click on "Sign in". The login details are:

Domain: `integratedengineers.ca`

Access to: `Admin console`

Click **Next**.

Email: `site@integratedengineers.ca`

Password: `IgenRules2014`

From the dashboard on this site, you can configure and reset people's mailboxes by clicking on the "Users" section. With every outgoing exec team, it's good practice to kick people off by reseting the password so that there's no login conflicts with the new team. They shouldn't be using those emails for personal stuff any way so make it clear to them at the start of the year that they will lose access to the account at the end of every academic year.

From here, you can also go into admin mode to manage the IGEN google drive or handle the mailbox for site@integratedengineers.

If you click on billing, you'll notice we're on a free tier as well. This isn't offered by Google anymore so be careful if the council ever decides to migrate away from Google (unlikely to happen for the next decade at least). Basically, we won't get this offer again but Google is continuing to honour this free tier so long as we stay on it.

Social media accounts

Facebook

IGEN has a page as well as several groups. Here is a quick rundown of the function of each of them:

1. The main page / showcase page is the UBC Integrated Engineers page.

    a. This page is designed to be **outward** facing and caters to alumni, industry members, prospective students, other UBC groups and envious people who wished they were in the program. In essence, it is a reflection of the Twitter page, although engagement is much higher on Facebook.

    b. Thus: post high quality pictures, use formal language and stick to an "organization" voice instead of an individual person.

    c. Have fun with it though; everyone likes a good laugh, especially the alumni.

2. Each year group has individual groups - e.g. UBC Integrated Engineering 3rd Years... blah blah.

    a. As VP comms, you can request access to all of these. It's not mandatory but helps. These groups usually have carryover admins from years bygone. Just ask one of them to add you as admin and weed out unnecessary admins every now and then.

    b. There's no formal guideline for these groups as the students usually takeover and make it a PSA, homework hints and casual banter page. Just keep a nice watch over things but bear in mind that the law of the land just barely reaches this place :)

NOTE	The facebook pages and groups don't have a profile of their own. All of them can be administered from your own account.

Twitter

We have a Twitter account; it get's barely any love apart from Prof. Sinclair ocassionally liking stuff. The Materials Engineering student team will engage in light banter every now and then but in general, nobody seems to care what happens to our Twitter page. You can maintain this or try improve it as trends change.

Login details:

Username: `ubcigen`

Password: `IgenRules2014`

Instagram

This was set up by Sam Lai and company. I have never managed it so those kids went wild with it. They'll give you access once school starts once again :)

Snapchat

I don't even know if we have one. I hear we might?? Anyway, talk to Cam / Sam about it. If we don't, feel free to set it up.

We tend to grab things with a consistent username of **ubcigen** everytime.