Table of Contents

[Responsibilities 2](#_Toc65534012)

[Timeline of Regular Activities 2](#_Toc65534013)

[Current Technology Platforms 2](#_Toc65534014)

[Password Database 2](#_Toc65534015)

[Google Apps: JamesWoodHSBandAlumni.com – Email Addresses 2](#_Toc65534016)

[Wix.com: JamesWoodHSBandAlumni.com – Domain and Web Hosting 3](#_Toc65534017)

[MailChimp: Mass Email Delivery 3](#_Toc65534018)

[Facebook & Twitter: Social Media 4](#_Toc65534019)

# **Responsibilities**

The James Wood HS Band Alumni Organization (JWHSBAO) Technology Committee responsibilities can be broken down into two main categories:

* Research, advise, and implement new technologies as requested by the JWHSBAO Board
* Manage user access and setup of existing JWHSBAO technology platforms

# **Timeline of Regular Activities**

January

* Transition officer email accounts to new officers
* Update …@JamesWoodHSBandAlumni.com distribution list

March

* Change passwords

July

* Setup product page for James Wood Band Camp Care Packages
* Renew domain registrations

August

* Close Band Camp Care Packages product page

# **Current Technology Platforms**

# **Password Database**

A KeePassxc ([https://keepassxc.org](https://keepass.info/)) password database has been created to store login credentials for the various technology platforms. The files jwhsbao.kdbx & jwhsbao.csv are saved in the Google Drive of the …..@JWHSBandAlumni.com account. Passwords for the access accounts listed below are stored in this database.

# **Google Apps: JamesWoodHSBandAlumni.com – Email Addresses**

JWHSBAO currently utilizes Google’s Workplace platform to provide email and google drive access to the Board of committees. Google Workplace is provided for free as part of the 501c3 hasting package from Dreamhost. Current users with administrator access are:

* Admin@JWHSBAO.com
* president@JWHSBAO.com

Ongoing responsibilities:

* Reset officer account passwords on January 1st and provide access to new officers.
* Update board@JWHSBAO.com distribution list
	+ Click the Groups icon
	+ Click on Board of Directors
	+ Click Manage users in Board of Directors
	+ Check the box next to emails of outgoing members and click *Remove members* at the top or bottom of the list.
	+ In the box at the top of the screen, type the email addresses of new members and click the *Add button*
* Reset account passwords and troubleshoot access issues as needed.
	+ Click the Users icon
	+ Click on the account which needs resetting
	+ Click *Reset Password* on the left
	+ Follow the prompts to send a password reset link to another email address
	+ Follow the prompts to send a password reset link to another email address owned by the user, or enter a new password for the user and provide it to them in a secure manor.
* Setup accounts for new accounts as needed.

# **Wix.com: JamesWoodHSBandAlumni.com – Domain and Web Hosting**

JamesWoodHSBandAlumni.com and other domain names are currently registered and hosted with Wix.com.

The hosting plan also includes hosting of our website and associated databases. Login credentials to the server via SSH and to the mySQL databases are included in the password database.

Ongoing responsibilities:

* Renew domains annually in January
	+ Click Domains>Registrations on the left side panel.
	+ Scroll down and click the ‘Renew’ button next to any domains expiring in the near future

# **MailChimp: Mass Email Delivery**

We currently utilize MailChimp for our mass email generation and delivery. MailChimp is setup using the email address JWHSBandAlumni.com. This email account is an alias for admin@JWHSBandAlumni, as MailChimp does not allow using Admin@ email address. MailChimp allows for multiple users to create and send emails via our mailing list. Current users with access are:

* president@JWHSBandAlumni.com
* Music@jwhsbandalumni.com

The Technology Committee is not responsible for drafting or sending email communications, but may be asked to help facilitate such activities for board members new to the above roles.

Ongoing responsibilities:

* Manage user access
* Manage overall account settings and integrations.

Access:

<https://login.mailchimp.com>

username: jwhsbandalumni

# **Facebook & Twitter: Social Media**

JWHSBAO has Facebook & Twitter pages under the JamesWoodHSBandAlumni handle. The Facebook page must be managed by other Facebook users and does not have a central login. The Twitter account is setup with a dedicated email,

Ongoing responsibilities:

* Assist with updating user access

Access:

<https://www.twitter.com/login>

Username: jwhsbandalumni