

# EGLIN YACHT CLUB CONTINUITY DOCUMENT

Created 8/1/2019

Updated 06/14/2022

The purpose of this document is to provide a basic overview of the essential information needed to allow continued operation of certain EYC functions and/or for a transition to a new responsible person or persons. This document covers the five areas that are currently being performed by Fred Westfall. The document will address:

1. The Eglin Yacht Club Website
2. EYC Communications
3. EYC Family Night Reservation System
4. EYC Membership Night Reservation System
5. EYC Special Functions
6. EYC Secretarial Duties

**(NOTE: Access to this document should be strictly limited since passwords to many of the EYC accounts are included.)**

## 1. THE EYC WEBSITE

### Name and Location

The EYC website is <http://eglinyachtclub.org>. It is hosted on a server through [1&1-IONOS](#). The account is listed in the name of Fred Westfall. Account details are:

- ) Contract: 37075638
- ) Customer ID: 8329535
- ) Package: 1&1 Unlimited Plus
- ) There are two domains on this contract: ATPlus.com and eglinyachtclub.org.
- ) **Because the atplus.com domain is my business account, the main password to the account is not included in this document. If necessary, it can be obtained by contacting me.**

In the event I no longer manage the EYC account, all data created for the website can be transferred to a new hosting service or remain with 1&1 under a new contract.

### Creation of webpages

Starting in 2020 the underlying code for the webpages is from [mобрise.com](http://mобрise.com). Blank pages have been created to expand the website if necessary. Webpages are modified using Microsoft Expression Web 4, a WYSIWYG HTML editor. There are approximately 82 separate html pages and 70 .pdf files which make up the EYC website (currently, approximately 2 megabytes). In addition, there are thousands of archived pictures from 2000 through 2020 on DVDs located in my home. Creation of new pages and modification to

existing webpages is a recurring task. All currently used webpages (as of November 11, 2020) for the EYC site are included on the USB drive that will accompany this document.

Most webpages are straight forward. There are exceptions. The individual photo displays are created by JAlbum, a purchased software available at <https://jalbum.net>.

The current process to create photo albums is as follows:

- ) Collect pictures and put them in a new folder on your hard drive
- ) Use a program (like PhotoScape, free at <http://www.photoscape.org/ps/main/index.php>) to edit, enhance and crop photos.
- ) Rename photos if desired using a free program called <https://www.faststone.org/FSResizerDetail.htm>
- ) Create the album using something like <https://jalbum.net>

### **Transferring new data to the 1&1 host servers**

New data is transferred to the host server using a File Transfer Protocol (FTP) software called WS\_FTP95. That program with the appropriate settings for 1&1 are included in the USB drive that will accompany this document.

Connecting to the EYC server through the FTP client. Within the EYC folder are all the webpages and six folders (assets, backup, dive, documents, history, images, lib, minutes, Other, and photo). The only items within the Dive folder are minutes from their meetings in .pdf format. Within the images folder are three other folders which contain the pictures used in the for sale webpage, the history webpage pictures and the pictures for the membership roster. The webpages for those images are located in the root directory. The lib directory contains java scripts which run other applications...don't mess with this. The minutes folder contains Advisory Council minutes dating back to 2018. The photo directory contains folders of albums and pictures by year. Within each year's folder are sub-folders for the various EYC functions. A new folder should be created for each event and only the "album" folder created by JAlbum software should be put in that folder. Hyperlink pointers to access those pictures are in the gallery.html file in the root directory. Viewing the html code for the gallery.html file will reveal the address convention used. For example, the photos from the July Membership Night should have an html address code as follows:  
<http://eglinyachtclub.org/photo/2019/mn719/album/index.html>

There are two password protected pages. The documents.html (the page that contains this document) and the membership roster (roster.html) [Note: due to some cell phones having difficulty accessing the password protected membership roster, there is a non-protected page (rostereyc.html) that mirrors the roster.html page.] The password protected page, roster.html, has the password details on line 55 of the code. To change the password simply change **2691y** to the new password. If the user gives the correct input, the roster.html will pass through to roster.html but if the wrong password is entered they will see a reject notice. Password protection for documents.html is located on that page on line 60 and is currently set to **plans62**. To change the password simply change **plans62** to the new password.

## Site Search

The EYC website uses a search engine called freefind (freefind.com). The search feature is helpful if someone is trying to find something specific on the website. The search area is located in the "More" link (<http://eglinyachtclub.org/moreinfo.html>) The site should be re-indexed periodically. To do that:

- ) Go to <https://freefind.com>
- ) Click on Login in the upper right
- ) Website address: <http://eglinyachtclub.org/>
- ) Your e-mail address: [eglinyachtclub@gmail.com](mailto:eglinyachtclub@gmail.com)
- ) Your password: eycfind
- ) Click on "Index now"
- ) Click "Finish", let it run (about 5 minutes) then log out

A report is available if you want to view it. Normally not exciting.

Our account is: 5361621

## 2. EYC COMMUNICATIONS

While this is not part of the EYC website, EYC GMAIL accounts have been set up for the various positions within the EYC. These have all been set up in my name and must be transferred to another person if I am no longer controlling those accounts. These accounts should be redirected to the appropriate person when necessary (e.g., newly elected Advisory Council officers). These accounts are important because they contain the forms and spreadsheets used for a variety of things (membership night reservations, volunteers, special functions and many others). The accounts are listed below:

### **EYC General Account**

Account Name: Eglin Yacht Club

Email Address: [eglinyachtclub@gmail.com](mailto:eglinyachtclub@gmail.com)

Password: eycgmail16

In the DRIVE area of this account are located:

- ) Election volunteer forms
- ) Meal volunteer form and spreadsheet
- ) Special Functions sign up form and spreadsheet
- ) Other administrative stuff

### **Commodore**

Account Name: The Commodore

Email Address: [commodore.eyc@gmail.com](mailto:commodore.eyc@gmail.com)

Password: commodore1962

### **Vice Commodore**

Account Name: Vice Commodore

Email Address: [vicecommodore.eyc.1962@gmail.com](mailto:vicecommodore.eyc.1962@gmail.com)

Password: vicecommodore1962

### **Rear Commodore**

Account Name: Rear Commodore

Email Address: [rearcommodore.eyc@gmail.com](mailto:rearcommodore.eyc@gmail.com)

Password: rearcommodore1962

### **Membership**

Account Name: EglinYC Membership

Email Address: [eglinyc.membership@gmail.com](mailto:eglinyc.membership@gmail.com)

Password: eglinmembership1962

(Bob Gramm changed the password)

### **Club Manager**

Account Name: Club Manager

Email Address: [ClubManager.eyc@gmail.com](mailto:ClubManager.eyc@gmail.com)

Password: clubmanager1962

### **EYC Reservations**

Account Name: EYC Reservations

Email Address: [eycreservations@gmail.com](mailto:eycreservations@gmail.com)

Password: RESERVATIONS167

In the DRIVE area of this account are located:

- ) EYC Membership Night Reservations form
- ) EYC Membership Night Reservations spreadsheet

**NOTE:** All gmail.com accounts were set up under my name and must be transferred through the gmail.com process to an appropriate individual(s).

### **Sending emails to the masses**

Because of the crackdown on spam emails, the EYC uses MailChimp as the 3<sup>rd</sup> party provider of emails to the membership. Details on using this service are:

- ) Web address: <https://login.mailchimp.com/>
- ) Username: eglinyachtclub
- ) Password: EYCmonkey@2018

Templates for creating emails are available (blank and those already created) and past mailings can be used to resend or create new emails. A very user-friendly experience. They do NOT allow .pdf attachments which is a bit of a problem but there are work-arounds. We have a "free" account which allows us to have up to 2,000 email addresses and up to 12,000 sent emails per month. This has proven to be more than sufficient for our needs. Reports from MailChimp tell us lots about our members...who opened the email and when, who clicked on a link, who rejected the email, identify bad email addresses, and more.

## **3. EYC FAMILY NIGHT REVERSATIONS PROCESS**

Reservations for EYC Family Nights can be made in three ways: signing up through the online form, calling the contact person (currently 850-609-8075) or by sending an email to [eycreservations@gmail.com](mailto:eycreservations@gmail.com). Sign-up data is recorded on a spreadsheet located in the DRIVE area of the gmail account. Once the call-ins and emails are added to the spreadsheet for sign-ups, a list should be made and sent to the person hosting the event, the Commodore, and the Entertainment chairperson. The form and spreadsheet are found in the [eglinyachtclub@gmail.com](mailto:eglinyachtclub@gmail.com) account in the DRIVE section. Export the form data to Excel, sort by last name, print in .pdf format. Update as necessary after the cutoff date and the final list is sent to the appropriate people.

#### **4. EYC MEMBERSHIP NIGHT REVERSATIONS PROCESS**

Reservations for EYC Membership Nights (and other events) can be made in three ways: signing up through the online form, calling the contact person (currently 850-609-8075) or by sending an email to [eycreservations@gmail.com](mailto:eycreservations@gmail.com). Sign-up data is recorded on a spreadsheet located in the DRIVE area of the gmail account. Once the call-ins and emails are added to the spreadsheet for sign-ups, a list should be made and sent to the person hosting the event, the Commodore, and the Entertainment chairperson. The form and spreadsheet are found in the [eycreservations@gmail.com](mailto:eycreservations@gmail.com) account in the DRIVE section. Export the form data to Excel, sort by last name, print in .pdf format. Update as necessary after the cutoff date and the final list is sent to the appropriate people.

#### **5. EYC SPECIAL FUNCTIONS**

Special Functions are events where people rent the club for other-than EYC member functions. Special Functions are addressed in Section 9.2.2 of the EYC OI. There is an EYC webpage where people can sign up to rent the club. That address is: <http://eglinyachtclub.org/spevents.html>. Filling out the form requires the special function coordinator to find a sponsor if the requester is not an EYC member. Special Functions activities are reported and approved monthly at the Advisory Council meetings. A list of past and future special function requests is located in the DRIVE area of the [eglinyachtclub@gmail.com](mailto:eglinyachtclub@gmail.com) account and is included on the USB drive that will accompany this document.

#### **6. EYC SECRETARIAL DUTIES**

The Secretary is responsible for all duties outlined in the Section 5.4.2 of the EYC OI. Essentially, those duties include recording minutes (written and/or digital) and transcribing them into the EYC format and having them approved by the EYC Commodore and Advisory Council. Upon approval, minutes are transferred to the minutes.html webpage and loaded on to the server. A physical copy of the latest minutes should be posted within the EYC clubhouse. Digital copies of minutes from 2018 to present are posted on the EYC website. Digital copies of minutes from 2015 through 2019 are available and included on the USB drive that accompanies this document. Minutes prior to 2015 are located somewhere within the EYC building.

Please address additional concerns or the need for additional instructions/information to me.

Fred Westfall

[fwestfall@cox.net](mailto:fwestfall@cox.net) or [eglinyachtclub@gmail.com](mailto:eglinyachtclub@gmail.com)

EYC Webguy, Communications, Reservations, Special Functions, Secretary and other fun stuff