

## Cloud Storage

It would be best if all of the important documents, software and other items that need to be saved use a cloud storage facility to keep these items safe and preserved for as long as they are needed.

It would also be a good place to document on how a particular committee's functions and what they do during the year (Check List) so it could be passed on to the next committee chair.

All documents are stored in the web site under the folder of Club\_Procedures. One uses Web Expressions to update the documents as they are received from the member committees.

**The link to these folders reside in the Table Of Contents in the web site with the title of CLUB\_COMMITTEE\_PROCEDURES**

- RULES to Follow
- Each chair should have their own folder.
- The WebMaster will be the coordinator of the structure and will on a yearly basis copy all of the data to a DVD and deliver it to the Historian for safe keeping. Just copy the entire web source from the Web Expressions. It normally resides in your document folder with a possible title of My Sites
- Only the committees have access to the web site folder that is defined in the Table Of Contents of the web site.

### Master Access

- Only Webmaster would have access to all of the folders.
- The Webmaster would be the coordinator of the facility
- This account uses 2 login for verification. **The committee id is sbcc4committee password sbcc#1951**
- **the web master id is webmastr1 password sbcc#1951. This is controlled by .htaccess by the Hosting Matters control screen.**