



PVRC Internet Assignment & Duties

The PVRC Internet Presence Organization reports directly to the PVRC President. The position, titles, assigned personnel and responsibilities to the PVRC Internet Presence Organization are:

Positions, Titles and Assignments:

PVRC Email Reflector Manager:

Eric Rosenberg – W3DQ.

Backup: Bob Zobot K4NTO

PVRC Web Manager:

Bob Zobot – K4NTO.

Backup Howie Hoyt N4AF

5M Database Manager:

Alan Knight – AA4FU.

Backup Neil Campbell K3NC

PVRC Social Media Manager:

Jim Nitzberg WX3B

Backup Jim Miller AB3CV

IT Manager:

Howie Hoyt N4AF.

Backup Bob Zobot – K4NTO

PVRC Newsletter Manager:

John Pescatore K3TN.

Backup None.

PVRC Roster Manager:

Secretary - Elected Official.

Backup Alan Knight – AA4FU

Title Responsibilities:

Email Reflector Manager:

Maintains the PVRC email reflector; reviews and approves (or denies, although this rarely happens) requests for access; works with the PVRC Secretary (roster management) when reviewing user access requests; updates accounts as needed (resetting and changing accounts). Serves as list moderator as needed; Updates and posts the reflector FAQ as needed.

PVRC Newsletter Manager:

Web manager creates FTP account for newsletter manager and defines naming convention for newsletter URLs. Newsletter manager uploads newsletter each month to <ftp.pvrc.org> and emails copies to "Friends of PVRC": advertisers, magazine contest columnists (NCJ, QST, DCQ) and other club editors (currently only FRC).

Treasurer's IT Responsibility:

The transfer of hosting and domain registration will be in the name of the PVRC Treasurer beginning on 06 DEC 2016.

Thereafter will include the PVRC Treasurer paying for the hosting of PVRC.ORG ensuring it does not expire.

PVRC Treasurer pays a donation for list serv (Reflectors) hosting.

PVRC Roster Manager:

Secretary Roster management: Roster updates and new member application come in via E-mail from the webserver. Roster updates and new member applications are administered by typing in SQL commands to the database through the cpanel interface. A script helps look up HF circle and VHF circle based on callsign and address. Also do periodic exports of roster and circle status to various contest sponsor organizations. Answer ad-hoc queries related to roster for officers and chapter chairmen. New

applicants are acknowledged via E-mail and directed to their most local chapters/chapter chairmen with reminders about upcoming meetings in their area.

Each month I will forward a list of new members (call, name, chapter) to the Newsletter editor for inclusion in newsletter.

PVRC Media Manager

The PVRC Social Media Manager is responsible for the leadership, direction and guidance of PVRC's presence on social media web sites such as: Facebook, Instagram, Twitter and other sites under the direction of PVRC executive leadership.

Responsibilities include: Insuring adequate resources are in place to create, modify, maintain and otherwise administer PVRC's social media sites. This includes providing content to each site as well as administering the site to insure high quality material and content is available without undue distraction (read: SPAM and inappropriate postings).

The PVRC social media director will work in conjunction with PVRC executive leadership to establish the team of individuals responsible for creating, maintaining and administering the social media sites.

PVRC Webmaster:

After 06 Dec 2016: The Webmaster assumes an additional responsibility. The webmaster is the primary technical contact with the PVRC hosting company to include administration and coordination.

Maintains both the New Member Application and Meeting Attendance Report Form web applications.

General comments about the website for those that are not aware of how it operates. The site is made up of hundreds of individual files which are either web pages, downloadable PDF's, Sound files, pictures and of course database information such as membership and 5M. To work on a page requires it be loaded into a program that can work on the data, once it is corrected or updated, then it must be uploaded to the website via FTP. Each page change or new page added is a individual file and is treated as such.

The webmaster duties are broken down into several parts.

Website backup. The current site is located on HostMetro Servers in the US. A current backup of the entire website is offline at the webmasters location on a hard drive. There is now a mirrored copy of the site on a second server located about 100 miles from the main server thanks to Howard.

Website updates. Each file must be worked on in a program, examples are various Adobe programs, MS Frontpage, Coffeecup programs, etc. The file is coded and tested to make sure it is correct and then uploaded via FTP to the main server which automatically puts it on line.

New pages. At times a new page must be created. I have blank template for the same look and feel of the site which is then created for the page that is required. An example is the new 20 for 20 program. Again once it is coded and tested it is uploaded to the server. However to make it useful I must change the menu on the main page to add the new page as well as announce it on the main page. So this file is updated and uploaded.

Creation of a new website. This has been going on for several months. I have been reviewing all the files currently on the server, hundreds of them, for relevance and necessity. The new layout is complete but each page must be recreated on the new templates to create a new website. Once all the pages have been created and tested then it will be uploaded to the servers. The new files will automatically overwrite the old files and make the new site hot instantly. When this occurs a full backup of the old site will be at my QTH if it is needed.

IT Manager:

Timely backups of HTML, preferably upon each PVRC Newsletter update

Timely backups of the data base table(s), preferably after each 5M update.

The IT manager takes the lead re: host migration, whether temporary (fiber cable cut, hacked site) or permanent hosting changes.

After 06 December 2016 hosting, domain registration and payment for hosting of PVRC.ORG will transfer to the PVRC Treasurer

Backup Specifics::

- 1) Redundancy is good the more folks holding backups, the better
- 2) Backup of the entire site takes approximately one minute. Rsync looks to see if files have changed, if not he ignores them.

What needs to change in the archive is done at approximately one megabyte/second (server-to-server)

The CAVEAT is that if a file is corrupted or hacked- and it is not known, IT is backed up--which is not what we want.

Putting it another way, Rsync backs up the latest copy of PVRC.ORG.

There is no trail of previous backups.

So, traditional backups are 'value added'.

There is now a mirror site : <http://PVRC.GQ>

The site is an exact mirror of <http://pvrc.org> - including the 5M d/b.

As such, the site could easily be activated as pvrc.org backup site.

Now that PVRC.ORG is cached by CloudFlare any change of servers would be transparent to the user.

If PVRC.ORG goes down for half an hour we would not want to switch- but the ability is there.

The other thing pvrc.gq affords us is a sandbox for code development.

The IT Manager is responsible for all aspects of PVRCM. He likewise manages the PVRC/NC reflector.

5M Database Manager:

The Manager will maintain the 5M Database based on the following process

5M Process:

After the log deadline of the contest, get scores from 3830Scores.com

Go to 3830Scores.com and select the summary of the contest of interest.

Show Scores, not Score Breakdowns.

Change 'Sort by' to Score

Change All clubs to Potomac Valley Radio Club

Copy the page URL to the clipboard

From a command prompt run 3830Scores.jar like this:

```
java -jar 3830Scores.jar
```

```
'http://www.3830scores.com/editionscores.php?arg=HEfcjzbgfmvn&srt=Score&cs=17' 2016 ADXSB 1 1 > arlidxsb.sql
```

The arguments are the page URL, the year of the contest, the short name of the contest, number of QSO columns and number of multiplier columns.

Redirect the output to a file by adding the > filename to the end of the command.

Upload 3830 scores to 5M database

Using phpMyAdmin on the server: www.pvrc.org/cpanel
Export the database to make a backup. I do a custom export to SQL and only change one option. Select "Add DROP TABLE / VIEW / PROCEDURE / FUNCTION / EVENT statement" under Object creation options.

Copy the SQL file created by 3830Scores.jar in the first section and paste the contents to the SQL tab of phpMyAdmin. Click Go to run the SQL statements.

Send an email to the PVRC reflector to notify the members that pending scores have been uploaded and to submit changes using the 5M form.

Wait about a week.

Export pending scores from the 5M database

Using phpMyAdmin

Select the pending_scores table from the pvrcorg_pvrc5m database
Select the SQL tab and enter: `SELECT * FROM `pending_scores`
WHERE contest_short = 'ADXCW' and year_held = 2016;`
Replace ADXCW and 2016 with actual contest and year that you want.
Press Go

If there are more than 25 rows, press "Show all".
Scroll to the bottom of the page and click Check All.
Click the Export button to the right.
Select 'CSV for MS Excel' and save the file to your PC.

Convert CSV to SQL

Copy the SQLFromCSV executable file to the folder with CSV file
Run SQLFromCSV. For example:
`./SQLFromCSV pending_scores.csv 19 1234567 1000000 >
pending_scores.sql` 19 should be replaced with current season number

1234567 should be replaced with reference score 1000000 is the maximum 5m score (will be 250000 for NAQP)

Follow the instructions in the sql file.

If possible check the top scores to make sure the contest sponsor received an entry and remove any scores not found on the sponsor's web page.