IT Commissioner Job Outline

Forward

For many years the council has been offering our units free web space on a hosting service that is paid for by the council. This web hosting account is used to host the OCBSA.ORG domain as well as units, committee and District Web Sites. When a unit decides that they wish to have a site of their own, they follow a procedure that's described on http://webmasters.ocbsa.org .
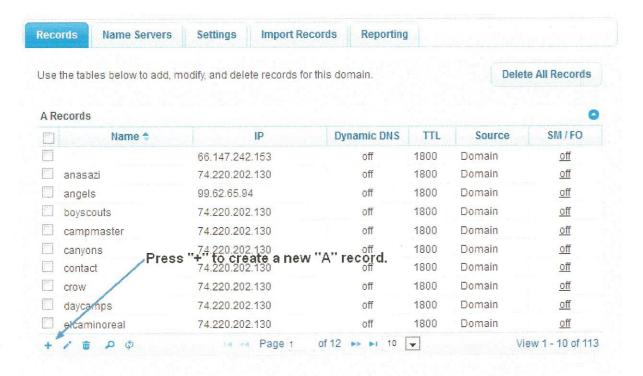
The following is an outline of some of the items that the IT Commissioner is responsible for and how these items are handled.

1) New Web Site Creation

   a. Monitor submittals from http://webmasters.ocbsa.org for a new unit/committee web site.

   b. Verify with Kim Whitaker (Council Registrar) that the individual submitting the request is registered and has a current YPT status. kimw@ocbsa.org *See Note #1 below*

   c. Maintain http://webmasters.ocbsa.org with current news, helps and information.

2) Using http://dnsmadeeasy.com create an "A" register entry for the unit: 74.220.202.130

Domain Name	Last Modified
ocbsa.org	2012-05-20
outdooreducationcenter.org	2011-11-08
ocexploring.org	2011-11-07
iroec.org	2011-11-07
newportseabase.org	2011-11-07
testocbsa.org	2009-05-08
orangecountyscouts.org	2008-03-11
joinboyscoutsorangecounty.org	2008-03-11
boyscoutsorangecounty.org	2008-03-11
boyscoutscalifornia.org	2008-03-11

Records	Name Servers	Settings	Import Records	Reporting

Use the tables below to add, modify, and delete records for this domain.   **Delete All Records**

A Records

	Name ⬍	IP	Dynamic DNS	TTL	Source	SM / FO
☐		66.147.242.153	off	1800	Domain	off
☐	anasazi	74.220.202.130	off	1800	Domain	off
☐	angels	99.62.65.94	off	1800	Domain	off
☐	boyscouts	74.220.202.130	off	1800	Domain	off
☐	campmaster	74.220.202.130	off	1800	Domain	off
☐	canyons	74.220.202.130	off	1800	Domain	off
☐	contact	74.220.202.130	off	1800	Domain	off
☐	crow	74.220.202.130	off	1800	Domain	off
☐	daycamps	74.220.202.130	off	1800	Domain	off
☐	elcaminoreal	74.220.202.130	off	1800	Domain	off

Press "+" to create a new "A" record.

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3)   Using the cPanel in Hostmonster create the following.

FTP
Accounts

a. An FTP login   using the password chosen by the
submitter. If this password is not acceptable then contact the
submitter and request that they re-submit the form with a
different password.

Subdomains

b. A Sub-Domain   entry for the site.

Forwarders

c. An Email Forward   to the submitter's personal Email
address.

phpMyAdmin

d. Open the PHP   utility and update the entry in the
"sites" database with the information for the new webmaster.

e. Open the PHP phpMyAdmin utility and create an entry in the "sites" database with the information for the new webmaster. The password for the PHP function is the same as the login.

3) Notify the webmaster via Email that their submission has been received and has been finalized. Provide the Username, FTP address of 74.220.202.130 and their Email forward. Do not Email back their password for security purposes. If they have forgotten their password then they must re-submit the form and choose a new password. We Do Not Email Back Forgotten Passwords Under Any Circumstances!!

4) Changes in a Webmaster.

   a. Verify with Kim Whitaker that the individual is registered and has a current YPT certificate. *See note 1 below:*

   b. Change the FPT FTP Accounts password

   c. Open the PHP phpMyAdmin utility and update the entry in the "sites" database with the information for the new webmaster. The password for the PHP function is the same as the login.

   d. Delete the Email forward Forwarders and then create a new Forward for the new webmaster.

   e. Notify the webmaster that they have access and provide the Username, FTP (74.220.202.130) and their new Email forward.

The primary job of the IT Commissioner is to handle these changes of webmasters and to verify that the individual that you've given access to has been properly registered. In addition, a periodic review of all web sites under the OCBSA.ORG domain is to be done in order to verify that the sites have been adhering to the policies in place. Last, but not least, a check is to be made on a periodic basis to insure that no music/photos or other content is being posted that is a violation of copyright rules.

Note 1: The easiest method of getting information to Kim Whitaker is to forward a partial copy of a submission. The information she needs to identify the person is only their name, and unit affiliation. The following is an example of what I would forward to kimW@ocbsa.org for approval;

Send only the following to Kim for registration and YPT verification. Do not give access to anyone until Kim replies. This usually takes a couple of hours – sometimes less. If the submission occurs over the weekend action will have to wait until the council opens on Monday.

Subject: New Webmaster
URL: http://troopxxxx.ocbsa.org/
City: Laguna Beach
District: El Camino Real
Comment:
Email Address: myemail@myemail.com
Webmaster Name: John Doe
DOB: 03/15
Home Phone: (949) 497-9999
Work Phone: (949) 246-9999
Cell Phone: (949) 246-8888
Unit Type: Troop
Unit Number: xxxx
Registered: Yes
Registered Position: Unit Committee Member

To qualify for access to the server the person must be registered as an adult member of THIS council and have a current Youth Protection Certificate. Registration as a Tiger Parent, or Merit Badge Councilor is not sufficient. The registration must be in a position where a background check would have been performed. Ref: http://webmasters.ocbsa.org/node/171