

1 Membership Management

Steam Association of Manitoba — Updating the Membership List

This document explains how to update the SAM membership list. The membership list is a simple text file containing one email address per line. It determines who is recognized as a member by the website's access system.

No programming knowledge is required.

1.1 Purpose of the membership list

The membership list is used by the website's access control system to determine who may view member-only content.

Each line in the file represents one member.

If an email address is present in the list, that person is considered a member. If it is removed, access is revoked.

1.2 Location of the membership list

The membership list is stored in the local website repository as:

`members.txt`

This file is kept at the top level of the repository (not inside `/site`).

It is uploaded to the server along with the rest of the site when updates are deployed.

1.3 File format

The file contains **one email address per line**, with no punctuation, no quotes, and no extra text.

Example:

```
alice@example.com
bob@example.com
charlie@example.com
```

Blank lines are allowed but unnecessary.
Comments are not used.

1.4 Adding a member

To add a new member:

1. Open `members.txt` in a plain text editor.
2. Add the new member's email address on its own line.
3. Save the file.
4. Run `upload-site.bat` to deploy the updated list.

Once uploaded, the new member will have access to member-only content.

1.5 Removing a member

To remove a member:

1. Open `members.txt`.
2. Delete the line containing the member's email address.
3. Save the file.

4. Run `upload-site.bat` to deploy the updated list.

Once uploaded, the removed member will no longer have access.

1.6 Correcting an email address

If an email address is incorrect:

1. Edit the incorrect line.
2. Replace it with the correct email address.
3. Save the file.
4. Run `upload-site.bat`.

This counts as removing the old address and adding the corrected one.

1.7 Deployment

Changes to the membership list do **not** require regenerating the website.
Only the upload step is needed.

To deploy the updated list:

`upload-site.bat`

This publishes the new `members.txt` to the server, where the access system reads it automatically.

1.8 Summary

- The membership list is a simple text file named `members.txt`.
- Each line contains one email address.
- Adding a line adds a member.
- Deleting a line removes a member.
- Deployment is done with `upload-site.bat`.
- No other steps are required.

This process is intentionally simple so that membership can be updated easily and reliably.