



GREY HAT GT: GitHub Content Management & Accessibility SOP

Version: 1.0

Date: November 2025

Maintainer: Grey Hat Web Team

Applies to: All contributors, E-Board members, and PR reviewers.

1.0 PURPOSE & SCOPE

The purpose of this Standard Operating Procedure (SOP) is to standardize the workflow for updating the [Grey Hat GT](https://greyhatgt.github.io) public website (greyhatgt.github.io). We would like to provide new members with a focused and practical guide for editing the website and implementing accessibility updates effectively.

This guide serves as the primary instructional document for members to contribute content via Pull Requests (PRs) while strictly maintaining [Web Content Accessibility Guidelines \(WCAG\) 2.1](#) compliance.

Scope: This procedure covers the end-to-end process of updating the repository, specifically:

- GitHub Repository Maintenance: Branching, committing, and PR etiquette with accessibility first principles.
- Content Updates: Adding new event announcements, updating officer profiles, and modifying core pages (such as Home).
- Accessibility Compliance: Ensuring all new code meets visual and functional accessibility standards.

2.0 BRAND & VISUAL STANDARDS

To ensure professional consistency, all contributions must match the existing [Grey Hat](#) identity found in the site CSS. Do not introduce arbitrary colors.

2.1 Color Palette (High Contrast)

- **Background**: #0b0b0b (Deep Black)
- **Primary Text**: #FFFFFF (White)
- **Accent/Link**: #00e5ff (Aqua blue)



2.2 Typography

- **Headers:** Use Roboto Mono for H1-H3.
- **Body:** Use Open Sans for paragraphs.

3.0 ACCESSIBILITY-FIRST CONTENT PROCEDURE

This section outlines the non-negotiable accessibility standards and then provides specific examples of how to apply them.

3.1 Image Assets & Alt Text

Requirement: All images must be accessible. Screen readers cannot see images, so we must ensure that an adequate description replaces the image. "Alt text" is not just a description; it is a replacement for the image for those who cannot see it.

Step 1: File Naming

Save images using kebab-case (lowercase with hyphens)

- **Incorrect:** Jack Rose Headshot.jpg
- **Correct:** jack-rose-headshot.jpg

Step 2: The Code Implementation

When adding the image to the HTML or Markdown file, you must include the alt attribute describing the image content, not just the file name.

Incorrect:

HTML

```

```

Correct:

HTML

```

```

3.2 Hierarchy and Structure

Do not use bold text to create "headers." Use **semantic HTML tags** to allow screen reader users to tab through the page structure.

- **H1:** Page Title (Only use once per page).



- **H2:** Major Section (e.g., "Upcoming Events").
- **H3:** Subsection (e.g., "CTF Qualifiers").

3.3 Hyperlinks

Avoid generic link text. It's possible for links to be read out of order, which means that descriptions along the lines of "Click here" don't convey any meaning out of context.

- **Incorrect:** "Click Here to register."
- **Correct:** "Register for the CTF on the official portal."

4.0 PULL REQUEST (PR) PROTOCOL

4.1 Branching Conventions

Use the following format:

```
feature/{short-description}
fix/{bug-description}
content/{page-or-section}
hotfix/{urgent-issue}
```

Example:

- content/add-spring-2026-events
- feature/rebuild-officer-cards
- fix/typo-resources-page

4.2 Submission

1. Create a new branch: `git checkout -b feature/{event_name}`.
2. Commit changes with clear messages.
3. Push to origin and open a Pull Request on GitHub.

4.3 Reviewer Response Time

- Reviewers should respond to PRs within 2-3 days.
- PR authors should address comments within 72 hours, unless otherwise communicated.

4.4 The Pre-Merge Checklist

Instructions for Reviewers: Copy and paste the following checklist into the PR comments.
Do not merge until all boxes are checked. This acts as our quality assurance filter.

Markdown

Accessibility & QA Checklist

- [] ****Build Check:**** Site builds locally without errors.
- [] ****Alt Text:**** All new images include descriptive ``alt=""`` tags.



- [] **Link Safety:** All links describe their destination.
- [] **Contrast:** No low-contrast text colors were introduced.
- [] **Structure:** Headings follow a logical order (H1 -> H2 -> H3).
- [] **Sustainability:** Old/outdated event assets have been removed/archived.

5.0 TROUBLESHOOTING & RESOURCES

- **Contrast Checker:** [WebAIM Contrast Checker](#)
- **Screen Reader Test:** If you are unsure if your code is accessible, enable *VoiceOver* (Mac) or *NVDA* (Windows) and listen to the page before submitting.