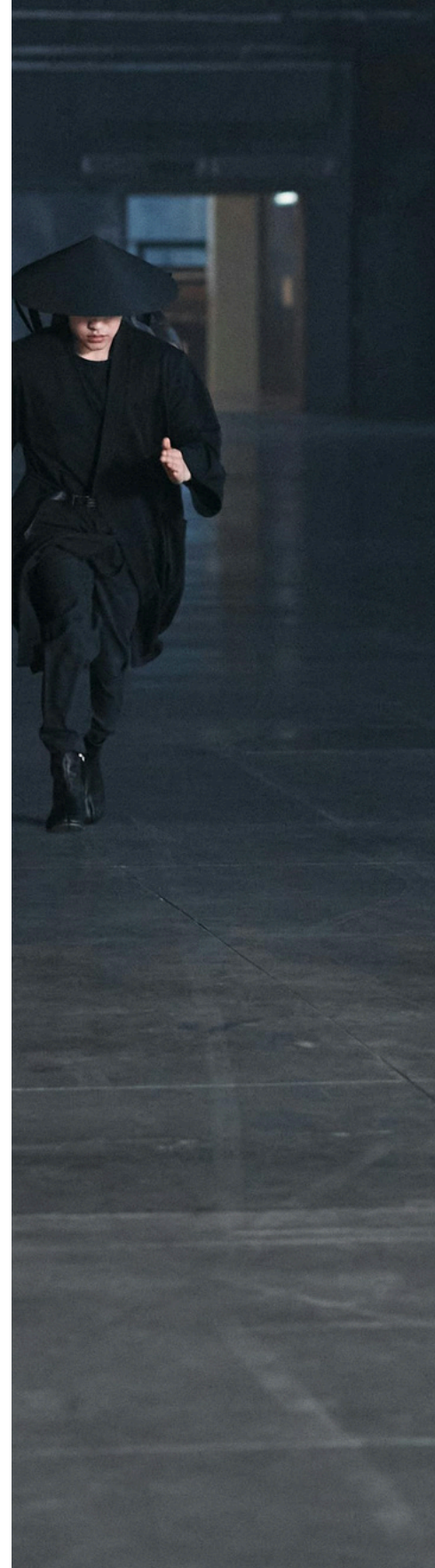


OCTOBER 2024

USER MANUAL

UPDATING VA SPOTLIGHT SECTION IN
RCFH WEBSITE



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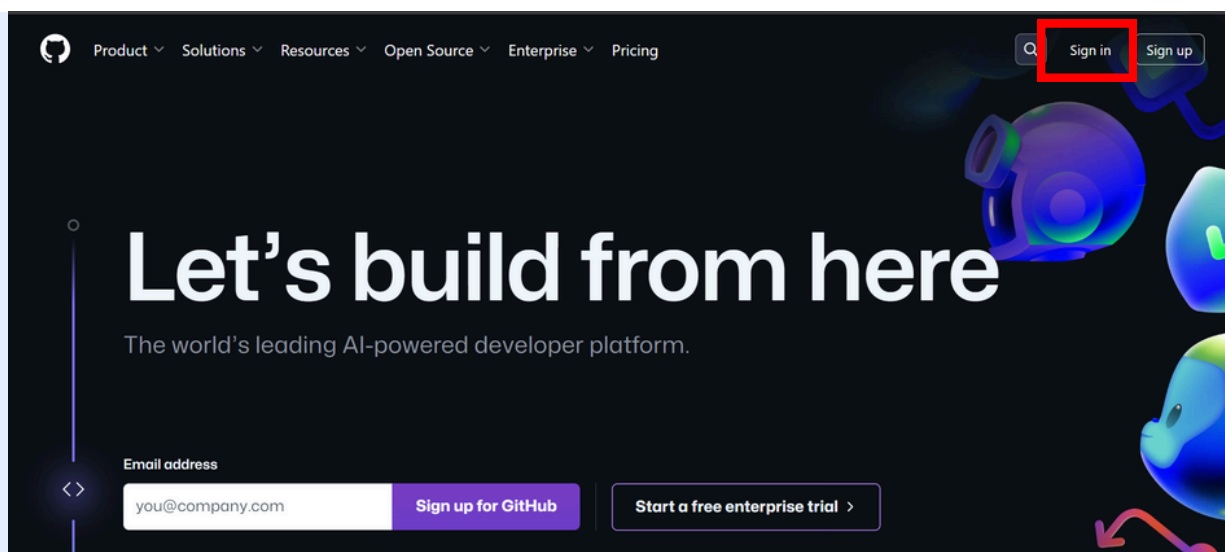
How to Log In to GitHub

GitHub is a popular platform for developers and teams to collaborate on projects, share code, and manage their work. If you're new to GitHub or just need a little help logging in, this guide will walk you through the process step-by-step. No technical skills are required!

- Open Your Web Browser: Use any web browser like Chrome, Firefox, Safari, etc.



- Go to GitHub's Website: Type in the address bar: github.com and press Enter.
- Click on 'Sign In': In the top right corner of the page, you'll see a button that says Sign in. Click on it.



Enter Your Credentials:

- Username or Email: Type your GitHub username or the email address associated with your GitHub account.
- Password: Enter your password.

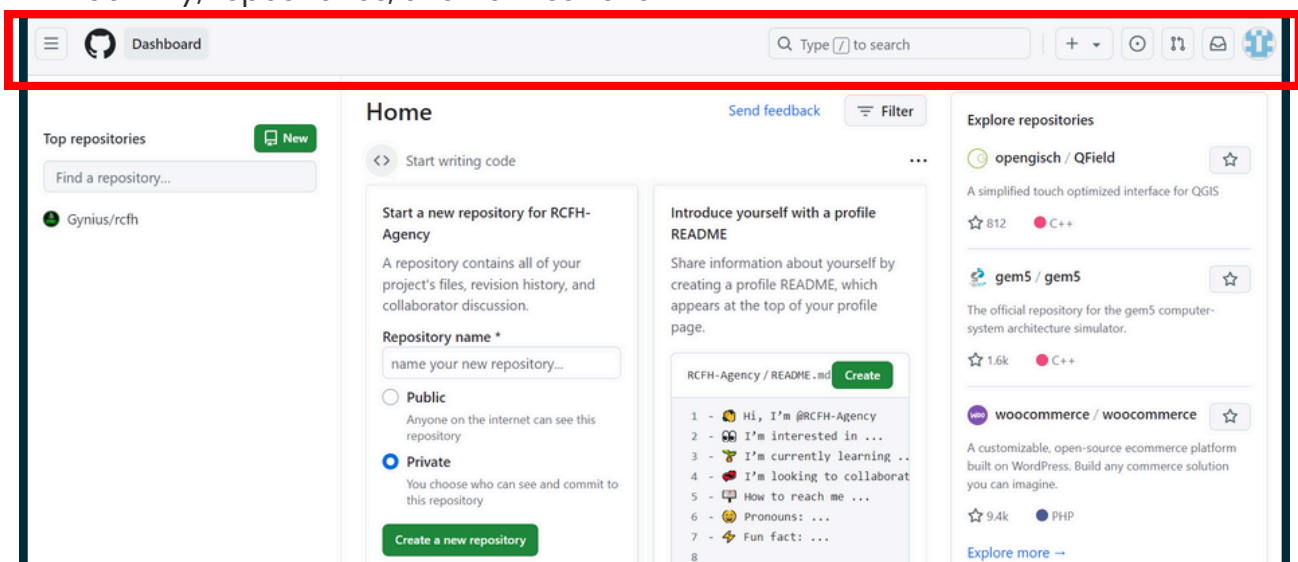
login with RCFH Utility Credentials, please note that the matching of credentials is case-sensitive. .

How to Navigate GitHub and Find Collaborative Repositories

GitHub is a vibrant platform where individuals and teams come together to share projects, code, and ideas. Whether you're a beginner looking to learn or someone wanting to contribute to exciting projects, understanding how to navigate GitHub is essential. This guide will help you get comfortable with the GitHub interface and show you how to find collaborative repositories where you can join in and make a difference. Let's dive in!

Dashboard Overview:

- After logging in, you'll land on your Dashboard. Here, you can see your recent activity, repositories, and notifications.



Explore the Top Navigation Bar:

- Home: Click the GitHub logo to return to your dashboard.
- Pull Requests: This is where you can see any contributions you've made that are pending review.
- Issues: View issues you are involved with.
- Marketplace: Explore apps that enhance GitHub functionality.
- Profile Icon:
 - Click on your profile picture in the top right corner to access your profile, settings, and account details.
- Search Bar:
 - Use the search bar at the top of the page to find repositories, users, or topics by typing keywords.

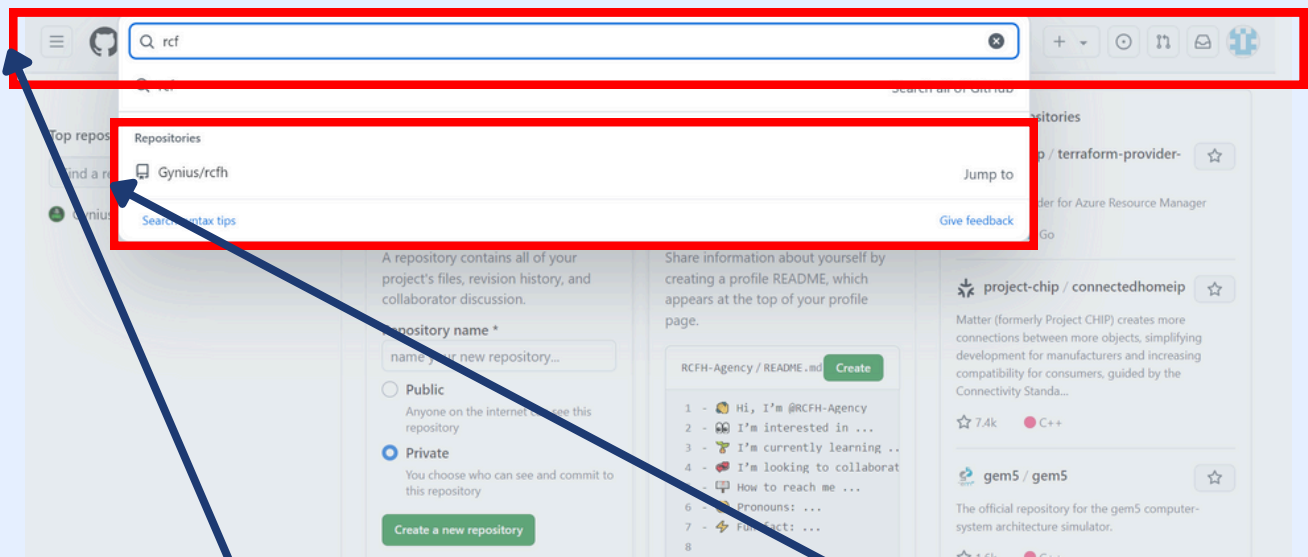
Finding a Collaborative Repository

Using the Search Bar:

- In the search bar, type a topic or keyword related to what you're interested in (e.g., "machine learning," "web development").
- Press Enter.

Filtering Results:

- After searching, you'll see various tabs such as Repositories, Code, Commits, and more. Click on Repositories to narrow your search.
- You can further refine your search by using filters like Language or sorting by Best match, Most stars, etc.



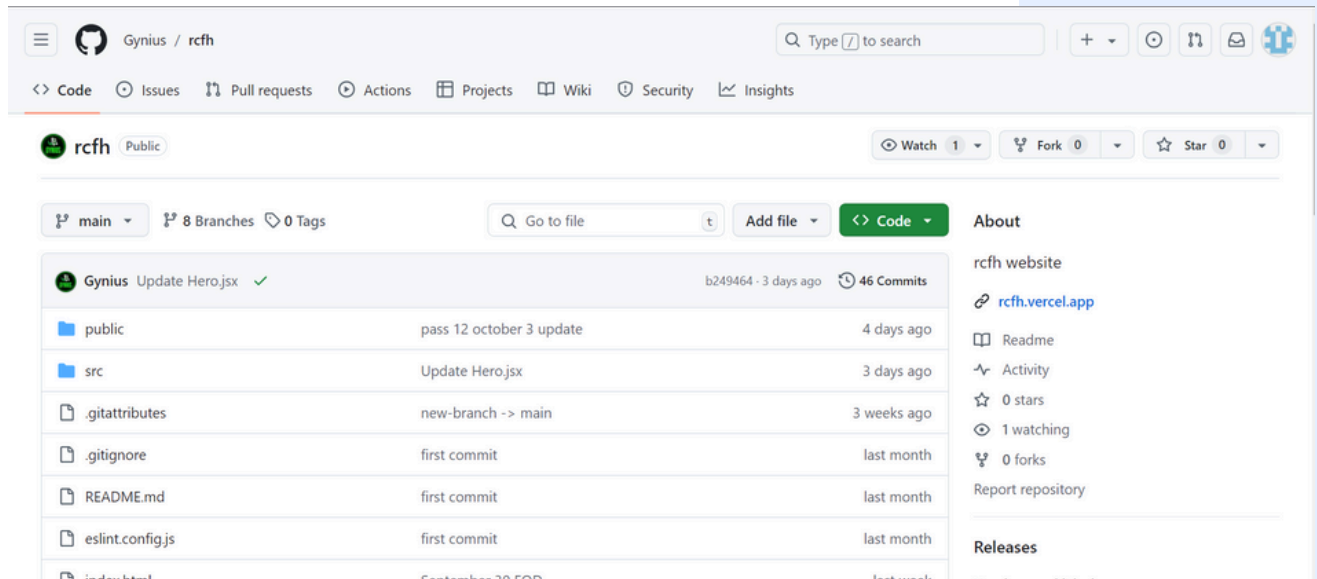
To find the repository, enter "RCFH" in the search bar.

Below, you will see the search results. Please review them for the relevant repository.

The correct repository is **Gynius/rcfh**. Please select it from the search results.

Exploring Repositories

Look for the README.md file on the main page. This file usually contains information about the project, how to contribute, and any specific instructions.



Navigate to the File Structure

Access the assets Folder:

- Inside the src folder, you'll see various folders. Find and click on the assets folder.

Open the constants Folder:

- Within the assets folder, locate the constants folder and click on it.

Find the va_spotlight Folder:

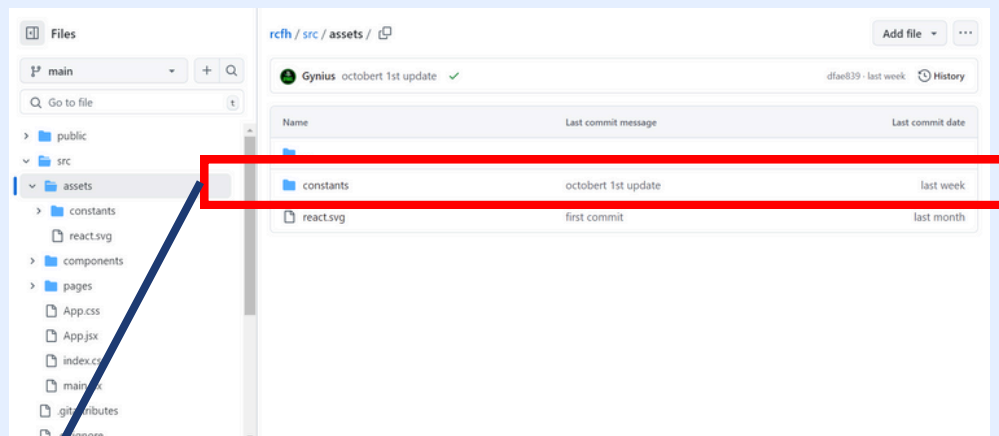
- Inside the constants folder, you will find the va_spotlight folder. Click on it to access its contents.

The image shows a sequence of three screenshots illustrating the navigation path to the 'assets' folder in a GitHub repository.

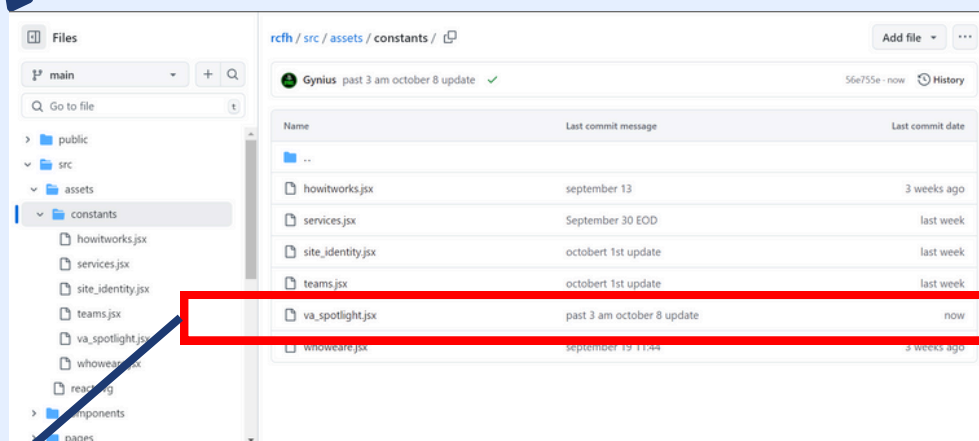
Top Screenshot: The repository root is shown. The 'src' folder is highlighted with a red box. A red arrow points from this box to the middle screenshot.

Middle Screenshot: The 'src' folder is selected. The 'assets' folder is highlighted with a red box. A red arrow points from this box to the bottom screenshot.

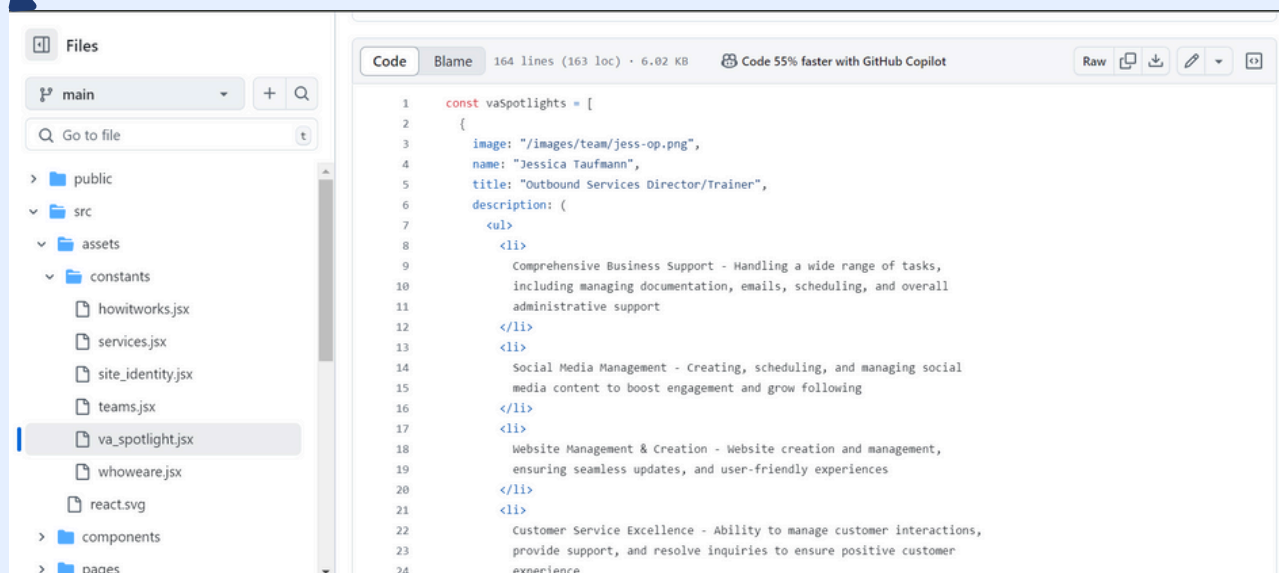
Bottom Screenshot: The 'assets' folder is selected. The 'constants' folder is highlighted with a red box. A red arrow points from this box to the 'va_spotlight' folder, which is also highlighted with a red box.



Inside assets folder



Constants folder



VA Spotlight

Inside the **constants** folder, you will find the **va_spotlight** script. Click on it to access its contents.

Update the Performer Details

Update the Performer Details

1. Edit the Content:

- Modify the HTML tags and content as necessary to reflect the selected performer's details. Ensure you update the relevant sections, such as:
 - `<h2>`: The performer's name.
 - `<p>`: The description that highlights their achievements.
 - ``: Update the image source and alt text if there's a new image.
 - `<a>`: Change the link if the performer has a new profile or webpage.

2. Maintain Consistent Formatting:

- As you make changes, ensure that the HTML structure and formatting remain consistent with the existing content. This includes using the same HTML tags and attributes as the other performer entries to keep the file organized and visually coherent.

```
1  const vaSpotlights = [  
2  {  
3    image: "/images/team/jess-op.png",  
4    name: "Jessica Taufmann",  
5    title: "Outbound Services Director/Trainer",  
6    description: (  
7      <ul>  
8        <li>  
9          Comprehensive Business Support - Handling a wide range of tasks,  
10         including managing documentation, emails, scheduling, and overall  
11         administrative support  
12        </li>  
13        <li>  
14          Social Media Management - Creating, scheduling, and managing social  
15          media content to boost engagement and grow following
```

Commit Your Changes

Scroll to the Commit Changes Section:

- After making your edits, scroll to the top of the page where you will see the Commit changes section.

Enter a Commit Message:

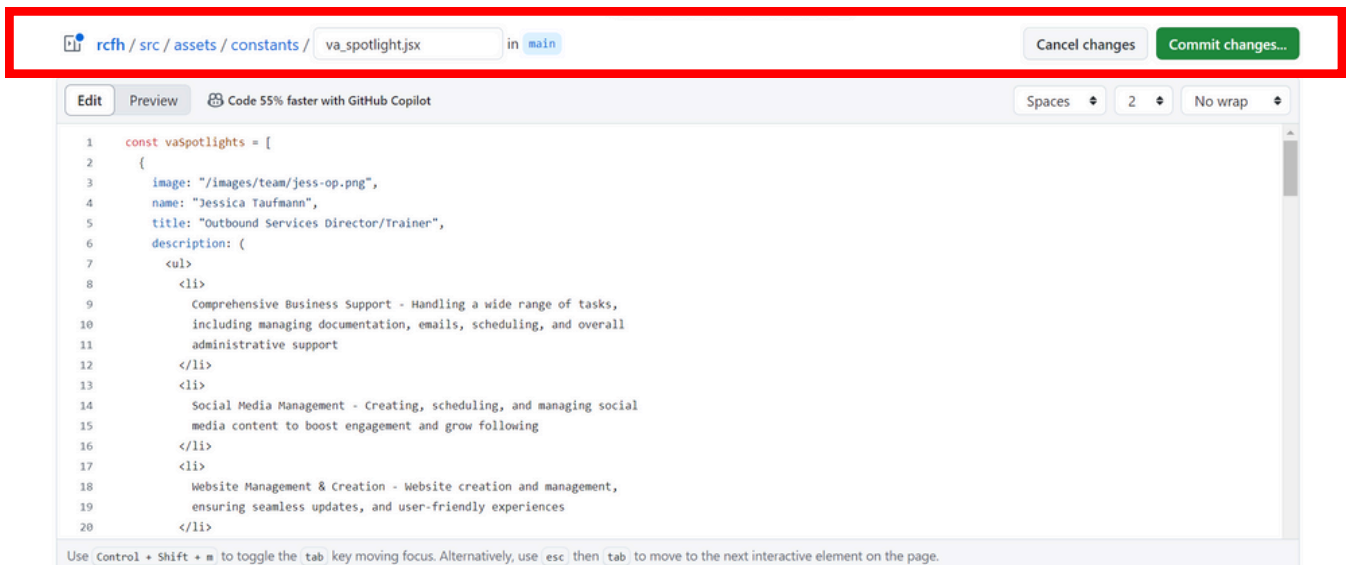
- In the commit message box, write a brief and descriptive message summarizing the changes you made. For example, you could write:
 - "Updated VA Spotlight details for current month performer".

Choose Your Commit Option:

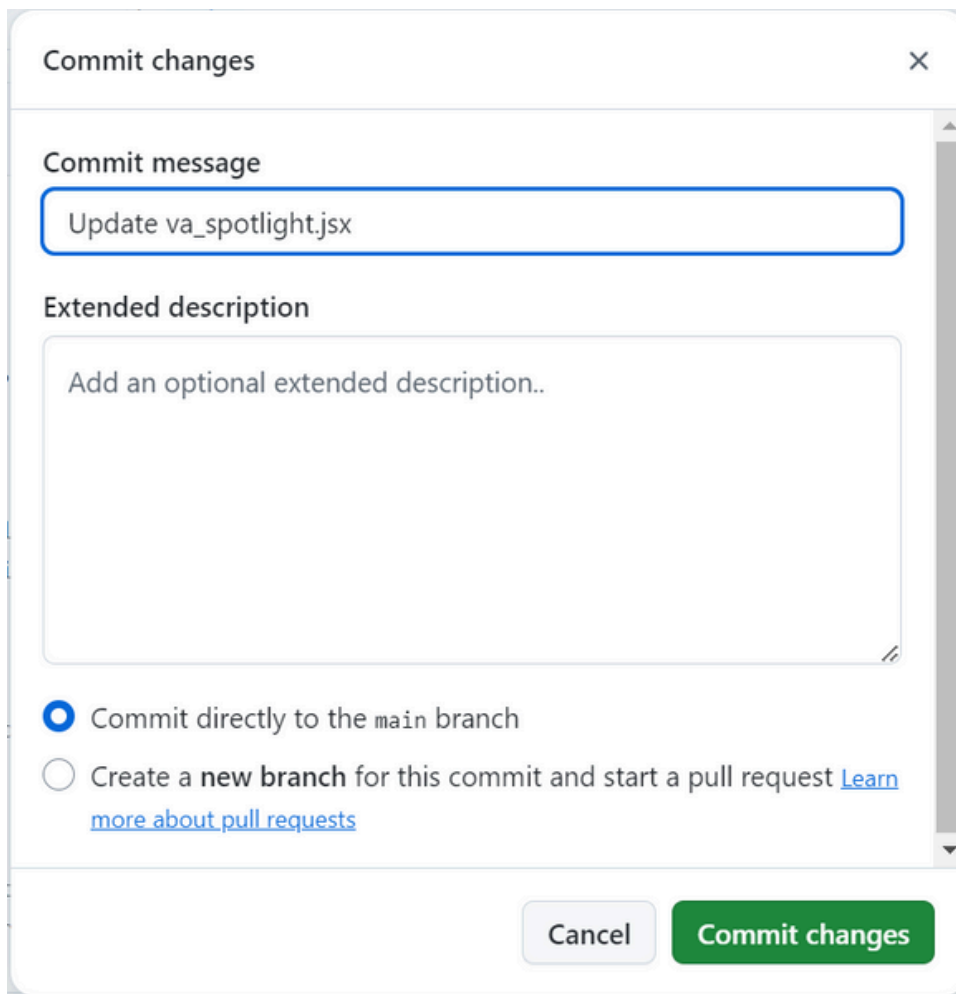
- You'll see options to either commit directly to the main branch or create a new branch for your changes. Choose the option that suits your workflow:
 - Commit directly to the main branch: If the changes are straightforward and do not require review.

Click the Commit Changes Button:

- Finally, click on the Commit changes button to save your updates.



Commit changes button

A screenshot of a 'Commit changes' dialog box. The dialog has a title bar with a close button (X). It contains two main sections: 'Commit message' and 'Extended description'. The 'Commit message' section has a text input field with the text 'Update va_spotlight.jsx'. The 'Extended description' section has a larger text area with the placeholder text 'Add an optional extended description..'. Below these sections are two radio buttons. The first radio button is selected and is labeled 'Commit directly to the main branch'. The second radio button is unselected and is labeled 'Create a new branch for this commit and start a pull request', followed by a link 'Learn more about pull requests'. At the bottom right of the dialog are two buttons: 'Cancel' and 'Commit changes'.

Add commit message

Commit Changes and then wait a few minutes for the website to update.