# How to update the ROAM-JCU website

Today Ces taught us how to update the website using github

## Need to know

To update the member list

* \_data folder
  + Members.yml
  + Every new member indicated with [tab][-]["name:"] etc.
  + Fill in details with each line
  + To modify a file, pencil icon - text editor > commit
* Images folder
  + People (pictures of everyone) > Add files> commit

To enter entries/posts

* Add new entries with .md, word, or jupiter notebook file
  + Name convention for files "YYYY-mm-dd-the-title.extension"
  + If word, add file to \_word folder
  + If notebook, add to \_notebooks folder
  + If markdown, add to \_posts folder

