CREATING A NEW REPOSITORY
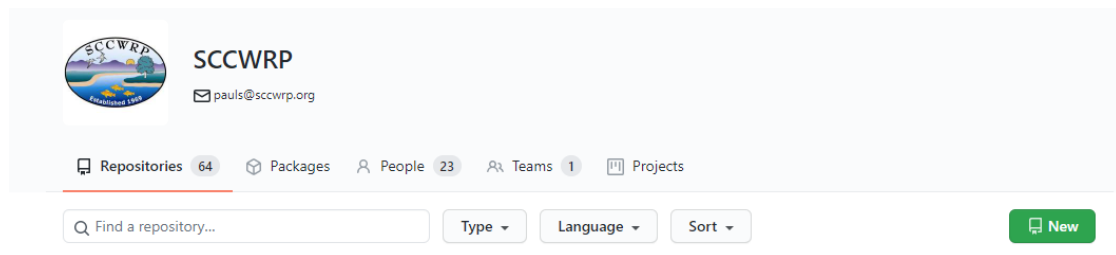
1) Make sure you are added as a member of SCCWRPs organization account. See the "People" tab on SCCWRPs GitHub site. If you are not currently a member, contact an admin of the SCCWRP account to be added.

2) Navigate to SCCWRPs GitHub site or your personal GitHub site and select "New" on top right.

3) Options for creating your new repository will be displayed as below. ==Select SCCWRP as the owner== (this will automatically happen via SCCWRPs GitHub, but you will have to make sure to select SCCWRP instead of your username if you are creating a new repo using your personal GitHub page). Name the repository according to the project, add a brief description, keep the repository private so it is only viewable by SCCWRP members and collaborators, and initiate with a readme file.

4) Add collaborators or Team members: navigate to "Settings" on the top ribbon and then to "Manage Access" on the left. Select 'Invite teams or people' and add collaborators by username.
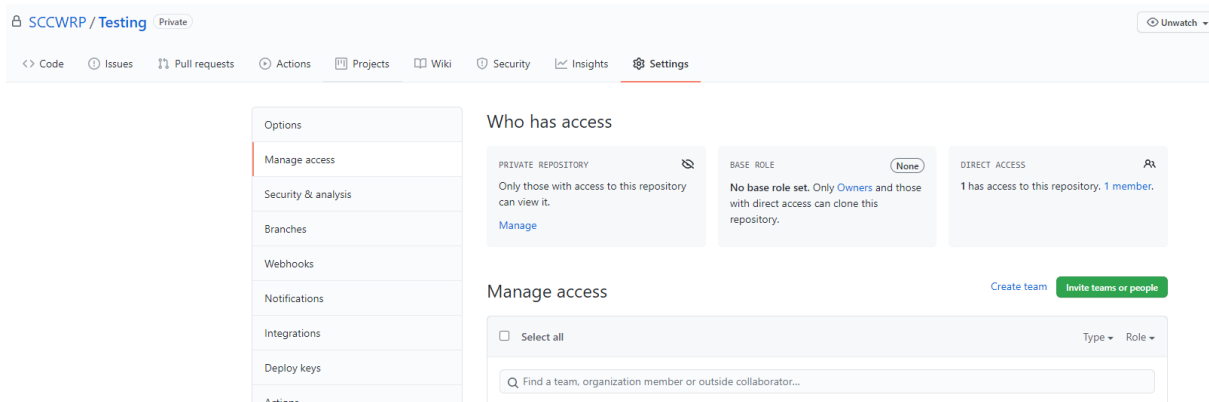
5) Once you have created your new repository, you can clone it to a local location: On the main page of the repository, select the download "Code" option in green. Copy the URL, and clone using your preferred method (Create new Project with Version Control in R and paste the URL, clone in the command line, etc.)
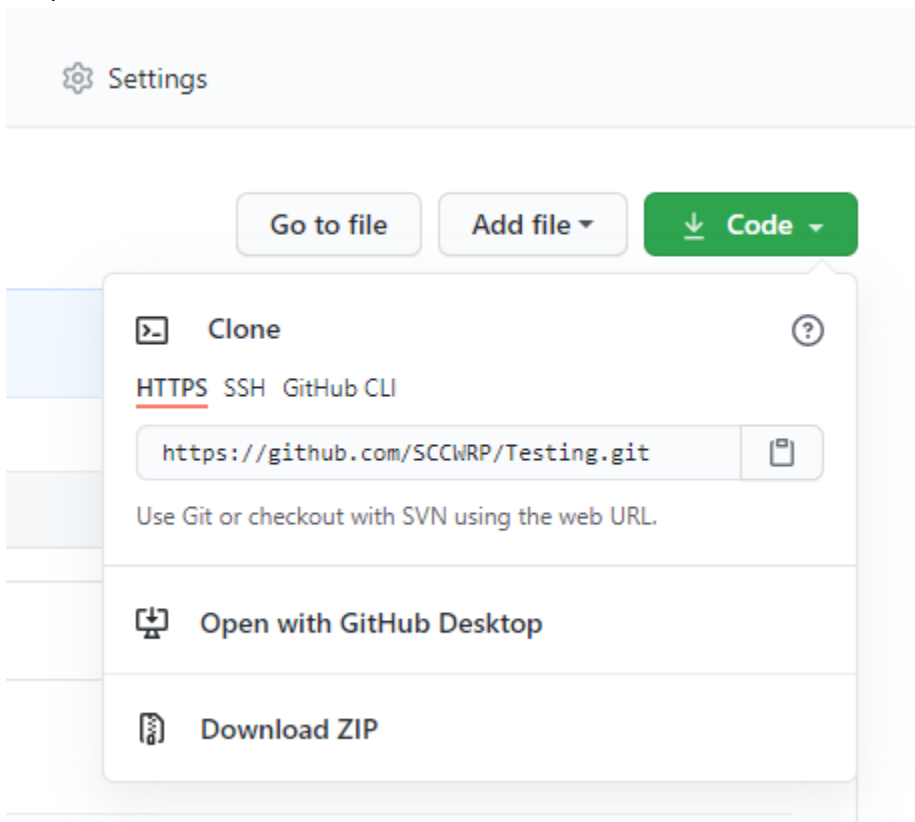
TRANSFERRING REPOSITORY OWNERSHIP

If your finalized or in-progress repository lives on a personal GitHub account, you can transfer ownership of the repository to SCCWRP so the code is published on SCCWRPs GitHub page. A repository transfer will retain commit histories and collaborators.

1) Navigate to your repository of interest, and go to the "Settings" tab. Under the "Options" tab on the left, scroll down to the bottom where you will see a red danger zone.

2) Click "Transfer" and type in "SCCWRP" as the new owner of the repository. You will have to enter your GitHub password to authorize this.

3) This repository will now be moved to SCCWRPs organization account. If you still want to continue working on the repository, one of your collaborators or an Admin of the SCCWRP GitHub may have to again add you so you have access. Note, if you have already cloned your repository to a local location,

you will not have to re-clone or make any changes to your workflow. Any pushes will now go to your repository living on SCCWRPs GitHub.

4) To navigate to this repository on GitHub moving forward, now that it is not owned by your personal account, you can access it directly via SCCWRPs GitHub site. It will no longer show up under your "Repositories" on the main page of your personal GitHub site.

5) To instead view it via your personal GitHub site, navigate to your account on the top right of your homepage, click the dropdown, and click on "Settings"
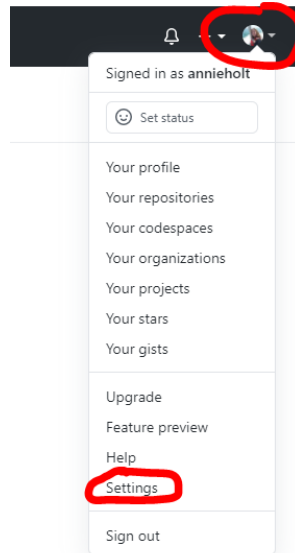
On the left, select the "Repositories" tab. You can now view any repositories you own, as well as navigate to any you collaborate on. You should see a SCCWRP section and the repository you transferred.