

A Guide to Managing Spark Projects on Github

Quickstart: Sign Up for GitHub!

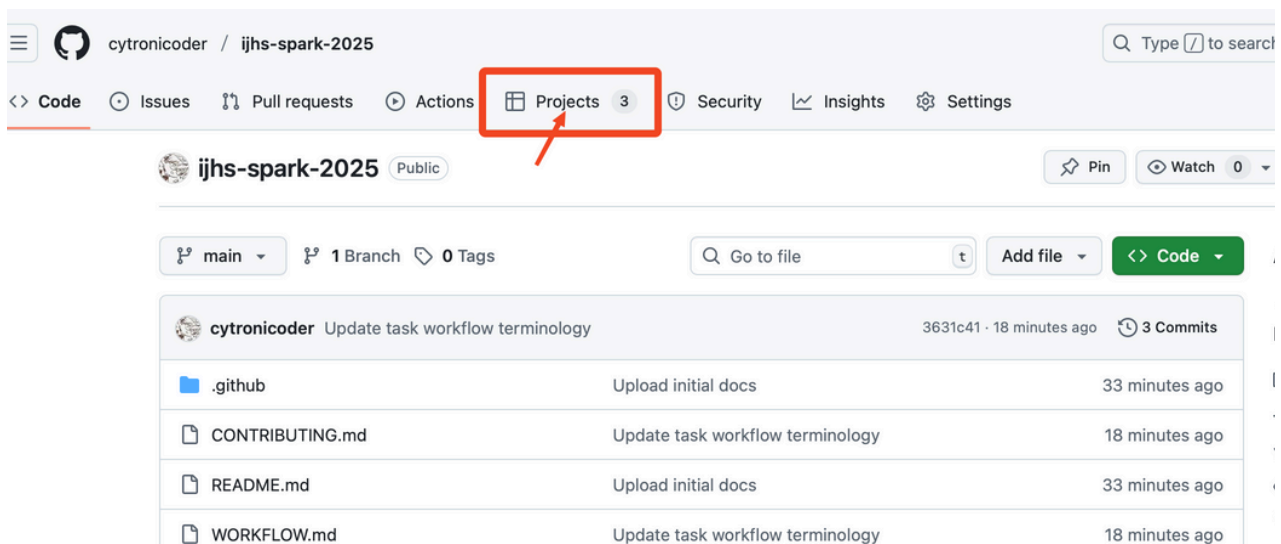
1. Go to **github.com** → click **Sign up**
2. Enter the **email you registered with us**, choose a **username**, and set a **password**
3. **Verify** your email (check your inbox + click the link)
4. (Optional but recommended) Enable **Two-Factor Authentication** under **Settings** → **Security**

Accept the IJHS-Spark Invitation

1. You should have received an **email invite** from `ijhs-spark-2025@github.com`.
2. Click **“View invitation”** → **“Accept invitation”**
3. Now you’re a **Collaborator** on our repo!

Navigate to Our Repo & Your Board

1. Log in to **github.com**
2. Click the **“Repositories”** tab (or use the search bar) → select **ijhs-spark-2025**
3. Click the **“Projects”** tab → choose **Your Project** (Greenfluence / PhishBlaster / Aldea)



Your Kanban Workflow

Column	Meaning
Backlog	Unprioritized ideas/tasks
To Do	Committed for this sprint
In Progress	Actively working
Review	Awaiting feedback
Done	Completed

Create & Track a Task

1. Click **New issue**
2. **Title:** Clear action (e.g., “Draft poster copy”)
3. **Labels:** Select your project label (greenfluence, phishblaster, idea)
4. (Optional) **Milestone:** pick a deadline
5. Click **Submit new issue**
6. **Drag** the card from **To Do → In Progress → Done** as you work