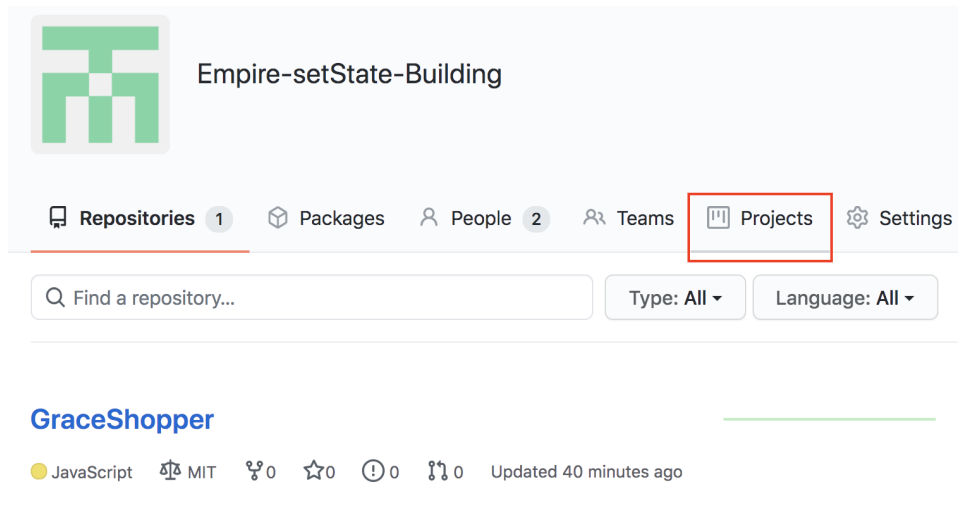
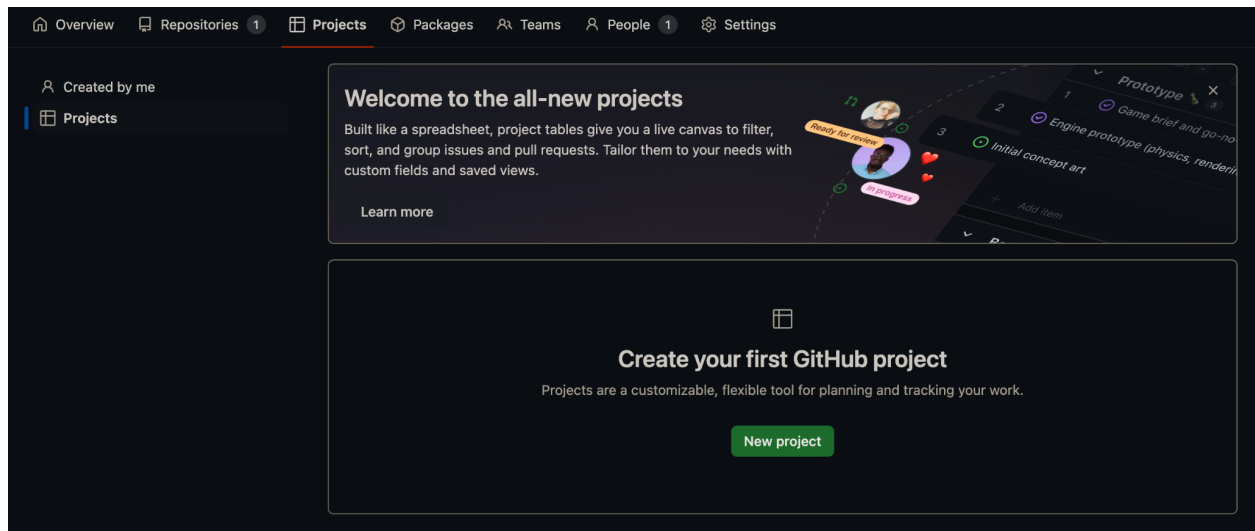


# Creating the Project Board

1. Visit your organization and click the “Projects” tab

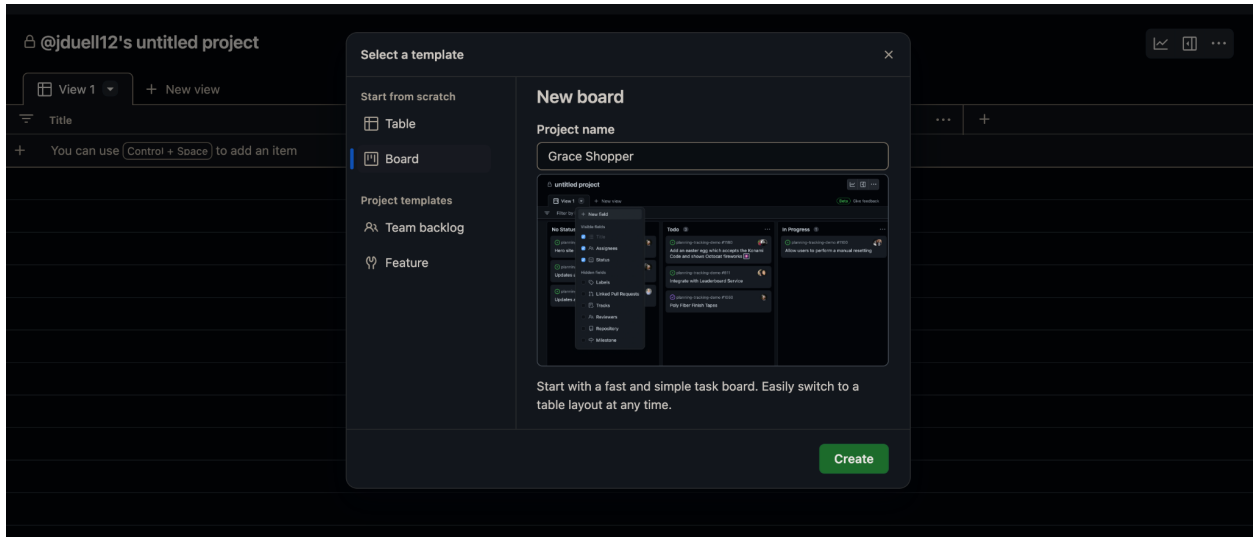


2. Click “New Project”

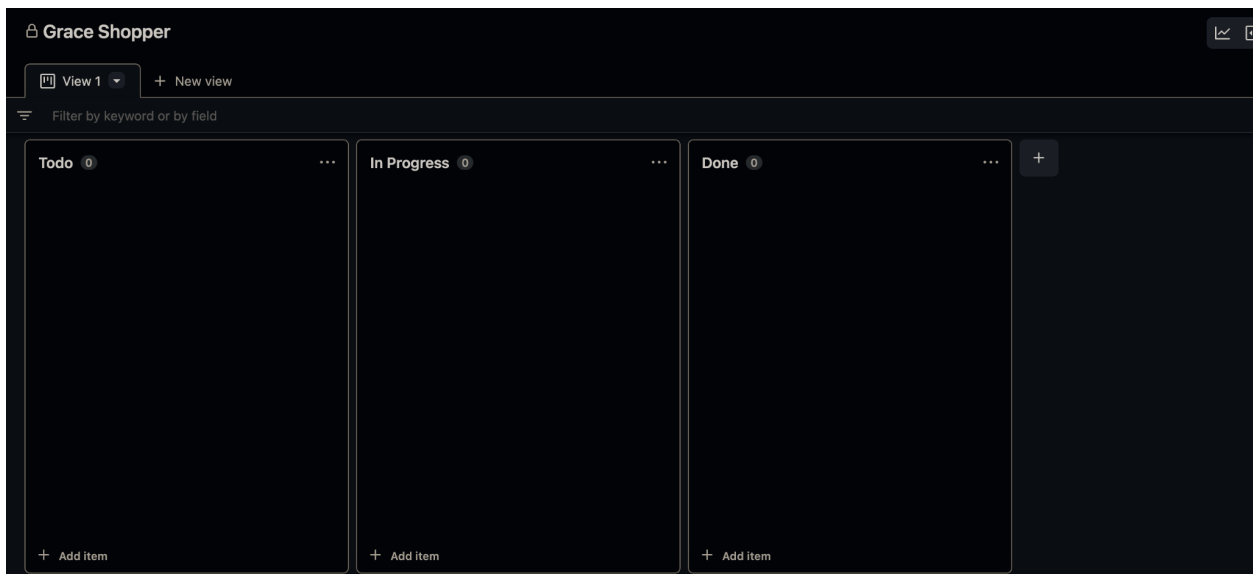


3. Fill out the new project form:

- Project board name: (anything)
- Project template: Board



#### 4. Start populating!



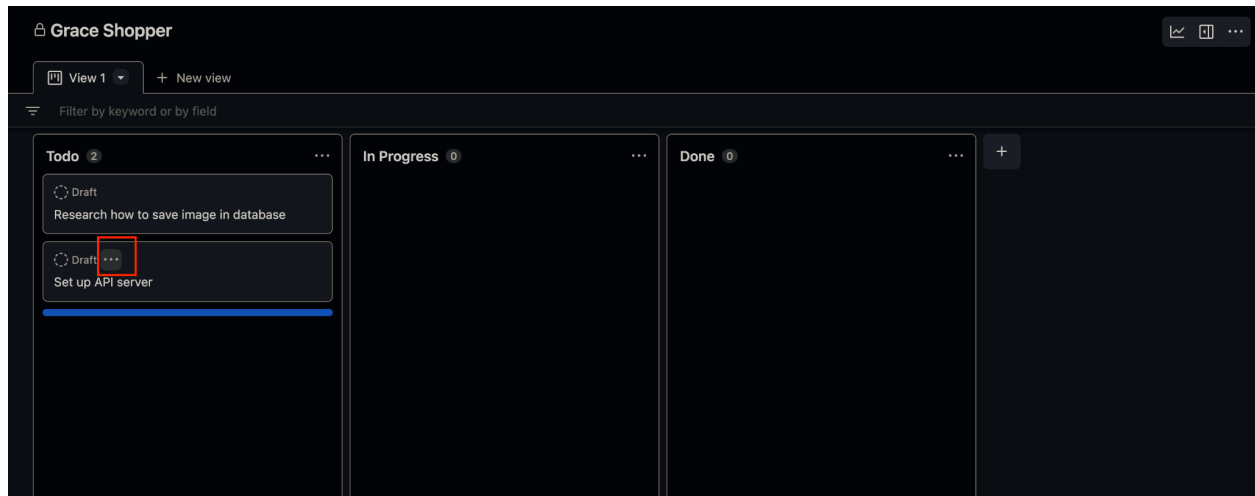
## Tips & Tricks

### Using cards as notes

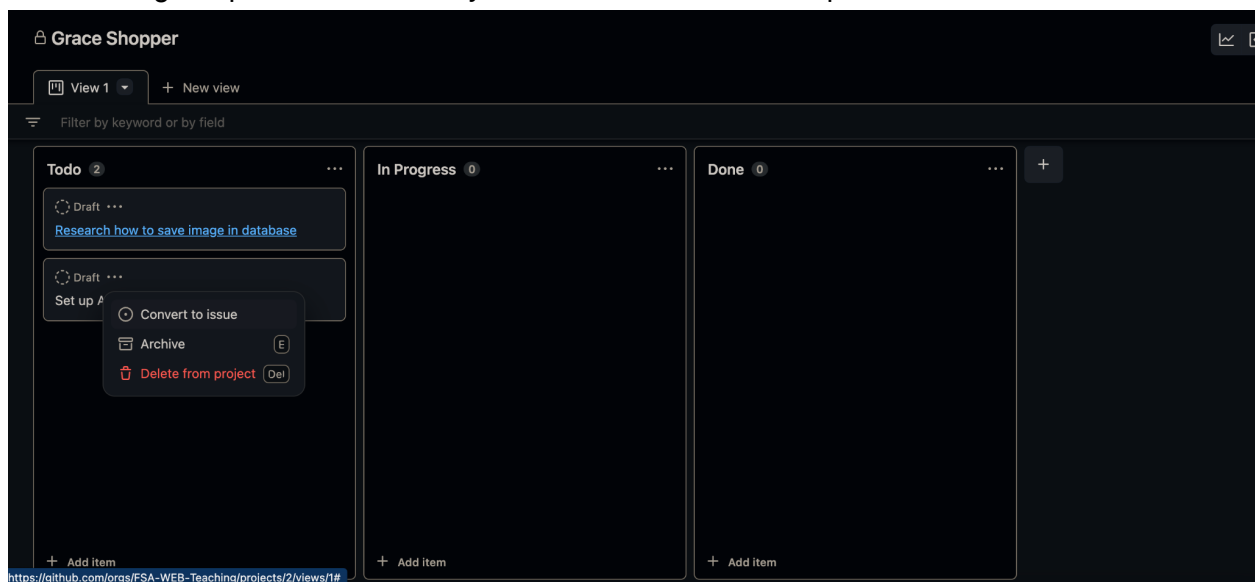
- Sometimes, there will be tickets that don't require any code, but still need to be done. The ticket below "Research many-to-many relationships" is an example.

### Converting todos into Issues

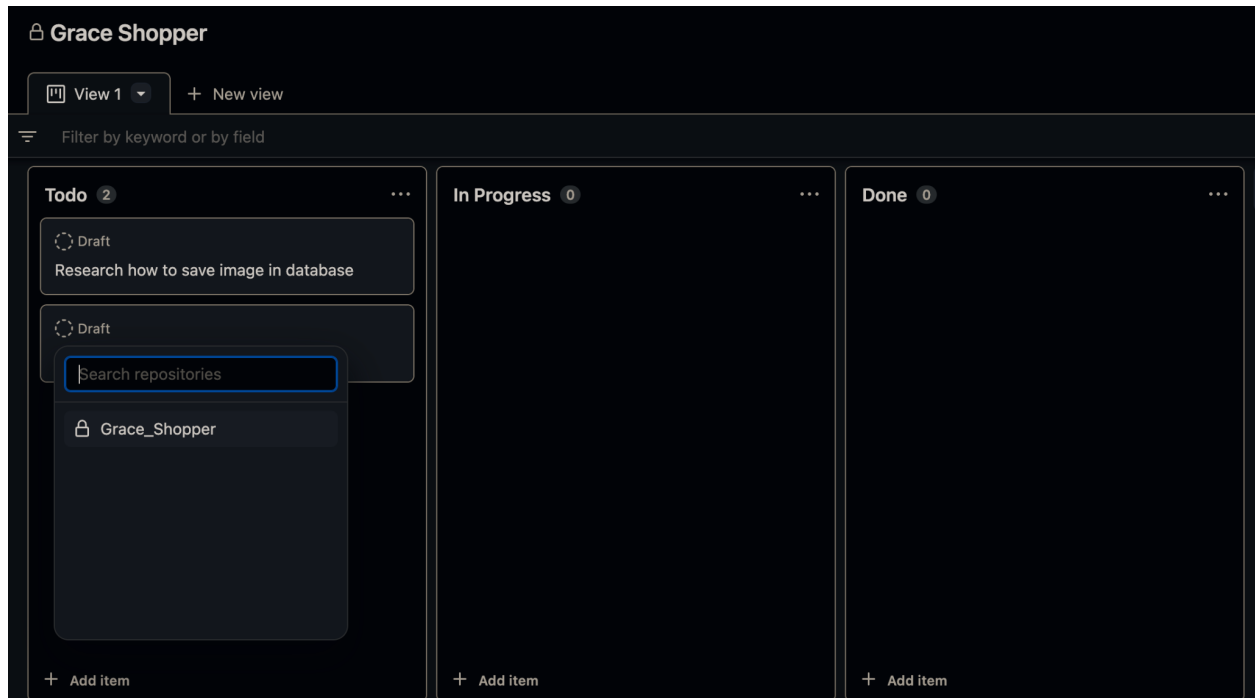
- In the 3-dot menu, you can turn any card on your project board into a GitHub Issue



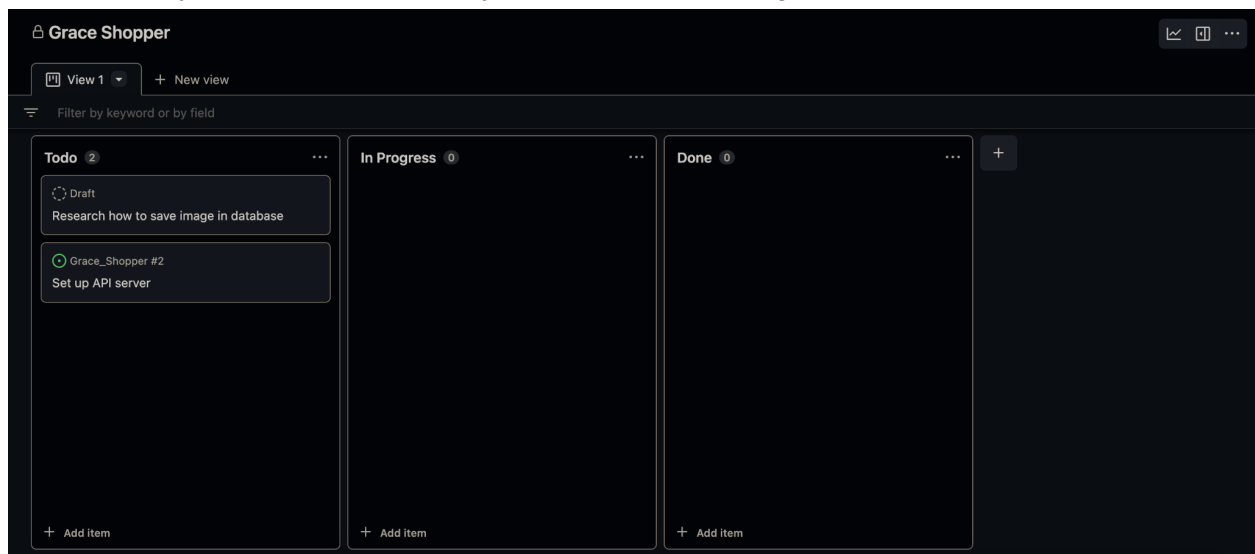
- You will see a new window pop up where you can add more detail about the ticket. This is a great place to add a *body* with more detail on the implementation.



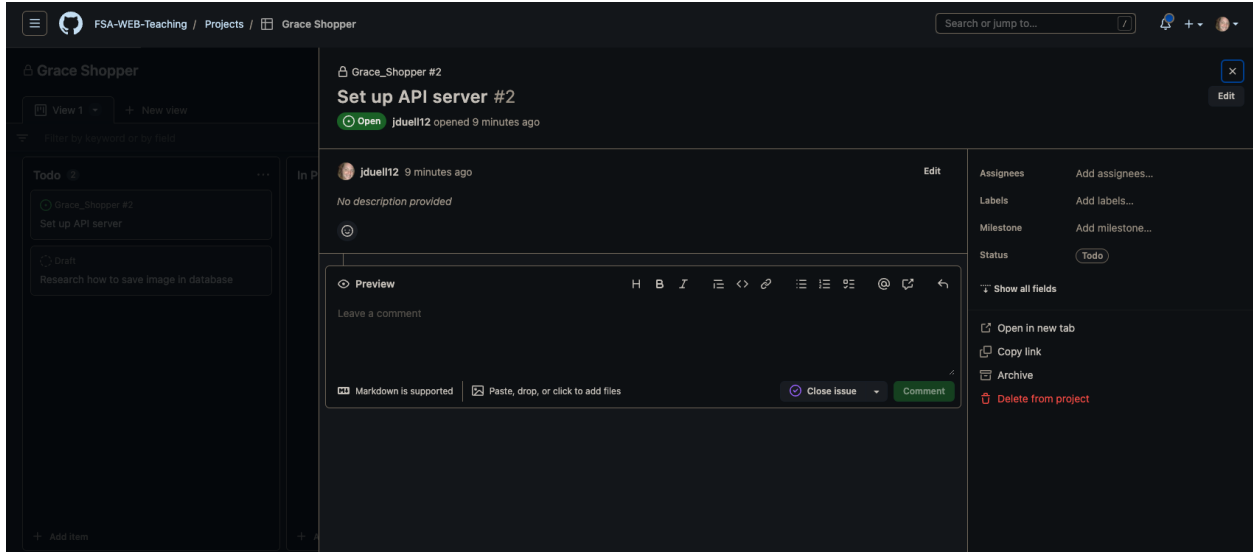
- When Clicking Convert to issue it will pop up with selecting which repository you want the issue to be associated with



- Once you select the repository the ticket will have a green circle on it



- Once a ticket is converted to an issue, you can click it to see more detail, such as the description, assignees, labels/tags, and linked PRs



- In addition, each of these converted tickets now appear in the “Issues” tab of your repository. You’ll notice each issue has an associated number (above example “Write React component...” is issue #12). **You can reference this issue number in other tickets, PRs, etc.**
  - This is especially helpful if you are writing sub-tasks (you can directly reference/link the parent task by #)
  - This can also spark some helpful automated behavior in your project board - if you include the words “Closes #12” in your PR, and that PR is merged - issue #12 will be resolved, and it’s associated ticket on the project board will be moved to the “Done” column.

