Flowchart: Instructions for maintaining the Githiub repo

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Start

Lab new item
- New submission (paper/grant)
- Publication
- Awards
- Presentations
- Software/ data release
- Events

Update github website repository

Contributors must either write the text and upload the changes in the repository or generate an issue in the repository to be addressed by the contributor and the lab manager/technician.

Generate markdown text → Update specific page/subpage → Add news if appropriate

Commit all the changes

Update official website
- Update any changes uploaded in the repository to the associated lab website(s) once a month: Ideally, the first day of the month (or the first working day possible)
- Review the repository content and lab website content once a quarter.

Stop