Flowchart: Instructions for maintaining the Githiub repo

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 repo or generate an issue in the repository to be address 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: The first day of the month (or first working day possible)

Review the repository content and lab website(s) content once a quarter, during the days associated to lab data management and overview

Stop