1. **Login to GitHub:** Go to [GitHub](https://github.com/) and log in to your account.
2. **Create a new repository:** Click on the "+" icon in the top right corner and select "New repository". Fill in the repository name and other details.
3. **Clone the repository to your local machine:** Follow the instructions shown on the repository page to clone it to your local machine.
4. **Navigate to the local repository:** Use the **cd** command to navigate to the cloned repository directory.
5. **Create a new folder:** Use your file explorer or command line to create a new folder within the cloned repository directory.
6. **(Optional) Create files inside the folder:** You can create files inside the folder using any text editor or file explorer.
7. **Commit and push changes:** Use Git to commit and push the changes to the remote repository on GitHub.

By following these steps, you'll successfully create a repository and a folder within it on GitHub.