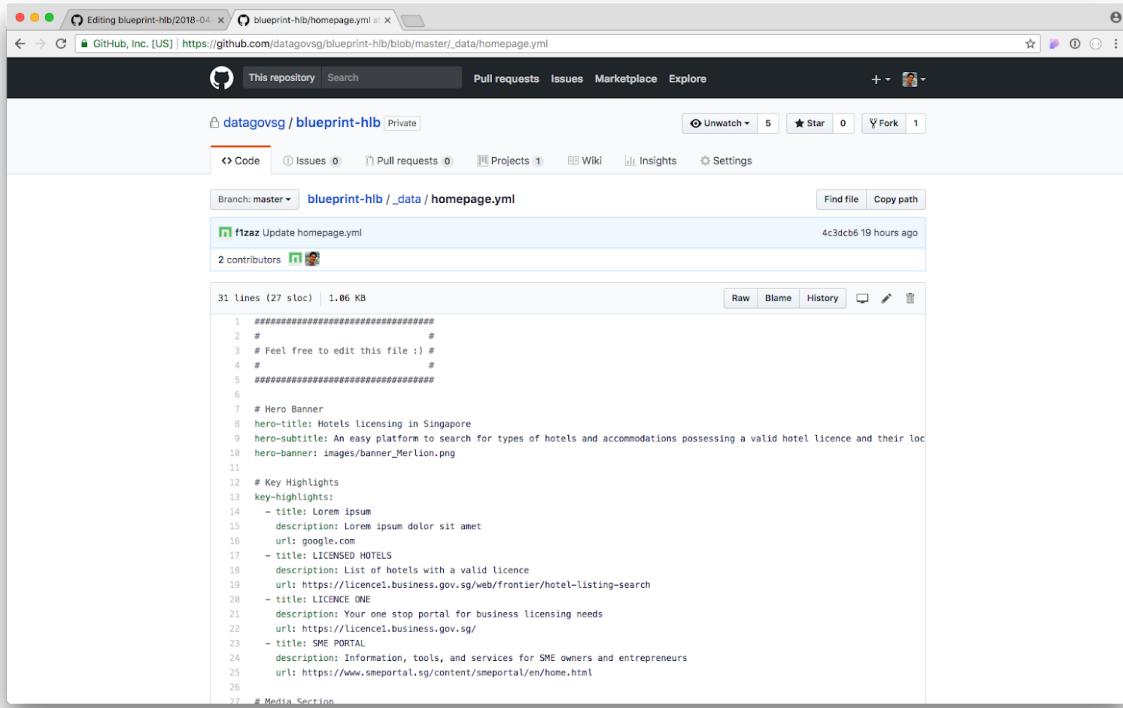


Task 1: Update the Homepage

There are two sub-parts to this task: a) changing the hero banner image, and b) editing the key highlights in the hero banner.

The Homepage is controlled by a single YAML (.yml) file. The file is in the _data folder and is called homepage.yml.

The YAML file tells the website generator what information to display on the homepage. It looks something like this.

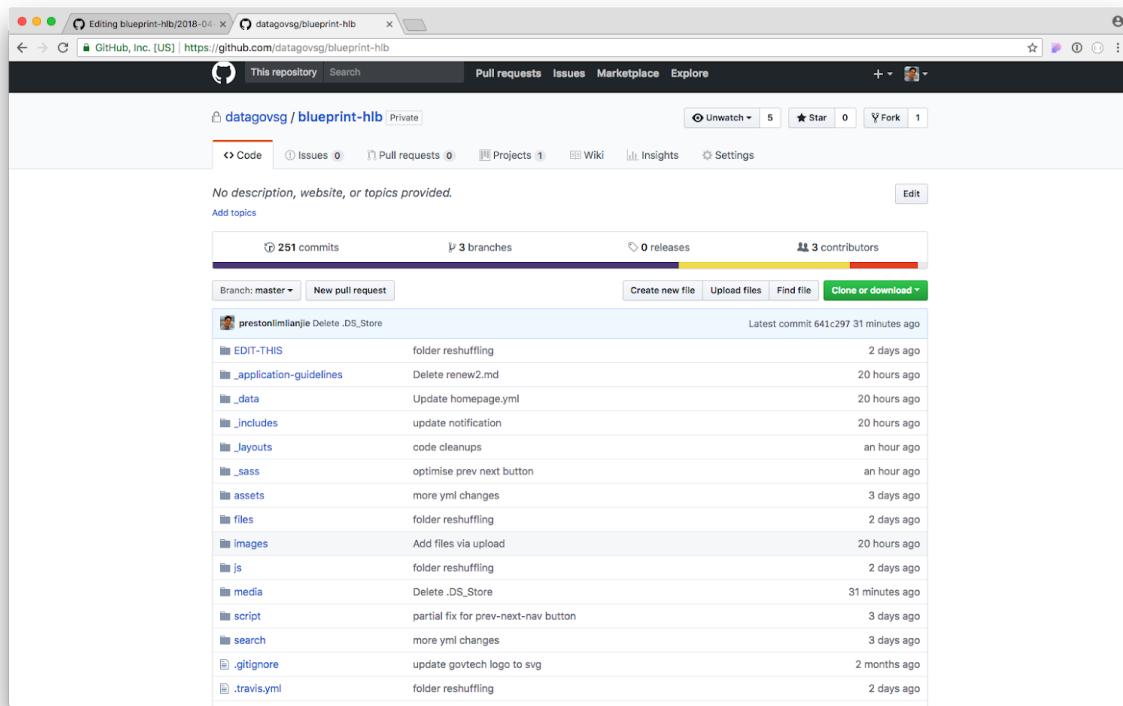


A screenshot of a GitHub repository page for 'datagovsg/blueprint-hlb'. The page shows the 'homepage.yml' file in the '_data' folder. The file content is as follows:

```
1 #####  
2 # #####  
3 # Feel free to edit this file :) #  
4 # #####  
5 #####  
6  
7 # Hero Banner  
8 hero-title: Hotels licensing in Singapore  
9 hero-subtitle: An easy platform to search for types of hotels and accommodations possessing a valid hotel licence and their loc  
10 hero-banner: images/banner_Merlion.png  
11  
12 # Key Highlights  
13 key-highlights:  
14   - title: Lorem ipsum  
15     description: Lorem ipsum dolor sit amet  
16     url: google.com  
17   - title: LICENSED HOTELS  
18     description: List of hotels with a valid licence  
19     url: https://licencel.business.gov.sg/web/frontier/hotel-listing-search  
20   - title: LICENCE ONE  
21     description: Your one stop portal for business licensing needs  
22     url: https://licencel.business.gov.sg/  
23   - title: SME PORTAL  
24     description: Information, tools, and services for SME owners and entrepreneurs  
25     url: https://www.smeportal.sg/content/smeportal/en/home.html  
26  
27 # Media Section
```

Task 1a: Change the Hero Banner Image

Step 1: Click on the images folder.

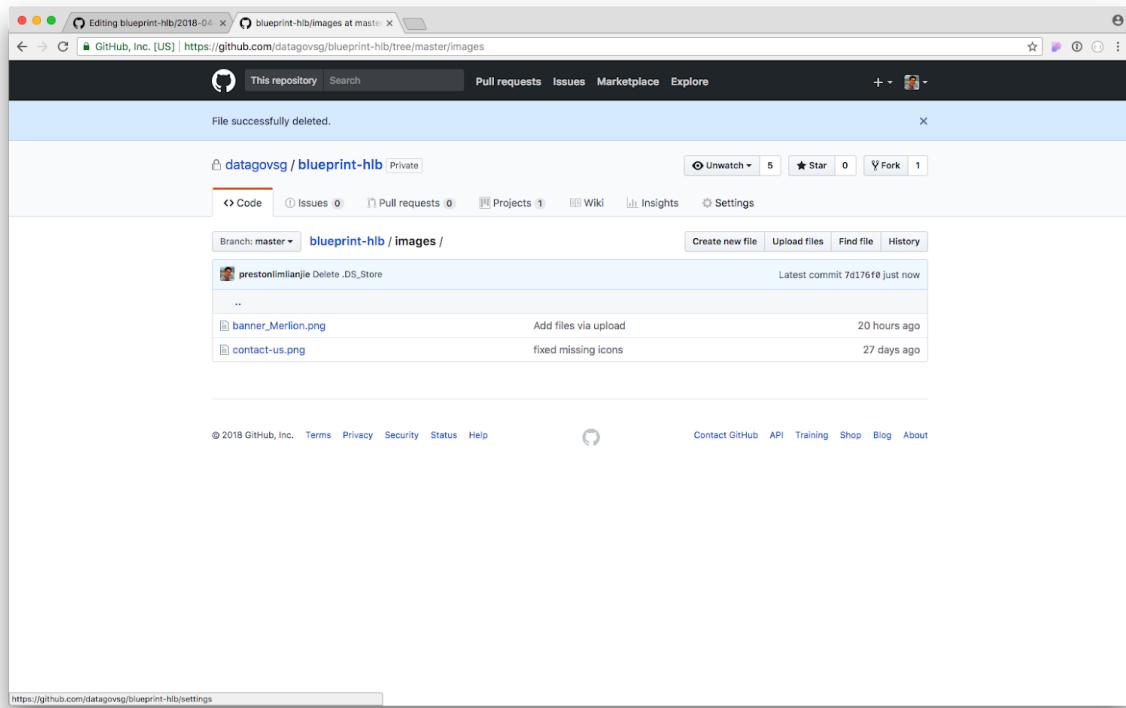


The screenshot shows a GitHub repository page for 'datagovsg/blueprint-hlb'. The repository is private, has 251 commits, 3 branches, 0 releases, and 3 contributors. The commit history lists several changes made by 'prestonlimianjie' and others, including folder reshuffling and updates to homepage.yml. The 'images' folder is highlighted in the list.

File/Folder	Description	Time Ago
EDIT-THIS	folder reshuffling	2 days ago
_application-guidelines	Delete renew2.md	20 hours ago
_data	Update homepage.yml	20 hours ago
_includes	update notification	20 hours ago
_layouts	code cleanups	an hour ago
_sass	optimise prev next button	an hour ago
assets	more yml changes	3 days ago
files	folder reshuffling	2 days ago
images	Add files via upload	20 hours ago
js	folder reshuffling	2 days ago
media	Delete .DS_Store	31 minutes ago
script	partial fix for prev-next-nav button	3 days ago
search	more yml changes	3 days ago
.gitignore	update govtech logo to svg	2 months ago
.travis.yml	folder reshuffling	2 days ago

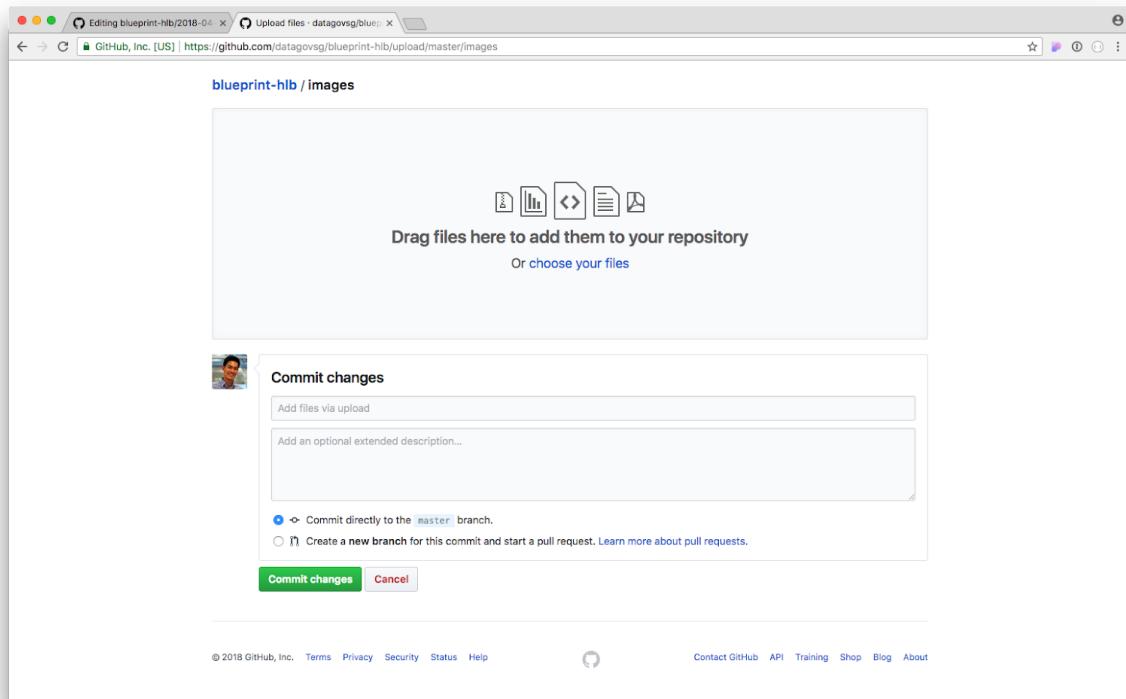
Main directory of the website repository

Step 2: Click on the Upload files button.



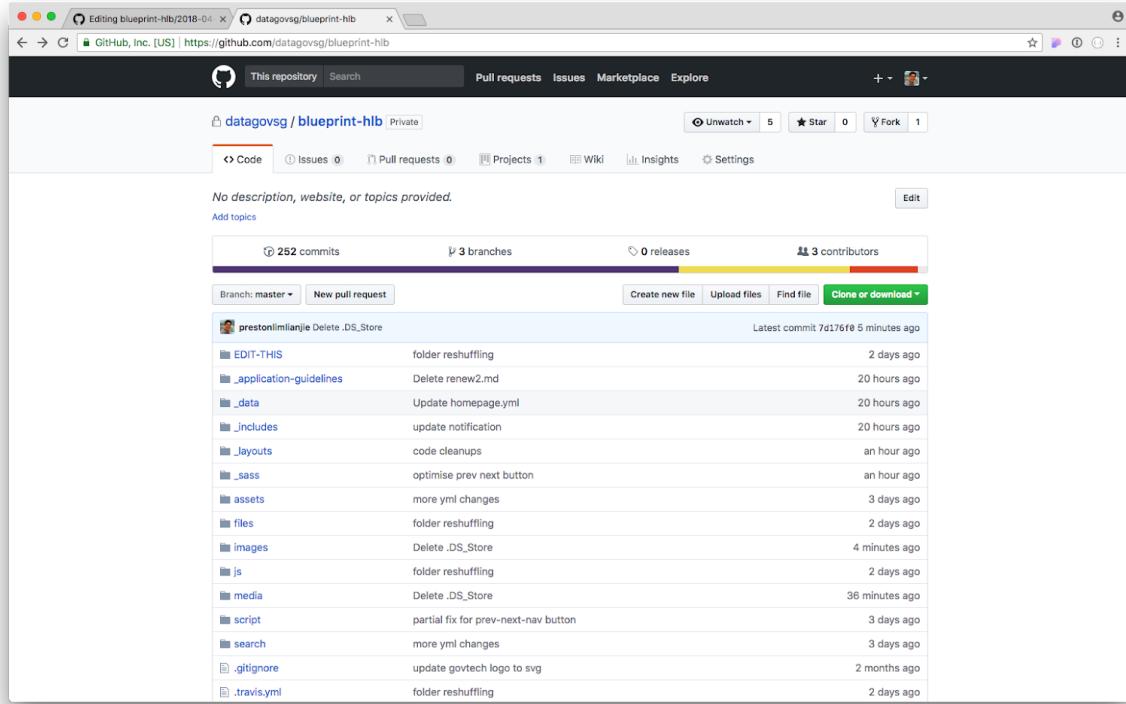
The images folder contains all the images used in the website.

Step 3: Upload the banner_GardenBay.png. Click on the Commit changes button to save the file.



Upload and save the image file.

Step 4: Go back to the main directory of the repository. Click on the _data folder.

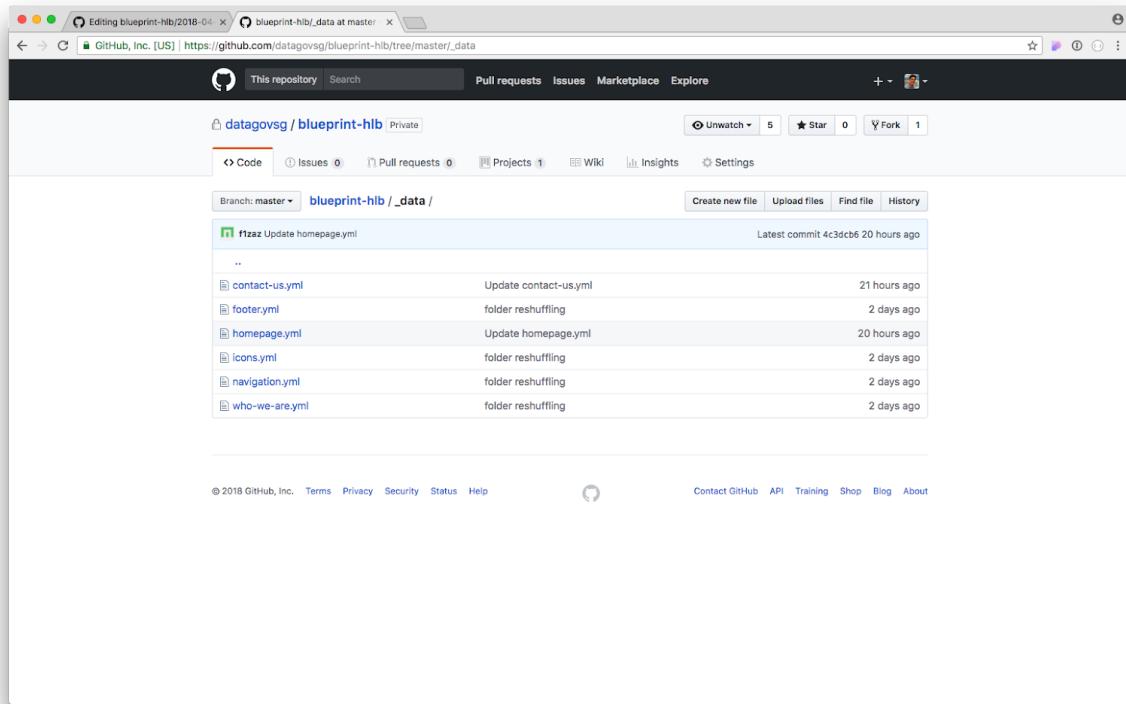


The screenshot shows a GitHub repository page for 'datagovsg/blueprint-hib'. The repository has 252 commits, 3 branches, 0 releases, and 3 contributors. The latest commit was made 5 minutes ago by 'prestonmilanjle' and involved deleting a file from the '_DS_Store' folder. Other commits include updates to '_application-guidelines', '_includes', '_layouts', '_sass', '_assets', '_files', '_images', '_js', '_media', '_script', '_search', '.gitignore', and '.travis.yml'. The commits are dated from 2 days ago to 2 months ago.

Commit	Message	Date
prestonmilanjle Delete .DS_Store	Latest commit 7d176f0 5 minutes ago	
EDIT-THIS	folder reshuffling	2 days ago
_application-guidelines	Delete renew2.md	20 hours ago
_data	Update homepage.yml	20 hours ago
_includes	update notification	20 hours ago
_layouts	code cleanups	an hour ago
_sass	optimise prev next button	an hour ago
_assets	more yml changes	3 days ago
_files	folder reshuffling	2 days ago
_images	Delete .DS_Store	4 minutes ago
_js	folder reshuffling	2 days ago
_media	Delete .DS_Store	36 minutes ago
_script	partial fix for prev-next-nav button	3 days ago
_search	more yml changes	3 days ago
.gitignore	update govttech logo to svg	2 months ago
.travis.yml	folder reshuffling	2 days ago

Go to the _data folder

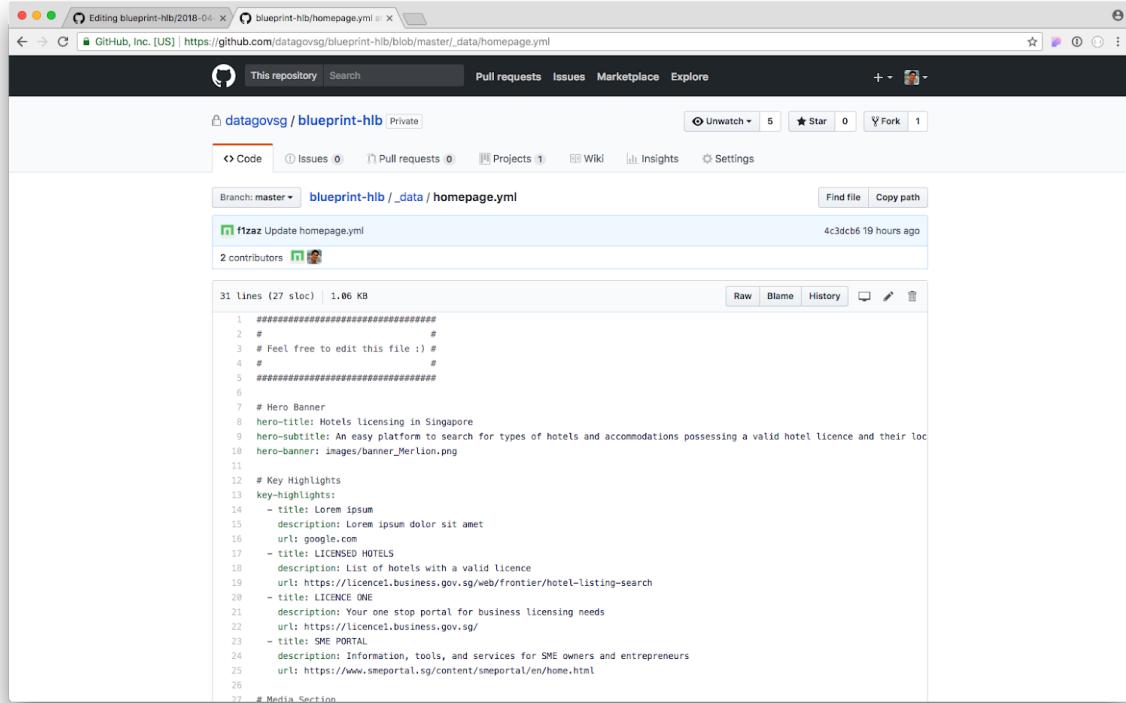
Step 5: Click on the homepage.yml file.



Click on homepage.yml

Step 6: We want to change the hero-banner image URL to the one that we just uploaded. Hero-banner tells the website generator where to find the hero banner image.

Click on the edit (pencil icon) button.

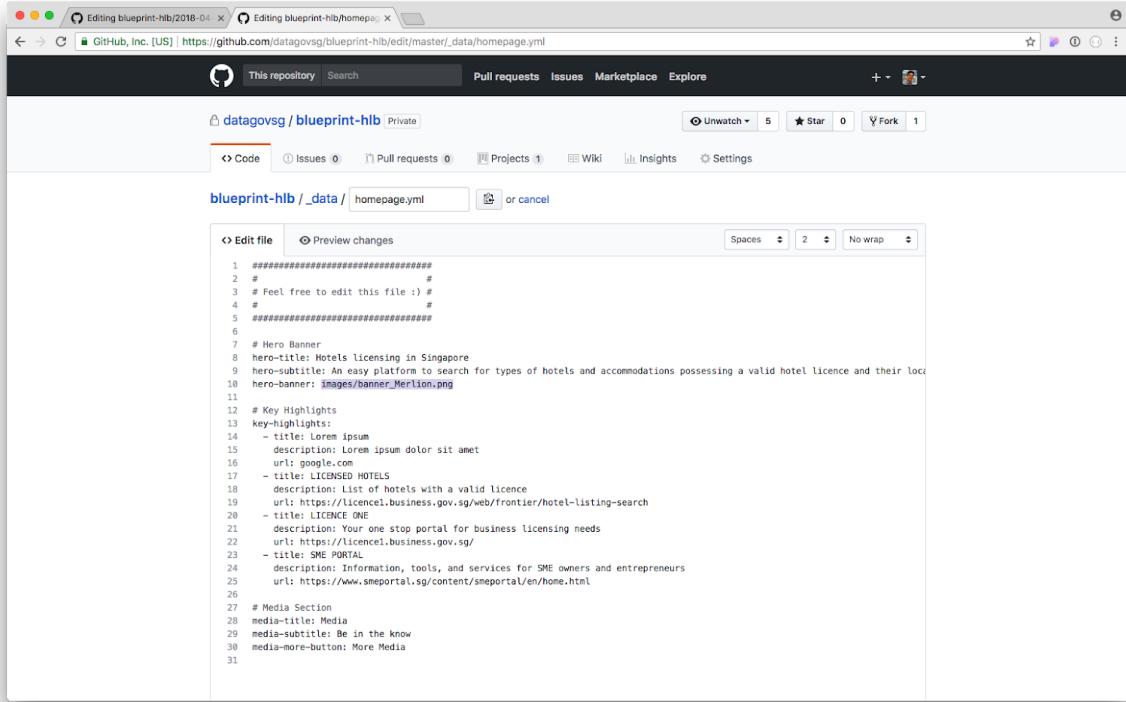


The screenshot shows a GitHub repository page for 'blueprint-hlb'. The file 'homepage.yml' is open. The code in the file is as follows:

```
1 #####  
2 # #####  
3 # Feel free to edit this file :) #  
4 # #####  
5 #####  
6  
7 # Hero Banner  
8 hero-title: Hotels licensing in Singapore  
9 hero-subtitle: An easy platform to search for types of hotels and accommodations possessing a valid hotel licence and their loc  
10 hero-banner: images/banner_Merlion.png  
11  
12 # Key Highlights  
13 key-highlights:  
14   - title: Lorem ipsum  
15     description: Lorem ipsum dolor sit amet  
16     url: google.com  
17   - title: LICENSED HOTELS  
18     description: List of hotels with a valid licence  
19     url: https://licencel.business.gov.sg/web/frontier/hotel-listing-search  
20   - title: LICENCE ONE  
21     description: Your one stop portal for business licensing needs  
22     url: https://licencel.business.gov.sg/  
23   - title: SME PORTAL  
24     description: Information, tools, and services for SME owners and entrepreneurs  
25     url: https://www.smeportal.sg/content/smeportal/en/home.html  
26  
27 # Media Section
```

Click on homepage.yml

Step 7: Replace the hero-banner URL with images/banner_GardenBay.png.

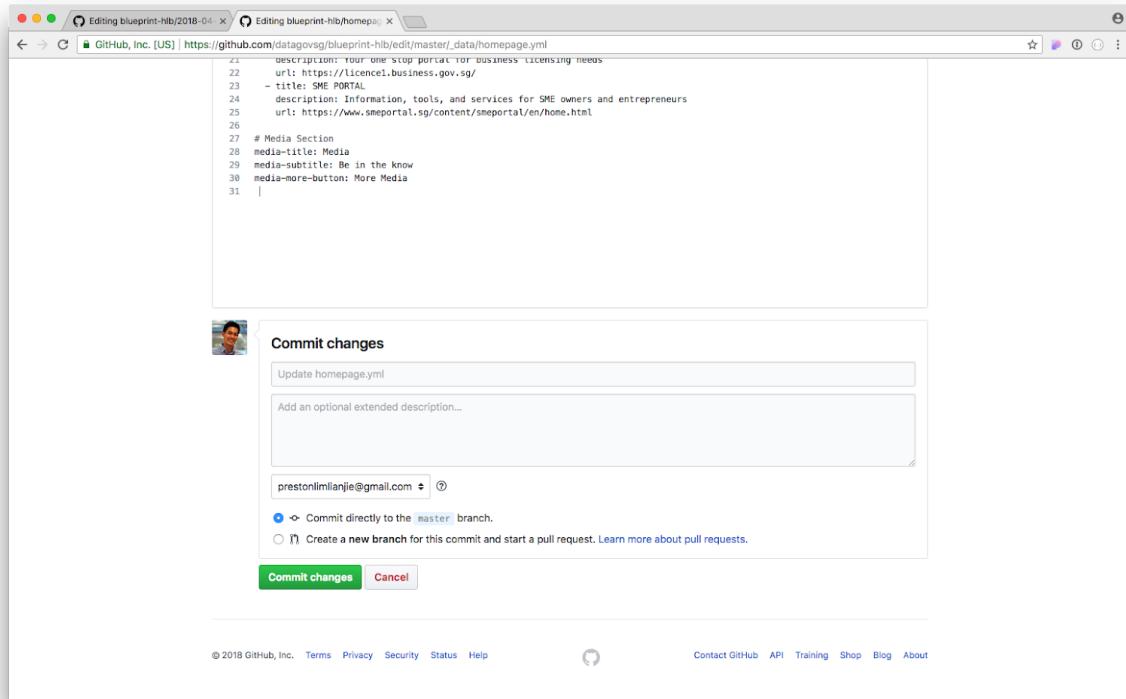


The screenshot shows a GitHub repository page for 'blueprint-hlb' with the file '_data/homepage.yml' open for editing. The code editor displays the following YAML configuration:

```
1 #####  
2 #  
3 # Feel free to edit this file :) #  
4 #  
5 #####  
6  
7 # Hero Banner  
8 hero-title: Hotels licensing in Singapore  
9 hero-subtitle: An easy platform to search for types of hotels and accommodations possessing a valid hotel licence and their loc  
10 hero-banner: images/banner_Merlion.png  
11  
12 # Key Highlights  
13 key-highlights:  
14   - title: Lorem ipsum  
15     description: lorem ipsum dolor sit amet  
16     url: google.com  
17   - title: LICENSED HOTELS  
18     description: List of hotels with a valid licence  
19     url: https://licencel.business.gov.sg/web/frontier/hotel-listing-search  
20   - title: LICENCE ONE  
21     description: Your one stop portal for business licensing needs  
22     url: https://licencel.business.gov.sg/  
23   - title: SME PORTAL  
24     description: Information, tools, and services for SME owners and entrepreneurs  
25     url: https://www.smeportal.sg/content/smeportal/en/home.html  
26  
27 # Media Section  
28 media-title: Media  
29 media-subtitle: Be in the know  
30 media-more-button: More Media  
31
```

Replace the hero-banner URL

Step 8: Click on the Commit changes button to save the file. The image change should be reflected on the website in a minute or so.



And we're done!

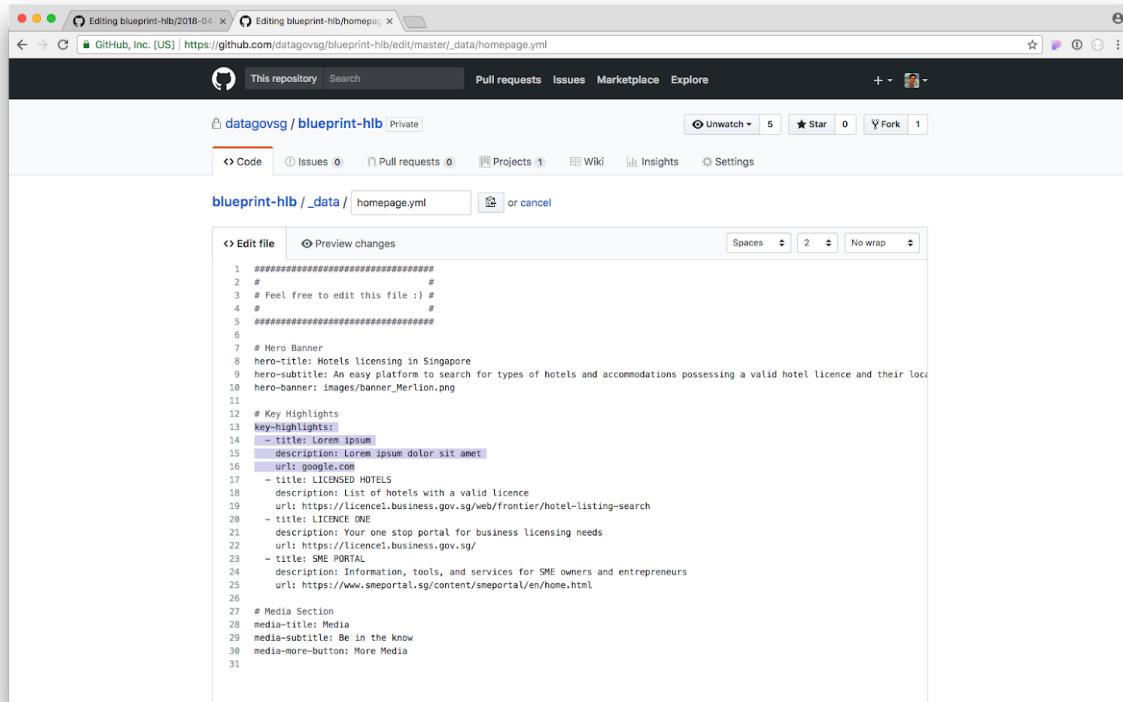
Task 1b: Edit a Key Highlight

Step 1: Go back to editing the `_data/homepage.yml` file. Replace the first key highlight section with:

title: TEMPLATES AND FORMS
description: Downloadable templates and forms
url: /media/forms-&-templates/

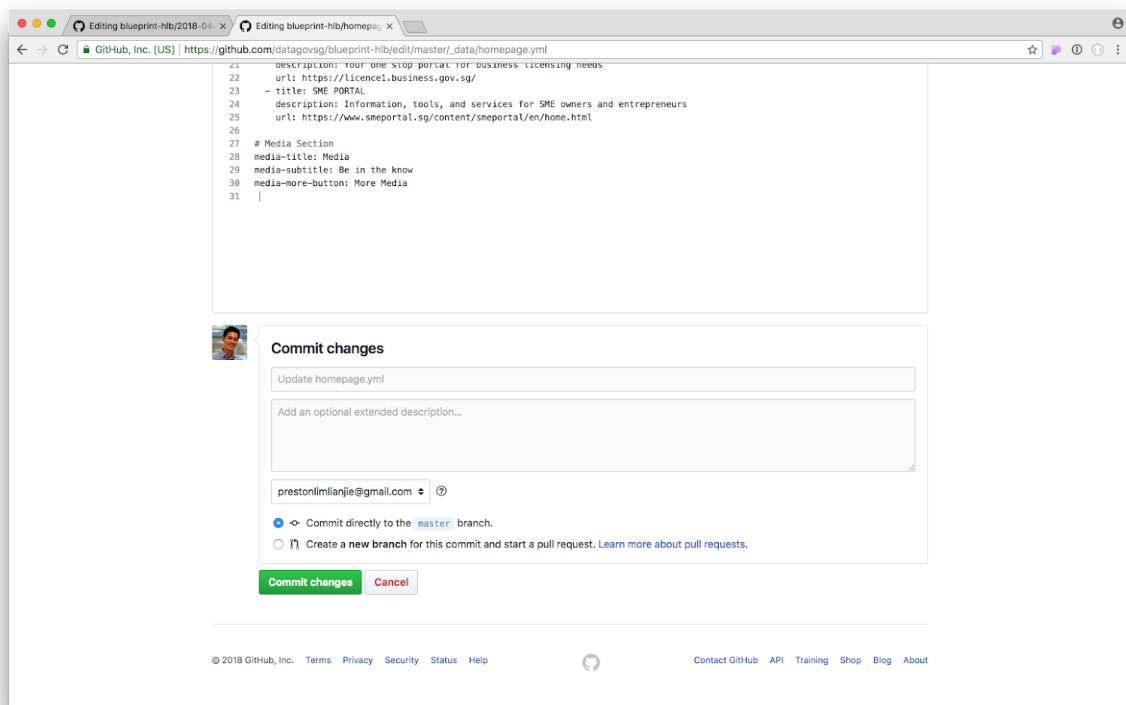
The title is the title of the key highlight. It is case insensitive.
The description is the description of the highlight. It is also case insensitive.

The url is the URL that the user will be re-directed to when they click on the key highlight button. For *external* links, we need to use the absolute URL (e.g. if you wanted to redirect your user to google.com, you need to use <https://google.com>)



Replace the key highlight section

Step 2: Scroll down and click on the Commit changes button to save the file. The change should be reflected on the website in a minute or so.



A screenshot of a GitHub commit dialog. At the top, there are two tabs: "Editing blueprint-hb/2018-04" and "Editing blueprint-hb/homepage". The URL in the address bar is https://github.com/datagovsg/blueprint-hb/edit/master/_data/homepage.yml. The main content area shows the YAML file:

```
21   description: your one stop portal for business licensing needs
22   url: https://licencel.business.gov.sg/
23   - title: SME PORTAL
24     description: Information, tools, and services for SME owners and entrepreneurs
25     url: https://www.smeportal.sg/content/smeportal/en/home.html
26
27 # Media Section
28 media-title: Media
29 media-subtitle: Be in the know
30 media-more-button: More Media
31 |
```

Below the code editor is a "Commit changes" form. It includes fields for "Update homepage.yml", "Add an optional extended description...", and a dropdown for "prestonlimianjie@gmail.com". There are two radio button options: "Commit directly to the master branch." (selected) and "Create a new branch for this commit and start a pull request." Below the form are "Commit changes" and "Cancel" buttons.

And we're done!

Application Guideline Files

Short detour: Understanding Application Guideline Markdown Files

This section explains what a markdown file is, and specifically what has to go into an Application Guideline markdown file. Please skip this if you are familiar with both of these concepts.

The screenshot shows a web browser window with the title 'Applying for Licence'. The URL is https://datagovsg.github.io/blueprint-hib/application-guidelines/applying-for-licence/. The page is part of the 'Hotels Licensing Board' section. The main heading is 'Applying for Licence'. On the left, there's a sidebar with links: 'Applying for Licence' (which is underlined), 'Cancellation of Licence', 'Change of Hotel Keeper', 'Change of Hotel Name', 'Exemption', and 'Renew Hotel Licence'. The main content area has a heading 'Applying for Certification of Registration & Hotel-Keeper's Licence'. It says: 'Any person who wishes to operate a hotel has to apply to the Hotels Licensing Board for the following as stipulated under the Hotels Act (Chapter 127):' followed by a bulleted list: '• Certificate of Registration to use the premises as a hotel; and' and '• Hotel-keeper's licence to enable the person to manage the hotel'. Below this is a 'Note:' section with two bullet points: '• All hotels should have a valid Certificate of Registration and the Hotel-keeper's Licence while the hotel is in operation.' and '• The hotel can only begin operation once it has collected the certificate and licence.' At the bottom, there's a 'At A Glance' section with two tables. The first table has 'Who Can Apply' in the header and 'The proposed Hotel-Keeper:
(1) Must be a person who holds a post of a Chief Executive or General Manager or equivalent to that of a Chief Executive Officer or General Manager of the hotel; and
(2) must be a Singaporean, Permanent Resident or an Employment Pass holder.' in the body. The second table has 'Application Period' in the header and '2 January to 30 November each year only' in the body.

Sample application guideline on the Blueprint website

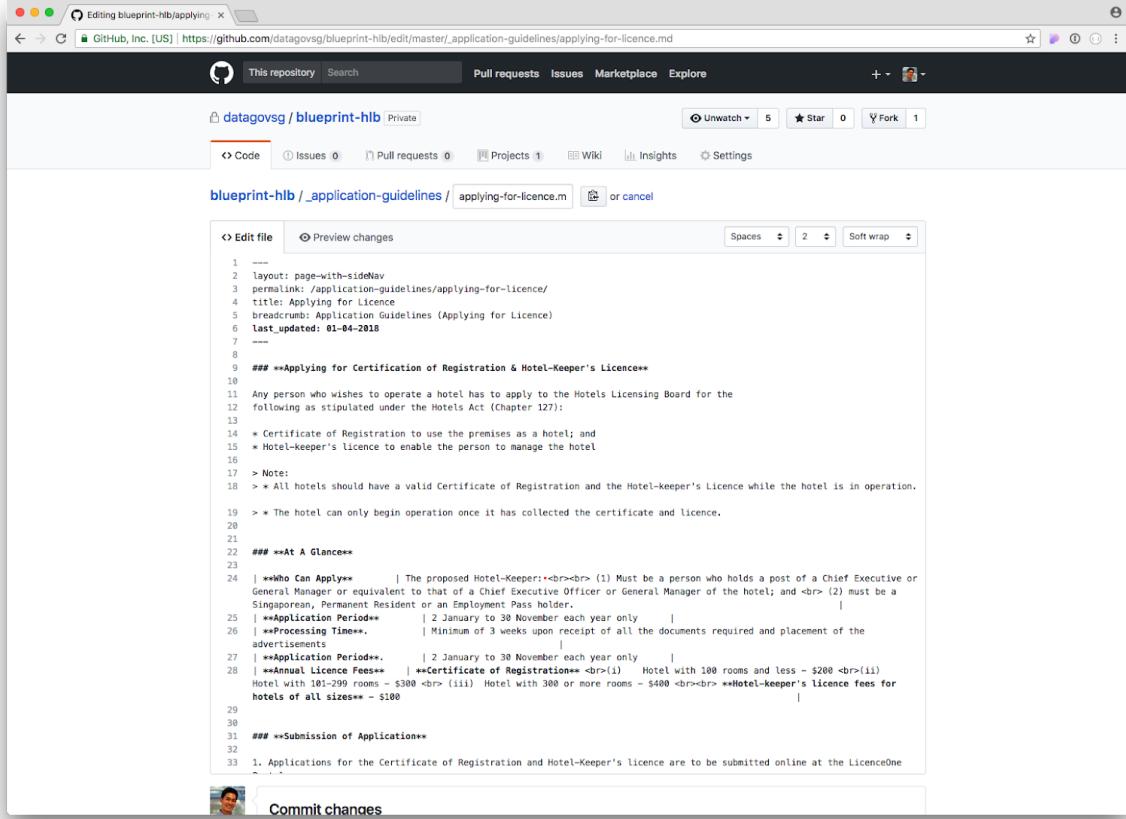
Before we create a new application guideline similar to the one above, let us take a look at how an application guideline markdown file looks like. Let's click on the applying-for-licence.md file.

You should see a preview screen similar to the one shown below.

The screenshot shows a GitHub repository page for the 'blueprint-hlb' repository, specifically the file '_application-guidelines/applying-for-licence.md'. The page has a dark theme. At the top, there are navigation links for 'This repository', 'Search', 'Pull requests', 'Issues', 'Marketplace', and 'Explore'. Below the header, there's a navigation bar with 'Code', 'Issues (0)', 'Pull requests (0)', 'Projects (1)', 'Wiki', 'Insights', and 'Settings'. A pull request by 'prestonlimlianjie' is visible, titled 'more broken link fixes', with a commit message 'c0d83f0 a day ago'. The main content area displays the Markdown file's content, which includes a table of metadata and several sections of text. The table has columns for 'layout', 'permalink', 'title', 'breadcrumb', and 'last_updated'. The 'layout' column shows 'page-with-sideNav'. The 'permalink' column shows '/application-guidelines/applying-for-licence'. The 'title' column shows 'Applying for Licence'. The 'breadcrumb' column shows 'Application Guidelines (Applying for Licence)'. The 'last_updated' column shows '01-04-2018'. The text content includes sections like 'Applying for Certification of Registration & Hotel-Keeper's Licence', 'Note:', and 'At A Glance'.

Application guideline preview screen

Click on the edit icon (the pencil icon) at the right of the page (next to Raw, Blame, and History). You should see a raw markdown file similar to that shown below.



The screenshot shows a GitHub repository page for 'blueprint-hlb / _application-guidelines / applying-for-licence.md'. The file content is a raw markdown document detailing the application process for hotel licences. It includes sections like 'Applying for Licence', 'Who Can Apply', 'Application Period', 'Annual Licence Fees', and 'Submission of Application'. The document uses bold headings and lists to structure the information. At the bottom, there is a 'Commit changes' button.

```
1 ---  
2 layout: page-with-sideNav  
3 permalink: /application-guidelines/applying-for-licence/  
4 title: Applying for Licence  
5 breadcrumb: Application Guidelines (Applying for Licence)  
6 last_updated: 01-04-2018  
7 ---  
8  
9 ## Applying for Certification of Registration & Hotel-Keeper's Licence**  
10 Any person who wishes to operate a hotel has to apply to the Hotels Licensing Board for the  
following as stipulated under the Hotels Act (Chapter 127):  
11  
12 * Certificate of Registration to use the premises as a hotel; and  
13 * Hotel-keeper's licence to enable the person to manage the hotel  
14  
15 > Note:  
16 > * All hotels should have a valid Certificate of Registration and the Hotel-keeper's Licence while the hotel is in operation.  
17 > * The hotel can only begin operation once it has collected the certificate and licence.  
18  
19 ##At A Glance**  
20  
21  
22 | **Who Can Apply** | The proposed Hotel-Keeper:  
23 | (1) Must be a person who holds a post of a Chief Executive or  
General Manager or equivalent to that of a Chief Executive Officer or General Manager of the hotel; and  
24 | (2) must be a Singaporean, Permanent Resident or an Employment Pass holder.  
25 | **Application Period** | 2 January to 30 November each year only |  
26 | **Application Time**. | Minimum of 3 weeks upon receipt of all the documents required and placement of the  
27 | advertisements |  
28 | **Application Period**. | 2 January to 30 November each year only |  
29 | **Annual Licence Fees** | **Certificate of Registration** (i) Hotel with 100 rooms and less - $200 (ii)  
30 | (iii) Hotel with 300 or more rooms - $400  
31 | **Submission of Application**  
32  
33 1. Applications for the Certificate of Registration and Hotel-keeper's licence are to be submitted online at the LicenceOne
```

Raw application guideline markdown file

There are two main components to every markdown file: (1) header and (2) content.

The header (also known as YAML front-matter) is the component enclosed between two triple dashes '---'. The header contains important metadata about the page; it tells the website generator what this page's title, URL, and updated date is.

```
---
layout: page-with-sideNav
permalink: /application-guidelines/applying-for-licence/
title: Applying for Licence
breadcrumb: Application Guidelines (Applying for Licence)
last_updated: 01-04-2018
---|
```

Sample markdown header

The crucial components of the application guidelines header are:

- layout
 - o Always leave it as *page-with-sideNav*. What this does is tell the website generator to create a side navigation bar for users to navigate to other application guidelines.
 - *layout: page-with-sideNav*
- permalink
 - o This is the website URL. It should be as follows
 - *permalink: /application-guidelines/<page-title>/*
 - o The title of your page has to be in lower case and must not contain special characters (i.e. only alpha-numeric and no whitespace).
 - o For example, if I wanted the page to be *Applying for Licence*. My page title would be *applying-for-licence*, and my resulting permalink would be:
 - *permalink: /application-guidelines/applying-for-licence/*
- title
 - o This is the title of the page. It can contain special characters and is case-insensitive.
 - o For example, if I wanted the page to be *Applying for Licence*. My page title would be *Applying for Licence*.
 - *title: Applying for Licence*
- breadcrumb
 - o This is the breadcrumb to tell your users where they are on the website. It can contain special characters and is case-insensitive.
 - o For example, if I wanted the user to know that they were on the *Applying for Licence* page, my breadcrumb would be *Application Guidelines (Applying for Licence)*
 - *breadcrumb: Application Guidelines (Applying for Licence)*
- last-updated

- o This tells your users when this page was last updated. It follows the format *DD-MM-YYYY*.
 - *last_updated: 01-04-2018*

The content is the actual meaty bit of the page. It is written in the markdown language – a simple to read format. The purpose of the markdown language is to help you write website content without having to delve into icky HTML.

**Applying for Certification of Registration & Hotel-Keeper's Licence**

Any person who wishes to operate a hotel has to apply to the Hotels Licensing Board for the following as stipulated under the Hotels Act (Chapter 127):

- * Certificate of Registration to use the premises as a hotel; and
- * Hotel-keeper's licence to enable the person to manage the hotel

Sample markdown content

For more on markdown styling, please refer to our markdown styling guide.

Task 2: Create a new Application Guideline

Application guideline files are markdown (.md) files that are found in the _application-guidelines folder.

In this task, we will create a new Application Guideline.

The screenshot shows a web browser window for the Hotels Licensing Board. The URL is <https://datagovsg.github.io/blueprint-hlb/application-guidelines/applying-for-licence/>. The page title is "Applying for Licence". The main content area is titled "Applying for Certification of Registration & Hotel-Keeper's Licence". It states that anyone wishing to operate a hotel must apply to the board for a certificate of registration and a hotel-keeper's licence. It lists requirements such as a certificate of registration and a hotel-keeper's licence. A note specifies that all hotels must have these documents while operating. The "At A Glance" section provides a summary of who can apply (proposed hotel-keeper) and the application period (2 January to 30 November each year). The sidebar on the left lists other application types: Cancellation of Licence, Change of Hotel Keeper, Change of Hotel Name, Exemption, and Renew Hotel Licence.

Sample application guideline on the Blueprint website

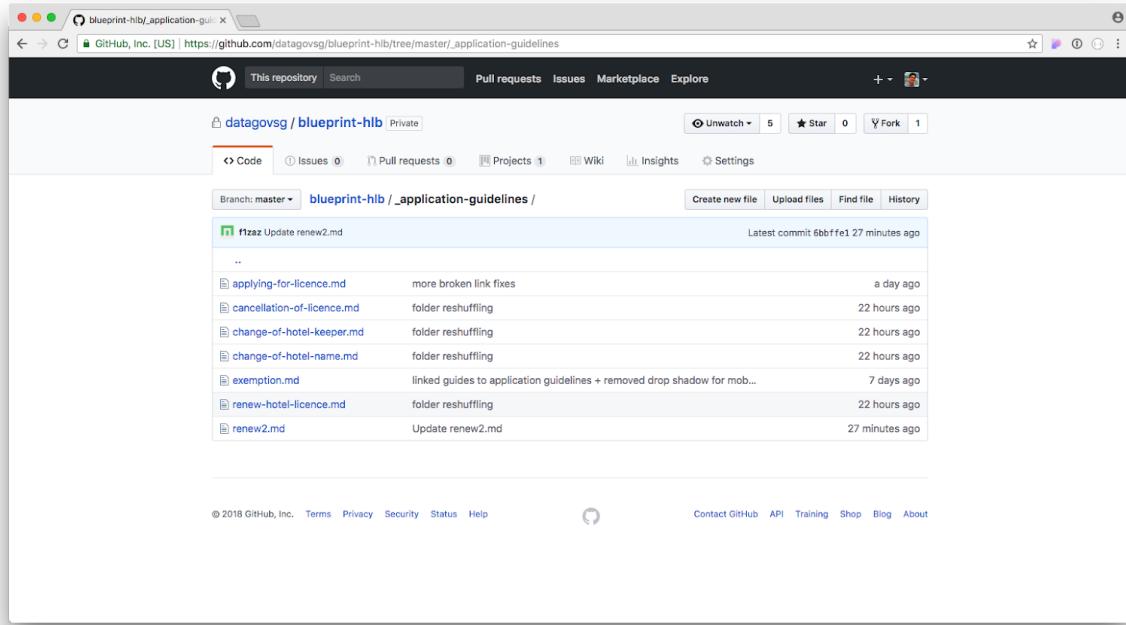
Step 1: Click on the _application-guidelines folder.

The screenshot shows a GitHub repository page for 'datagovsg/blueprint-hlb'. At the top, there are navigation links for 'Pull requests', 'Issues', 'Marketplace', and 'Explore'. Below the header, there's a summary bar showing '241 commits', '3 branches', '0 releases', and '3 contributors'. A list of recent commits is shown, with each commit including the author, message, and time ago. One commit from 'Tey Liang Tai' is highlighted, showing a file named '_application-guidelines' was updated. The commit message is 'Update renew2.md'.

Author	Commit Message	Time Ago
Tey Liang Tai	Update renew2.md	25 minutes ago
_application-guidelines	Update contact-us.yml	19 minutes ago
_includes	update notification	6 minutes ago
_layouts	more file reshuffling	22 hours ago
_sass	update notification	6 minutes ago
_assets	more yml changes	2 days ago
_files	folder reshuffling	22 hours ago
_images	Add files via upload	an hour ago
_js	folder reshuffling	22 hours ago
_media	more edits	15 minutes ago
_script	partial fix for menu.next.next button	2 days ago

A view of the main repository

Within the `_application-guidelines` folder, there are several application guideline markdown files.



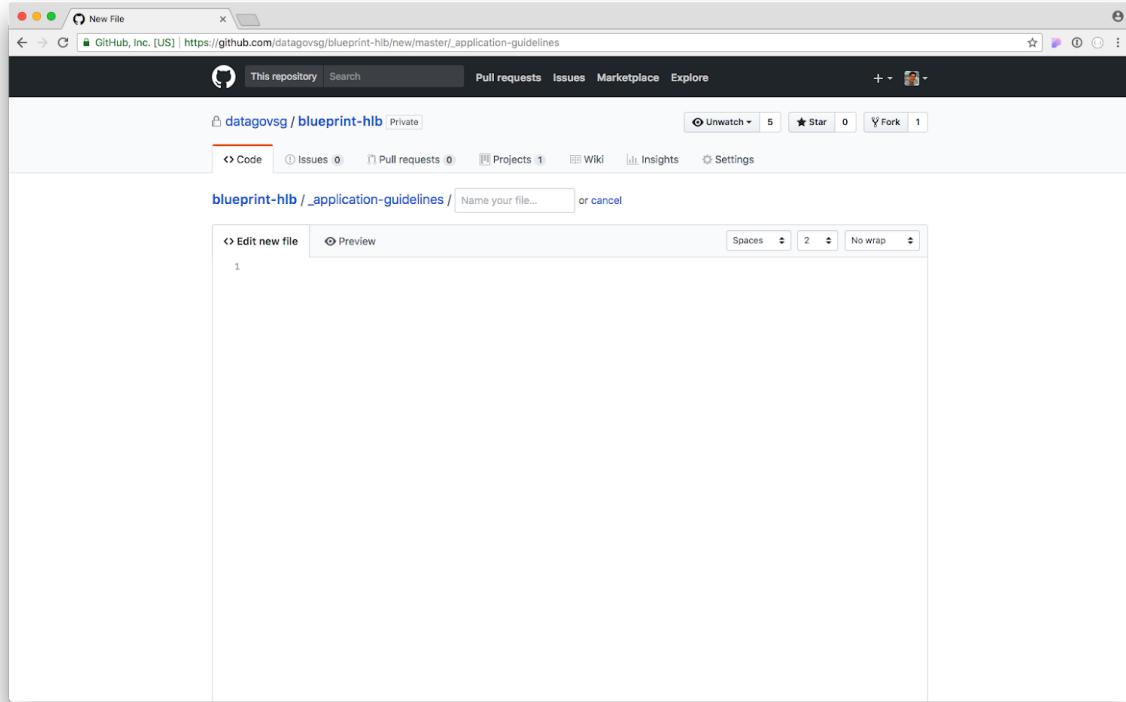
The screenshot shows a GitHub repository page for the `blueprint-hlb/_application-guidelines` branch. The repository is private, with 5 pull requests, 0 issues, 1 fork, and 0 stars. The `Code` tab is selected. A commit history is displayed, showing the following changes:

File	Description	Time
<code>applyng-for-licence.md</code>	more broken link fixes	a day ago
<code>cancellation-of-licence.md</code>	folder reshuffling	22 hours ago
<code>change-of-hotel-keeper.md</code>	folder reshuffling	22 hours ago
<code>change-of-hotel-name.md</code>	folder reshuffling	22 hours ago
<code>exemption.md</code>	linked guides to application guidelines + removed drop shadow for mob...	7 days ago
<code>renew-hotel-licence.md</code>	folder reshuffling	22 hours ago
<code>renew2.md</code>	Update renew2.md	27 minutes ago

At the bottom of the page, there are links for GitHub, API, Training, Shop, Blog, and About.

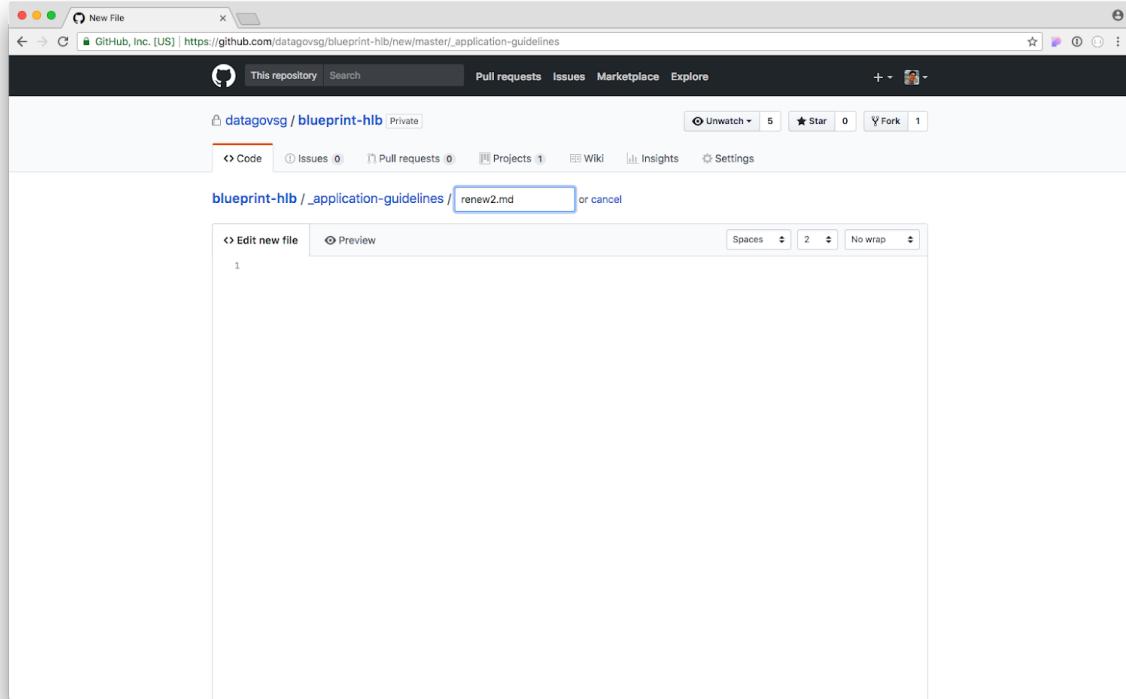
Markdown files in the `_application-guidelines` folder

Step 2: Click on the Create new file button.



Empty new file

Step 3: Give your new markdown file a name, for example, `renew2.md`. Do this by typing into the *Name your file* input box at the top.



Hurrah, you named your file!

Step 4: Create your header for the markdown file. For example:

```
---
```

```
layout: page-with-sideNav
```

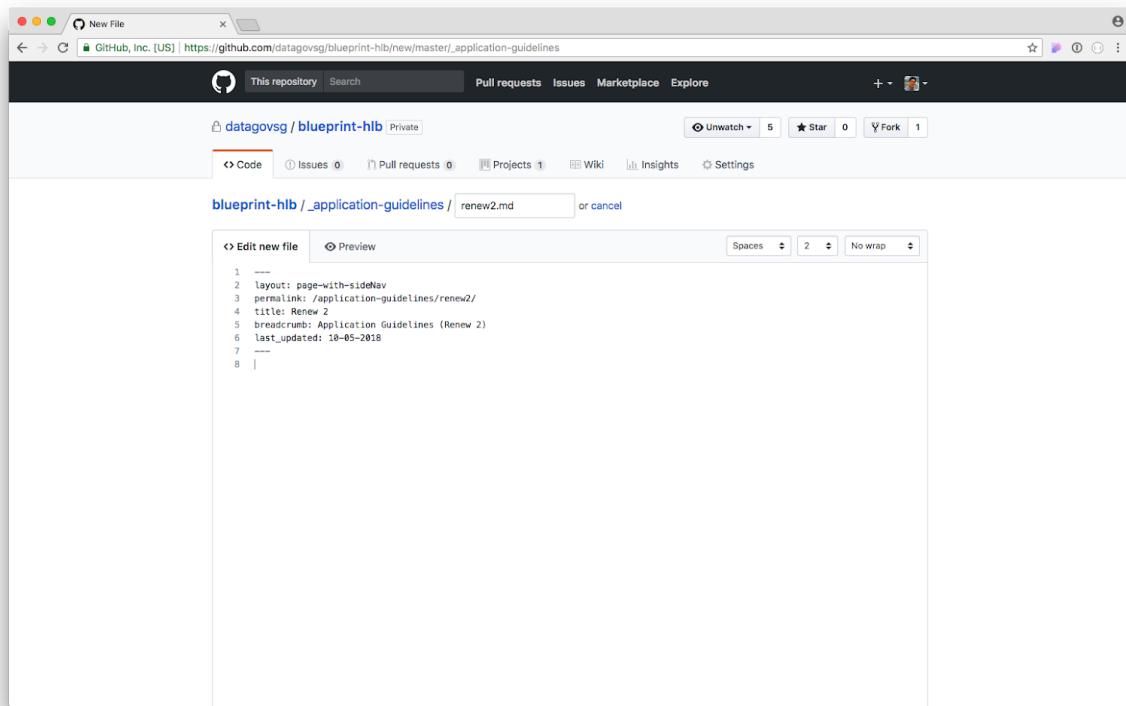
```
permalink: /application-guidelines/renew2/
```

```
title: Renew 2
```

```
breadcrumb: Application Guidelines (Renew 2)
```

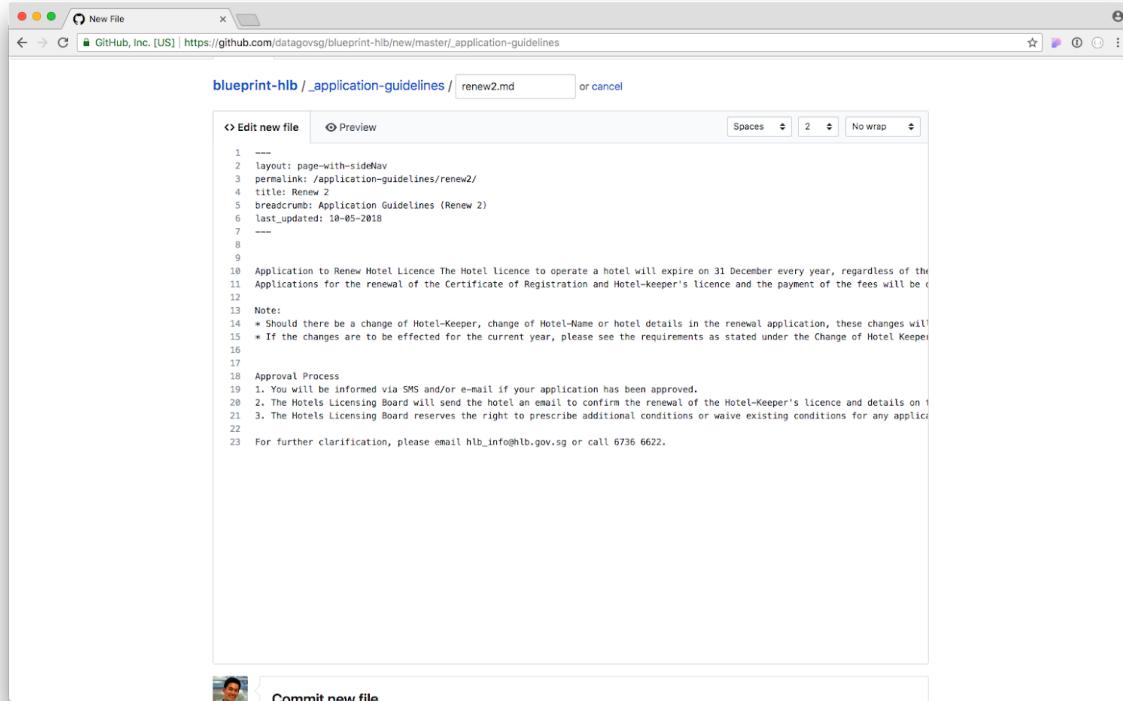
```
last_updated: 10-05-2018
```

```
---
```



Header added to markdown file

Step 5a: Add your content. You should realize that the content becomes unformatted in the GitHub editor. We will have to add the markdown styles in the next step.



The screenshot shows a GitHub editor window titled 'New File'. The URL in the address bar is 'https://github.com/datagovsg/blueprint-hlb/new/master/_application-guidelines'. The file name is 'blueprint-hlb / _application-guidelines / renew2.md'. The editor interface includes tabs for 'Edit new file' and 'Preview', and settings for 'Spaces', '2', and 'No wrap'. The code in the editor is as follows:

```
1 ---  
2 layout: page-with-sideNav  
3 permalink: /application-guidelines/renew2/  
4 title: Renew 2  
5 breadcrumb: Application Guidelines (Renew 2)  
6 last_updated: 10-05-2018  
7 ---  
8  
9  
10 Application to Renew Hotel Licence The Hotel licence to operate a hotel will expire on 31 December every year, regardless of the  
11 Applications for the renewal of the Certificate of Registration and Hotel-Keeper's licence and the payment of the fees will be  
12  
13 Note:  
14 * Should there be a change of Hotel-Keeper, change of Hotel-Name or hotel details in the renewal application, these changes will  
15 * If the changes are to be effected for the current year, please see the requirements as stated under the Change of Hotel Keeper  
16  
17  
18 Approval Process  
19 1. You will be informed via SMS and/or e-mail if your application has been approved.  
20 2. The Hotels Licensing Board will send the hotel an email to confirm the renewal of the Hotel-Keeper's licence and details on it.  
21 3. The Hotels Licensing Board reserves the right to prescribe additional conditions or waive existing conditions for any application.  
22  
23 For further clarification, please email hlb_info@hlb.gov.sg or call 6736 6622.
```

At the bottom of the editor, there is a 'Commit new file' button with a user icon.

Content added to markdown file

Step 5b: Click on the Preview button. This shows you a preview of how your markdown will likely look when it is rendered – though it is not an entirely accurate representation of the page.

The screenshot shows a GitHub preview window for a file named 'renew2.md' in the 'blueprint-hlb / _application-guidelines' repository. The window has tabs for 'Edit new file' and 'Preview'. The 'Preview' tab is selected, displaying the following content:

layout	permalink	title	breadcrumb	last_updated
page-with-sideNav	/application-guidelines/renew2/	Renew 2	Application Guidelines (Renew 2)	10-05-2018

Application to Renew Hotel Licence The Hotel licence to operate a hotel will expire on 31 December every year, regardless of the date of licence issuance. A Certificate of Registration and Hotel-Keeper's licence are required under the Hotels Act to operate a hotel. Applications for the renewal of the Certificate of Registration and Hotel-keeper's licence and the payment of the fees will be open during the last quarter of the calendar year. Licensees will be notified by post and email on the renewal application process and requirements.

Note:

- Should there be a change of Hotel-Keeper, change of Hotel-Name or hotel details in the renewal application, these changes will only take effect 1 Jan of the following year.
- If the changes are to be effected for the current year, please see the requirements as stated under the Change of Hotel Keeper or Change of Hotel-Name.

Approval Process

1. You will be informed via SMS and/or e-mail if your application has been approved.
2. The Hotels Licensing Board will send the hotel an email to confirm the renewal of the Hotel-Keeper's licence and details on the collection of the Hotel-keeper's Licence.
3. The Hotels Licensing Board reserves the right to prescribe additional conditions or waive existing conditions for any application for a renewal of the Certificate of Registration and/or a Hotel-keeper's Licence.

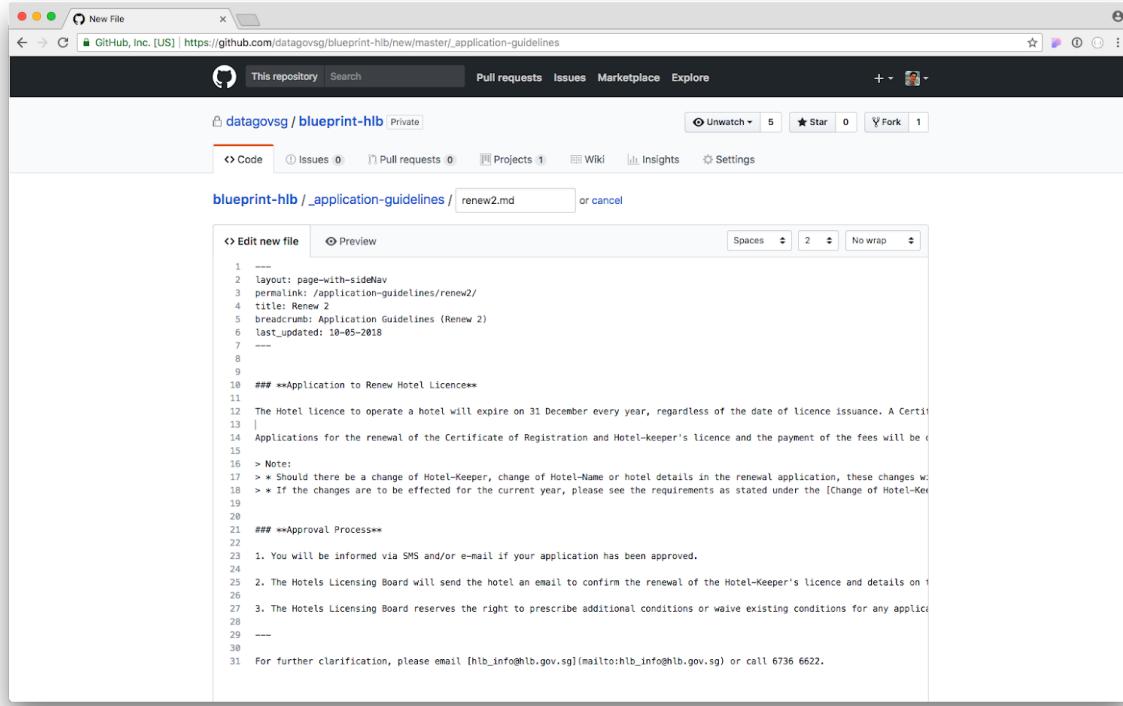
For further clarification, please email hlp_info@hlb.gov.sg or call 6736 6622.

Commit new file

Create renew2.md

Preview of markdown file

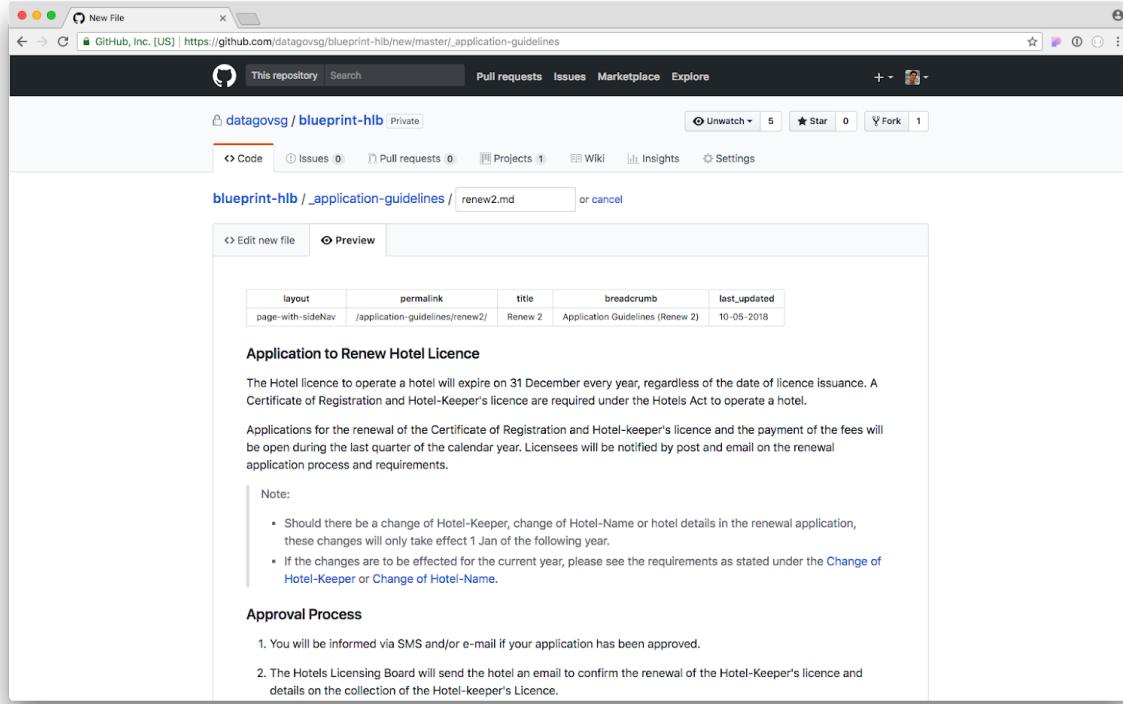
Step 6a: Click on the Edit new file button to return to the editor. Add the relevant GitHub markdown styling.



```
1 ---  
2 layout: page-with-sideNav  
3 permalink: /application-guidelines/renew2/  
4 title: Renew 2  
5 breadcrumb: Application Guidelines (Renew 2)  
6 last_updated: 10-05-2018  
7 ---  
8  
9  
10 ### **Application to Renew Hotel Licence**  
11  
12 The Hotel licence to operate a hotel will expire on 31 December every year, regardless of the date of licence issuance. A Certificate of Registration and Hotel-keeper's licence will be issued.  
13 | Applications for the renewal of the Certificate of Registration and Hotel-keeper's licence and the payment of the fees will be accepted.  
14  
15 > Note:  
16 > * Should there be a change of Hotel-keeper, change of Hotel-Name or hotel details in the renewal application, these changes will be accepted.  
17 > * If the changes are to be effected for the current year, please see the requirements as stated under the [Change of Hotel-keeper].  
18  
19  
20 ### **Approval Process**  
21  
22 1. You will be informed via SMS and/or e-mail if your application has been approved.  
23 2. The Hotels Licensing Board will send the hotel an email to confirm the renewal of the Hotel-keeper's licence and details on the renewal.  
24 3. The Hotels Licensing Board reserves the right to prescribe additional conditions or waive existing conditions for any application.  
25  
26  
27  
28 ---  
29  
30  
31 For further clarification, please email [hlb_info@hlb.gov.sg](mailto:hlb_info@hlb.gov.sg) or call 6736 6622.
```

Markdown content with styling

Step 6b: Click on the Preview button to check out the rendered page. This is close to how the website will look.



The screenshot shows a GitHub repository page for 'blueprint-hlb / _application-guidelines'. A modal window is open over the page, titled 'blueprint-hlb / _application-guidelines / renew2.md' with the option 'Preview' selected. The preview content includes a table header row with columns: layout, permalink, title, breadcrumb, and last_updated. The first row has values: page-with-sideNav, /application-guidelines/renew2/, Renew 2, Application Guidelines (Renew 2), and 10-05-2018. Below the table is a section titled 'Application to Renew Hotel Licence' with a note about hotel licences expiring annually and required documentation. A 'Note:' section lists two bullet points regarding changes to hotel details. At the bottom, an 'Approval Process' section contains two numbered steps: 1. Informing via SMS or email, and 2. Confirmation from the Hotels Licensing Board.

layout	permalink	title	breadcrumb	last_updated
page-with-sideNav	/application-guidelines/renew2/	Renew 2	Application Guidelines (Renew 2)	10-05-2018

Application to Renew Hotel Licence

The Hotel licence to operate a hotel will expire on 31 December every year, regardless of the date of licence issuance. A Certificate of Registration and Hotel-Keeper's licence are required under the Hotels Act to operate a hotel.

Applications for the renewal of the Certificate of Registration and Hotel-keeper's licence and the payment of the fees will be open during the last quarter of the calendar year. Licensees will be notified by post and email on the renewal application process and requirements.

Note:

- Should there be a change of Hotel-Keeper, change of Hotel-Name or hotel details in the renewal application, these changes will only take effect 1 Jan of the following year.
- If the changes are to be effected for the current year, please see the requirements as stated under the [Change of Hotel-Keeper](#) or [Change of Hotel-Name](#).

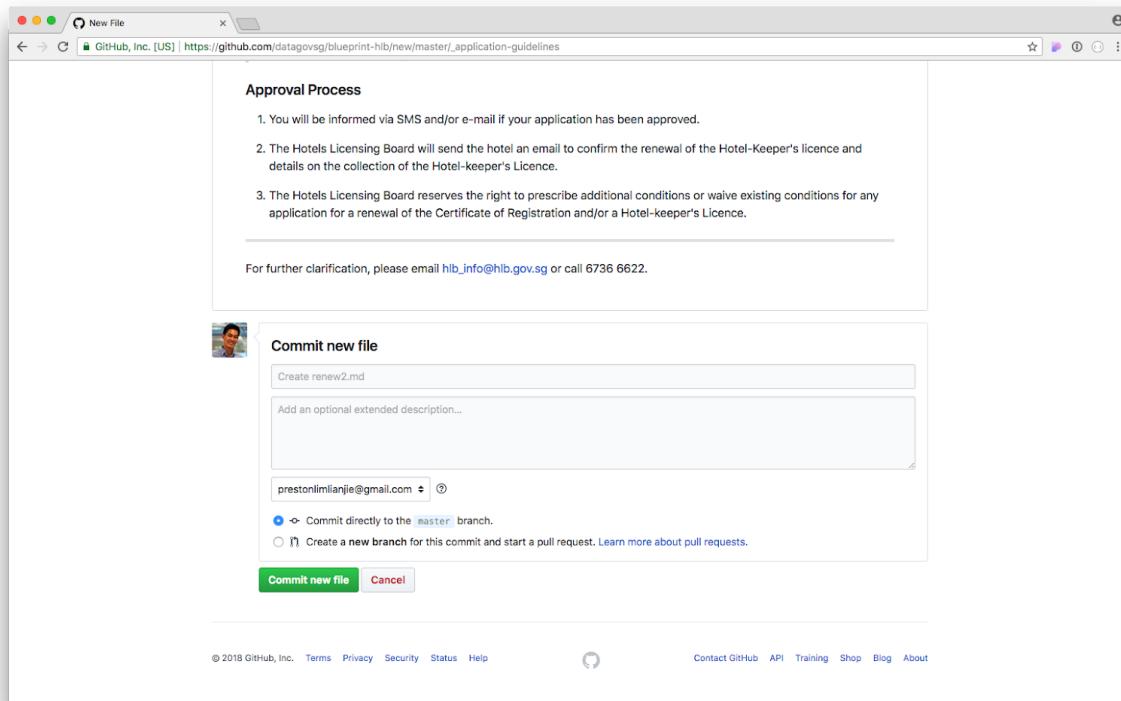
Approval Process

1. You will be informed via SMS and/or e-mail if your application has been approved.
2. The Hotels Licensing Board will send the hotel an email to confirm the renewal of the Hotel-Keeper's licence and details on the collection of the Hotel-keeper's Licence.

Preview of styled markdown file

Step 7: Scroll down to the bottom of the page. Leave an optional commit message (explaining why you did what you did) and click on the Commit button to save.

GitHub pages will then generate your website. It can take up to 1-2 minutes for the new version of the website to become live.

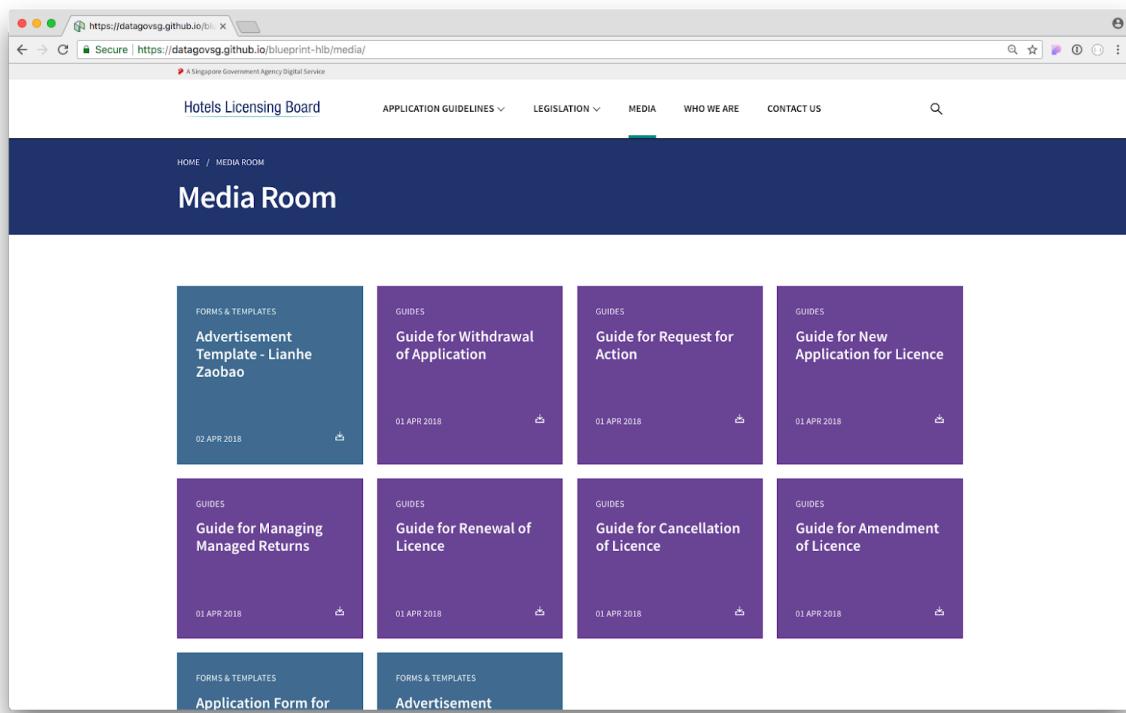


Task 3: Create a new Media post (Forms & Templates)

The Media section is a collection of markdown posts. These posts can either be: (1) files (e.g. PDF or Word Doc) or (2) articles (a website page containing words and images).

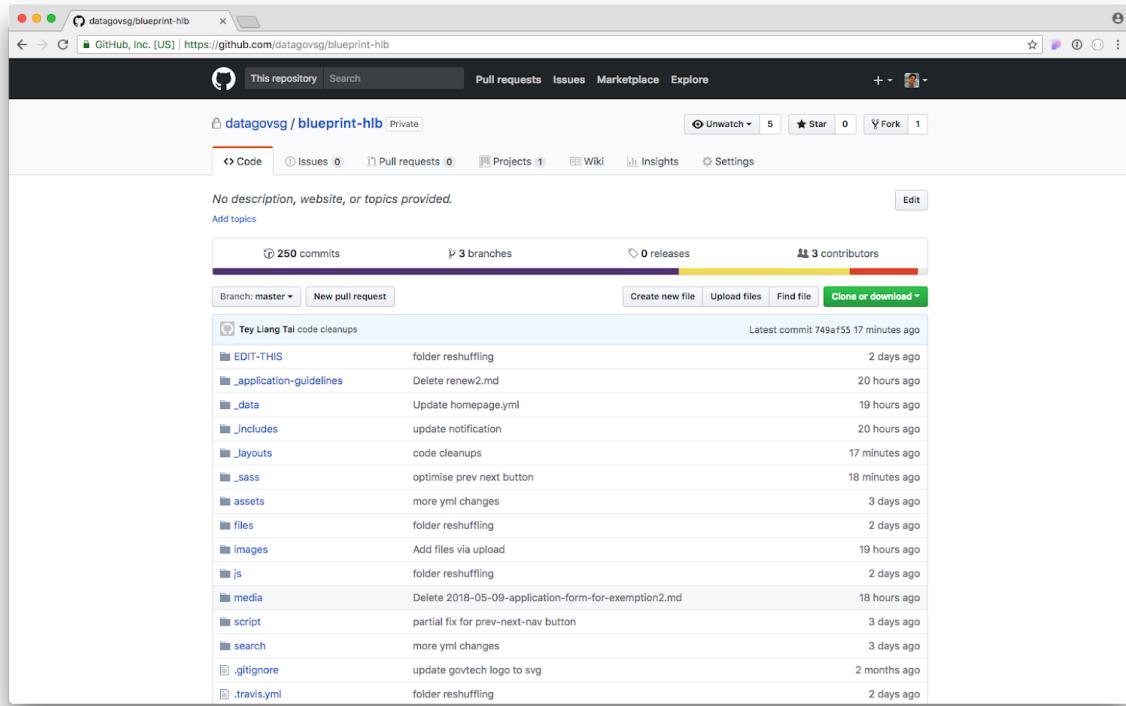
In this task, we will create a new Media post containing a .doc file.

Each Media post is a markdown file and contains a header and content, similar to that of the Application Guidelines. However, there is a slight difference in the header syntax – we will go into detail below.



Media page containing all the posts on the website

Step 1: Click on the media folder.



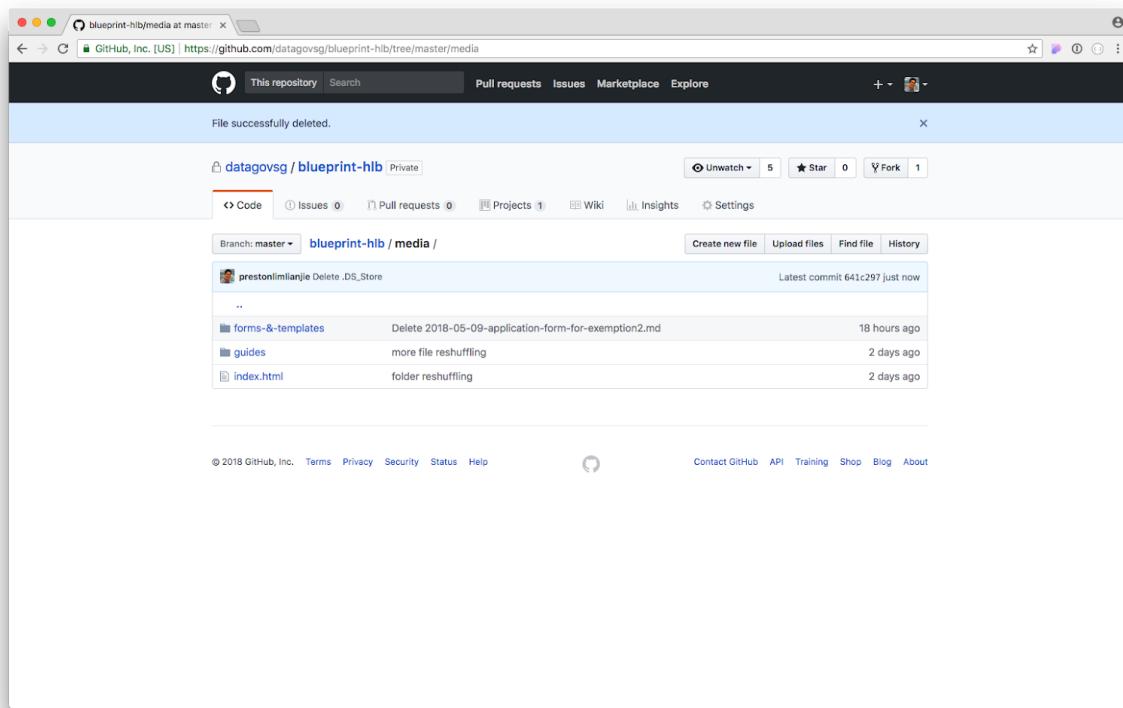
The screenshot shows a GitHub repository page for 'datagovsg/blueprint-hlb'. The repository is private, has 5 watchers, 0 stars, and 1 fork. It contains 250 commits, 3 branches, 0 releases, and 3 contributors. The commit history lists several changes, including the deletion of a file named '2018-05-09-application-form-for-exemption2.md' and updates to 'homepage.yml' and 'next.js' files. The 'media' folder is highlighted in the list of files.

File	Description	Time Ago
EDIT-THIS	folder reshuffling	2 days ago
_application-guidelines	Delete renew2.md	20 hours ago
_data	Update homepage.yml	19 hours ago
_includes	update notification	20 hours ago
_layouts	code cleanups	17 minutes ago
_sass	optimise prev next button	18 minutes ago
assets	more yml changes	3 days ago
files	folder reshuffling	2 days ago
images	Add files via upload	19 hours ago
js	folder reshuffling	2 days ago
media	Delete 2018-05-09-application-form-for-exemption2.md	18 hours ago
script	partial fix for prev-next-nav button	3 days ago
search	more yml changes	3 days ago
.gitignore	update govttech logo to svg	2 months ago
.travis.yml	folder reshuffling	2 days ago

The media folder contains all the relevant media files

Step 2: You should see two folders: forms-&-templates and guides. These are the two categories of media files present on this website.

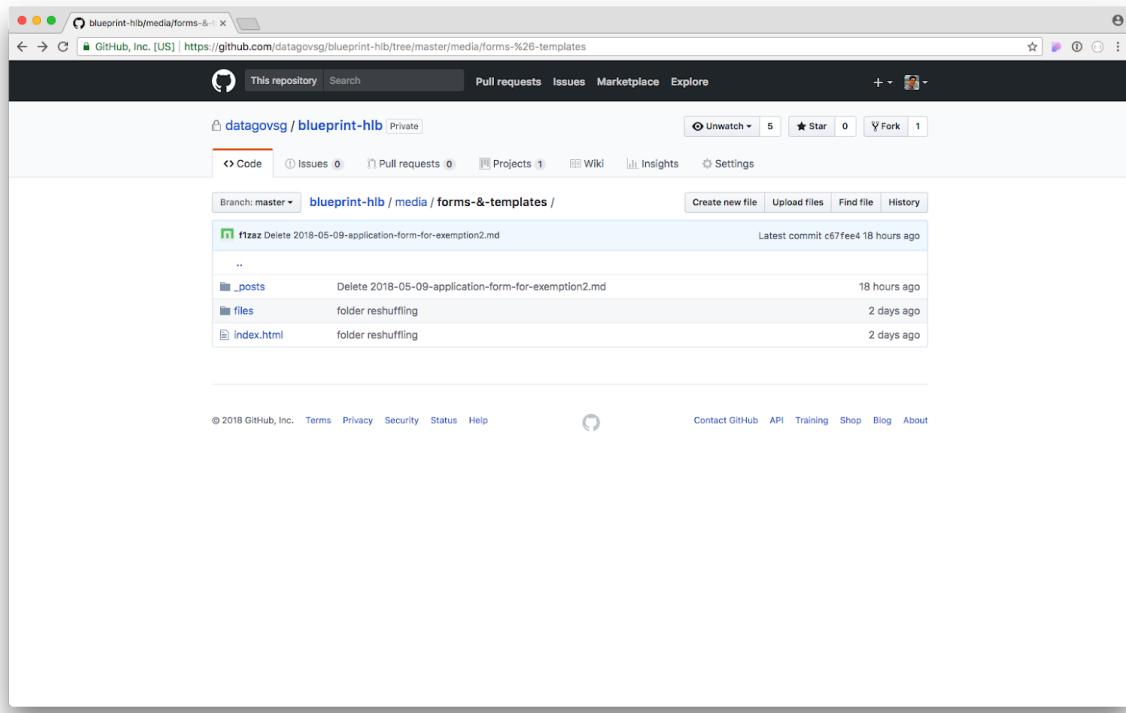
Click on the forms-&-templates folder.



There are two categories of media posts for this particular website

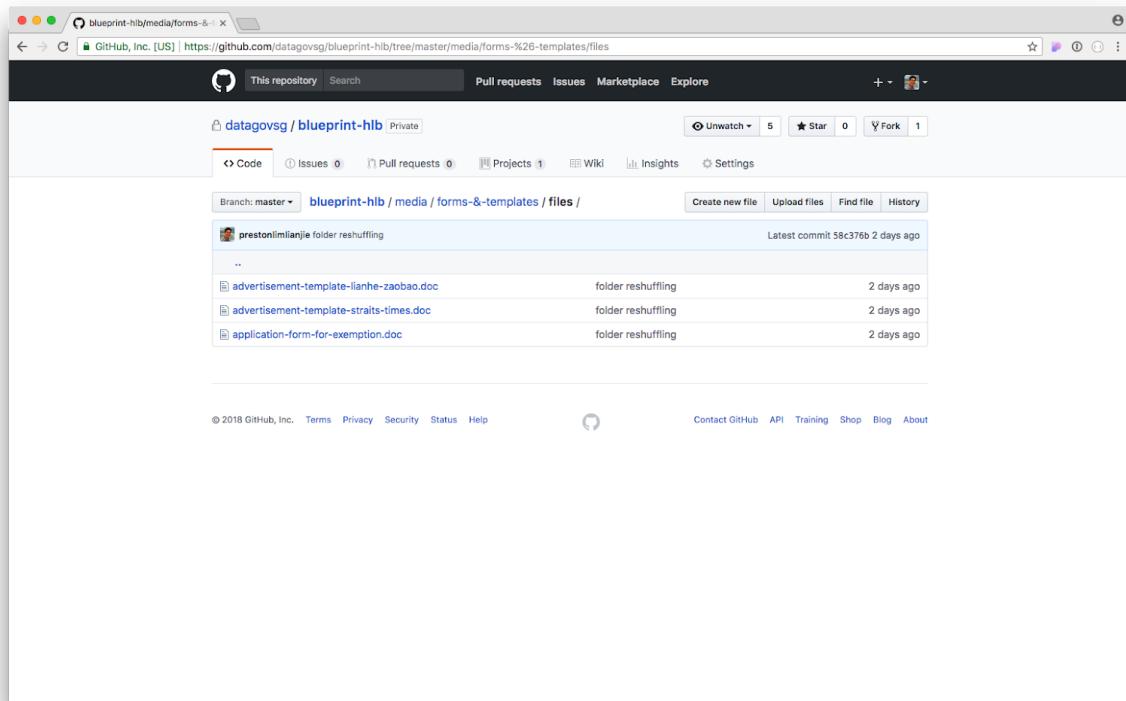
Step 3: At this point we see two folders: `_posts` and `files`. The `_posts` folder contains the markdown files denoting each post, while the `files` folder contains the actual files that the posts refer to.

What we need to first do is to upload the file onto the website. Click on the `files` folder.



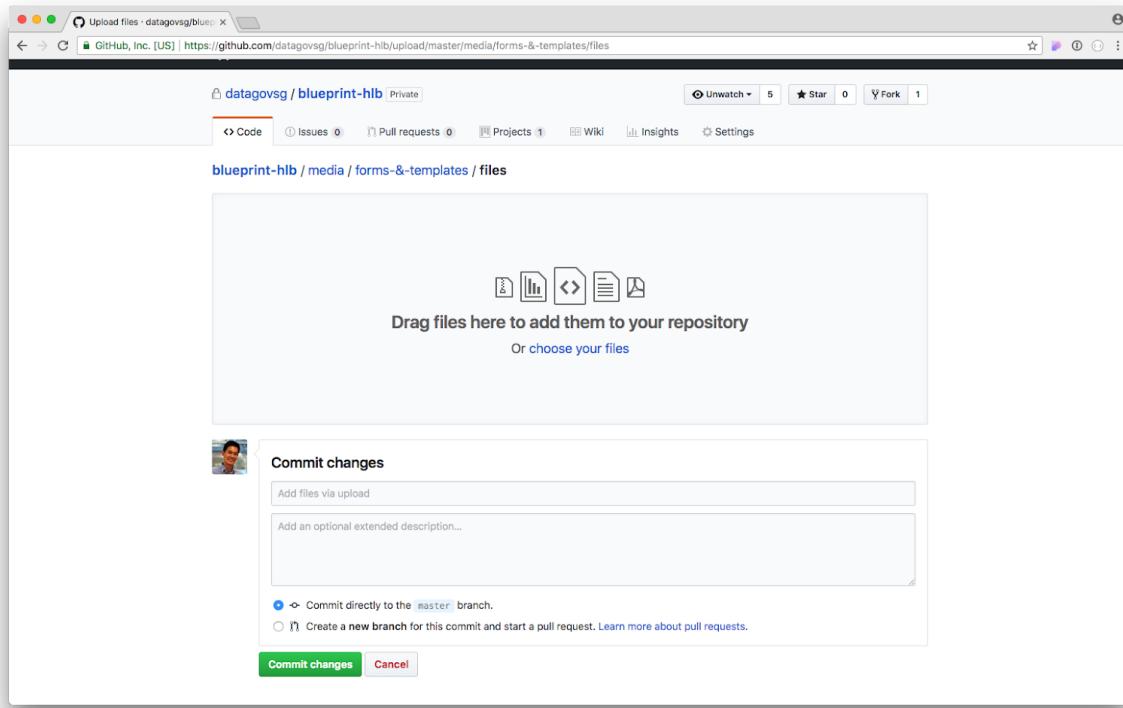
Click on the files folder

Step 4: Click on the Upload files button.



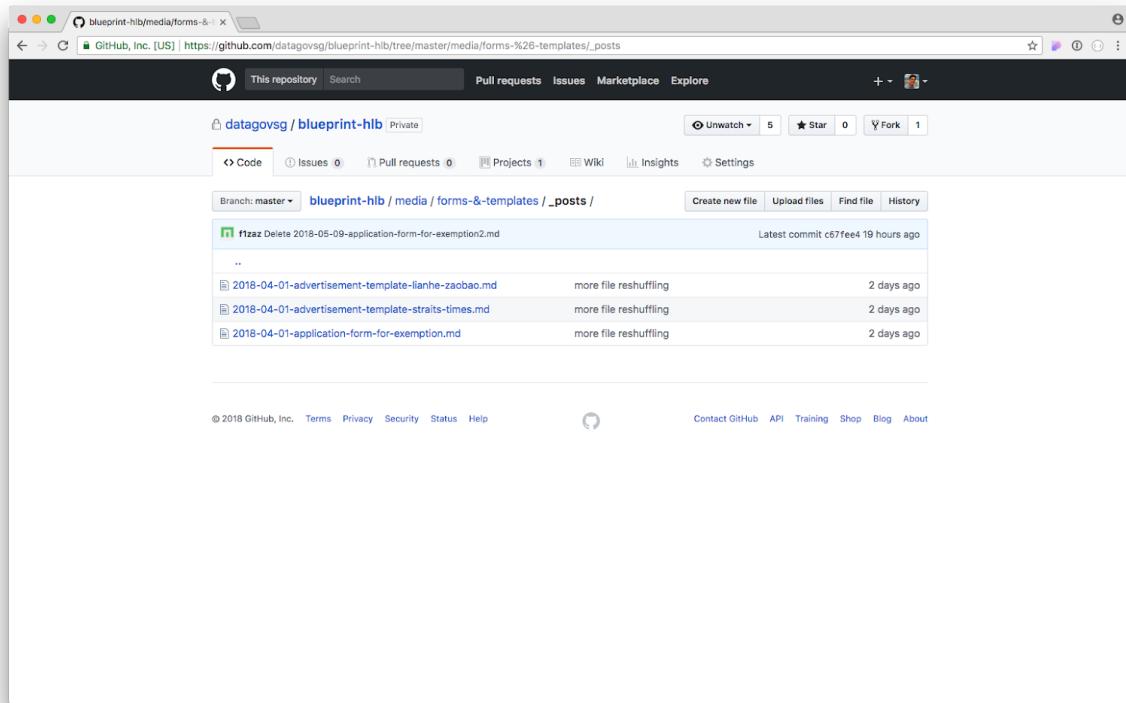
The files folder for forms-&-templates

Step 5: Upload the application-form-for-exemption2.doc file and click on the Commit changes button to save the file.



Upload and save your .doc file

Step 6: Now go to the `_posts` folder that we saw previously. Click on Create new file.

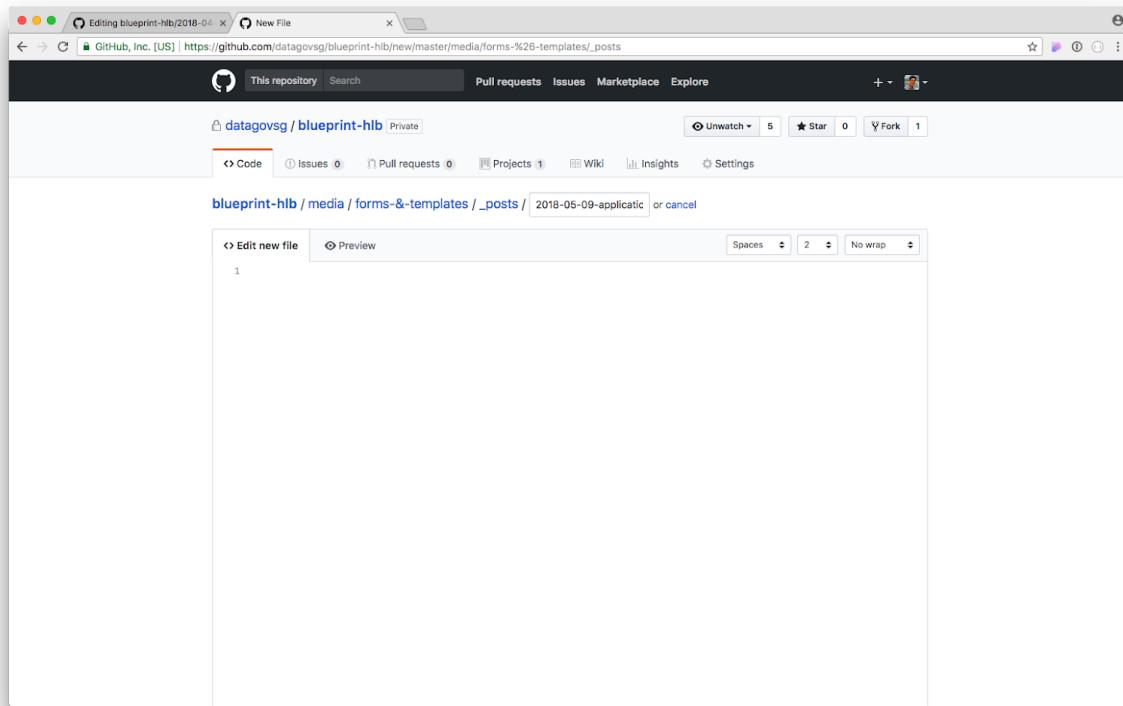


The `_posts` folder contains the post markdown files

Step 7: Give your markdown file the following name:
2018-05-09-application-form-for-exemption2.md.

The Media post file naming convention is as follows:
YYYY-MM-DD-your-file-name.md.

There must be no special characters (including whitespace) and the words must be in lower case.



Give your file a name – pay attention to the Media post naming convention!

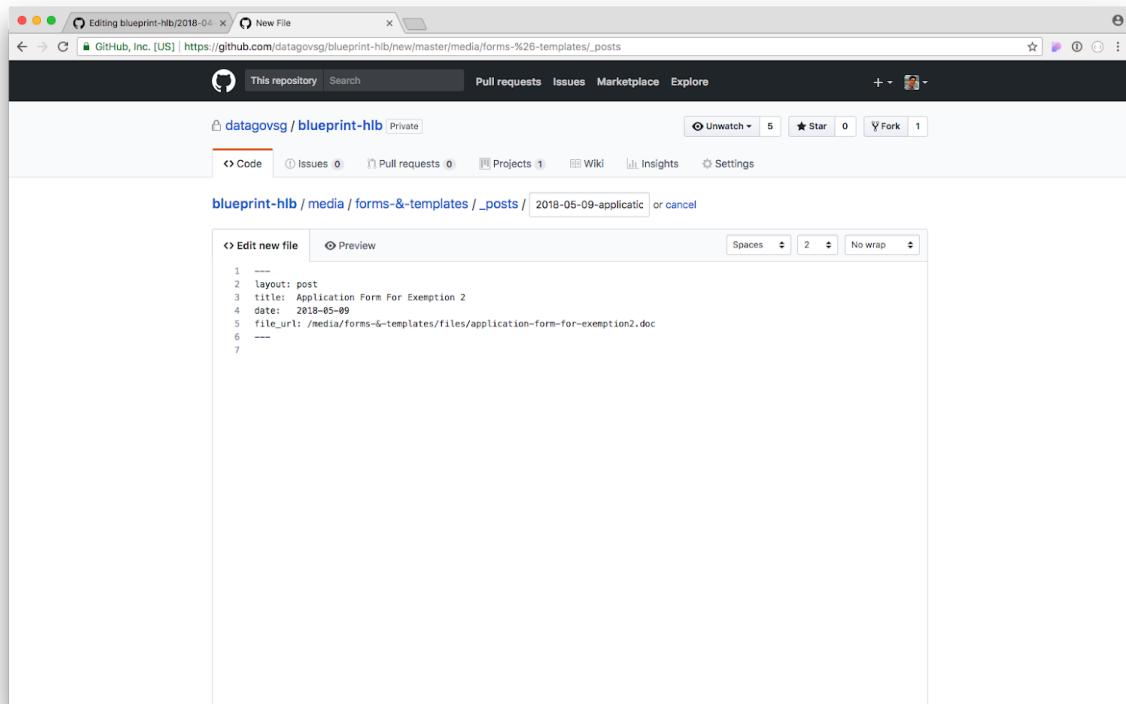
Step 8: Type in the following header.

```
---
layout: post
title: Application Form For Exemption 2
date: 2018-05-09
file_url: /media/forms-&-templates/files/application-form-for-exemption2.doc
---
```

The layout tells the website generator what the page should look like (in this case, it should look like a post).

The title – as the name suggests – is the title of the post. It is case insensitive.

The date is the date of upload; it follows the format: *YYYY-MM-DD*
The file_url is the folder where we had previously uploaded our file.



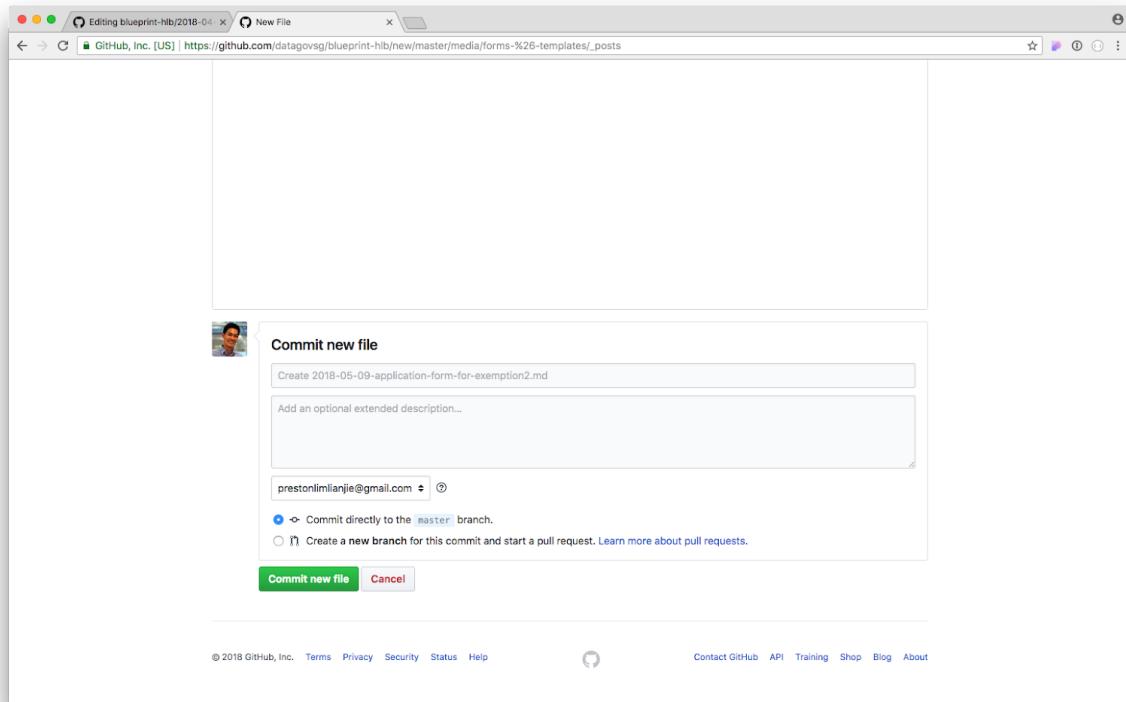
A screenshot of a GitHub repository page titled "blueprint-hlb". The URL is https://github.com/datagovsg/blueprint-hlb/new/master/media/forms-&-templates/_posts/. The page shows a code editor with the following content:

```
---
layout: post
title: Application Form For Exemption 2
date: 2018-05-09
file_url: /media/forms-&-templates/files/application-form-for-exemption2.doc
---
```

Type in the header

Step 9: Unlike the Application Guideline markdown, the Media post that contain files don't need to have content. Our work is done!

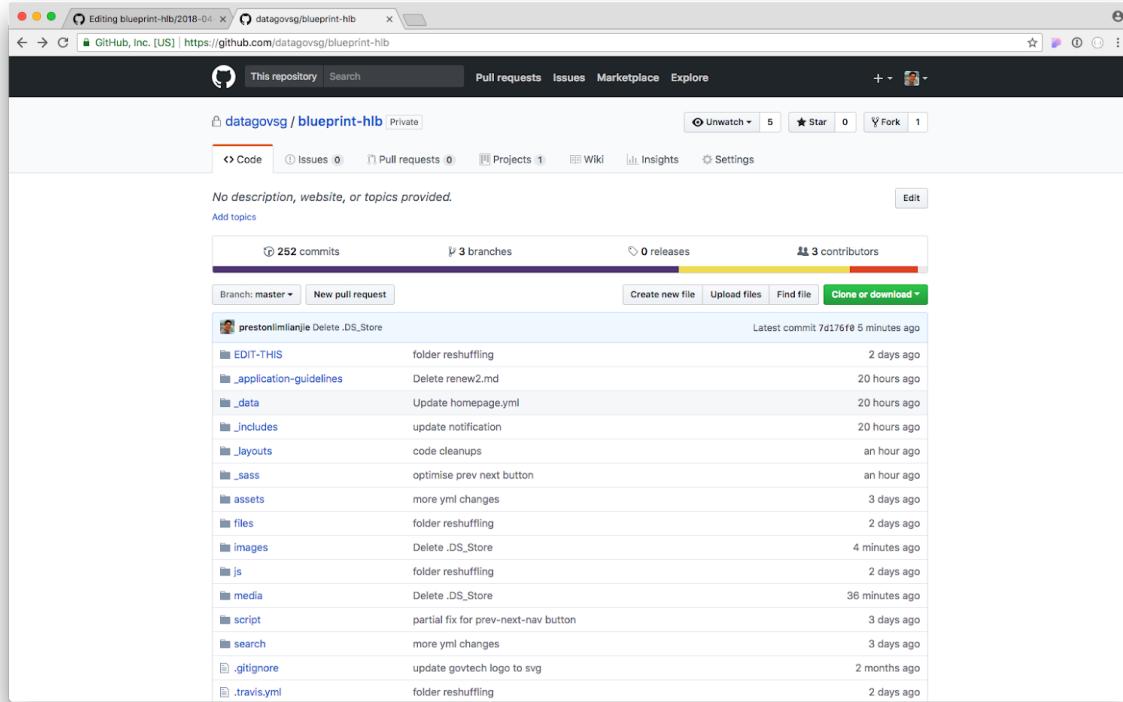
Scroll down and click on the Commit new file button to save your post. You should be able to see the new file on the website in a minute or so!



Click on Commit new file to save your file.

Task 4: Edit the Contact Us Information

Step 1: Click on the _data folder.

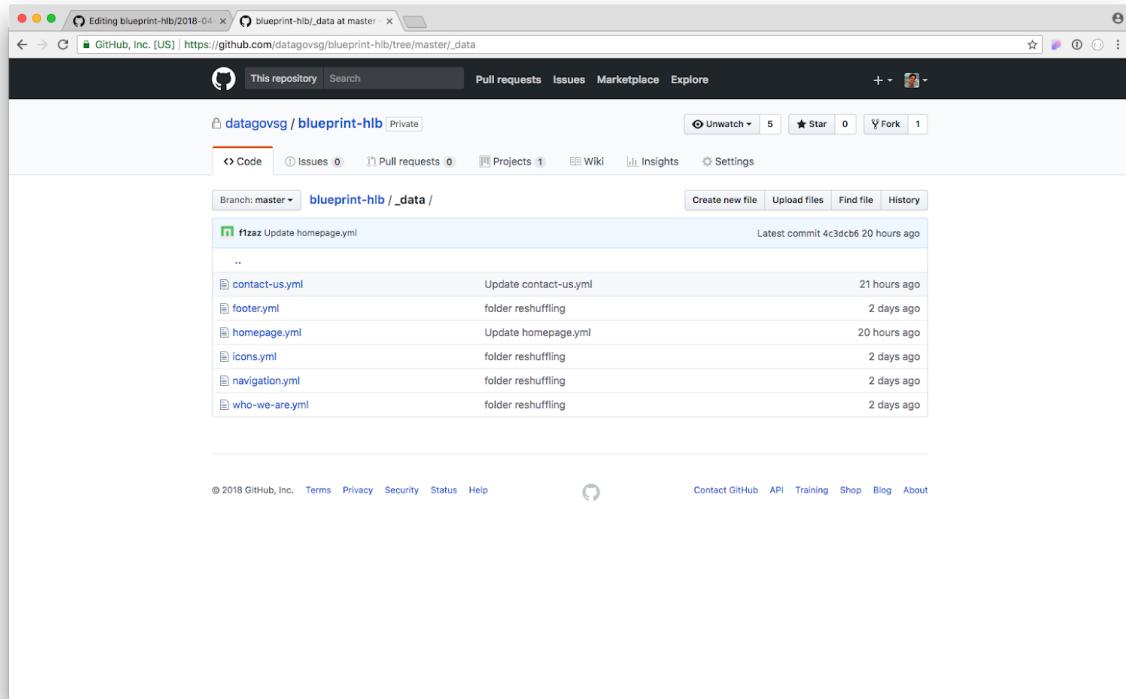


The screenshot shows a GitHub repository page for 'datagovsg/blueprint-hib'. The repository has 252 commits, 3 branches, 0 releases, and 3 contributors. The '_data' folder is highlighted in the commit list. The commits are as follows:

Commit	Message	Time Ago
EDIT-THIS	folder reshuffling	2 days ago
_application-guidelines	Delete renew2.md	20 hours ago
_data	Update homepage.yml	20 hours ago
_includes	update notification	20 hours ago
_layouts	code cleanups	an hour ago
_sess	optimise prev next button	an hour ago
_assets	more yml changes	3 days ago
_files	folder reshuffling	2 days ago
_images	Delete .DS_Store	4 minutes ago
_js	folder reshuffling	2 days ago
_media	Delete .DS_Store	36 minutes ago
_script	partial fix for prev-next-nav button	3 days ago
_search	more yml changes	3 days ago
.gitignore	update govtech logo to svg	2 months ago
.travis.yml	folder reshuffling	2 days ago

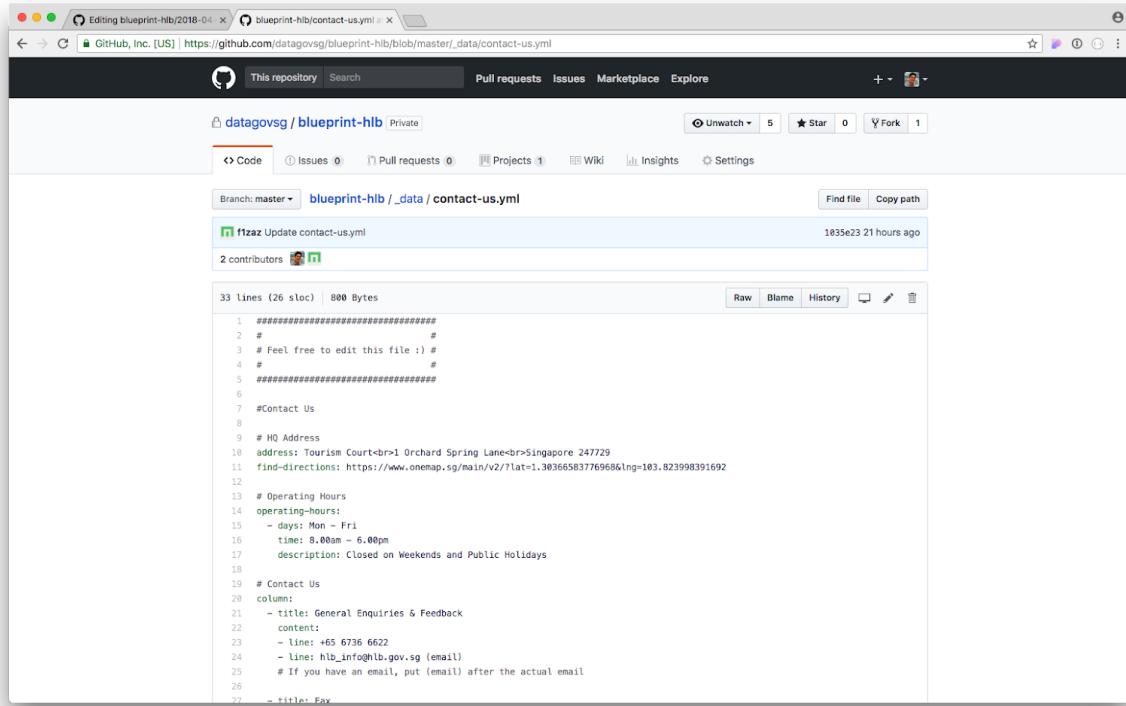
Go to the _data folder

Step 2: Click on the contact-us.yml file.



Click on the contact-us.yml file

Step 3: We should now see a preview screen for the contact-us.yml file. Click on the edit (pencil icon) button.

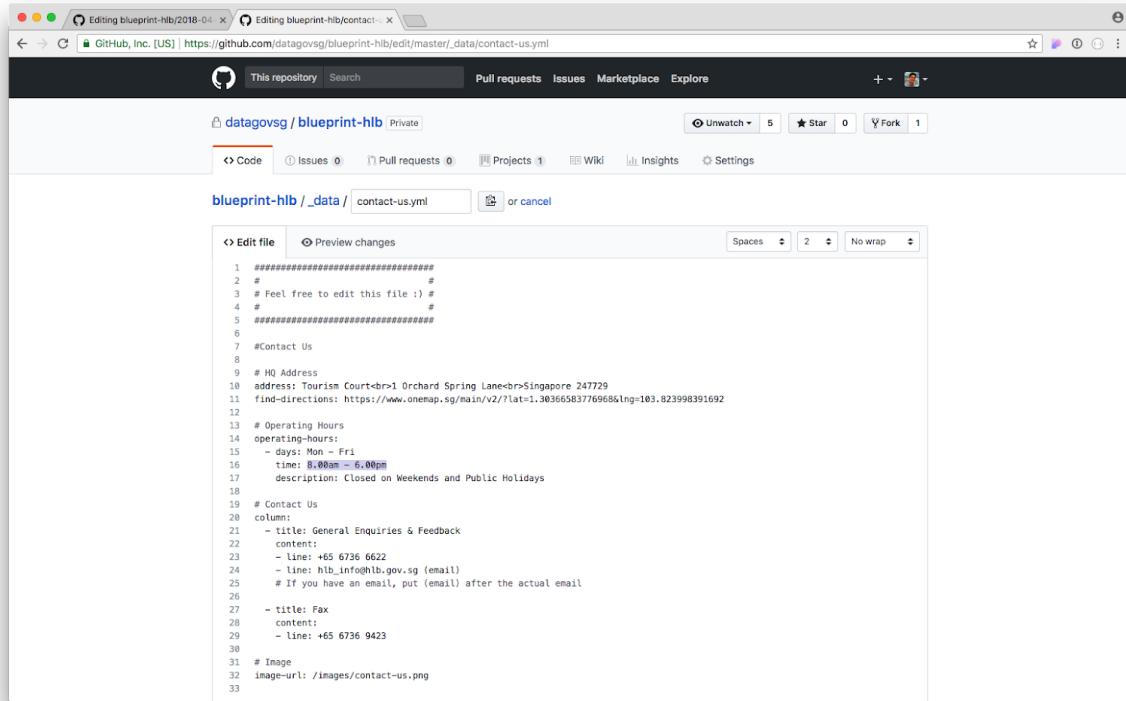


The screenshot shows a GitHub repository page for 'blueprint-hlb'. The file 'contact-us.yml' is being viewed. The code content is as follows:

```
1 #####  
2 # #  
3 # Feel free to edit this file :) #  
4 #  
5 #####  
6  
7 #Contact Us  
8  
9 # HQ Address  
10 address: Tourism Court<br>1 Orchard Spring Lane<br>Singapore 247729  
11 find-directions: https://www.onemap.sg/main/v2/?lat=1.38366583776968&lng=103.823998391692  
12  
13 # Operating Hours  
14 operating-hours:  
15   - days: Mon - Fri  
16     time: 8.00am - 6.00pm  
17     description: Closed on Weekends and Public Holidays  
18  
19 # Contact Us  
20 column:  
21   - title: General Enquiries & Feedback  
22   content:  
23     - line: +65 6736 6622  
24     - line: hlb_info@hlb.gov.sg (email)  
25     # If you have an email, put (email) after the actual email  
26  
27   - title: Pay
```

Click on the edit button

Step 4: Replace the time of the operating-hours for Mon-Fri with:
8.30am – 6.00pm

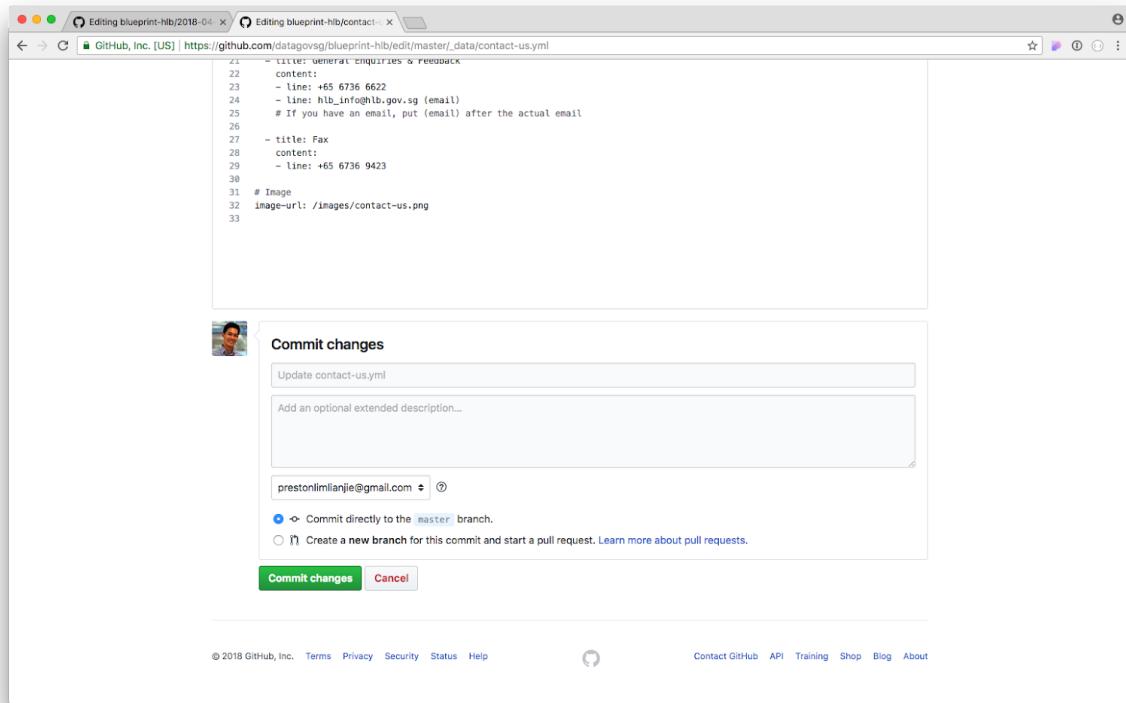


The screenshot shows a GitHub repository page for 'blueprint-hlb / _data / contact-us.yml'. The code editor displays the following YAML configuration:

```
1 ######
2 #          #
3 # Feel free to edit this file :) #
4 #          #
5 #####
6
7 #Contact Us
8
9 # HQ Address
10 address: Tourism Court<br>1 Orchard Spring Lane<br>Singapore 247729
11 find-directions: https://www.onemap.sg/main/v2/?lat=1.30366583776968&lng=103.823998391692
12
13 # Operating Hours
14 operating-hours:
15   - days: Mon - Fri
16     time: 8.30am - 6.00pm
17     description: Closed on Weekends and Public Holidays
18
19 # Contact Us
20 column:
21   - title: General Enquiries & Feedback
22   content:
23     - line: +65 6736 6622
24     - line: hlb_info@hlb.gov.sg (email)
25     # If you have an email, put (email) after the actual email
26
27   - title: Fax
28   content:
29     - line: +65 6736 9423
30
31 # Image
32 image-url: /images/contact-us.png
33
```

Replace the operating hours

Step 5: Scroll down and click on the Commit changes button to save. The change should be reflected on the website in a minute or so.



We're done!

Cheat Sheet

Why Markdown and YAML?

Traditionally, in order to edit a website, one had to write in pure HTML. This is challenging for website administrators who had limited experience with HTML as it is not immediately readable or intuitive to non-experienced users.

Our team decided to go with Markdown (.md) – more human readable syntax – so as to empower non-technical website administrators.

While Markdown is appropriate for writing long segments of text, it alone does not allow users to edit small details of the website (e.g. change the hero-banner image) without diving into the HTML.

We therefore chose to supplement the Markdown syntax with YAML (.yml) – yet another human readable syntax.

What can I edit?

_application-guidelines

Contains the Application Guidelines

media

Contains the media-related files, e.g. Forms and Templates and Guides

EDIT-THIS

Contains the rest of the markdown files, e.g. Privacy Statement, Terms of Use, Who We Are, Contact Us

_data

Contains the YAML files to make fine tweaks to the website.

Images

Contains the images used in the website.

How should I go about editing my website?

The best practice is to always look for the Markdown file first. The Markdown file tells the website generator what to do.

Sometimes, if the edits are to be made to the YAML file that is related to the Markdown file, the Markdown file will contain instructions on where this YAML file is.

For example, if I wanted to edit the Who We Are page on the website. I would go into the EDIT-THIS/who-we-are/who-we-are.md file. I could make changes to the paragraphs of text there. However, if I wanted to change the names of the board members, I would – as instructed by the Markdown file – have to go to the YAML file to do so (_data/who-we-are.yml).