How to: Create GitLab free trial

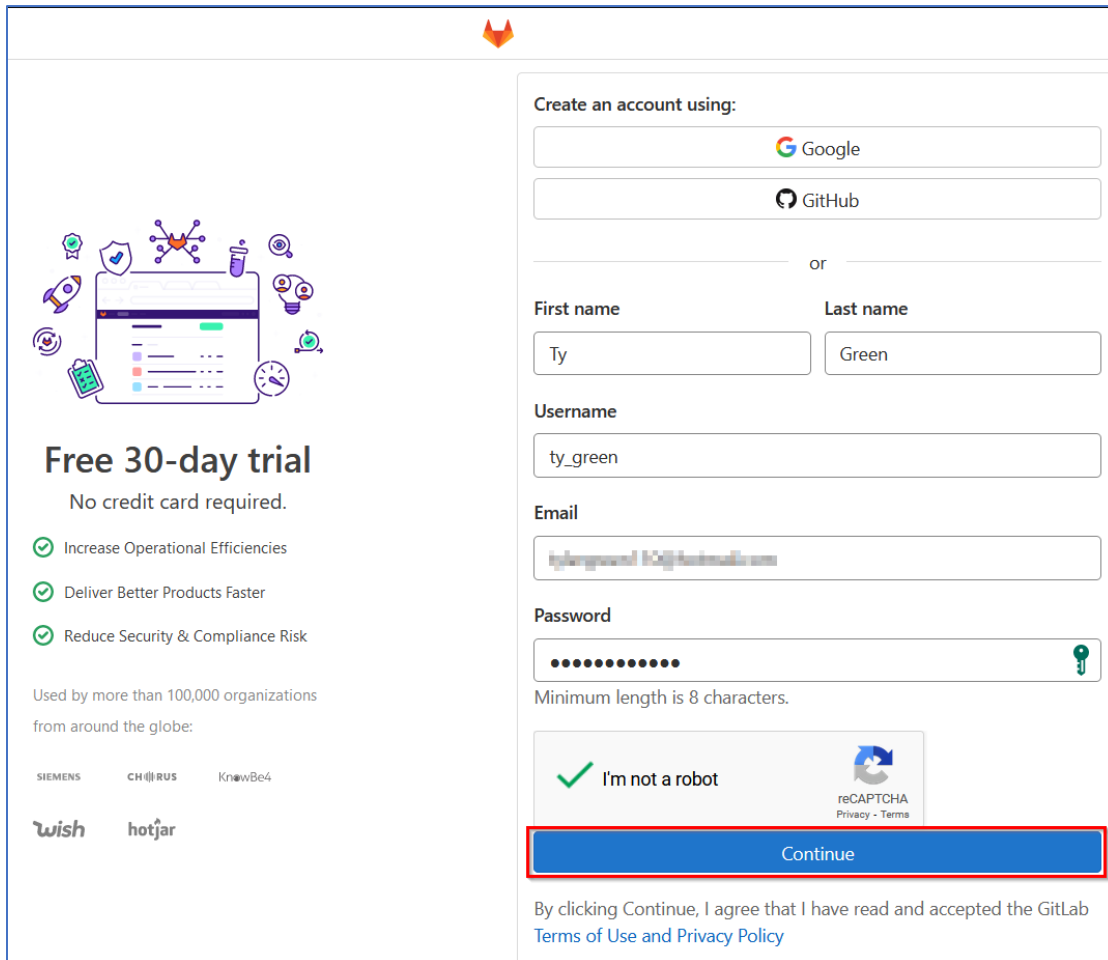Navigate to https://about.gitlab.com/ in your web browser. Click the **Get free trial** button:
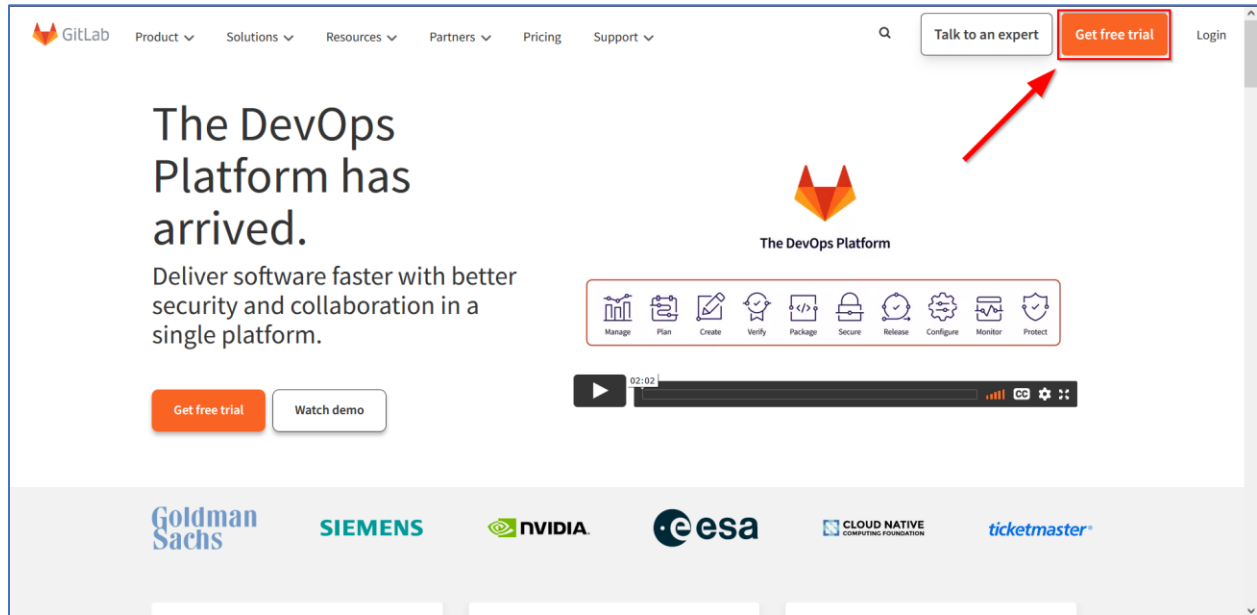
On the following page, click the **Continue with SaaS** button:
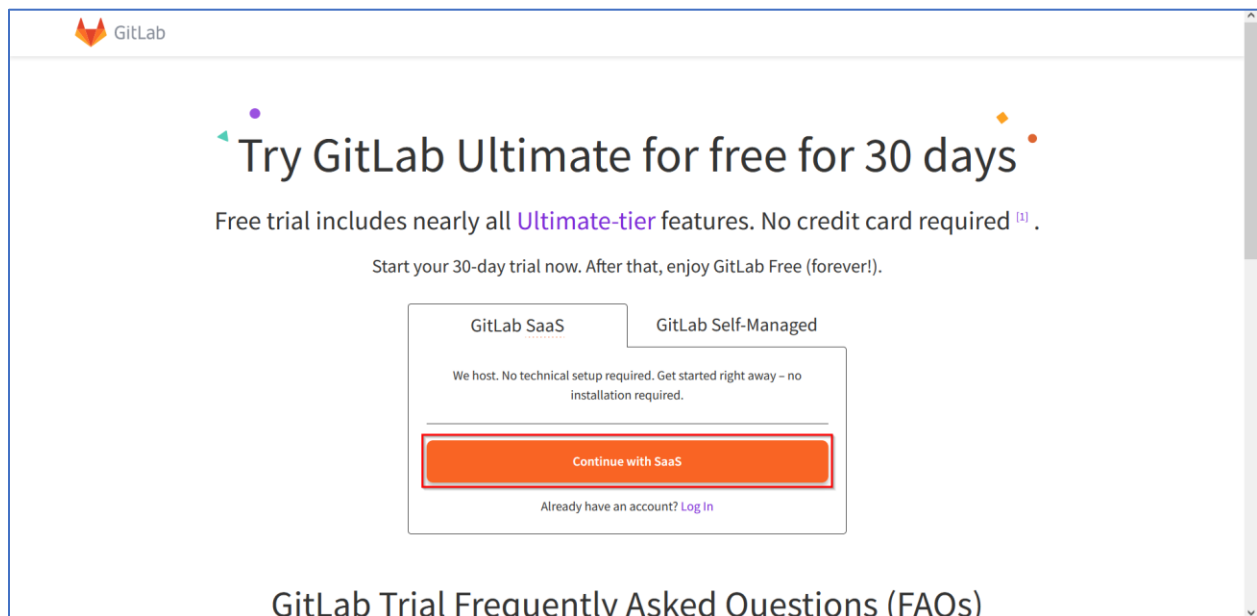
Fill out the required fields in the registration form. Click the **Continue** button:

Navigate to the inbox of the email used to register to confirm your GitLab account:

In the email your receive, click the **Confirm your account** link:
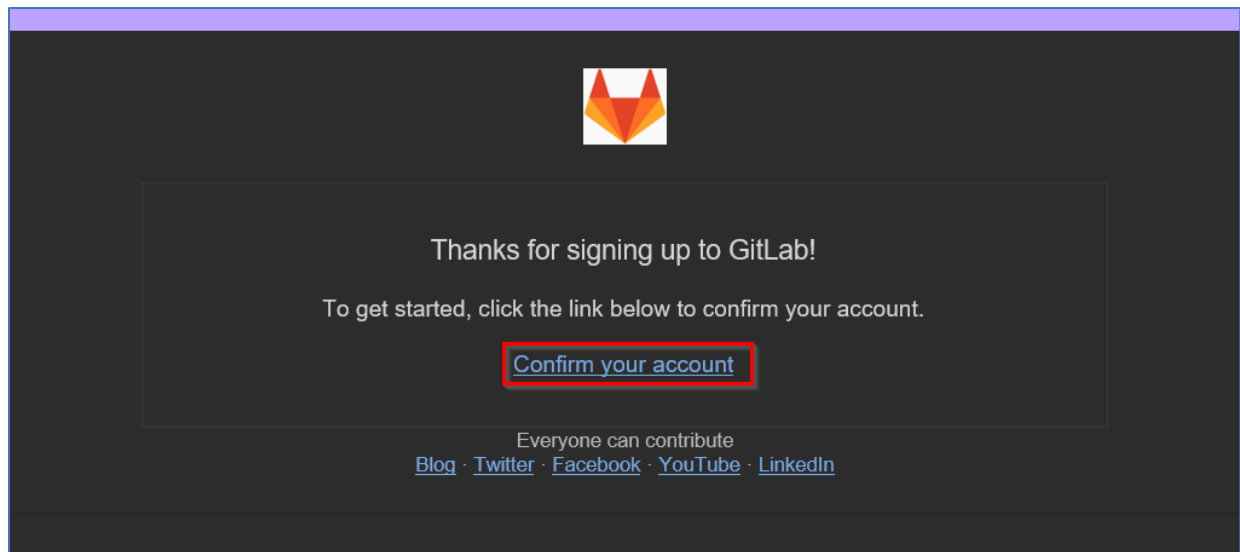
You will be redirected to the sign-in page. Click the **Sign in** button:
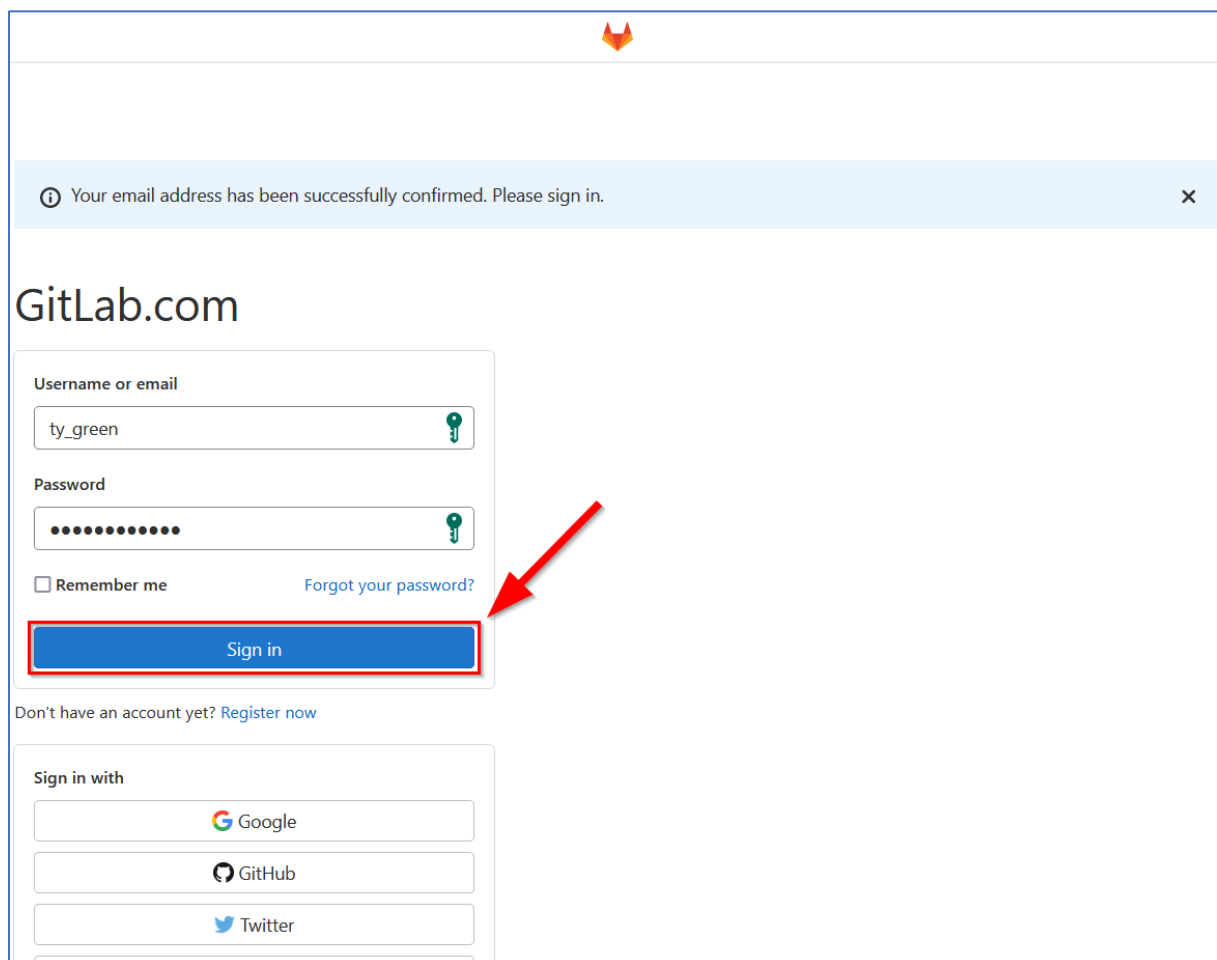
Fill out the following preferences according to your needs. Click the **Continue** button:

Fill out the fields in the following form. Click the **Continue** button:
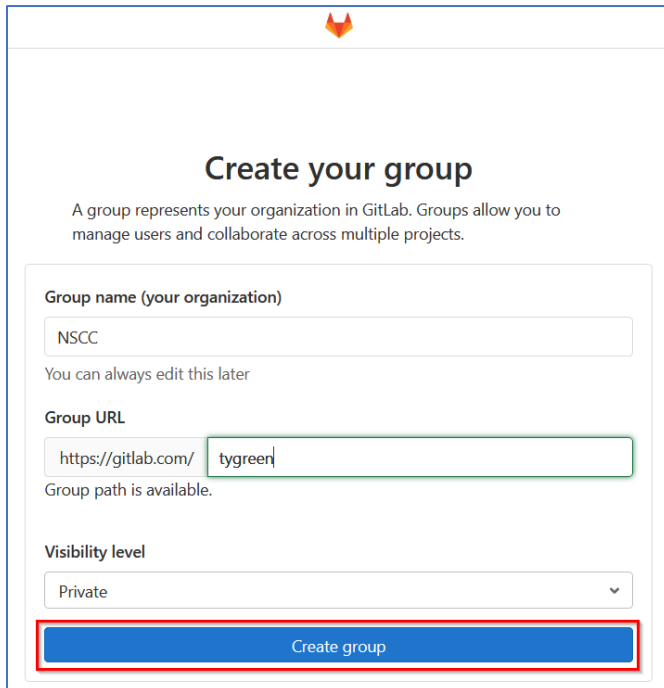
Complete the following "Create your group" form. Click the **Create Group** button:
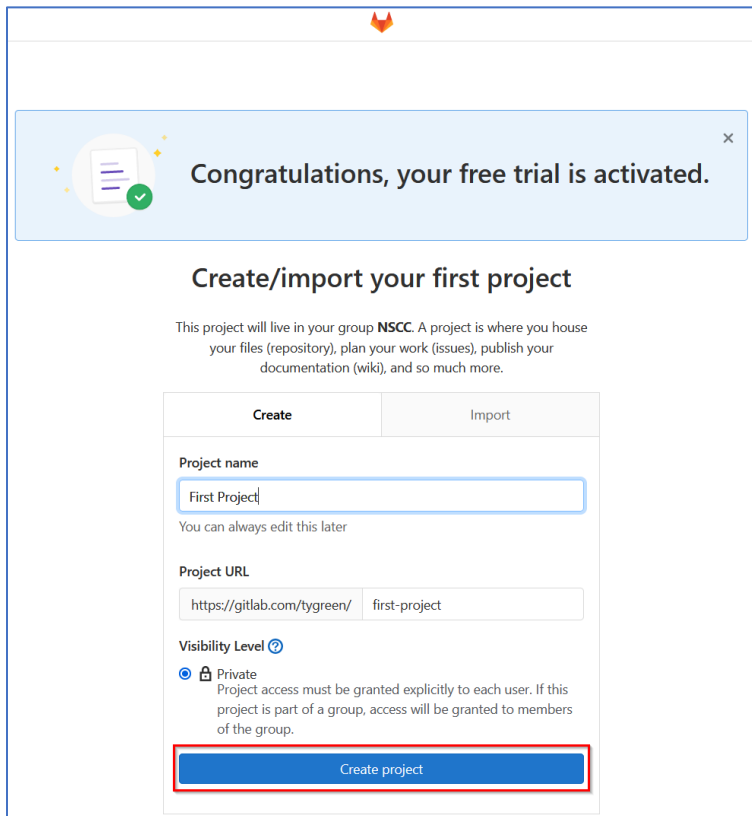
Create a name for your first project. Click the **Create Project** button:

On the following page, click the **Ok, let's go** button:
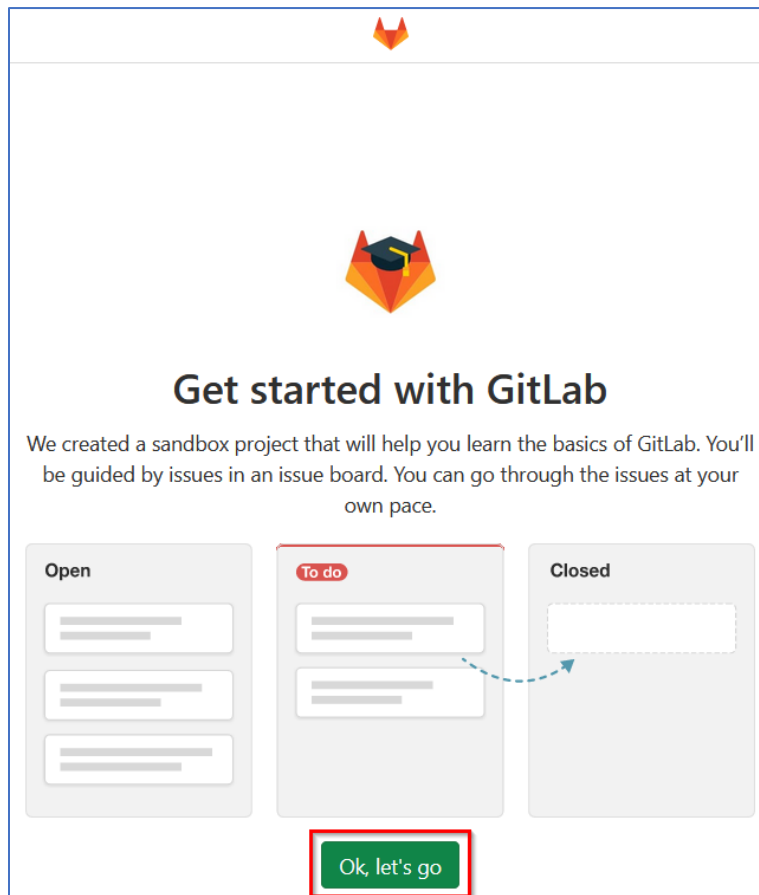
You will be redirected to your project's dashboard:
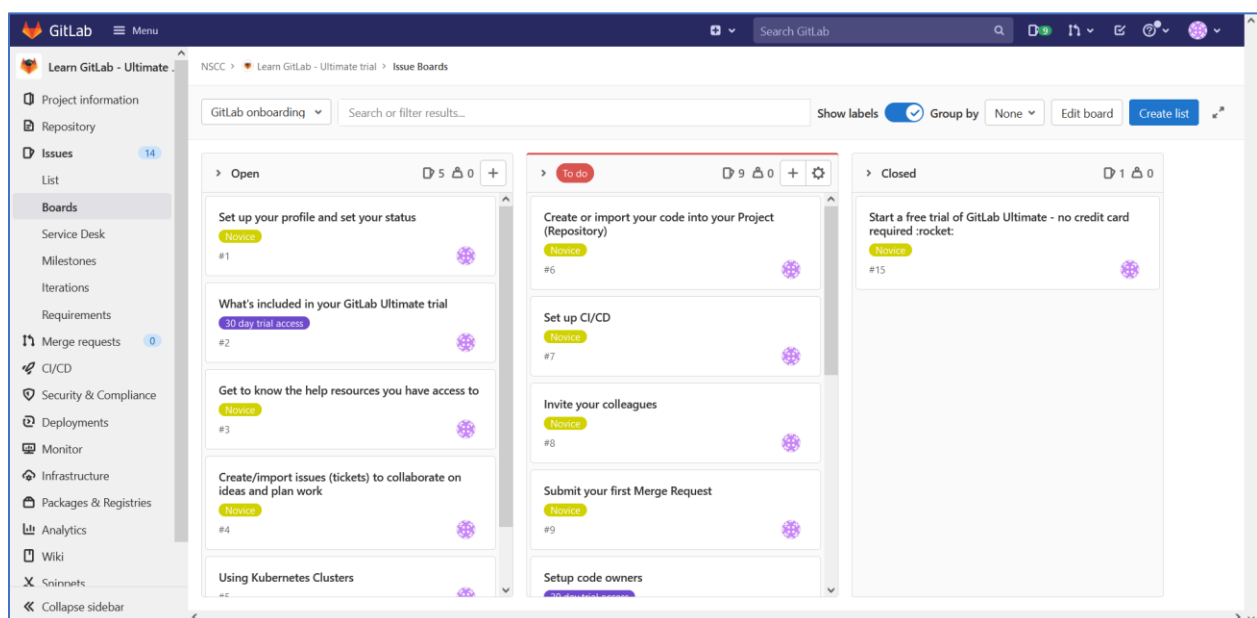
How to: Create an issue in your GitLab project

In the left-hand menu, click **Issues**:

Click the **New issue** button:

Create a title and description for the issue. Check the box to the left of **This issue is confidential and should only be visible to team members with at least Reporter access**. Assign the issue by selecting an assignee from the drop-down list:
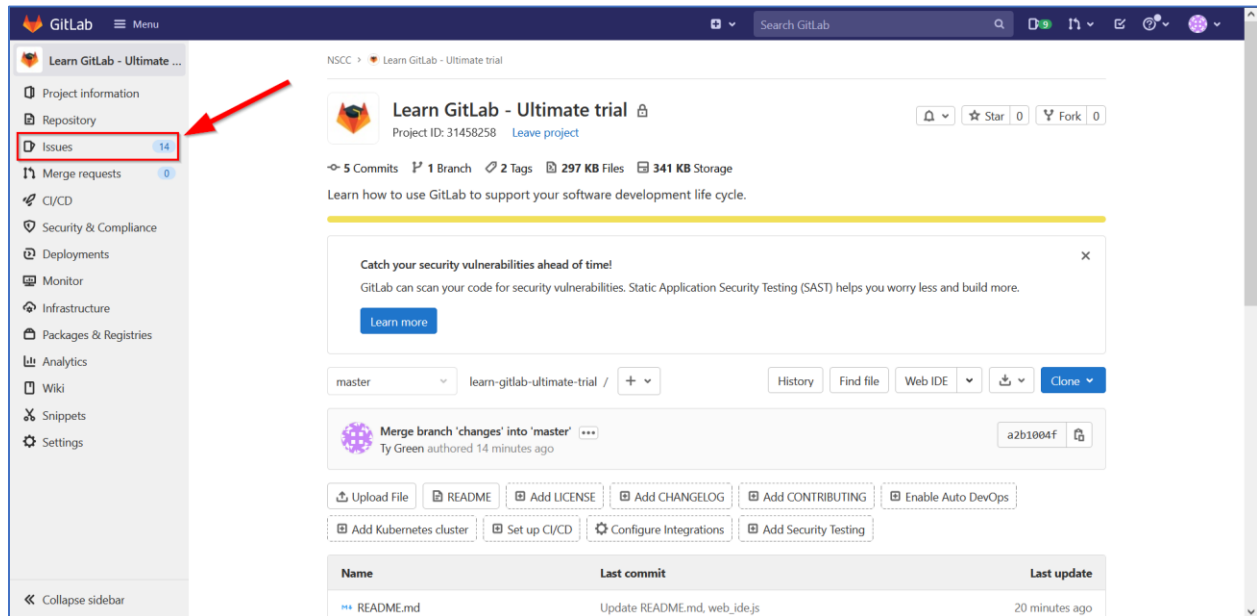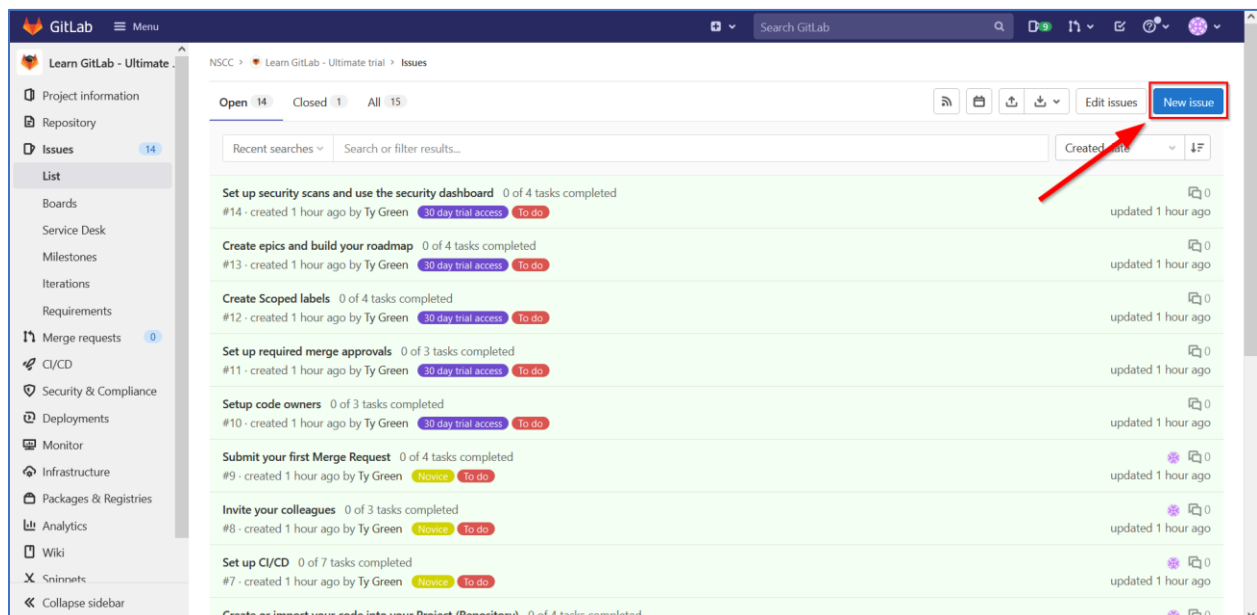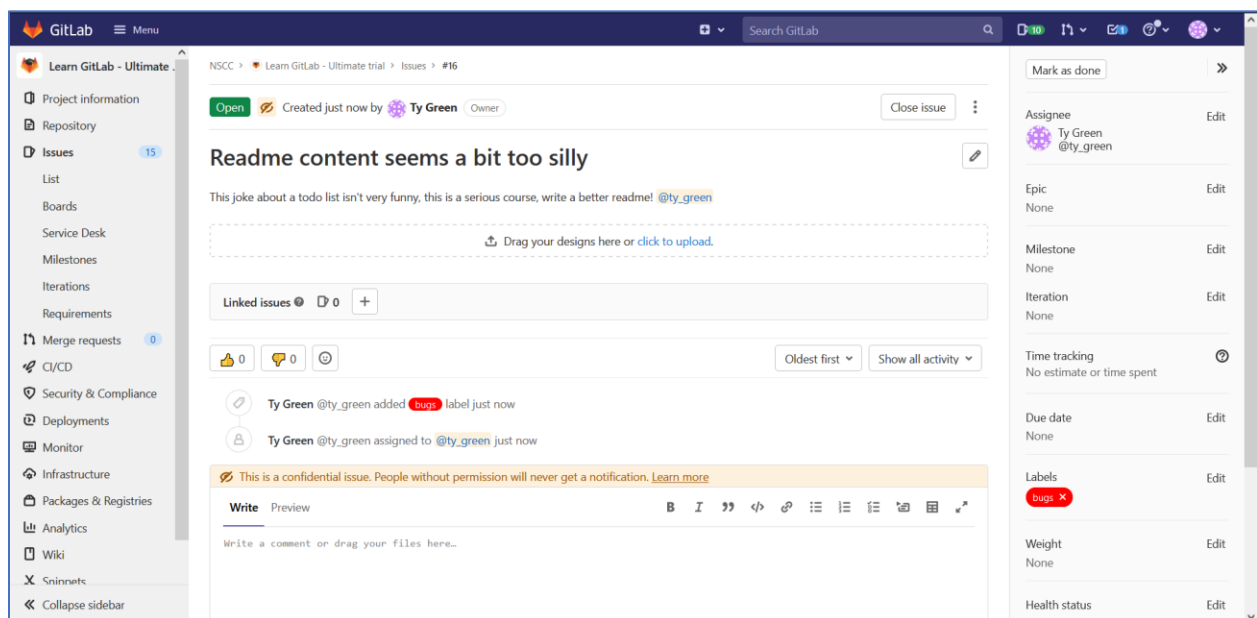

Create a new label for the issue by clicking the Labels drop-down, then select **Create project label**:

Create a title and select a colour for the label. Click the **Create** button:
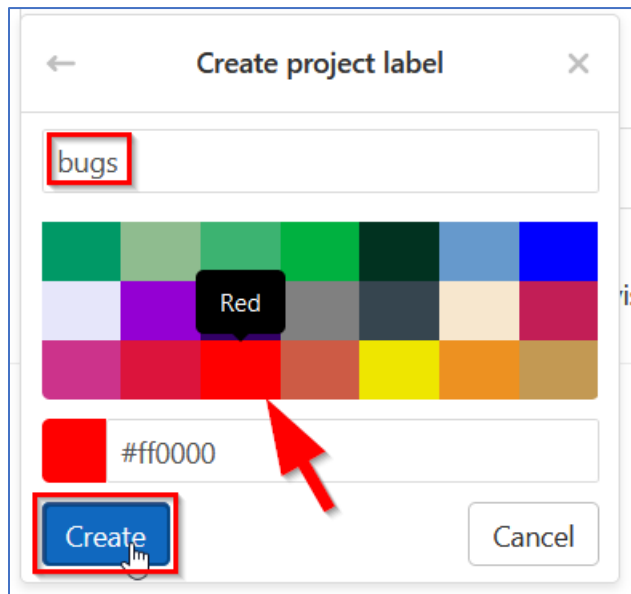
You can now assign the new label to the issue by selecting it:
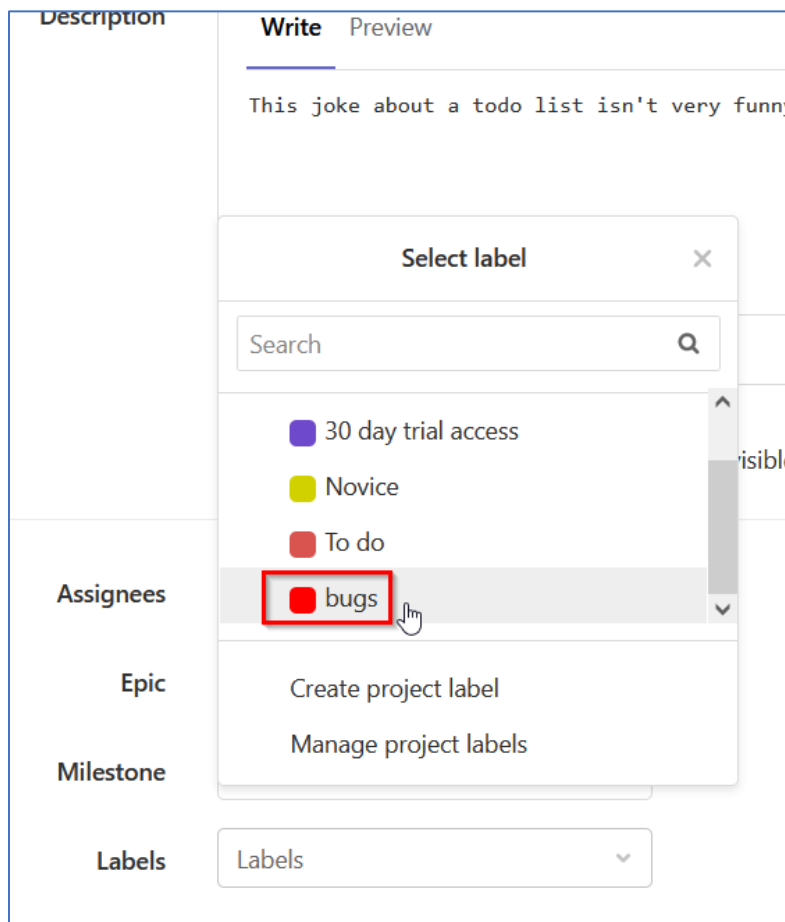
Finish by clicking the **Create issue** button:

Done! You will be redirected to the issue's summary page:
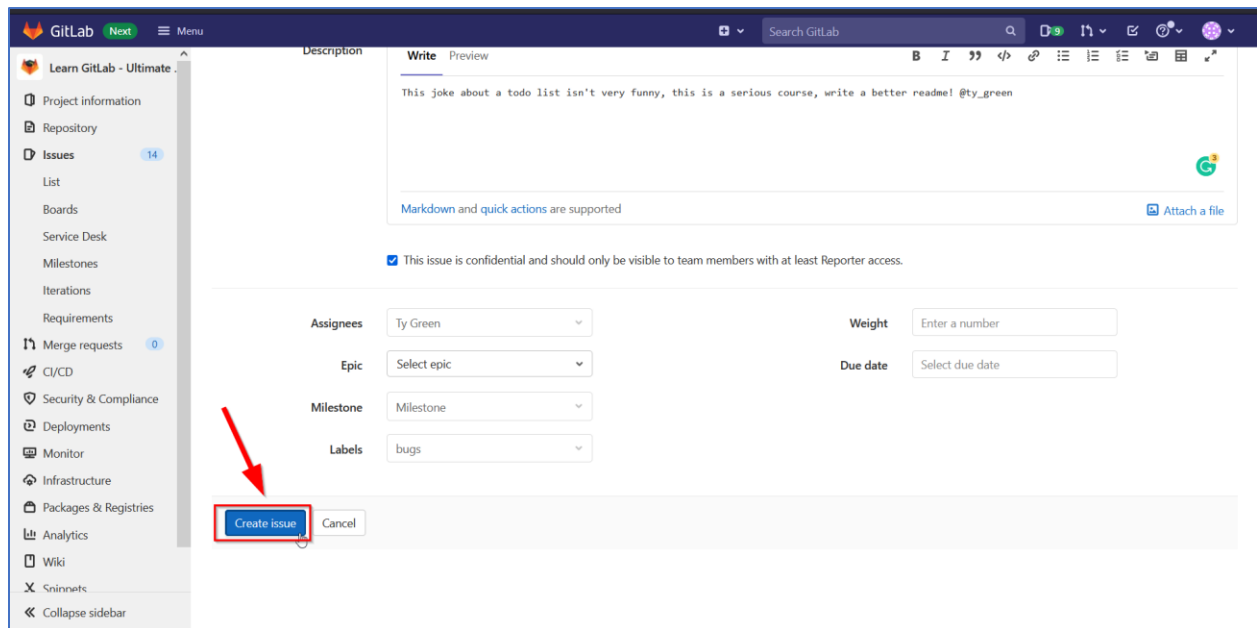
How to: Create a milestone in your GitLab project

In the left-hand menu under the Issues tab, click **Milestones**:
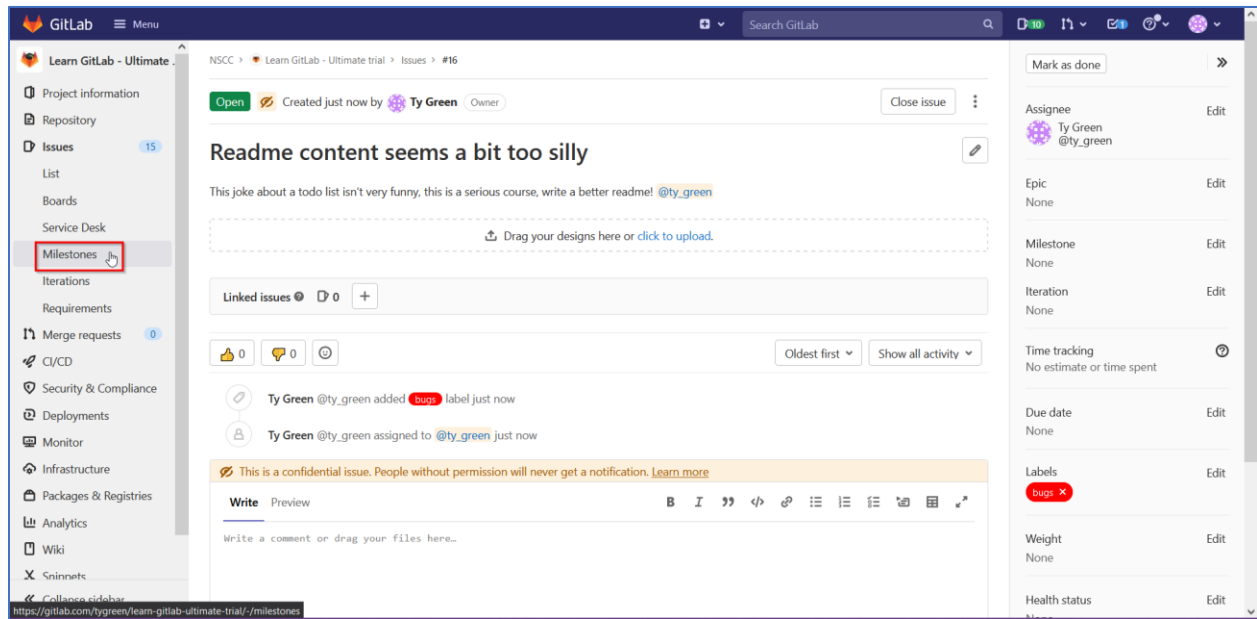
On the Milestones page, click the **New milestone** button:

Create a title for the milestone, then click the **Create milestone** button:
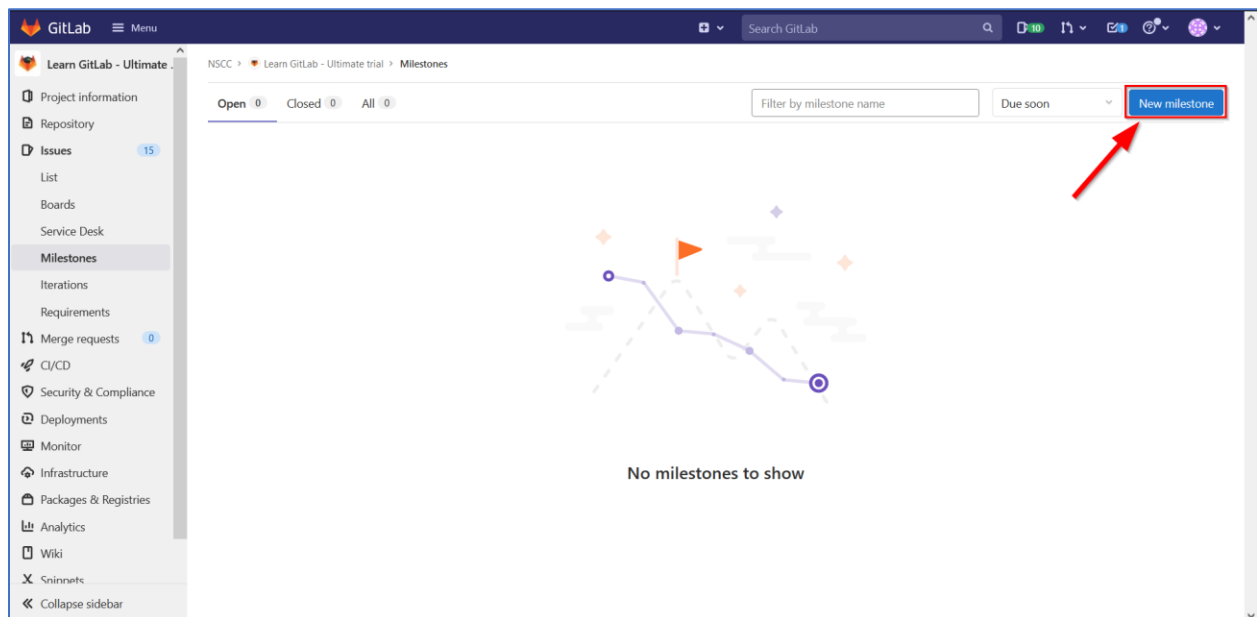

Success! You will be redirected to your new milestone's dashboard:

How to: Add an issue to a milestone in your GitLab project

In the right-hand menu of your milestone's dashboard, click **New issue**:
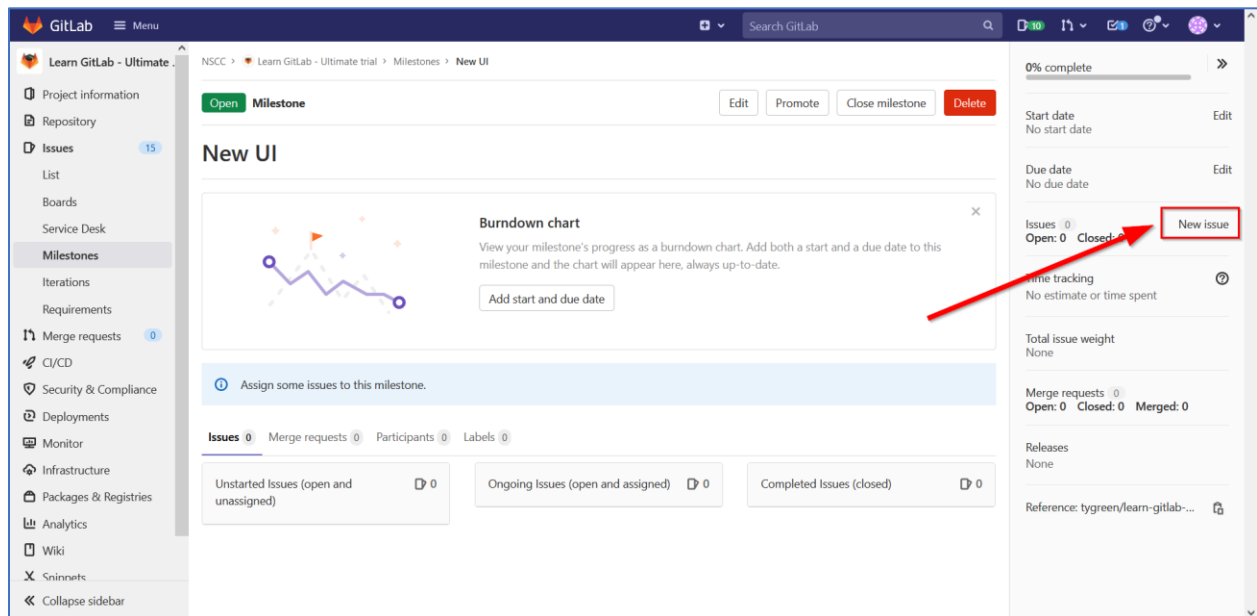
Create a title for the issue. Select an assignee from the drop-down tab. Finally, click the **Create issue** button:

To add an estimated time and update time spent on the issue, add the lines **/estimate 4h** and **/spend 2h** to your issue comment box (this means you estimate it will take four hours to resolve the issue and two hours have been spent resolving it so far).
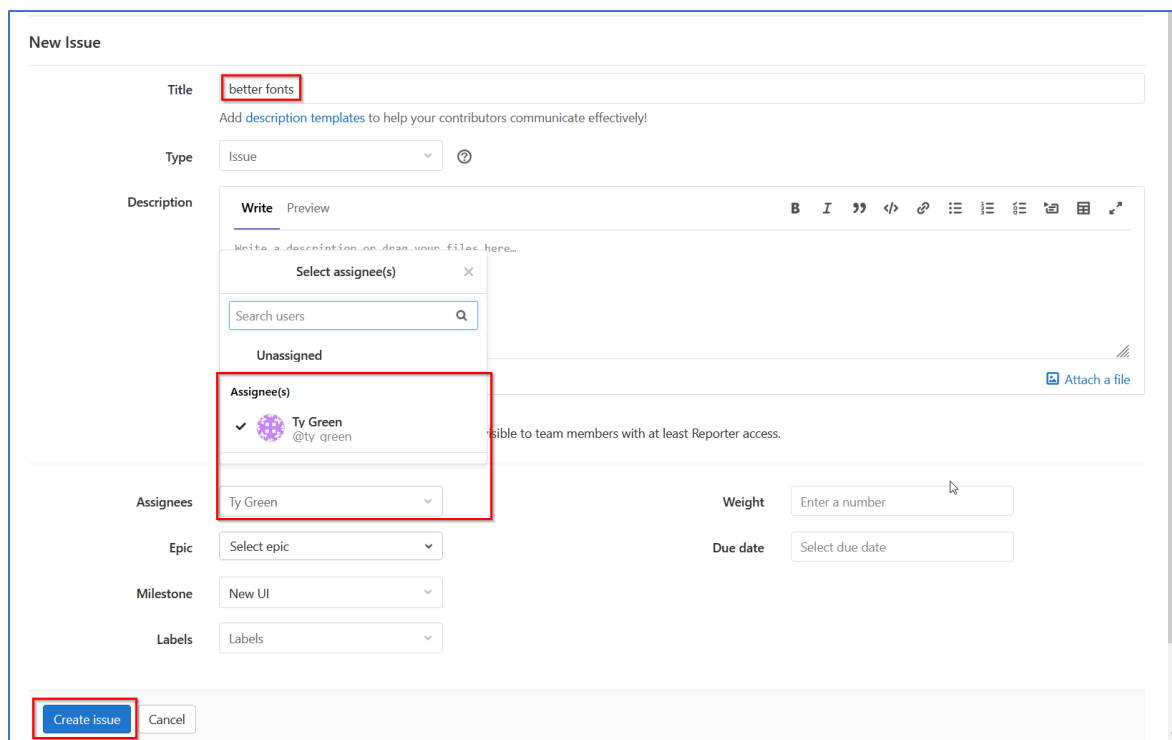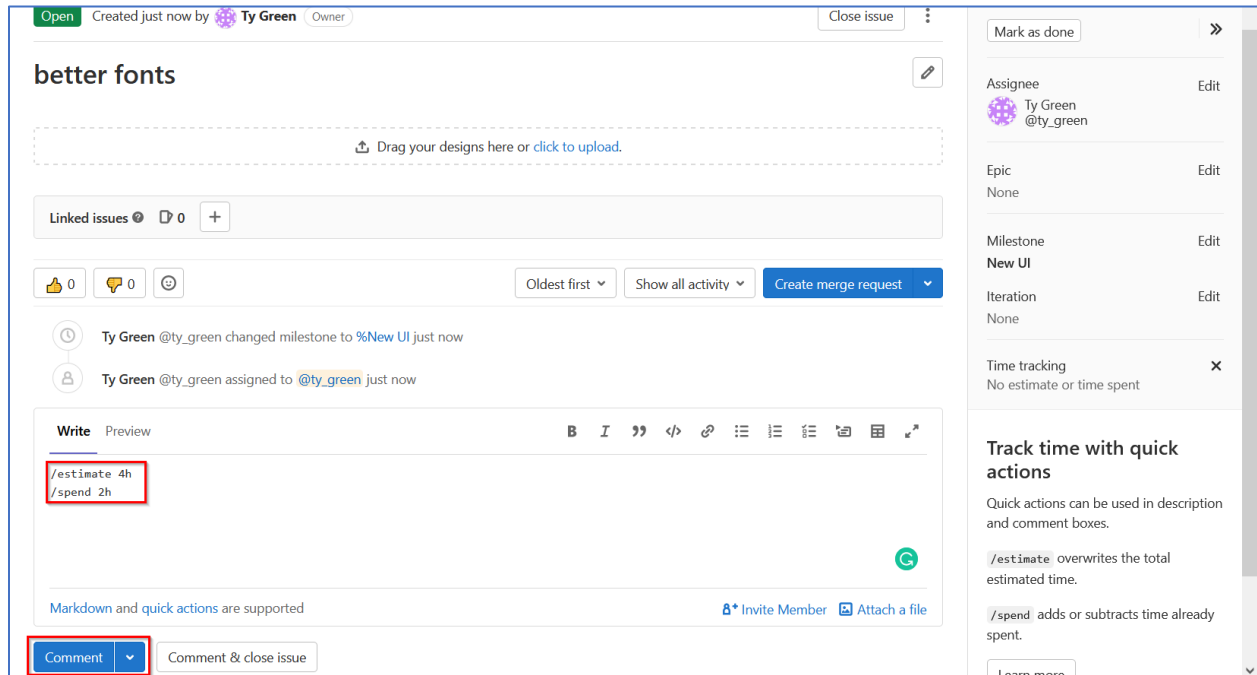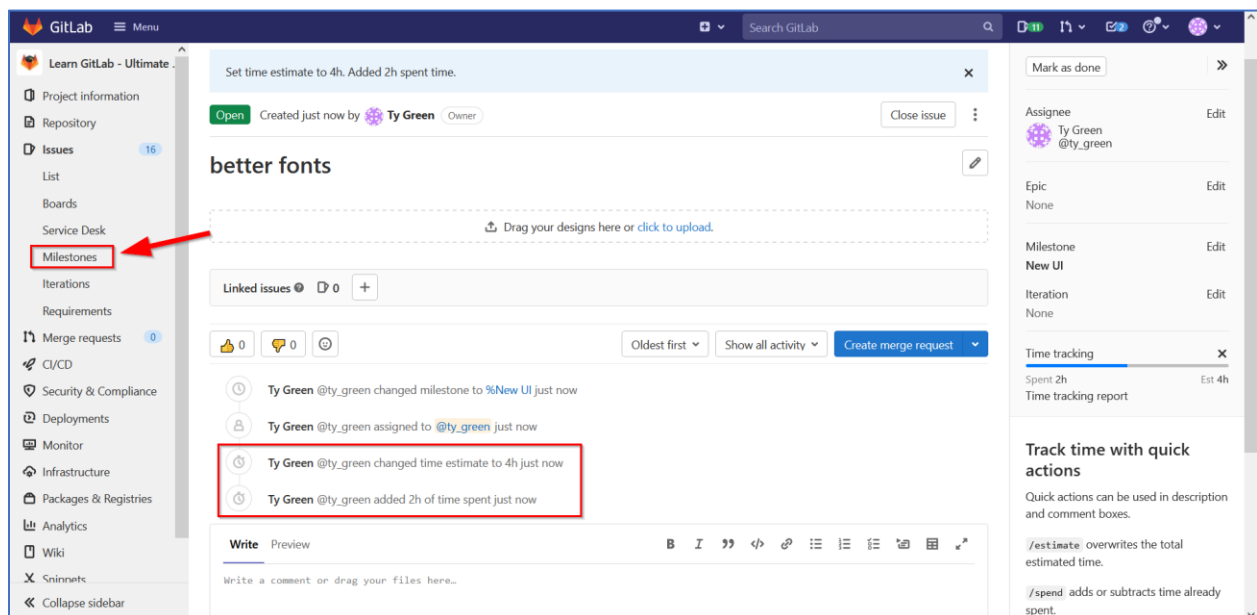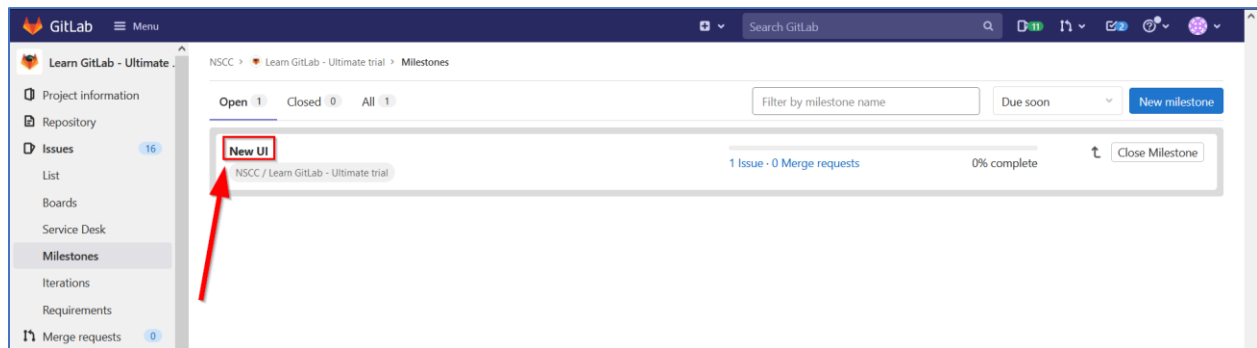
Click the **Comment** button:

Note the updated comments in the issue's history. Return the milestone's dashboard by clicking **Milestones** in the left-hand menu:

Click on the milestone you just added the issue to:

Note the updated time tracking in the right-hand menu of the milestone's dashboard: