✅ 1️⃣ How to make changes to the *lab website* (add profile/photo/bio)

✅ 2️⃣ How to create and host *your own repository* in the lab organisation

**1️⃣ Beginner’s Guide to Editing the XNet-Lab Website Using GitHub Desktop**

**1.1 Prerequisites**

* A GitHub account
* [GitHub Desktop](https://desktop.github.com/) installed
* A text editor (e.g. Visual Studio Code)

**1.2 Overview of the Process**

1. Fork the website repository to your GitHub account
2. Clone your fork using GitHub Desktop
3. Edit files locally (e.g. add your profile, photo, bio)
4. Commit changes in GitHub Desktop
5. Push changes to your fork
6. Open a Pull Request on GitHub

**1.3 Step-by-Step Guide**

**Step 1: Fork the Repository**

* Go to <https://github.com/xnet-lab/xnet-lab.github.io> in your browser.
* Click **Fork** (top right).
* Choose your personal GitHub account as the destination.

✅ This creates *your own copy* of the lab website repo.

**Step 2: Clone Your Fork with GitHub Desktop**

* Open **GitHub Desktop**.
* Click **File > Clone Repository**.
* Go to the **URL** tab.
* Paste your fork’s URL (it will look like https://github.com/YOUR\_USERNAME/xnet-lab.github.io).
* Choose a local folder on your computer.
* Click **Clone**.

✅ This downloads your fork to your computer.

**Step 3: Edit the Website Files**

* Open the local folder in your text editor.
* Locate the **HTML** or **Markdown** file for member profiles.
* Add your details following the existing format.

Example addition:

<div class="profile">

<img src="images/YOUR\_PHOTO.jpg" alt="Your Name">

<h3>Your Name</h3>

<p>Short bio or research interests.</p>

</div>

✅ Save your edits.

**Step 4: Add Your Photo**

* Place your photo (e.g. your\_photo.jpg) in the images/ folder of the repository.

✅ Ensure the image filename matches what you wrote in the HTML.

**Step 5: Review Changes in GitHub Desktop**

* Switch to **GitHub Desktop**.
* You’ll see a list of **Changed files**.
* Review your changes in the diff view.

**Step 6: Commit Your Changes**

* At the bottom, write a **summary** like:

Added my profile and photo

* Click **Commit to main** (or the relevant branch).

✅ This saves your changes locally.

**Step 7: Push Changes to Your Fork**

* Click **Push origin** in GitHub Desktop.

✅ Your fork on GitHub.com now has your edits.

**Step 8: Create a Pull Request**

* Go to your fork on GitHub in your browser.
* Click **Compare & pull request**.
* Review the differences.
* Add a **title** and **description** (e.g. “Add my profile and photo”).
* Click **Create Pull Request**.

✅ Lab maintainers will review and merge it.

**Step 9: Changes Go Live**

* Once merged, the GitHub Pages site will automatically update (usually within minutes).

**1.4 Good Practice**

* Keep your fork up to date:
  + In GitHub Desktop, **Fetch upstream** and **Pull** to sync changes from the lab’s repo.
* Make small, clear commits with descriptive messages.

**1.5 References**

* [GitHub Docs: Fork a Repository](https://docs.github.com/en/get-started/quickstart/fork-a-repo)
* [GitHub Desktop User Guide](https://docs.github.com/en/desktop)

**2️⃣ Guide for Students: Hosting Your Own Code Repository in the XNet-Lab Organisation**

Many students will want to **create their own project repos** under the xnet-lab organisation.

This guide explains **how to do this entirely via GitHub and GitHub Desktop**.

**2.1 Prerequisites**

* Be a **member** of the xnet-lab organisation on GitHub (admins will invite you).
* GitHub Desktop installed.
* Code or content ready to upload.

**2.2 Process Overview**

1. Create a new repo under xnet-lab on GitHub.
2. Clone it with GitHub Desktop.
3. Add your code locally.
4. Commit and push changes.
5. Share the link on the lab website or with your supervisor.

**2.3 Step-by-Step Guide**

**Step 1: Create the Repository**

* Log in to GitHub.com.
* Go to the xnet-lab organisation page: <https://github.com/xnet-lab>.
* Click **New** (green button).
* Fill in:
  + **Owner**: xnet-lab
  + **Repository name**: e.g. my-project
  + **Description**: short summary of your project
  + **Public** or **Private** (as advised)
  + Optionally tick **Initialize this repository with a README**

✅ Click **Create Repository**.

**Step 2: Clone the Repository with GitHub Desktop**

* Open **GitHub Desktop**.
* Click **File > Clone Repository**.
* Choose the **GitHub.com** tab.
* Find your new repo under **xnet-lab**.
* Select it and choose a local folder.
* Click **Clone**.

✅ The repo is now on your computer.

**Step 3: Add Your Code**

* In your file explorer, go to the cloned repo folder.
* Add your scripts, notebooks, data, etc.
* Update the README.md to explain your project.

✅ Save your changes.

**Step 4: Commit Changes in GitHub Desktop**

* Return to **GitHub Desktop**.
* Review the **Changed files**.
* Write a **commit summary** (e.g. “Initial project upload”).
* Click **Commit to main**.

**Step 5: Push to GitHub**

* Click **Push origin**.

✅ Your code is now on GitHub in the xnet-lab organisation.

**Step 6: Share the Link**

* Your repository will be accessible at:

https://github.com/xnet-lab/your-repository-name

* Add this link to your profile on the lab website, or share it with supervisors and collaborators.

**2.4 Good Practices**

* Keep your code organized in folders.
* Maintain a clear and informative README.md.
* Use .gitignore to avoid pushing large or sensitive files.
* Write meaningful commit messages.

**2.5 Optional Advanced Steps**

* Enable **GitHub Pages** for documentation.
* Use **Branches** for new features.
* Enable **Issues** or **Discussions** for feedback.

**2.6 References**

* [GitHub Docs: Creating a Repo in an Organisation](https://docs.github.com/en/organizations/collaborating-with-groups-in-your-organization/creating-a-new-repository-in-your-organization)
* [GitHub Desktop User Guide](https://docs.github.com/en/desktop)

**✅ Suggested CONTRIBUTING.md Example**

For your lab website repo, you can add a CONTRIBUTING.md file with these instructions (adapted):

# Contributing to XNet-Lab Website

## Add Your Profile

1. Fork this repository on GitHub.

2. Clone your fork with GitHub Desktop.

3. Add your photo in /images.

4. Edit the relevant HTML to add your name, photo, and bio.

5. Commit and push with GitHub Desktop.

6. Open a Pull Request to the main repo.

## Create Your Own Research Repos

1. Go to the xnet-lab organisation on GitHub.

2. Click "New" to create a repository.

3. Fill details and choose xnet-lab as the owner.

4. Clone with GitHub Desktop.

5. Add your code locally.

6. Commit and push.

7. Share the link on your lab website profile.

For details, see [FULL GUIDE LINK].