

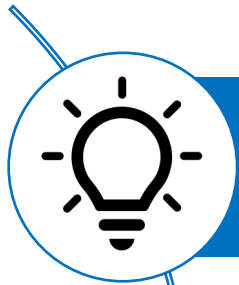
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Team Collaboration

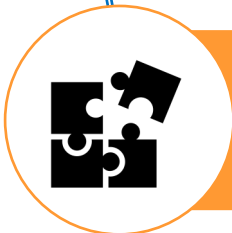
WP2 T3



Learning Objectives



Understand the need for GitHub organizations when collaborating with others



Differentiate between organization level and repository level permissions



Use the GitHub web portal to add collaborators

Agenda

**Creating an
Organization**

**Repository
Forking**

**Adding
Collaborators**

Introduction

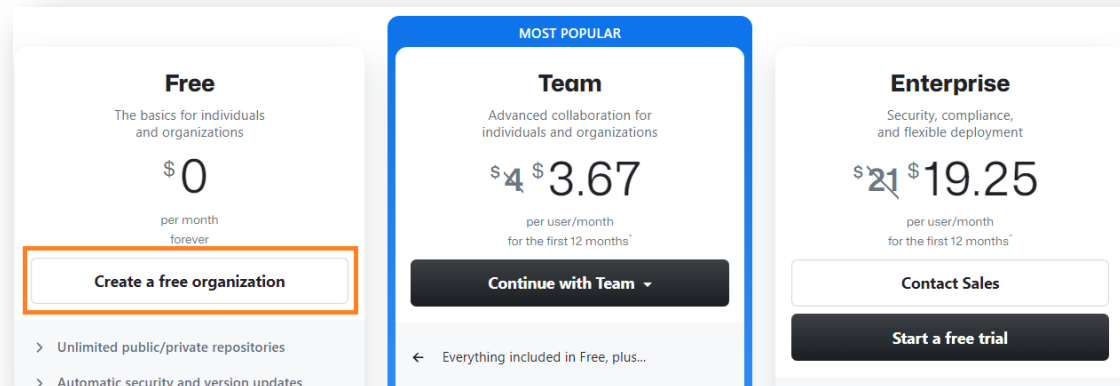
- Focus on collaboration options
- Most aspects already discussed in previous learning units
- Central point for future reference
- All initial steps completed by a single person
 - Organization creation
 - Forking
 - Adding collaborators



Image by [Larisa Koshkina](#) from [Pixabay](#)

Creating a New Organization

- Organization = a logical grouping of multiple repositories
 - Organization level permissions
 - Repository level permissions
- Steps:
 - Profile Picture -> Your Organizations -> New Organization
- Free plan is equivalent to the Team plan for public repositories



Adding Collaborators



Image by [Alexa](#) from [Pixabay](#)

- At a repository level
 - The organization has multiple repositories
 - Each repository is independent, with distinct collaborators
 - Collaborators are added at the repository level, as to avoid granting them unnecessary permissions on other, unrelated, repositories
- At an organization level
 - The organization has multiple repositories
 - Each repository should have the same collaborators as the other ones
 - Collaborators are added at the organization level. Permissions are automatically propagated to all existing and future repositories

Organization Configuration

- After creating the organization, the user is redirected to its homepage
- **First Step:** Add organization level collaborators (if needed)
 - People tab -> Invite member
- **Second Step:** Ensure proper workflow permissions
 - Settings tab -> Actions -> General -> Workflow Permissions -> Read and Write Permissions

Workflow permissions

Choose the default permissions granted to the GITHUB_TOKEN when running workflows in this organization. You can specify more granular permissions in the workflow using YAML. [Learn more.](#)

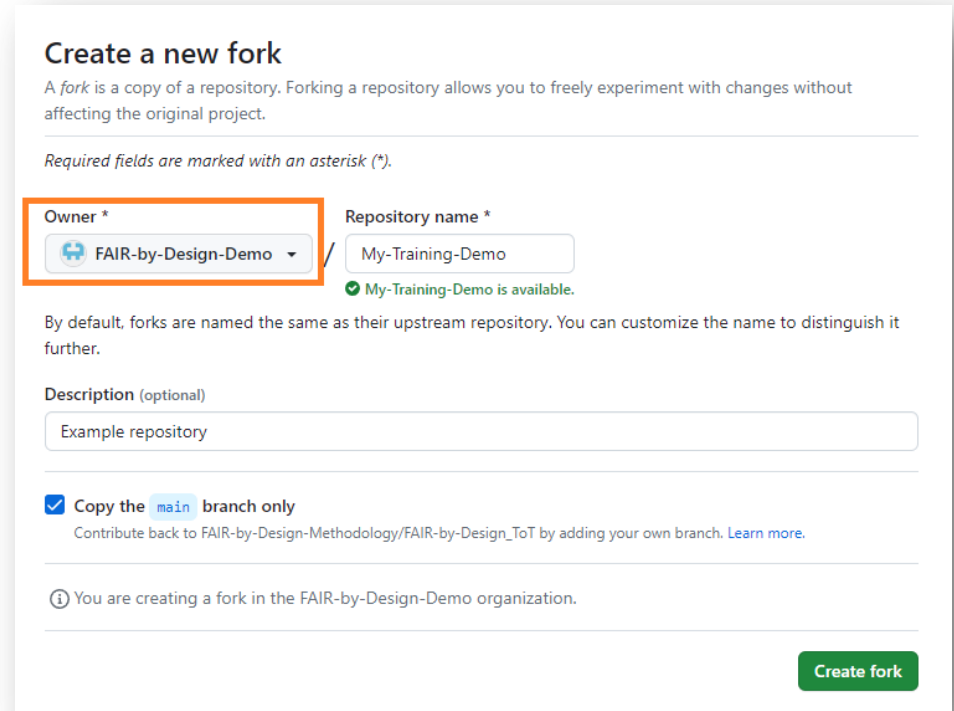
Repository administrators will only be able to change the default permissions to a more restrictive setting.

☒ **Read and write permissions**
Workflows have read and write permissions in the repository for all scopes.

☐ **Read repository contents and packages permissions**
Workflows have read permissions in the repository for the contents and packages scopes only.

Forking the Templates Repository

- Creating a copy of the [FAIR-by-Design templates](#) repository by forking it
 - Fork button (top right corner)
- Forking wizard
 - **Repository name:** (up to the user)
 - **Owner:** the newly created organization
 - **Description:** (optional)



The screenshot shows the 'Create a new fork' interface on GitHub. At the top, it says 'Create a new fork' and explains that a fork is a copy of a repository. Below this, it states 'Required fields are marked with an asterisk (*)'. The form has two main sections: 'Owner *' and 'Repository name *'. The 'Owner' dropdown menu is highlighted with an orange box and shows 'FAIR-by-Design-Demo' selected. The 'Repository name' field contains 'My-Training-Demo' and has a green checkmark indicating it is available. Below these fields, there is a 'Description (optional)' text box with 'Example repository' as a placeholder. A checkbox labeled 'Copy the main branch only' is checked, with a note about contributing back. At the bottom right, there is a green 'Create fork' button.

Create a new fork

A fork is a copy of a repository. Forking a repository allows you to freely experiment with changes without affecting the original project.

Required fields are marked with an asterisk (*).

Owner * / Repository name *

FAIR-by-Design-Demo / My-Training-Demo

My-Training-Demo is available.

By default, forks are named the same as their upstream repository. You can customize the name to distinguish it further.

Description (optional)

Example repository

☒ Copy the main branch only

Contribute back to FAIR-by-Design-Methodology/FAIR-by-Design_ToT by adding your own branch. [Learn more.](#)

ⓘ You are creating a fork in the FAIR-by-Design-Demo organization.

Create fork

Adding Repository Level Collaborators

- Navigate to the forked repository's homepage
 - Automatic redirect from the forking wizard
- Settings -> Collaborators and Teams -> Add people
 - Search by either email address or GitHub username
- Email notification send to invited people
- **Suggestion:** divide work tasks among all the collaborators, avoiding editing conflicts
 - [Advanced: Instructions on how to resolve a Git conflict](#)

Adding Repository Level Collaborators (cont.)

The screenshot displays the GitHub repository settings page. The 'Settings' tab is selected in the top navigation bar. On the left sidebar, the 'Collaborators and teams' option is highlighted. The main content area is titled 'Who has access' and contains three panels: 'PUBLIC REPOSITORY' (indicating the repository is public), 'BASE ROLE' (showing 'All 1 members' with a 'Read' role), and 'DIRECT ACCESS' (showing '0 teams or members'). Below these panels is the 'Manage access' section, which includes a 'Create team' link and a message stating 'You haven't added any teams or people yet'. At the bottom of this section, 'Add people' and 'Add teams' buttons are highlighted with an orange box. The left sidebar also lists other settings categories like 'General', 'Code and automation', 'Security', and 'Integrations'.

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Thank you! Any questions before we continue?

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