

# Using [redacted] for adding new gift assets

Created by Sue Anna Joe, last modified on Apr 14, 2017

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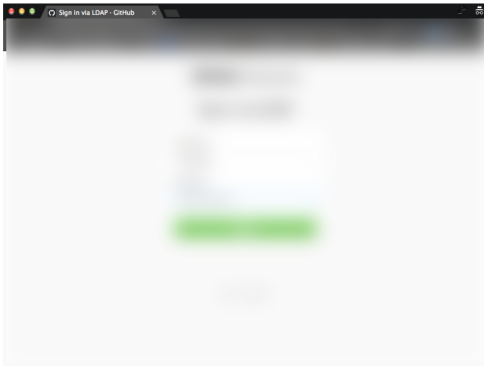
## Reviewing technical requirements

Before adding new gifts, please review the [requirements](#) for preparing your assets.

## Adding new gifts

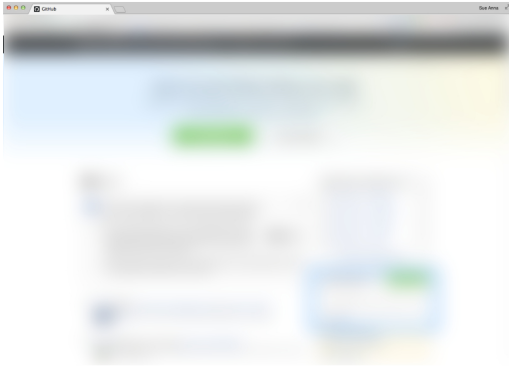
### 1. Logging in

Log into [redacted] with your LDAP credentials. If you don't know it or have trouble logging in, contact #ops in Slack.



### 2. Go to the Browser fork

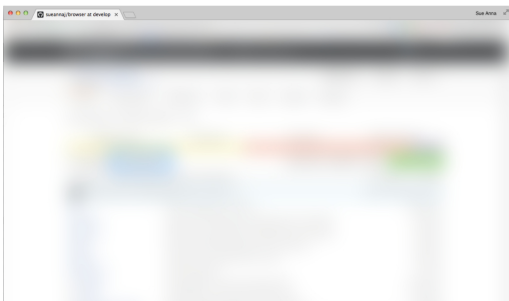
Under **Your repositories** click on **browser**.



### 3. Update the Browser fork

When you're ready to add files and create a new pull request, you should first sync the Browser fork with the real Browser repository. This will ensure the fork captures any new code added to the original Browser repo since your last changes.

Under the multi-colored bar, be sure the Browser fork's branch is **master**. Then click on **New pull request**.



Make sure the base fork is `charmagnek/browser base: master` and the head fork is `zoosk-clients-web/browser compare: master`. Click **Create pull request**.



On the next view add a pull request title and description. The following should work:

Title: Updating Browser fork
Description: Getting the latest code from the original Browser repo to keep this fork up to date.

Click on **Create pull request**.



On the next view, confirm that you're merging commits into your Browser fork (`charmagnek:master`) from `zoosk-clients-web:master`. Click on **Merge pull request** then **Confirm merge** (this button will appear after you click on **Merge pull request**).

⚠ If this page says there are merge conflicts, ping #browser in Slack for help.

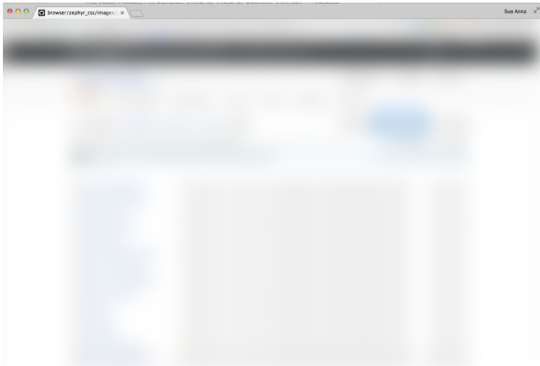
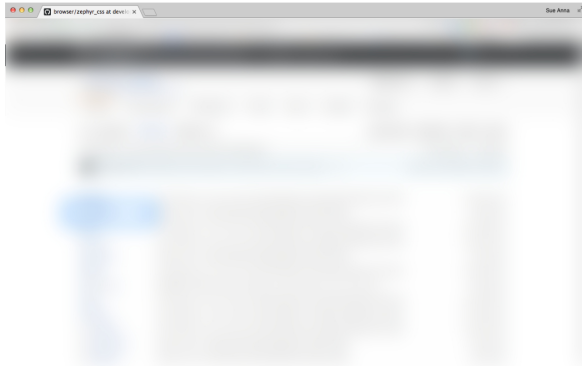


#### 4. Branch selection and navigating (time to start adding files!)

In the top left corner, you should still be in `charmagnek / browser`. Make sure the branch is `master` (not `develop` as seen in the screenshot).

Click on `zephyr_css` then click into the `images` folder then `gifts`. Click on the **Upload files** button in the upper right area.





### 5. Add your files

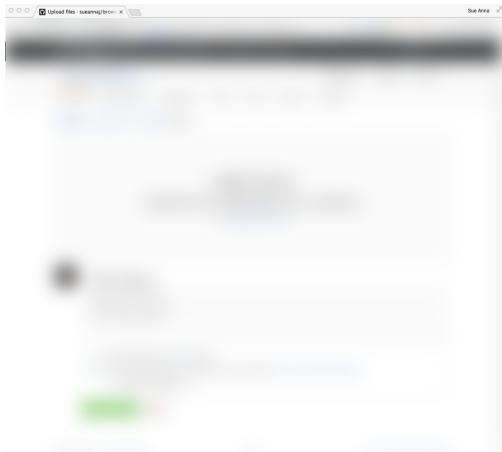
Before adding your files, use <https://tinypng.com/> to optimize your assets. When that's done, drag and drop them into the interface seen below. You should see the filenames listed below the drag-and-drop area.

**IMPORTANT:** Assets must be optimized to receive a merge approval by the Browser team.

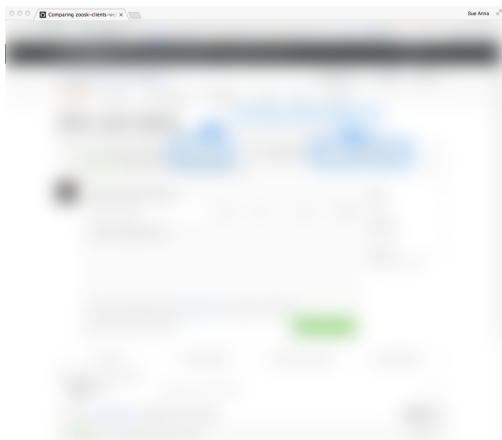
Add a title to your pending commit as well as a description.

Select the **Create a new branch for this commit and start a pull request** option. In the input box that appears below it, add a feature branch name. Please use lowercase letters and a single dash to separate words (e.g. st-patricks-day-gifts). Do not use special characters. You can use numerals if necessary.

Click the **Propose changes** button. This will commit your new files to the branch you just created in the Browser fork.



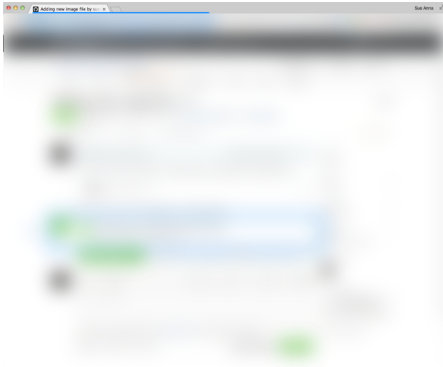
You should land on the **Open a pull request** screen. Before doing anything here, ping #browser in Slack and request that someone create a new branch with the same name as yours off the real Browser repository. After they do this, choose that branch name in the dropdown to the right of **base fork: zoosk-clients-web/browser**. Click **Create pull request**.



### 7. Request a code review

On the next screen verify that your branch has no conflicts with the base branch. Go to [#browser-code-review](#) in Slack and request a code review of the pull request and include the URL of that page. If your request is time sensitive, include [@here](#) in your request.

 If this page says there are merge conflicts, ping [#browser](#) in Slack for help.

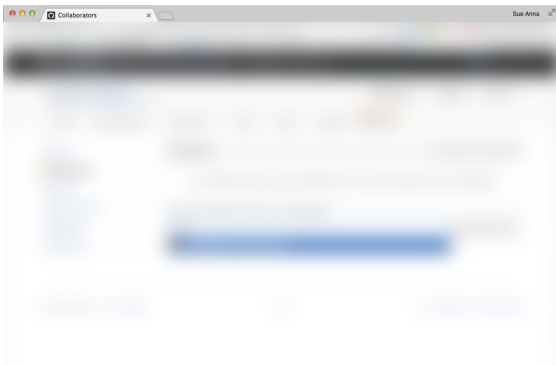


A Browser dev will review the pull request. If approved, the dev will mark it as such, complete the merge, and ping you in [#browser-code-review](#). If not, he/she will leave a comment on that page for your review. It's typical to have a convo in the pull request to discuss any issues, but feel free to directly contact the reviewer if necessary.





### Adding collaborators


If other people need the ability to add gifts to [\[redacted\]](#) the owner of the Browser fork can do this on the web.

Go to the Browser fork, click on Settings at the top, then click on Collaborators in the left menu. Start typing the other person's name and select it when it pops up.



### Additional resources regarding new gifts

-  [PM checklist for testing and deploying new gifts](#) (Product Management)  
[gifts](#)
-  [Browser Team involvement with new gifts](#) (Browser)  
[gifts](#)
-  [Technical Requirements for New Gift Assets](#) (UI/UX)  
[gifts](#)
-  [Using g.zoosk.com for adding new gift assets](#) (UI/UX)  
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