Contribution Process for Mautic Website

1. **Issue Assignment**:
   - All tasks and issues are tracked using GitHub Issues.
   - Issues are assigned to contributors based on their skills and availability.
2. **Communication and Development**:
   - Use the GitHub Issue for communication, updates, questions, decisions, etc related to the task.
3. **Creating a Feature Branch**:
   - Create a feature branch from the main branch using the naming convention: Ticket#_feature-or-summary (e.g. 321_footer-margins)
4. **Pull Requests (PR)**:
   - Submit a PR from your feature branch to the main branch.
   - Title the PR clearly with the issue number and a brief description.
   - Include details on what the PR addresses and any necessary testing instructions.
5. **Review and Deployment**:
   - At least one stakeholder must review and approve the PR.
   - Once approved, before merging, the PR will be deployed to the staging environment for final testing and validation in our hosting environment.
   - The PR is merged into the main branch.
   - Delete the feature branch after merging.
   - Production deployments are manually handled by an authorized developer.

Routine Maintenance:

- Regular plugin and core updates are performed at the beginning of each month.
- Updates are tested on the staging environment first.