

Transfer Repository Ownership to Another User or Organization

1. Your Organization Team must have "Create repositories" checked. If your "Accept" or "Reject" buttons are disabled, contact your Organization lead and direct them to <https://learn.allspice.io/docs/how-to-configure-teams> to set "Create repositories" to checked

Issues Design Reviews Milestones Explore

AllSpice-Demos

A collection of demo repositories to help you learn AllSpice
<https://learn.allspice.io> support@allspice.io

Repositories 24 Projects 2 Members 35 Teams 3

Settings

Team Name *
Contributors
Team names should be short and memorable.

Description
Describe the purpose or role of the team.

Repository access

- Specific repositories
Members will only have access to repositories explicitly added to the team. Selecting this will **not** automatically remove repositories already added with *All repositories*.
- All repositories
Team has access to all repositories. Selecting this will **add all existing** repositories to the team.
- Create repositories
Members can create new repositories in organization. Creator will get administrator access to the new repository.

Permission

- General Access
Members permissions will be decided by below permission table.
- Administrator Access
Members can pull and push to team repositories and add collaborators to them.

2. You can see here that the Organization AllSpice-Demos has a Team called Contributors, and has Create repositories access.

The screenshot shows the GitHub organization page for "AllSpice-Demos". At the top, there are navigation links for "Issues", "Design Reviews", "Milestones", and "Explore". The organization's logo is a yellow square with a blue infinity symbol. Below the logo, the organization name "AllSpice-Demos" is displayed, followed by the description "A collection of demo repositories to help you learn AllSpice" and the website "https://learn.allspice.io" and email "support@allspice.io".

Navigation tabs show "Repositories 24", "Projects 2", "Members 35", and "Teams 3". The "Contributors" team is selected, showing "17 members" and "24 repositories". A "Join" button is visible. The team description states "This team has no description".

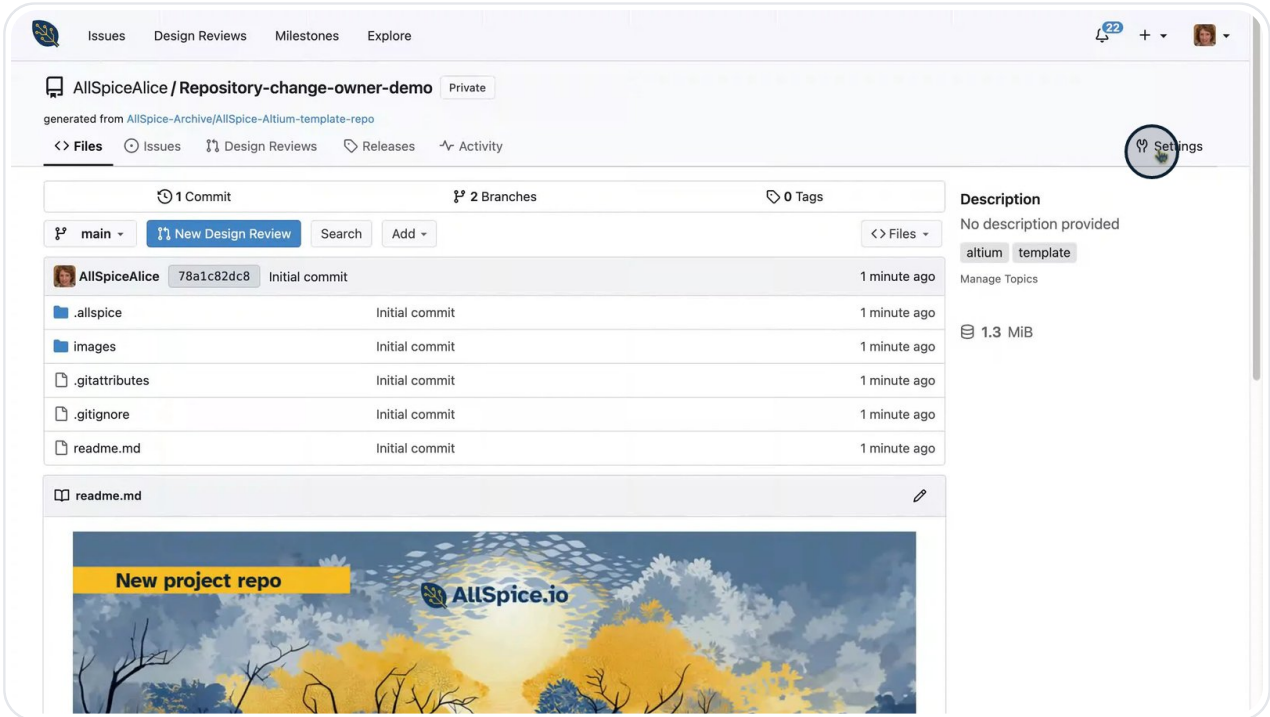
Under "Repository access", there are two bullet points: "All repositories" and "Create repositories". A table below lists the permissions for various units:

Unit	Permission
Files	Write
Issues	Write
Design Reviews	Write
Releases	Write
Wiki	Write
Access to External Wiki	No Access
Access to External Issues	No Access
Projects	Write
Actions	Read

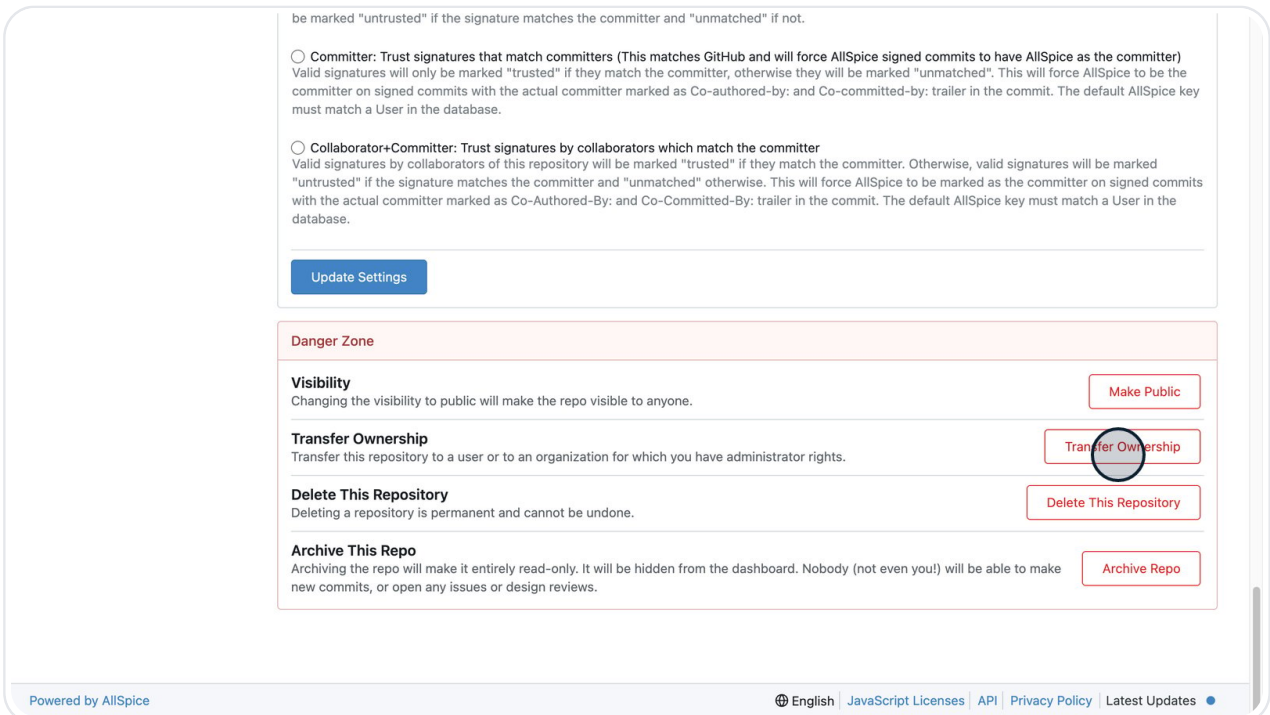
A "Settings" button is located at the bottom left of the repository access section. On the right side, there is a search bar for users and an "Add Team Member" button. A list of team members is shown, including "allspice-cuong", "allspice-dallas", "allspice-eli", "allspice-hermes", "allspice-thomas", "coleblaeser", "emmy", and "justina".

3. Click on repository Settings to begin Transferring ownership of the repo.

You will then scroll all the way down to the Danger Zone



4. Scroll down to the 'Danger Zone' and select 'Transfer Ownership' to begin transferring the repository.



5. Enter the repository name as confirmation before transferring ownership.

Transfer Ownership

- You will lose access to the repository if you transfer it to an individual user.
- You will keep access to the repository if you transfer it to an organization that you (co-)own.
- If the repository is private and is transferred to an individual user, this action makes sure that the user does have at least read permission (and changes permissions if necessary).
- If the repository belongs to an organization, and you transfer it to another organization or individual, you will lose the links between the repository's issues and the organization's project board.

Enter the repository name as confirmation: **Repository-change-owner-demo**

Repository Name *

New Owner *

Cancel Perform Transfer

6. Type the username or organization for the new repository owner.

Transfer Ownership

- You will lose access to the repository if you transfer it to an individual user.
- You will keep access to the repository if you transfer it to an organization that you (co-)own.
- If the repository is private and is transferred to an individual user, this action makes sure that the user does have at least read permission (and changes permissions if necessary).
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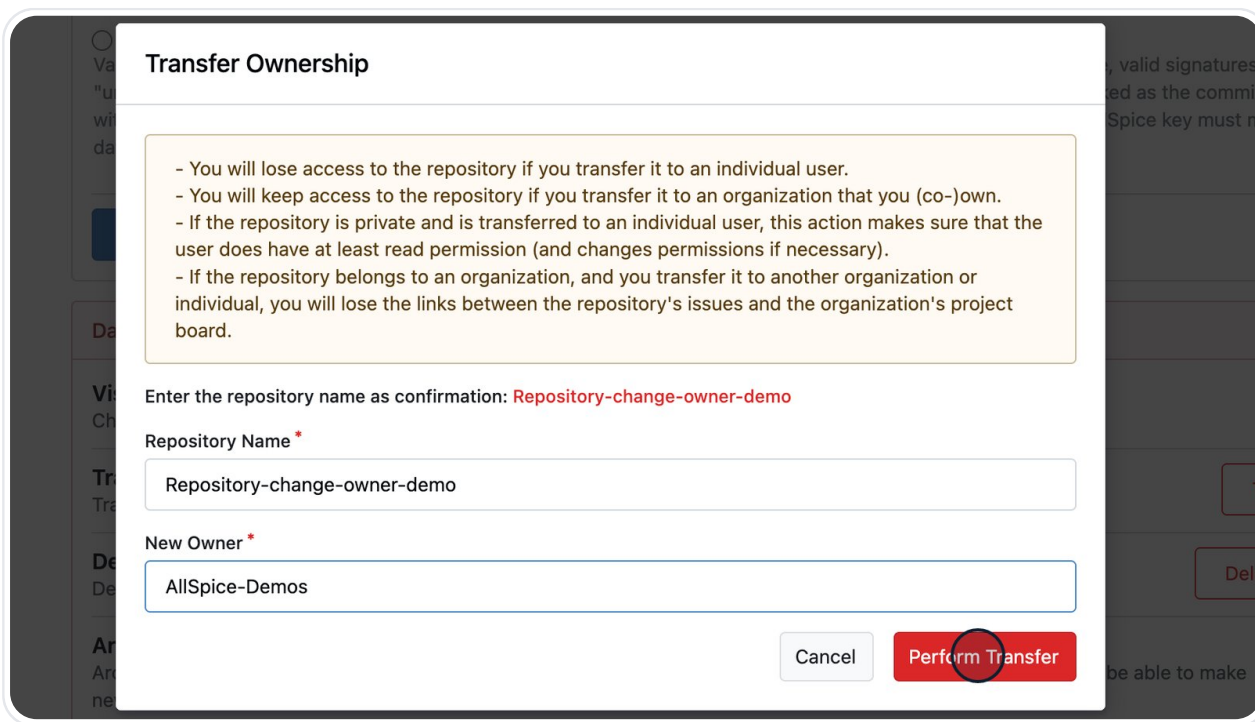
Enter the repository name as confirmation: **Repository-change-owner-demo**

Repository Name *

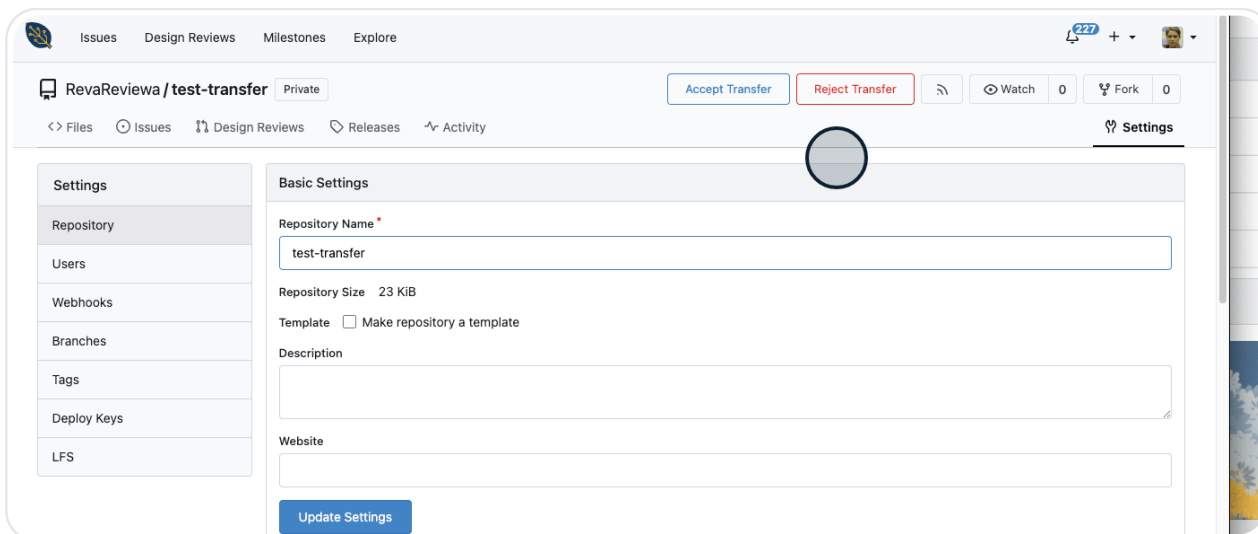
New Owner *

Cancel Perform Transfer

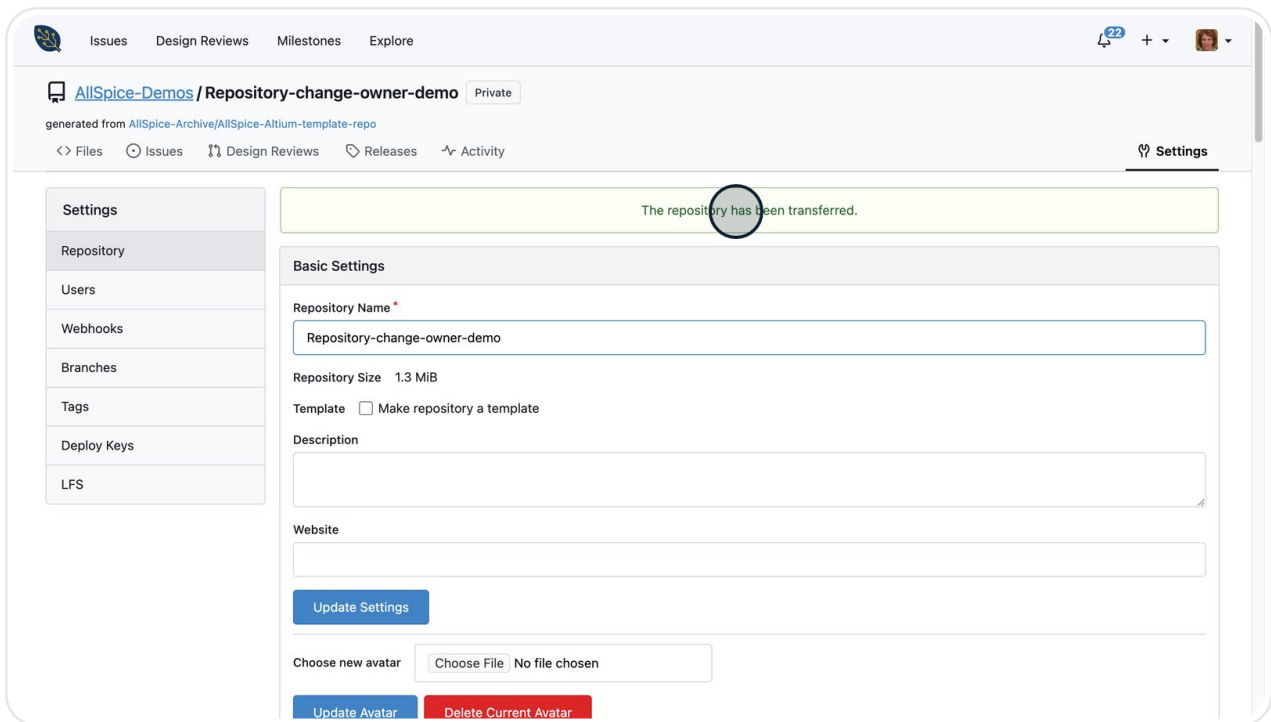
7. Click 'Perform Transfer' to finalize transferring the repository to the new owner.



8. Click on "Accept Transfer" to finish changing owners



9. If your Team was configured correctly, you should see a confirmation. If not, let's troubleshoot



10. If "Accept Transfer" and "Reject Transfer" are disabled, you need an Organization Owner to change your Team Configure to set "Create repositories" to checked.

<https://learn.allspice.io/docs/how-to-configure-teams>

