

## **Moderating the Porsche Club GB Forum**

The task of the Moderator is simple: to ensure that the various posts made in your forum are compatible with the rules and the spirit of the Forum. YOU are the sole judge of what is and what is not acceptable in the forum you are moderating (Club members who think their posts have been unfairly or unnecessarily moderated can complain so there is someone moderating the moderators).

### **So, what do you need to do?**

On a regular basis (preferably daily) you should look at the new posts in your forum (you can select 'Latest Posts' with a single click) and check that they are acceptable (see below for instructions on editing or removing offending messages).

Material that is offensive or rude or overly critical of the Club, its members, staff, officials, board of directors, Porsche and Porsche AG or the Club partners should be dealt with; material that is irrelevant to the Porsche Club GB and material that is unsuitable should be dealt with.

Persistent offenders can be permanently banned - requests for such measures should be made via the Communications Director or the Forum administrator.

### **How do I do it?**

Firstly, become thoroughly familiar with all the features of the Forum and the [Forum Rules](#).

The additional feature for Moderators is very simple - you will see the 'Manage' option below next to messages that you are authorised to moderate.

To moderate a message, just click on 'Manage'; a dialogue box will pop-up with options to delete (**but only to the recycle bin**) or move this message; select the option you want, click OK and that's it!

For the avoidance of any doubt Moderators are **not** to permanently delete any post or thread.