

## Moderating the Porsche Club GB Forum

The task of the Moderator is straightforward: to ensure that posts made in your Forum area of responsibility 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 area you are moderating.

Club members who think their posts have been unfairly or unnecessarily moderated can should initially seek advice from their respective Moderator, and if no resolution can be found then this is then escalated to the Admin Team.

### 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. It is advisable to *Subscribe* to your area by using the button below, which is situated at the top of your own area, so that you get email notification of any posts.



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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 removed. Please refer to Section 3 of the Forum Rules a comprehensive list of what is unacceptable content.

Persistent offenders can be put on Moderation or be permanently banned from the Forum. Requests for such measures should be made via the Forum administrator.

### How do I do it?

Firstly, become thoroughly familiar with all the features of the Forum and the Forum Rules.

There are two functions available for all Moderators.

#### 1. Editing:

Each post has the following displayed on the bottom right hand side:



[Answer](#) ✓ • [Helpful](#) ✓ • [Forward](#) • [Manage](#) • [Edit](#) • [Quote](#) • [Reply](#) • #2

By selecting the Edit option you are able to remove any offending text. It is advisable to add some text to the post to say something to the effect that *'This post has been edited by the Moderator for xxxxxx reason'*

#### 2. Removing a post:

This additional feature for Moderators is very straightforward.

You will see the 'Manage' option at bottom right of the posts you are authorised to moderate. You have 3 options.

1. Send to recycle bin
2. Delete Permanently
3. More options

Select option 3 'More Options. The following will be displayed (ignore what it says about 'test' at the top as this is for demonstration purposes only).



Check the 'Send mail' box and then send to the Recycle Bin and you will then get an option to email the poster which you should do as a matter of courtesy.

**Do not use the 'Delete Permanently' function under any circumstances.**

Feel free to contact any of the three the Admins below, via a PM that can be found via their profile, if you need any assistance.

Admin Team

Peter (Forum ID: Peter\_Bull)

Alan (Forum ID: tscaptain)

John (Forum ID: John Sims)