

CarveWright Forum Moderator Rules

Welcome to CarveWright Discussion Board, an ever-growing community of active CarveWright users and enthusiasts sponsored by CarveWright Inc. The goal of this board is to promote all aspects of the CarveWright machine and is dedicated to allowing user, to search, view and share information in a positive environment.

The role of the forum moderators is critical and cannot be understated. Good forum moderation leads to a positive and enlightened membership whereas poor forum moderation can lead to outright anarchy and a membership disinclined to further promote the CarveWright brand. CarveWright therefore places a significant trust in the individuals that we engage as moderators as they are the face of the company in this arena.

Generally, moderators have a threefold responsibility: 1) to foster lively discussion, 2) to ensure that members are following the forum rules and 3) to assist new members. A good moderator ensures that his/her forum is inviting, active, and an asset to the community as a whole. Also remember the moderators represent the administration of this board as well as their own opinion, and therefore must keep well within the general rules of this board at all times. Being a moderator does not excuse anyone from following the same Code of Conduct as an at large member.

Also remember that moderators are, first and foremost, members and as such, they have the same freedom to engage in debates that any member does. The following guidelines and rules explain what is expected of you as a moderator. Note that the following guidelines cannot include all possible unacceptable behaviors that may occur, and CarveWright reserves the right to address any issues not addressed herein. The title of "Moderator" is held only at the discretion of CarveWright and can be removed at any time for reasons that include, but are not necessarily limited to, failure to abide by the guidelines set forth in this document.

Criteria for Becoming a Forum Moderator – The following criteria must be met by all existing and future CarveWright forum moderators.

1. You must own a CarveWright or CompuCarve machine
2. You must be an active member on the forum.
3. Your post count must be above 30 posts.
4. You should be familiar with, and abide by, the specific rules and regulations of this board and should know the forum inside out.
5. You must be a trustworthy member of the forum with a track record of professional behavior.

Traits of a Successful Forum Moderator – Being a respected and effective moderator is usually fairly straightforward. While you will always have users that fail to listen to any authority, most members will respect (and appreciate) a moderator that exhibits the following traits:

- Kindness and courtesy
- A willingness to help
- A caring about the community and its members
- Fairness
- Consistency
- Calmness in the face of discontent
- An ability to collaborate with members, staff, and other administrators

General Rules and Guidelines

- **Use the Golden Rule:** Respect, respect, respect! Respect the guidelines for forum usage, and site usage. Respect CarveWright, its employees, volunteers, yourself, fellow community members, and guests on these boards. Whether a community member has one post or 5,000 posts, they deserve the same respect.
- **Adhere to the same standards of behavior online that you follow in offline life.** Standards of behavior may be different in some areas of the Internet, but they are generally not lower than in offline life.
- **Don't divulge member's private information.** Moderators aren't allowed to reveal any private information about a member to anyone else. This includes their IP address, email information, or their real identity. To break that confidence means to break the law. We take that very seriously here. If you are approached with a complaint and need additional input from other sources, ask permission to share their complaint with others in order to find the best possible solution.
- **Don't divulge any private correspondence with other moderators without permission.** What is written to you as a moderator is said in confidence. You may share this with CarveWright staff in the case that you need assistance on a specific issue. Conversely, make sure that if you are posting as a member and not a moderator that you indicate this at the very top of the message.
- **Keep your questions and comments relevant to the focus of the discussion.** Focus on one subject per post and always include a pertinent subject title for the post, that way the other users can locate the post quickly and choose whether to read it or not.
- **Try not to post comments that don't add anything to the discussion.** The true power in the forum technology is in its help in concentrating useful information. Irrelevant information only degrades this forum efficiency.
- **Don't be confrontational just for the sake of confrontation.** Remember that these discussions taking place on the Web are somewhat "public" and meant for constructive exchanges. Treat others as you would want them to treat you. It is always good to confront a potential violation in a private manner, most times the issue can be resolved quickly to the satisfaction of both member and moderator.
- **Be forgiving of other people's mistakes.** Everyone was a newbie once. If you do decide to inform someone of a mistake, point it out politely and preferably by private message (or private email, if you have their email address) rather than in public.
- **Attempt to be fair and unbiased in dealings with all members.** This means that it should not matter if you are of the same persuasion in deed or thought with any member. Treat them all the same.
- **Respect other people's time, bandwidth, opinions and experiences.** The job of a moderator is not to tell others what they should feel, think, and do. It is your job to facilitate the conversation as a highly enlightened user of all things CarveWright.
- **Cite all quotes, references, and sources, and respect copyright and license agreements.** Request and obtain permission from original authors before reposting their material anywhere. Fair Use does not apply to everything, everybody, or everywhere and many members are just waiting to call a moderator on it.
- **Make yourself look good online.** You will, in all likelihood, be judged by the quality of your writing (and whether or not you've done your homework) by all members reading your posts. So professionalism, manners, spelling and grammar actually do count. And remember members will remember (and remind you of) every mistake you have ever made.

Non-Conformance

From time to time threads will need to be policed in an active manner. It is the job of the moderator to determine the level of action that needs to be taken. Remember we want our forums to be positive and informative places where members come to be educated and share their thoughts. We definitely want to preserve the spirit of a positive, open, and interactive discussion that can be enjoyed by all participants.

Moderators should attempt to steer wayward discussions back to the topic, if this is possible and appropriate. In the event that this is not possible, additional steps must be taken. Moderators are granted certain privileges with respect to posted information. They can edit, move, delete, or prune posts and censure or ban users who violate the community rules. Using these powers must be done with great care. We typically ask moderators to contact CarveWright staff before taking these steps.

When to edit a message - Editing is always visible to the community; whenever a message is edited, the date/time/edit author are shown within the message. In general, it is preferable to edit a message rather than delete it entirely.

- Contains profanity
- Contains off-topic content
- Violates the board rules in some other way (contains advertising, etc.)

When to delete a topic or message - Basically, whenever there is no value to the community that demands leaving the topic/message in place. It is good practice to e-mail the topic initiator to explain why it was deleted, unless the reason is totally obvious.

- Unacceptable behavior (as determined by the tone of the community; e.g., profanity)
- Completely off-topic discussion
- No part of the topic/message is salvageable by editing
- Illegal/defamatory statements

When to move a topic - When you move a topic, you have the choice to either leave a copy of the thread in the original forum, or completely move it to the new forum location. It is usually a good idea to leave a copy pointing to the new location so those returning can find it.

- The topic discussion does not fit on the particular forum.

When to ban a member - Banning a member means that they can no longer post messages on the board (it is not limited to a specific forum). Normally, unruly members are given a warning prior to actually being banned, since that is a fairly serious step. The level of discipline should correspond to the seriousness of the offense. And yes, it is always reversible.

- Repeated violation of the stated board rules or forum rules
- Offensive behavior (e.g., posting offensive material, harassing other members)
- Attempts at hacking or destroying the forum
- Repeated attempts to circumvent moderation or banning

When to close a topic

- Discussion is heading off-topic, but does not merit deletion
- The initial message and replies contain valuable information, but further discussion is not desired
- The thread is becoming too lengthy

General Disclaimers

CarveWright may add to, change or remove any part of the Moderator Rules at any time, without notice. Any changes to the Moderator Rules or any terms posted on this site apply as soon as they are posted. By continuing to access this site, you are indicating your acceptance to these Moderator Rules.

Any messages you post will stay available to the public for as long as this discussion board is online. Please post carefully, once you have posted your message it is here to stay. We will not edit the content you wrote unless it does not conform to these guidelines. If we edit a post and you do not like the changes, we will delete the message at your request.

Complaints

If you have an issue with a specific post/topic on this board, please use the 'report a post' link in the lower right hand corner of the post. We will review the post and edit/delete if necessary. Any comments on the personnel of CarveWright or one of the volunteers please send an e-mail message to sales@carvewright.com.

All in all, CarveWright is a free community that is for the users. You can interact with thousands of other posters at any given time, with a plethora of topics to discuss. Remember that this forum is "all in good fun" and that there are many different types of people who enjoy these services. While you may not agree with them on all stances, together as a whole can we interact and have a great time.