

Hi Folks,

Thanks for volunteering for C4C. This is a guide for you to help you moderate. It's a bit rushed as I'm a busy bee but it should make things fairly simple.

### JOINING C4C

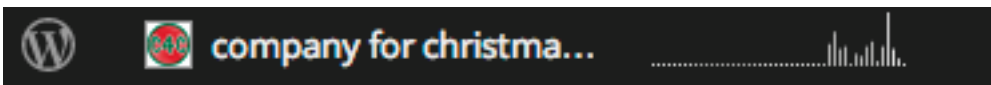
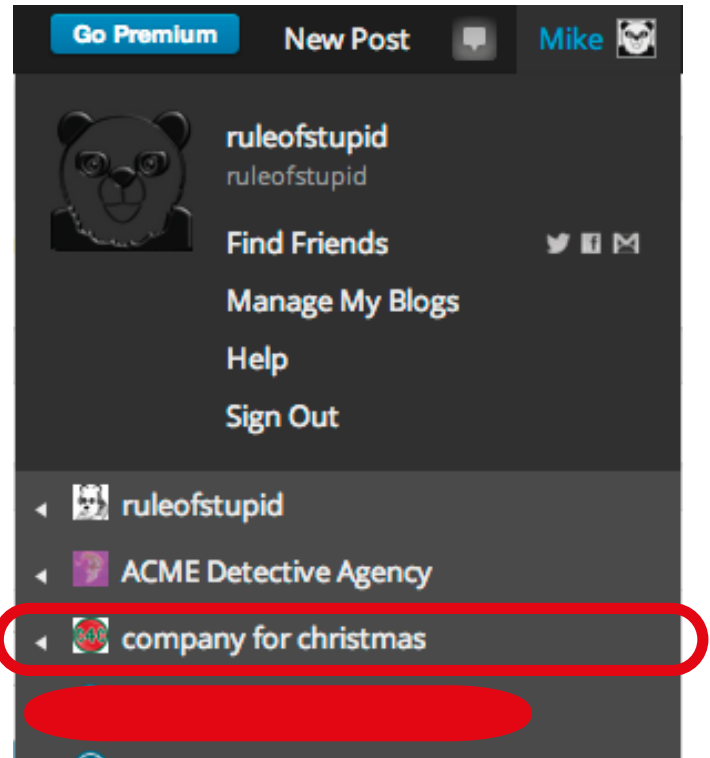
Rara will send volunteers an invite via email. Just click on the link to accept and become an editor for C4C.

### WHERE'S MY NEW BLOG!?

For people who have never been editors for another blog - you can find your new C4C dashboard here (see pic on right). Top right of the screen, the menu with your name on it will now also have C4C.

This new menu will have an option for the DASHBOARD.

When you go to the dashboard it will look like your normal Wordpress. Be careful to get the right blog!! You can see which blog you are posting on in the top left of the screen.

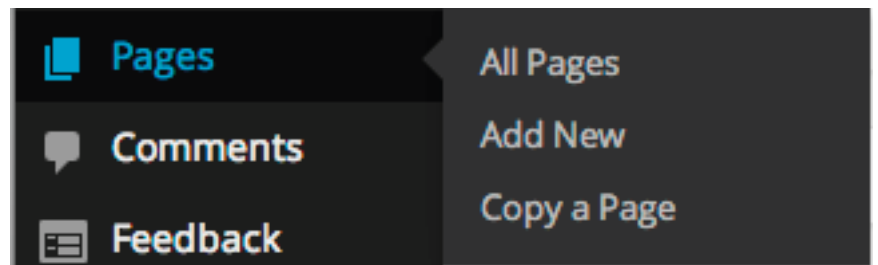


### GETTING READY TO CHAT

On the dashboard are your options for PAGES and COMMENTS.

Each person who is going to moderate will need their own page.

This is to make it easier to keep track of who is talking to who! Last year we found it could get confusing when several people were all commenting at once.

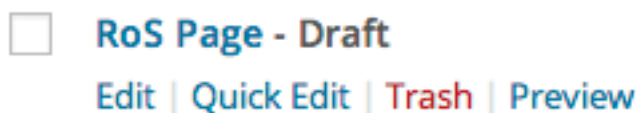


Simply choose to ADD NEW page, give it an obvious but brief name to ID yourself and save it AS A DRAFT. If you are not sure how to do this - simply save your page as usual and look at the next section.

### SWITCHING YOUR PAGE ON AND OFF

If we go to the dashboard of company for christmas - we see the PAGES menu. We can now choose ALL PAGES, or just click the main PAGES stub.

Now we have a list of pages, including yours! On this list, when you move the mouse to a page it will show four options - EDIT / QUICK EDIT / TRASH / PREVIEW



Choosing QUICK EDIT will give you several options.

**QUICK EDIT**

Title: RoS Page

Slug: ros-page

Date: 12-Dec 20, 2013 @ 23 : 51

Author: ruleofstupid

Parent: Main Page (no parent)

Order: 0

Template: Default Template

Allow Comments

Status: Draft

Cancel Update

In the STATUS menu, you can set your page to DRAFT or PUBLISHED, and then save this using UPDATE. In DRAFT your page will not show to anyone. As PUBLISHED it will show on the main C4C menu. So when you are ready to moderate - PUBLISH your page. When you are leaving again, set it to DRAFT. This way visitors can easily see who is available to chat.

### WATCHING CHAT

If you are following C4C, then new comments will show on the notification bubble.

It will turn orange with a speech bubble.

It's best to tell new people to follow C4C too, they can always unfollow later. Otherwise they will have to refresh the screen constantly. They can just follow the page, or the comments, it will then show for them in the notifications.

Now you can see who has commented and which page/post they commented on. You can use this notification area to reply, but it might be better to use the comments section. This is because new notifications can interrupt your reply and you will lose what you have written and have to start again! Annoying!

Go Premium New Post Mike



**Notifications** View Archive

- rarasaur commented on your post "Welcome to Company for Christmas!" 26m
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- kate1975 and anmol(alias HA) and 102 others liked your page "Welcome to" 31m
- ramblingsfromamum and 10 others liked your post "Company For Christmas comes late" 41m
- painterswife and scottishmomus and 70 others followed your blog "company for" 2h

The COMMENTS section is just below PAGES on the main DASHBOARD.

On the comments section you can see who wrote the comment, who it was a reply to and which page it was written on.

The image shows a dark-themed WordPress dashboard navigation menu. It features three main items: 'Pages' with a document icon, 'Comments' with a speech bubble icon, and 'Feedback' with a speech bubble icon. To the right of these items are three links: 'All Pages', 'Add New', and 'Copy a Page'. The 'Comments' item and its corresponding links are highlighted with a red rectangular box.

<input type="checkbox"/> Author	Comment	In Response To
<input type="checkbox"/>  rarasaur rarasaur.wordpress.com x rarasaurdinosaur@gmail.com 76.174.124.9	Submitted on 2013/12/22 at 9:45 am   In reply to kate1975. Thank you, Kate! Your support is much appreciated! <a href="#">Unapprove</a>   <a href="#">Reply</a>   <a href="#">Quick Edit</a>   <a href="#">Edit</a>   <a href="#">History</a>   <a href="#">Spam</a>   <a href="#">Trash</a>	Welcome to Company for Christmas!  <a href="#">View Page</a>
Who wrote	Who they replied to	Where they wrote it

When you are chatting there might be two moderators talking to two visitors. You just need to keep track of these REPLY and RESPONSE to make sure you are replying to the right person.

### AND FINALLY

Remember this is a chat. It's not meant to be too deep and meaningful - just friendly company. You may decide to talk more via email or even back on your own blog. Please take care. Talking on the blog is PUBLIC- ANYONE can see it if they visit. This keeps us safe from spammers or silly rude people because their comment is also public. If you choose to talk via your own email you should be sure you trust the person first.

If you're feeling confident, you can set a password for your page (in the QUICK EDIT section). Then you could talk more privately, although you would have to share the password in a comment (which you can quickly delete again) or via email (be sure you trust the recipient).

It may well be that moderators are also alone this christmas, so if it's quiet, talk among yourselves!

By volunteering on Xmas of all days you are showing how much love there is in the world. Don't believe the press, the TV or the news - outside of their grim, portentous need to sell us misery the world is full of hope and kindness.

Thank you for sharing the love!!  
RoS

