



# Moderators Guide

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# MODERATOR'S GUIDE

## SAILANGLE.com MODERATOR'S GUIDE

### What Is A Moderator:

Every Group on SailAngle **MUST** have a minimum of **Two** Moderators. Moderators are the administrators for the Group. The Moderator Menu is greyed out for regular members, but fully functional for Moderators. As a Moderator, it's your responsibility to "manage" the Group and there are some powerful functions that only Moderators can perform.

Moderators can perform the following functions:

- View and print a roster of all members of the Group
- Approve requests to join the Group
- Invite people to join the Group
- Edit the Group description
- Approve Group Messages and Group Forum Messages
- Add or Remove Moderators
- Submit special requests to SailAngle.com

Group Menu	Moderator Menu
Home	Member Roster
Group Message	Approve Join Request
Forum	Invite People
Photos	Edit Group
Calendar Event	Message Approval/Edit
File Cabinet	Add/Remove Moderator
Members	Special Request
Invitations	
Sub Groups	
Join Requests	
Help	

**Member Roster** – clicking on Member Roster opens a page that lists all Active members of the Group. This includes First Name, Last Name, Username, Email Address, Status and Date, if applicable for any change in Status. There are two blue buttons at the top right that are important - - **View All** and **Export**.

SAILANGLE - USPS TEST GROUP - MEMBERS						SHOW ALL	EXPORT
FIRSTNAME	LASTNAME	USERNAME	EMAIL	STATUS	DATE		
AnhTest	PhamTest	andyphamws@gmail.com	andyphamws@gmail.com	ACTIVE			
anhTest2	phamtest2	coolandySD	coolandySD@yahoo.com	ACTIVE			
anhTest2	phamtest2	coolandySDmore	coolandySD@yahoo.com	ACTIVE			

Clicking on "**Show All**" will display all current or past members of the Group by status: Active, Deleted, Inactive. This is important, because Commanders and Membership chairmen can use the list to reach out to previous members of the Group to encourage them to re-join the Group.

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Clicking on **“Export”** will automatically download the results displayed into an Excel spreadsheet that can be opened and printed, or saved. NOTE: because this list contains members email addresses, it is imperative as a Moderator that you protect this information. But, as a Moderator it does give you the member’s external email address and allows you to contact them directly, instead of through Sailangle. For example, if a member isn’t checking their SailAngle messages, this is your opportunity to contact them directly.

**Approve Join Requests:** The DB-2000 database otherwise known as the USPS National Database does not allow multiple squadron members. SailAngle does! This is really important if a long time member from Squadron A moves and now becomes a member of Squadron B. That member still has friends in Squadron A and may wish to remain in touch with them and even receive the monthly Newsletter and notices of events including Change of Watch, Picnics, Raft-Up’s, etc. As a Moderator, you can make this happen.

Once USPS transfers the member in DB-2000, the SailAngle daily sync with DB-2000 will remove the member from Squadron A and automatically add them to Squadron B. The member can then “Apply” to join Squadron A. Click on Approve Join Requests and you will see the person applying to join - - approve the join request - - and the member is now a member of BOTH Squadron A and Squadron B.

### SAILANGLE - USPS TEST GROUP - Join Requests

INVITE PEOPLE

No pending requests

**Invite People:** An alternative to the method above is YOU, as Moderator, can invite the member who moved to Squadron B to become a member of Squadron A. An invitation is sent and once the member accepts the invitation, they are now a member of BOTH Squadron A and Squadron B.

Under Invite People there is also a status report of invitations sent that includes notice back to you if the invitation has been read, not opened, or deleted by invitee. See below.

### SAILANGLE - USPS TEST GROUP - Invitations

INVITE PEOPLE

The following are the invitations that were previously sent out.

NAME	INVITED ON	INVITATION STATUS
AnhTest PhamTest	2016-04-29 05:37:35	Has Been Read
AnhTest PhamTest	2016-04-28 13:19:26	Not Read Yet
Wally Wallace	2014-04-14 22:03:36	Deleted by Invitee

However, perhaps the most important use of this function is to invite people who are not yet members of the USPS to join the Squadron on a trial basis. For example, invite all people taking the ABC course to join the Squadron. ABC class members will begin receiving notices of Squadron functions, including Meetings, Raft-Up’s, Picnics, Cruises, etc. along



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- **Group Message Control:** There is a checkbox next to the statement "Allow all members to send messages to the entire Group and post to the Forum."
  - Checking this box means members of the Group CAN send Group Messages and Group Forum Messages WITHOUT Moderator approval. This is normally the situation for USPS Groups because the members are trusted not to post inappropriate messages and if posted, the person and their email address are known to the Group.
  - UN-Checking this box means all Group Messages and Group Forum Messages will be held in queue until APPROVED by a Moderator. This is the highest level of protection, but requires all messages to be approved before they post.
- **RSVP Events:** Like message control above, checking or un-checking this box determines whether Group members can create RSVP events.
  - Checking this box allows all Group members to create and post RSVP events to the Group calendar.
  - Un-checking this box means Group members can create RSVP events, but they must be approved by a Moderator in order to post on the Group calendar.

**Message Approval/Edit:** There are several functions involved here.

- If the Group Message Control box is un-checked above, then a Moderator must approve all Group Messages, Group Forum Messages and RSVP Events before they will appear on the live Group page - - this is where the pending **approval queue** resides.
- If the Group Message Control box is checked and a Group member posts something inappropriate, this is where YOU as a Moderator can **delete** the Group Message or Group Forum Message.
- Lastly, as a Moderator if you find typos or errors like a wrong date or time in already posted messages, YOU as a Moderator can make the changes rather than contact the person who posted the information and asking them to correct the error.

**Add/Remove Moderator:** As stated at the beginning of this guide, each Group MUST have a minimum of Two (2) Moderators. Clicking on this will open the Group Members page, but for each member the Moderator will see:

- If not a Moderator you see - - *Add as Moderator / Remove From Group*
- If a Moderator you see - - *Remove as Moderator / Remove From Group*

Remember there must be a minimum of two Moderators so if you attempt to Remove a Moderator that will take the Group below the require two Moderators, you MUST appoint a new Moderator before removing a Moderator so the total remains at two.

Each year during the Change of Watch the new Squadron/District Commander is automatically made a Moderator. If the new Commander does not wish to be a Moderator, one of the existing Moderators must remove him or her as a Moderator.

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**SAILANGLE - USPS TEST GROUP - MEMBERS** INVITE

View by: Order by last name Enter the keywords... **SEARCH GROUP MEMBERS** **SEARCH MEMBERS**

**REMOVE FROM GROUP**

<input type="checkbox"/>  Administrator ● Offline Jul-05-08   <a href="#">Add as Moderator</a>   <a href="#">Remove From Group</a>	<input type="checkbox"/>  AnhtestAccept, AnhtestAccept ● Offline Location : 37.9.2.N, 95.71.28.W   Find Send Private message   Add as friend Apr-29-16   <a href="#">Remove as Moderator</a>   <a href="#">Remove From Group</a>
<input type="checkbox"/>  Conners, Maily ● Offline Location : 32.71.57.N, 117.16.10.W   Find Send Private message   Add as friend Oct-19-16   <a href="#">Remove as Moderator</a>   <a href="#">Remove From Group</a>	<input type="checkbox"/>  Dan, Kannan ● Offline Location : 32.72.69.N, 117.16.47.W   Find Send Private message Jan-02-13   <a href="#">Add as Moderator</a>   <a href="#">Remove From Group</a>
<input type="checkbox"/>  Gibson, Joseph P. ● Offline Location : 39.14.34.N, 77.20.13.W   Find Send Private message   Add as friend Sep-01-09   <a href="#">Remove as Moderator</a>   <a href="#">Remove From Group</a>	<input type="checkbox"/>  Gluski, Bruce J. ● Offline Location : 43.60.79.N, 83.91.89.W   Find Send Private message   Add as friend Jun-14-09   <a href="#">Add as Moderator</a>   <a href="#">Remove From Group</a>

An additional function available here is the ability to **Remove Members** from the Group. Because SailAngle synchronizes daily at 6:00 AM EST with DB-2000, any errors in DB-2000 are replicated in SailAngle. Consequently, Squadrons who are not current on sending in the required forms to USPS National to remove members from DB-2000 who have died, are no longer active, etc., this is YOUR opportunity to clean up your Group Membership.

Note, there are checkboxes next to each member. This allows for multiple deletions. Click on the members to be removed, then on the blue button REMOVE FROM GROUP. There are ample warnings that you are about to remove these members and it provides a list of members that will be removed for review. When you click on REMOVE, those members will be removed and you will have a clean membership.

**Special Requests:** This is a very important feature for Moderators. SailAngle fully supports the Group Moderators with this special feature. Clicking on this link will bring up a dialog box that allows you to request anything not covered under the Moderators Menu. Simply fill in the dialog box with your request and it goes directly to the SailAngle software team. If feasible, the SailAngle software staff will produce a report, a list, documents, etc. that meet your needs and you will receive a progress report as the request is processed.

- Example, you may want a list of members with more than 10 Merit Marks.
- Example, you may want a list of members sorted by "Join Date"
- Example, you may want a list of members sorted by "Job Code" in DB-2000

Anything you can think of, if it's feasible, that's what this function is for. If it's good for your Squadron, then it's probably good for all Squadrons. So don't be afraid to ask.

## **MODERATOR'S GUIDE**

Moderators are the key to the orderly operation of Squadron/District Groups. If used properly, SailAngle.com is a powerful tool for recruiting new members, keeping existing member informed, for education and more. The entire SailAngle staff is at your command for Special Requests and we are willing to host On-Line Webinars for your members to teach them how to use SailAngle.com. There is a companion "**USER'S GUIDE**" that contains the basics for the members of your Group and covers each of the functions under the Group Menu.

Thank you for being a Moderator