Types of Moderators

- There are three types of moderators
  - Category moderators
    - Each moderator can moderate 1 – N categories of content
    - Check the left navigator for a list of categories (example: social business)
    - Category moderators do not moderate the "featured" section
    - These news entries show up in the recent stream and the different category streams
  - Spotlight moderators
    - Spotlight moderators can define which news entries to display at the top of the home page
    - Spotlight articles remain visible for 1 – 2 weeks
  - Top stories moderators
    - Top stories moderators can define which news entries show up on the home page in the different sections
    - There are sections for featured, business, app dev, infrastructure, user experience and community
    - Top stories remain visible for 1 – 3 days
Responsibilities of all Moderators

- Moderators need to add content on a regular basis and need to be able to dedicate time

- Moderators can use the bookmarklet to easily add URLs to Collaboration Today (watch the video: http://www.youtube.com/watch?v=PYzZT-UgreA)

Authors

- News entries have to have an author
- If the author hasn't been defined yet, moderators need to add him/her
  - Authors pictures must not be bigger than 10kb and need to have a minimal size of 64x64 px

Title

- Titles should not repeat author names or include blog names

Abstracts

- Abstracts shouldn't be longer than 2 – 4 sentences

Entries need to be categorized
Responsibilities of Spotlight and Top Stories Moderators

- Spotlight moderators
  - Need to create high quality images
    - 260x180 px
    - png or jpg
    - As small as possible
  - Need to change spotlight section regularly

- Top stories moderators
  - Need to change top stories on the home page regularly
  - Need to balance entries (e.g. not only four XPages entries under app dev)
Content

- Only IBM Collaboration Solutions related content can be added
- Only high quality content can be added
  - Moderators of specific categories define whether content is high quality content
- The following content must NOT be added
  - Non-English articles
  - Blog entries about non-business related topics
  - News about competitive products
    - Unless compared fair/objectively with ICS products (e.g. by analysts)
- Handling of duplicates
  - Content that is older can be added, but only if there isn't already a news entry
  - If people blog links to other sites, only the sites should be added
    - Unless people write additional information or opinions
- Handling of news entries about commercial offerings
  - News entries covering commercial offerings are only allowed if relevant to ICS professionals, e.g. products announcements
  - Pure self promoting news are not allowed to be put on Collaboration Today
How to become a Moderator

- Contact OpenNTF or use the contact page
  http://collaborationtoday.info/contact.xsp

- Tell us what type of moderator you want to be and for which categories

- After OpenNTF has assigned access you'll be able to access the moderation pages using your OpenNTF credentials
  - Log in: http://collaborationtoday.info/login