

Discord Moderation

Role Transfer

- 1) The former president should assign all new officers to the officer role in the RCCF Discord.
- 2) Server ownership should be transferred to the new president of the club.

NOTE: Any new moderators need to perform 2-factor authentication to perform serious server operations.

Adding New Spam/Auto Ban Rules

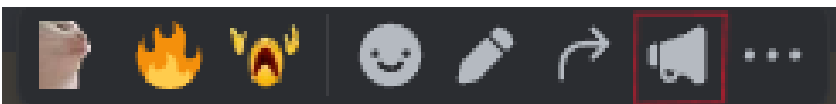
- 1) Go to Server Settings.
- 2) Go to Safety Setup.
- 3) Click the edit button for AutoMod.
- 4) From here you can choose how to enforce AutoMod capabilities.

NOTE: The Audit Log feature in the Server Settings can be a very useful tool when checking important server activity and seeing which users performed what actions.

Making Announcements

1) Some Discord servers "follow" our announcements channel in order to receive updates about our club and events we are having. Because of this **#announcements works slightly differently than expected**.

2) When Officers make announcements, it's important to keep in mind who the target audience should be. **A normal @everyone ping will mostly target users that are active in the Discord**. If an officer is making an announcement that they would like to **relay to people even outside the club** (e.g. GBMs or tabling), they need to **press the megaphone button** after the announcement is posted.



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