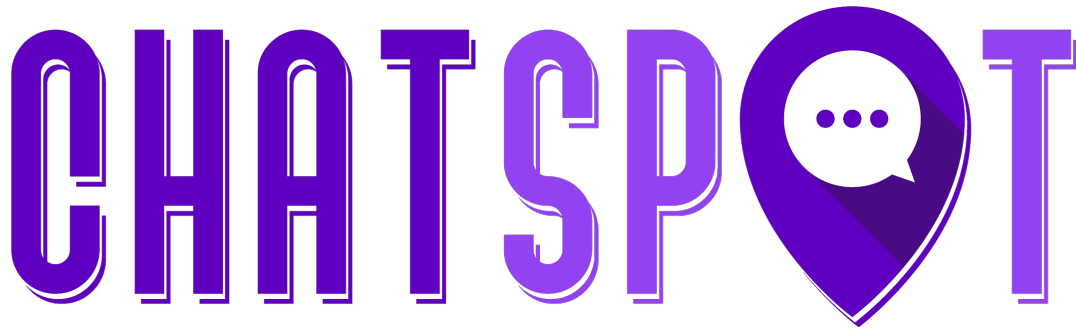


# ChatSpot Staff Manual

## **Dear staff:**

This is a manual about what we expect from each rank. If you continuously do not follow the manual, you will be warned and then Demoted. In some cases, direct demotion is necessary like abusing power, double agent, hacking, sexually harassing a user or staff member, and/or blackmailing.

There are 5 main ranks in total which are room moderator, room admin, moderator, admin and super-admin. Starting at room moderator, you can move up to moderator, and then admin, after proving yourself.



## **Room mods:**

- Welcome users
- Keep main active
- Listen to higher ranks
- Enforce rules fairly
- Don't be staff on other sites
- Handle tier one issues (report tier 2+ to mods)
- If you're not sure what to do ask a mod or admin
- Send proof to mods+ for them to post in staff room

## **Moderators:**

- Welcome users
- Keep main active
- Listen to higher ranks
- Enforce rules fairly
- Don't be staff on other sites.
- Check other rooms
- Handle tier 1 and 2s
- Report Tier 3's to active admin+ for immediate ban (if none post in staff room)
- If you're not sure what to do ask an admin or super-admin.
- Post proof in Staff room (leave note underneath if it still needs handled)
- Check staff room when you get on

## **Admins:**

- Welcome users
- Keep main active
- Listen to higher ranks
- Enforce rules fairly
- Don't be staff on other sites.
- Check other rooms
- Handle all Tiers
- Post proof in Staff room
- Don't promote or demote staff
- Check staff room when you get on

## **Rule Tiers:**

### **Tier 1- minor (Spamming, non English on main, suicide discussion)**

Give warning ( be sure to include what they are doing wrong)  
Mute (15 minutes)  
Kick (15 mins, then 30 mins, hour, continue kicking for an hour)

### **Tier 2- (nudity, doxxing others, threatening/harassment, gore, bypassing)**

Kick with warning reason why (15 mins, 30 mins, just keep going up each time)  
Either ask an active admin to remove vip or post in the staff room.

### **Tier 3- (Hacking site ((not users but the site.)) advertising other sites)**

immediately ban

## **Rule explanation:**

No Nudes/ Sexual content- naked images/videos, sexting, (memes not included)  
Threatening- ex. 'I'm going to kill your dog' etc  
Spamming- 5+ lines rapidly (does not include users posting slowly but continuously because no one else is speaking)  
Doxxing- full names, pictures of users that they have not posted on main, socials, numbers, address, ip addresses, etc.  
Advertising other sites- when they are poaching (not to include mentioning a site or telling their friend someone is on a certain site (treat as tier one in these cases)  
English only on main- speaking non English on main (allowed in dms or other rooms)  
Gore- self harm or other extreme injuries, decapitations, etc  
Bypassing actions- going to another account to get around a mute/kick (up the action on original account and kick the second account for the same time)  
Suicide discussion or promotion- ex. 'I'm going to kill myself' or 'go kill yourself' (use context clues, if said between two friends who are joking warn them)  
Harassment- going to another account to bypass a block, or having others dm user (in staff harassment- when one party can't block the other, continuing after they say to leave them alone counts)  
Hacking- either hacking others accounts (tier 2) or the site (tier 3)

If you have any further questions, please contact a super-admin so that they can furthermore clarify.