



## Etiquette, rules and guidelines for using the croydonstro forum on Google Groups

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There is a forum hosted on Google Groups (<https://groups.google.com/g/croydonastro>). It is open to anyone who wishes to join and is not managed by Croydon Astronomical Society. However, many of our members do use this group to discuss astronomical matters and this document is guidance of best practice when using this forum.

1. Use a meaningful and pertinent title for your thread. If going off-topic please start a new thread (new post).
2. Use plain text over HTML if you want your post to be readable by everyone.
3. Try to use correct spelling, grammar, punctuation and avoid slang. Avoid capitals, unless used to add appropriate emphasis, as capitals is easily interpreted as anger or upset. Never use bad or offensive words or language.
4. Be aware of appearing too informal as you will not be known to everyone. Humour in particular may be misinterpreted.
5. Do not use the forum to contact or address an individual directly; use their email instead.
6. If someone contacts you directly regarding your post, reply in a likewise manner; do not respond on the forum.
7. Constrain to the subject of astronomy or this society. Do not post any items of an otherwise general nature even if well intentioned.
8. Issues of an administrative nature, concerns or complaints should be addressed to the committee only. Do not use this forum to announce any dissatisfaction.
9. Be civil. Personal differences should be handled through email and not through posts displayed to everyone.
10. Do not post personal, critical or content embarrassing to others, members or otherwise.
11. Please, no messages that harass, insult, belittle or threaten other members or individuals, no matter how disguised.
12. Do not promote yourself as an individual, where you are the main subject. Comments on purely personal opinions are irrelevant and inappropriate.
13. Do not use the forum as a 'chat room'. Carefully consider whether the topic is of general interest, appealing to most, or of a minority only interest, as it may be interpreted as self-promotion. If the latter consider emailing the person(s) directly.
14. Do not reveal or forward posts outside of this forum. Qualifying people will already be subscribers or must join.
15. Do not reply to inflammatory comments; instead please report to the committee.
16. Do not use the forum to directly advertise goods or services; please make enquiries to the committee first for assistance and effectiveness. Notification on selling personally owned astronomical equipment is certainly permitted.
17. Do not post material (i.e. photographs) for which you do not own the copyright without the permission of the owner. It is better to link to their website.
18. Do not treat this forum as a social media or friends group (e.g. Facebook) as this forum does not have any individual at its centre and its scope is limited. As an example please avoid posting jokes, cartoons or any humour even if astronomically related.
19. Avoid replies simply to acknowledge receipt, agreement or understanding, as this generates superfluous posts that will be of no interest to others. The volume of posts alone can be too many for some.