

# Online Community Guidelines for

# the exchange

We are pleased to have an amazing online community back on our website. We believe that creating a member network which offers a forum for interactions on industry-related topics, provides opportunities to collaborate on tips, tricks, and industry best practices, and channels feedback to industry service providers. Our community channels are monitored and in order to foster a thriving group, we would like everyone to keep the following guidelines in mind:

1. **Before you Start a New Thread, Perform a Search First.** Do a quick search to see if any questions you want to post have already been answered.
2. **Help Other People in Need.** If you come across a thread or post that asks a question that you know the answer to, respond.
3. All information and instructions given within these forums is to be used at your own risk.
4. All the forums are categorized by topics. Please post your questions or messages in the appropriate forum. **Do not cross post questions.** Post questions to a single category or topic.
5. If a topic is posted in a forum that is not appropriate for the question, the staff has the right to move that topic to another better-suited forum.
6. The posting of any copyrighted material on our web site is strictly prohibited.
7. When posting, please use proper grammar. Refrain from 'text-message' style substitutions of words like 'u' for 'you', and 'ur' for 'your'.
8. Advertisements, of any sort, are not permitted unless prior permission is given in writing. This includes links to commercial sites.
9. Anonymous posts will be removed. All signatures should show your name, title, and company name.