**To set up Forums on your site**

**Step 1** Fill out this document and then

**Step 2** Send the form & cover image in a single email to [ivyoptic@yahoo.com](mailto:ivyoptic@yahoo.com)

(\*) means this information is required

\*Cover image is required

**The Form: Fill out the bullet points below**

DESIGN THE FORUM

* Display forums main page as (pick one)

O list of categories that have posts

O list of posts

* Post sorting default (pick one)

O Recent activity

O Newest Posts

O Most comments

O Most Views

O Most Likes

* Choose what to display (can pick multiple)

O view counter

O Social share icons

**POST Limitations**

Spam protection with reCAPTCHA

* Prevent spam by showing reCAPTCHA which gets people to prove they are not a robot.

(pick one)

O turn spam reCAPTCHA on

O disable spam reCAPTCHA

**Post limit for new members**

* Limit the number of posts members can create in their first week. (pick one)

O 10 a day in the first week

O 5 a day in the first week

O 1 a day in the first week

**Limit Attachment size**

* Save storage space by limiting the file size that members can upload to your forum.

(give a number of mb)

1 to 500 or allow unlimited (recommended is 50mb)

**Word filter**

Combat spam by blocking posts and comments with certain words, or hide banned words from text.

* list spam words, use commas to separate them
* add ban words here, use commas to separate them