**To set up Forum Categories 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)

If you have multiple Categories you wish to set up, duplicates this form, fill them out & send each on separate emails with the provided cover image for each form.

(\*) means this information is required

Cover images are not required

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

* \*Category name:
* Is this a sub category or main category: (if sub category, list the main category it fits under)

(Example - An NBA category and an NFL category both fit as subcategories under (a sports category))

* Description: (Description Text will be overlaying the color or cover image of your category card

A transparent color can be overlayed on top of your image to make the overlaying text easier to read)

**Category Rules**

* \*Order comments appear in (pick one)

O Order they are posted

O Ordered by upvotes

* \*Who Has Access to this category in the forum: (pick one)

O Everyone

O Must have a Members Account and Log in to View posts

O Only Select Members have access

* Who can post in this category

O Everyone with access

O Admins and moderators only

* Do you want to Monetize this forum category? (if yes, list the membership plan)

**Category Posting guide**

Display rules or tips when members create a post.

When members create a post in this category, the posting guide will be displayed

O Enable Category Posting Guide

O Disable Category Posting Guide

If the posting guide is enabled then fill out below

* Use this category for: (Pick one)

O Start discussions and get questions answered.

O Share, find and discuss helpful information.

O Post your news and discuss with other members.

O Type your own here

Display a footnote members see when creating a post (Pick multiple)

O keep it on topic

O leave comments

O share on social media.

O Type your own here