

## **Superuser Handbook Outline**

**Scope:** The goal of this handbook is to outline the responsibilities for all superuser's and help understand site rules regulations and liabilities.

**What is a Superuser:** An individual that has proven to be an effective moderator for the site or a Backyard Crypto team member. The goal of a super user is to oversee all their designated pages to ensure each page is being accurately, ethically, and properly managed by the moderator.

### **1) Superuser Rules (Rule of Law)**

- a) There is no limit to the number of coin pages the super users can moderate.
- b) A superuser has the ability to overwrite, delete, or change any pages information.
- c) Collusion of any kind shall be an immediate grounds for termination of a super user's position and will be prosecuted to the fullest extent of the law.
- d) Super User's must check in once week. If page's become neglected, the superuser will be on grounds for termination.
- e) It is within the superuser's responsibility to recruit moderators for pages to ensure high quality moderators and information will always be at the forefront of importance.
- f) The Superuser will have the ability to remove page moderators (with proper reasoning) if, but not limited to, neglect, poor organization, manipulation, or biased information is being delivered.

### **2) Introduction to a Superuser**

#### **--How to become a Superuser**

- a) Apply here (hyperlink)

#### **--How Superuser are chosen**

- a) Superusers are chosen based on qualifications.
  - i) If a new user requests to become a Superuser with higher qualifications, that user may become the new moderator. Previous moderator history, tenure, and activeness will be taken into account.
- b) Superusers are subject to removal at any time by any BYC team member.
- c) Examples in which moderators may be removed:
  - i) Unethical Behavior
  - ii) Lack of activity
  - iii) Not maintaining responsibilities or managing moderators properly
  - iv) Violating Superuser handbook
  - v) Unprofessional

#### **-- The importance of a Superuser**

- a) To oversee all designated pages to ensure each page is being accurately, ethically, and properly managed by the moderator.

### **Superuser Bio**

- a) Superuser Bio's are necessary for every coin page
- b) The Bio acts as a short resume for page viewers, editors, moderators.
- c) Provide relevance on your qualifications

### **3) Responsibilities of a Superuser**

- a) The superuser must review each pages payout changes on a bi-weekly basis and document time/date with any findings.
  - i) The superuser will be looking to make sure rewards are being transferred to the proper avenues, without any coercion.
  - ii) Looking at all the edits and changes the moderators has made to ensure its accurate, up to date, error free, and fluent.
  - iii) Ensuring Proper protocol to bring u
  - iv) p inconsistencies in the company.
  - v) Overseeing all operations.