

How do I edit, delete, or moderate posts in EventStream?

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1. In the **Communications Panel**, look for the EventStream Manager tool (right-hand panel, paper plane in speech bubble icon).
2. Under the **Settings** tab, there are three options: Leader Boards, Automated Posts, and Moderate.
3. Under Automated Posts, make sure the start date is no more than 1 day before your event start date, and your end date is no more than 1 day after your event end date.
4. Under **Settings – Moderate**, check the box for “Moderate EventStream Posts” and save.



The “Moderate” tab now appears in EventStream Manager, and you have the option to edit, delete, or approve posts:

A screenshot of the EventStream Manager interface. The window title is "EventStream Manager" with a close button (X) in the top right. Below the title is a navigation bar with tabs: "Live Feed", "Moderate" (which is selected and underlined), "Leader Boards", "Advertising", "Engage", and "Settings". Below the tabs is a search bar and a "Refresh" button. A table displays a list of posts with columns for "CONTACT", "POST", and "DATE". The first row shows a checked checkbox, the contact name "James A", the post text "I love this event!", and the date "25/07/2023 12:37 PM". To the right of the date are "Edit" and "Delete" buttons. At the bottom of the table area are "Approve" and "Delete" buttons. At the very bottom of the screenshot is a mobile navigation bar with icons for "Dashboard", "Agenda", "Attendees", "Reporting", "Communications" (which is highlighted), "Alerts", "Accounting", "Project", and "Run Sheet".



You can also moderate posts from the Organizer App:



Cyber Education International
15th Annual Summit



EVENTSTREAM



Add to the EventStream ...



James Absher

I love this event



1 month ago



0



0

EDIT POST

DELETE POST

CANCEL