No. 123

AI TOOLKIT SERIES · THE METHOD

Your Community Grown

Found it, gather members, keep it alive, moderate and grow your online community, with AI.

Ten prompts to write your charter, invite your first members, plan your content and keep the group alive.

Free for the SYSTINFO community

SYSTINFO · 2026

GOOD TO KNOW

Good to know

In 2026, AI assistants help plan content, welcome members and reply faster. Three cues before you run a community with AI.

1. **AI prepares, but your presence keeps the group alive.**
   It drafts, plans and suggests, yet a community rests on human attention. Reply yourself, AI only saves you time.

2. **A community is people, not numbers.**
   Aim for engagement and trust, not member count. Never buy fake followers: a small active group beats a silent crowd.

3. **Members' messages are personal data.**
   Do not pour the group's chats or contacts into an unverified tool. Tell members clearly what is shared and what stays private.

Good reflex: write the purpose and two simple rules first, let AI suggest, and always keep the last word on tone and moderation.

THE METHOD

The Method

Five moves, ten prompts ready to copy. Found, fill and keep your community alive, step by step.

1 **Found**
01 The Why · 02 Clear Rules

2 **Gather**
03 The Invitation · 04 The First Members

3 **Engage**
05 The Content Calendar · 06 The Spark Question

4 **Moderate**
07 The Warm Welcome · 08 The Calm Reply

5 **Grow**
09 The Pulse Taken · 10 The Quiet Member

THE RCTFE RECIPE

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

PROMPT 01 · FOUND

The Why

PROMPT TO COPY

```
Role: you are an online community host.
Context: I want to start a community on [WhatsApp] about [a theme], for [an audience].
Task: help me define its reason to exist before I open it.
Format: a one-line mission, the 3 promises to members, and what makes it different.
```

WHAT YOU GET

A community that knows why it exists. The right members recognize it and stay.

PROMPT 02 · FOUND

Clear Rules

PROMPT TO COPY

```
Role: you are an experienced moderator.
Context: my community gathers [the audience] around [the theme], on [the platform].
Task: write a short, simple and welcoming charter.
Format: 5 one-line rules, a welcome note, and what leads to removal.
```

WHAT YOU GET

A clear frame from the door. Everyone knows what is fine, and the mood stays healthy.

PROMPT 03 · GATHER

The Invitation

PROMPT TO COPY

```
Role: you are a writer who makes people want to join.
Context: I am inviting [my contacts] to my community
[name], on [the platform].
Task: write a short, warm invitation message.
Format: 4 lines, the clear promise, the link to paste, and
a reason to join today.
```

WHAT YOU GET

A message people want to forward. Your first members arrive without you pushing.

PROMPT 04 · GATHER

The First Members

PROMPT TO COPY

```
Role: you are a community growth specialist.
Context: I am starting with [zero members], my theme is [theme], my audience is [who].
Task: tell me where to find my first 50 truly interested members.
Format: 5 ranked places, the free ones first, with one concrete action for each.
```

WHAT YOU GET

A list of places to go, instead of waiting. You aim at people who truly want to come.

PROMPT 05 · ENGAGE

The Content Calendar

PROMPT TO COPY

```
Role: you are a content planner.
Context: my community talks about [theme], I can post [3 times] a week.
Task: propose a content calendar for one month.
Format: a week-by-week table, the post type, the day, and one idea per slot.
```

WHAT YOU GET

A month of ready ideas, no more blank page. You post without panic each morning.

PROMPT 06 · ENGAGE

The Spark Question

PROMPT TO COPY

```
Role: you are a host who gets people talking.
Context: my group is [a bit quiet], today's theme is
[theme].
Task: give me questions that truly start a discussion.
Format: 7 open questions, easy to answer, and one to pin
this week.
```

WHAT YOU GET

Conversations that start on their own. The group wakes up and members reply to each other.

PROMPT 07 · MODERATE

The Warm Welcome

PROMPT TO COPY

```
Role: you are in charge of welcoming newcomers.
Context: a new member just arrived in [the community],
theme [theme].
Task: write a welcome message that invites them to
introduce themselves.
Format: 3 warm lines, one simple ice-breaker question, and
the link to the charter.
```

WHAT YOU GET

A newcomer who feels expected from the first minute. They join in instead of watching in silence.

PROMPT 08 · MODERATE

The Calm Reply

PROMPT TO COPY

```
Role: you are a calm, fair moderator.
Context: a member has [posted an aggressive or off-topic
message] in the group.
Task: propose a firm, respectful reply that does not
inflame things.
Format: a short public message, a reminder of the rule, and
a private follow-up if needed.
```

WHAT YOU GET

A conflict defused without drama. The rule holds and the mood stays welcoming.

PROMPT 09 · GROW

The Pulse Taken

PROMPT TO COPY

```
Role: you are a community analyst.
Context: here is what worked this month: [paste your posts and their reactions].
Task: tell me what engages most and what to stop.
Format: the 3 contents that work, the 2 to drop, and one idea to test.
```

WHAT YOU GET

A clear course instead of flying blind. You repeat what lands, you leave the rest.

PROMPT 10 · GROW

The Quiet Member

PROMPT TO COPY

```
Role: you are a retention specialist.
Context: several members went [quiet] [a few weeks] ago.
Task: help me bring them back without pestering them.
Format: a kind comeback message, a reason to return, and a
gesture for loyal members.
```

WHAT YOU GET

Members who come back on their own. The community grows by keeping those it already has.

No. 123

YOUR TURN

A Living Group

You now know how to run a community end to end: found it, gather its members, keep it alive, moderate and grow it. Ten prompts, one recipe to reuse.

A purpose written before you open, engagement before numbers, and your human voice always above the AI.

Join the SYSTINFO community to get a card like this one every day.

WhatsApp

Mattermost

LinkedIn

Facebook

Free for the SYSTINFO community