

# CCA Youth Leaders Discord Guide

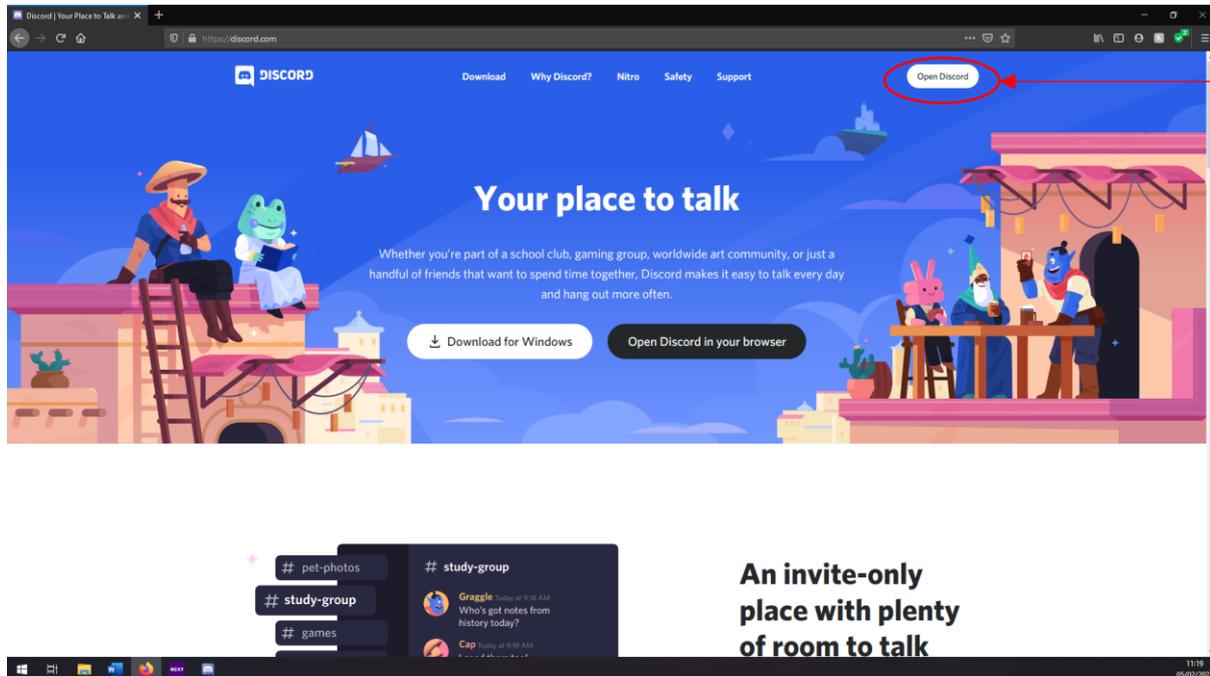
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## Introduction (Read Me First)

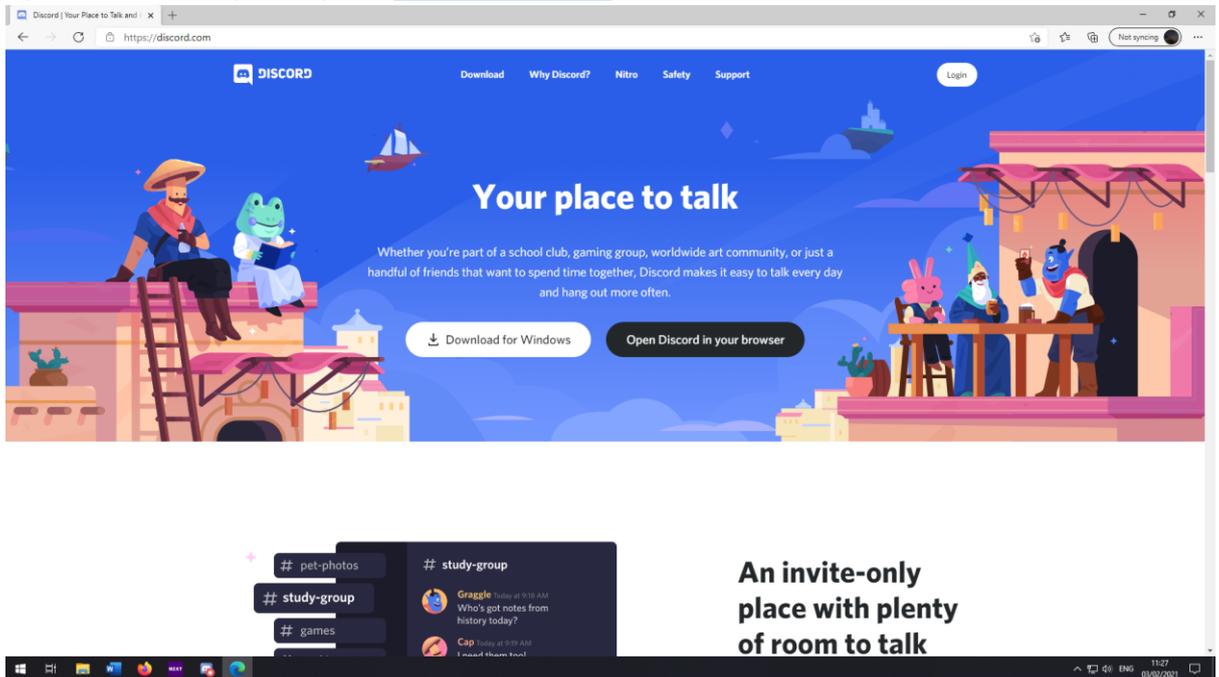
Discord is a voice and text messaging platform available on PC, Mac and mobile devices. You can access discord through a web browser by going to [www.discord.com](https://www.discord.com). Selecting 'open discord' allows discord to be used through your web browser (no download required). However, it is recommended that you download the discord app on a PC, Mac or mobile device to limit technical issues and delayed chatting.



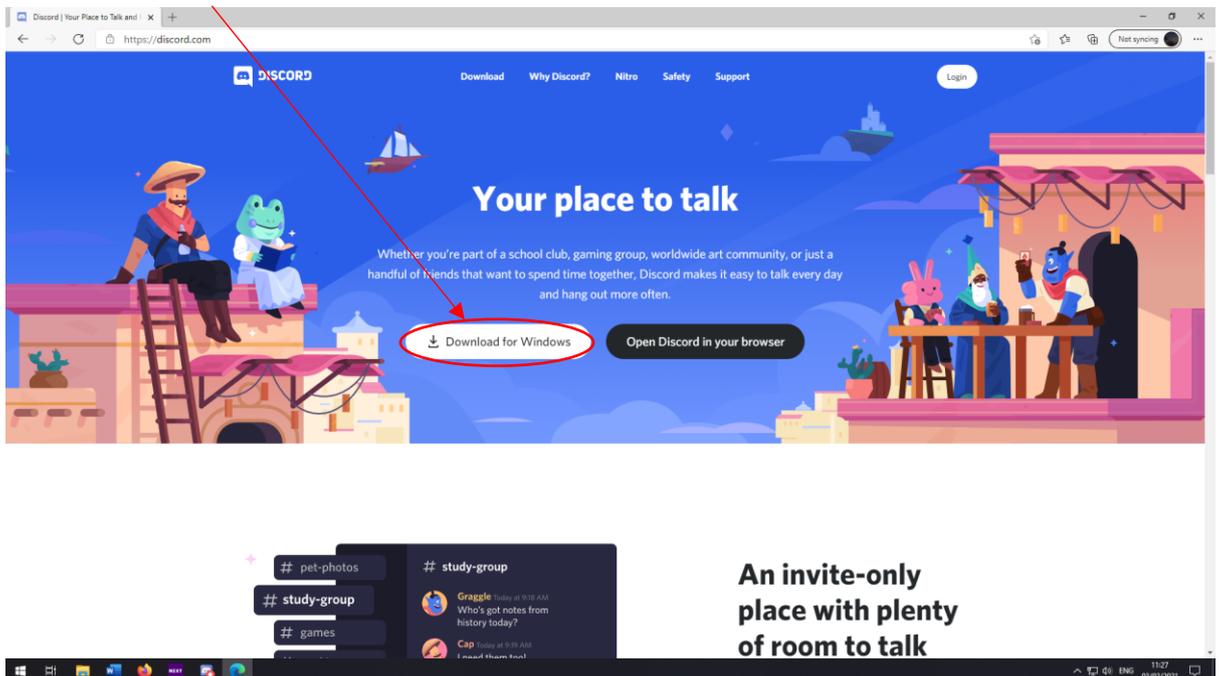
# Downloading Discord

## Downloading Discord using Microsoft Edge

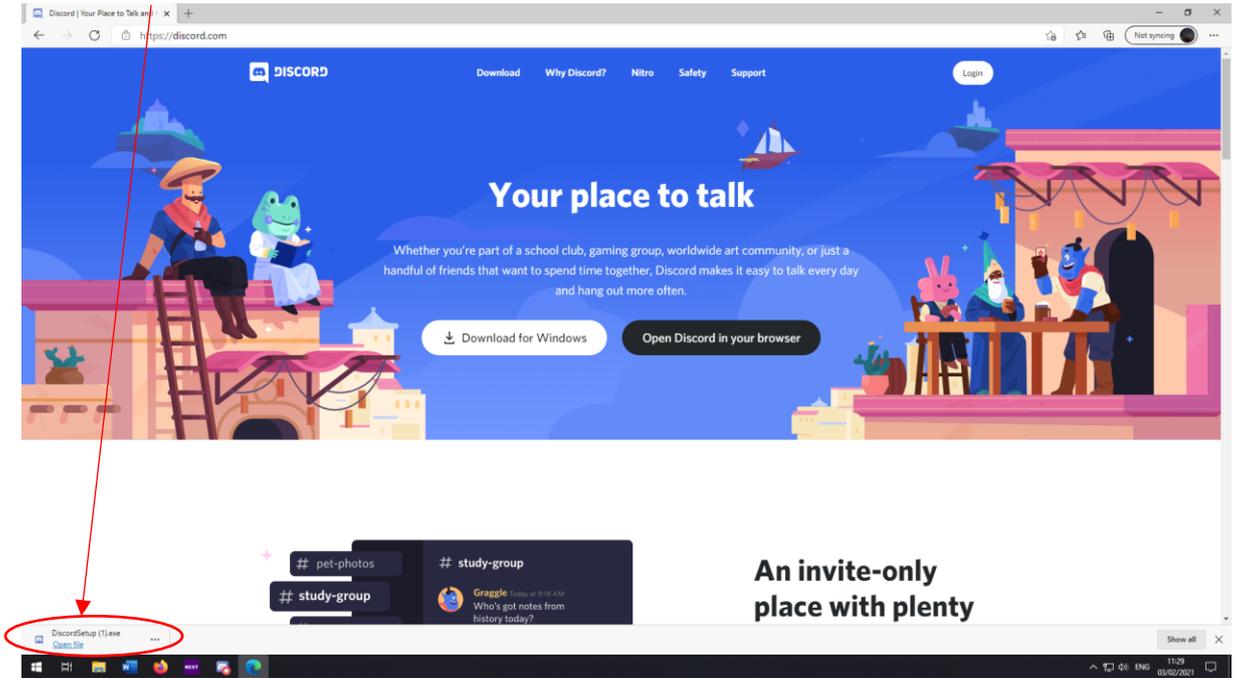
1. Open Microsoft Edge and go to: [www.discord.com](https://www.discord.com) .



2. Click 'Download for windows'



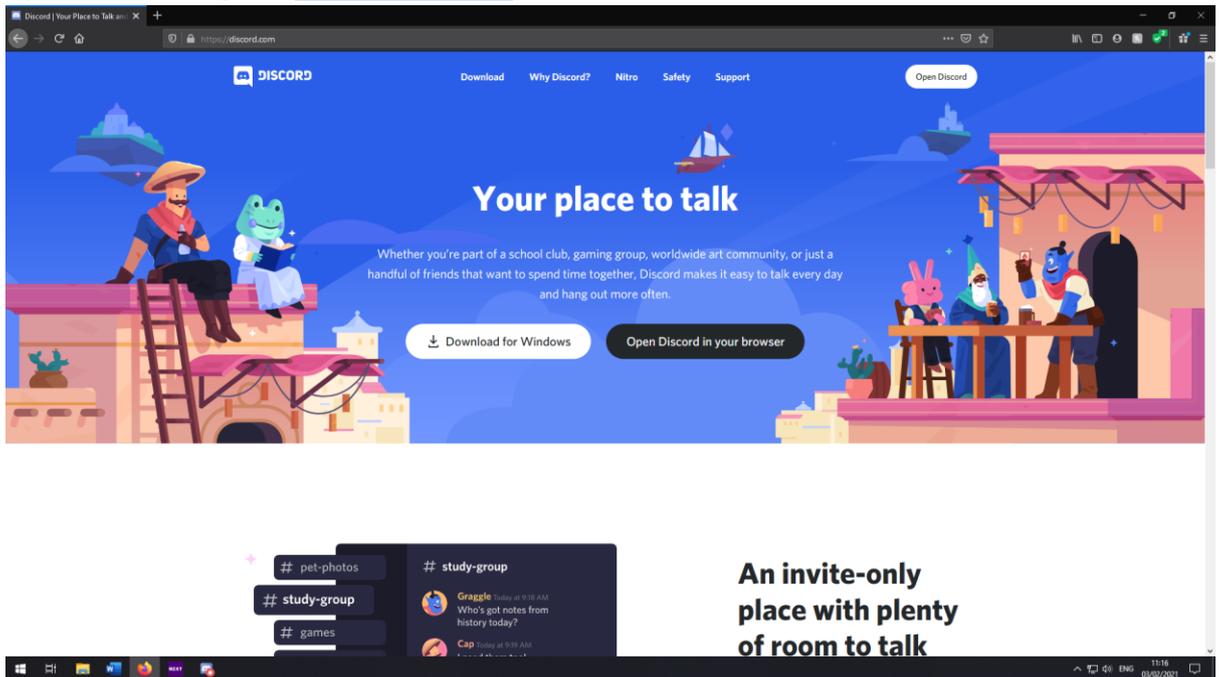
3. Open the file when the download is complete



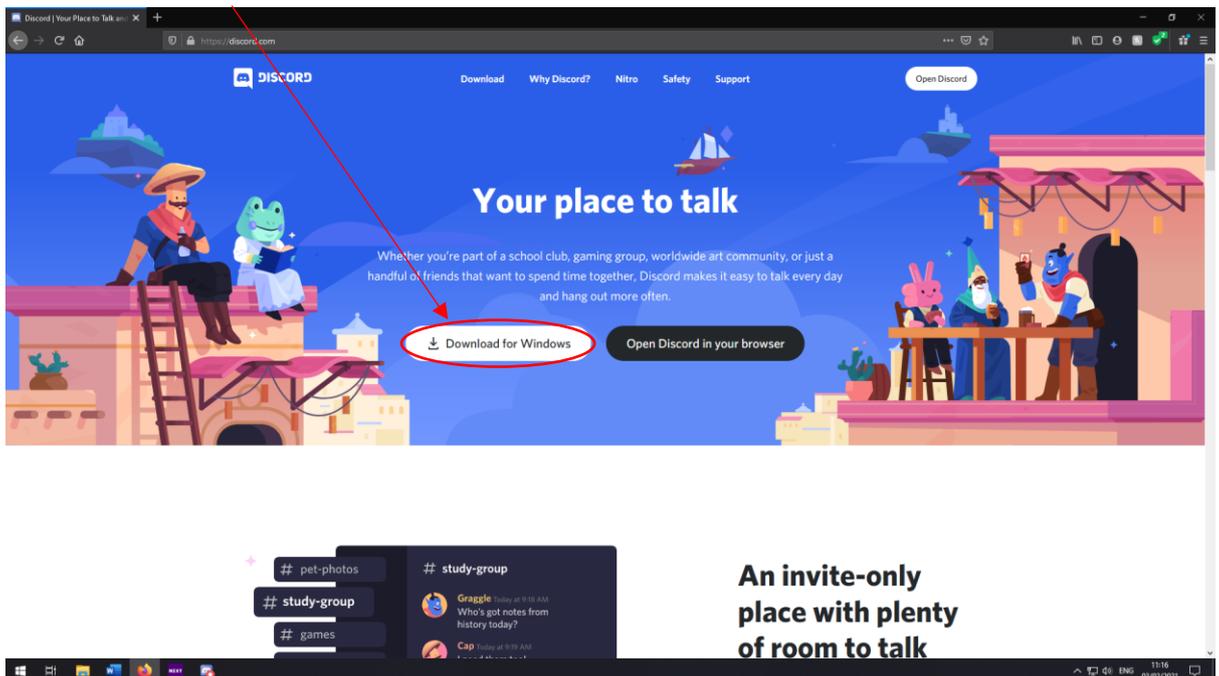
4. Discord will open and start installing

## Downloading Discord Using Firefox

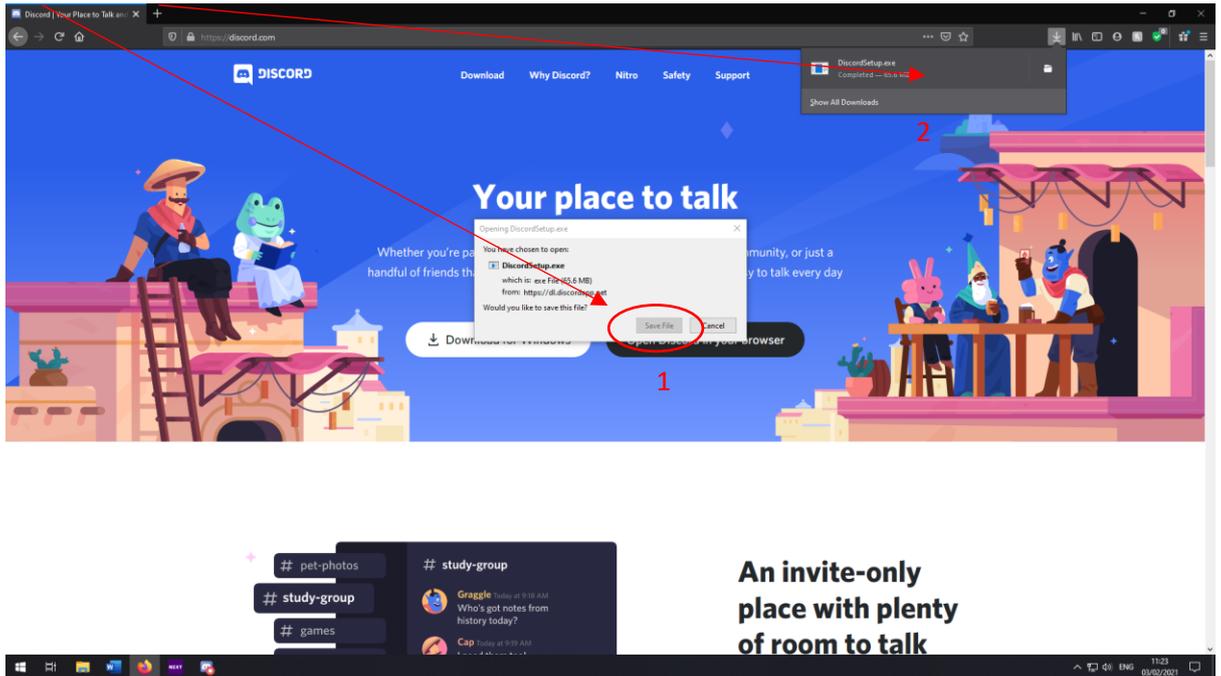
1. Open Firefox and go to: [www.discord.com](https://www.discord.com) .



2. Click 'Download for windows'



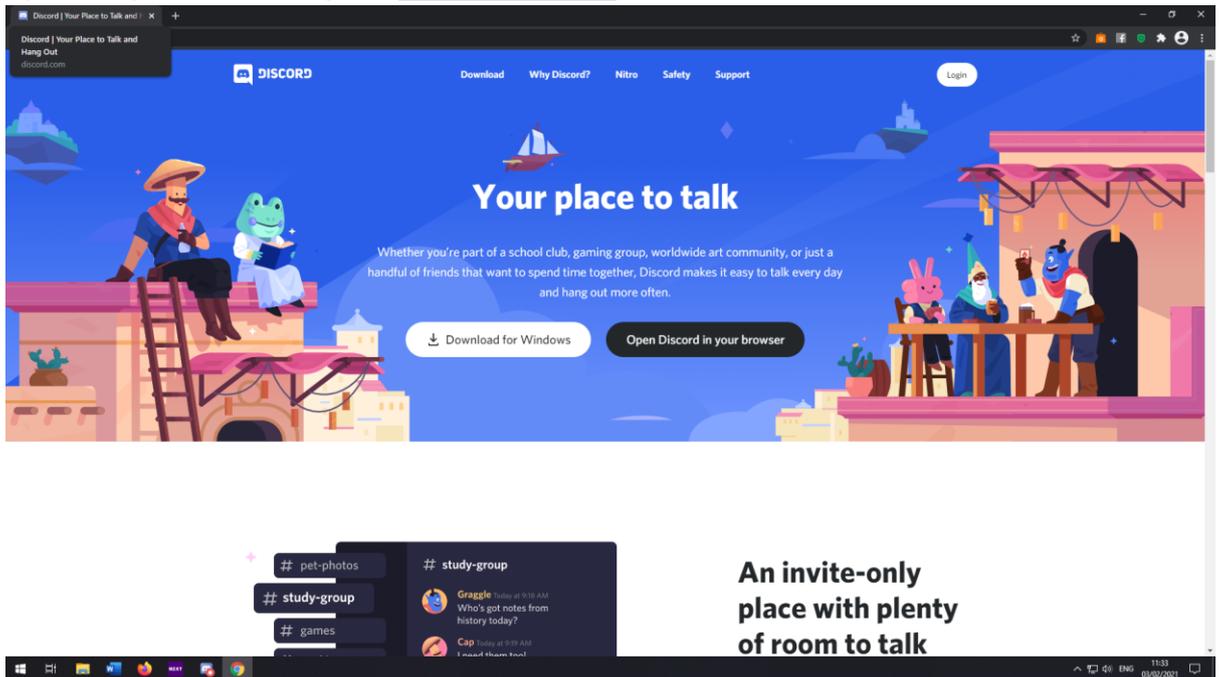
3. Save and open the file



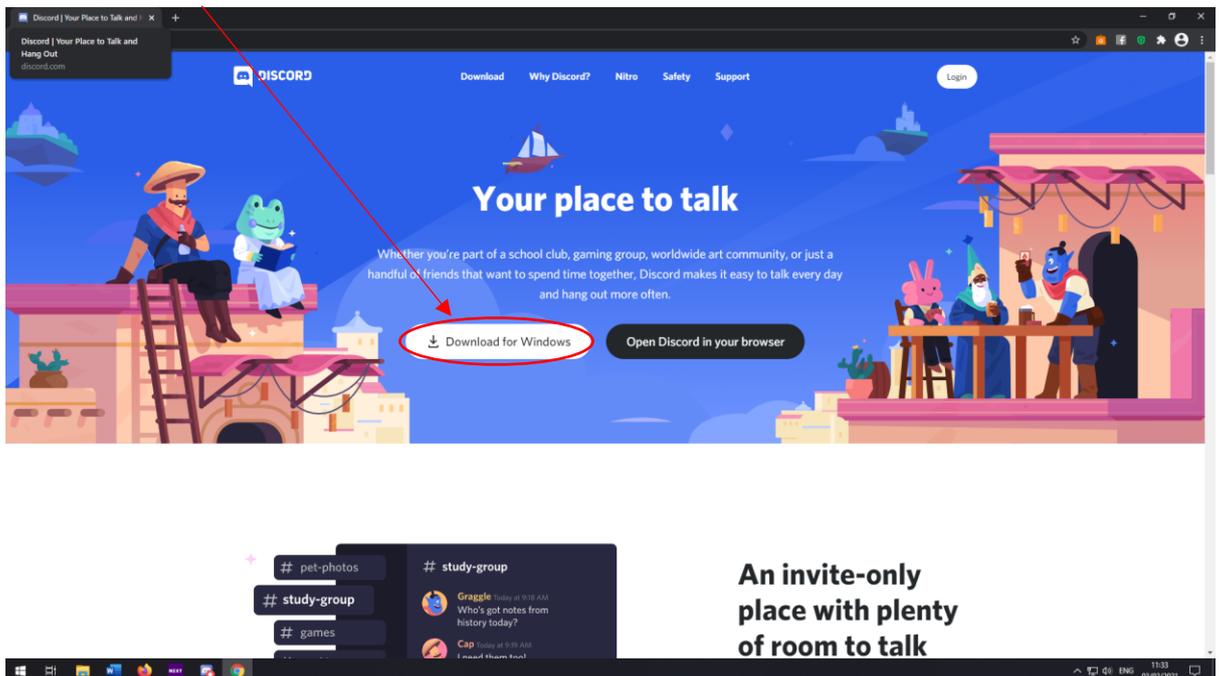
4. Discord will open and start installing

## Downloading Discord using Google Chrome

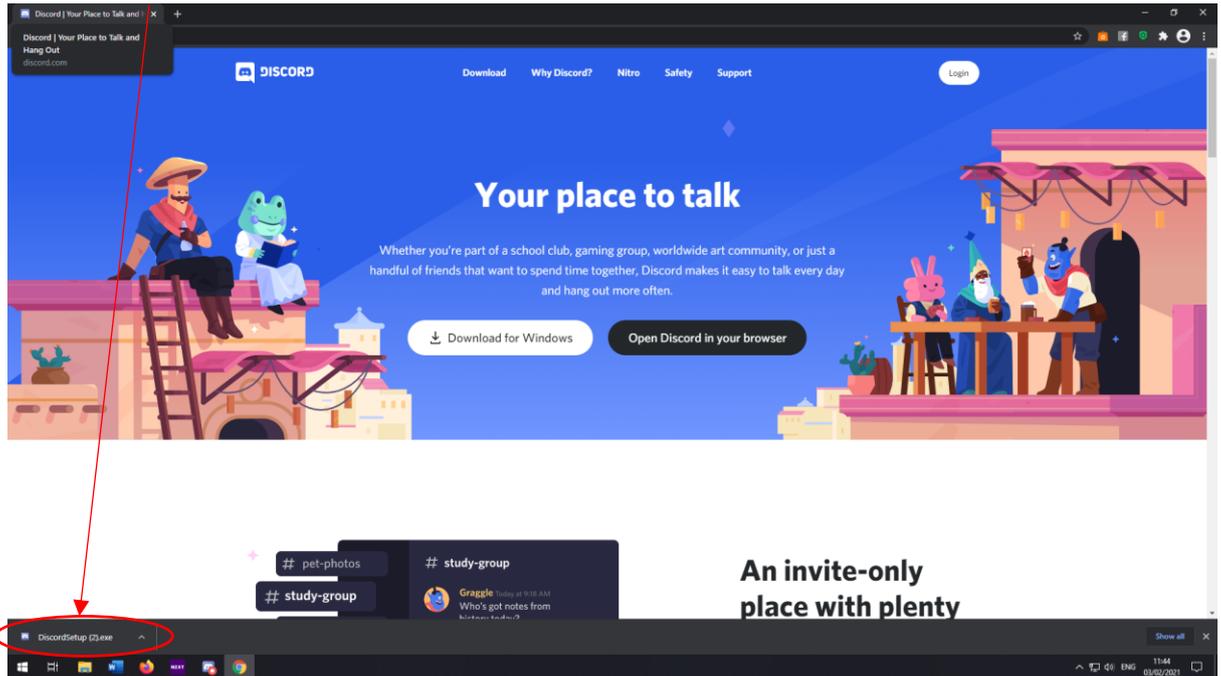
1. Open Google Chrome and go to: [www.discord.com](http://www.discord.com) .



2. Click 'Download for windows'



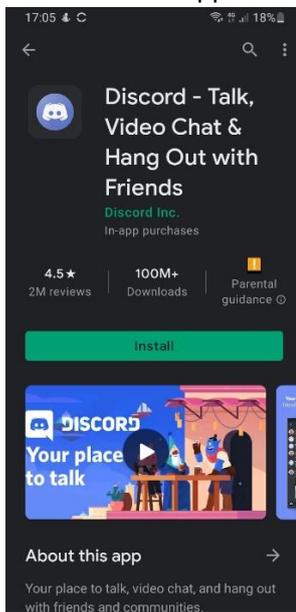
3. Open the file when the download is complete



4. Discord will open and start installing

## Downloading Discord on mobile devices

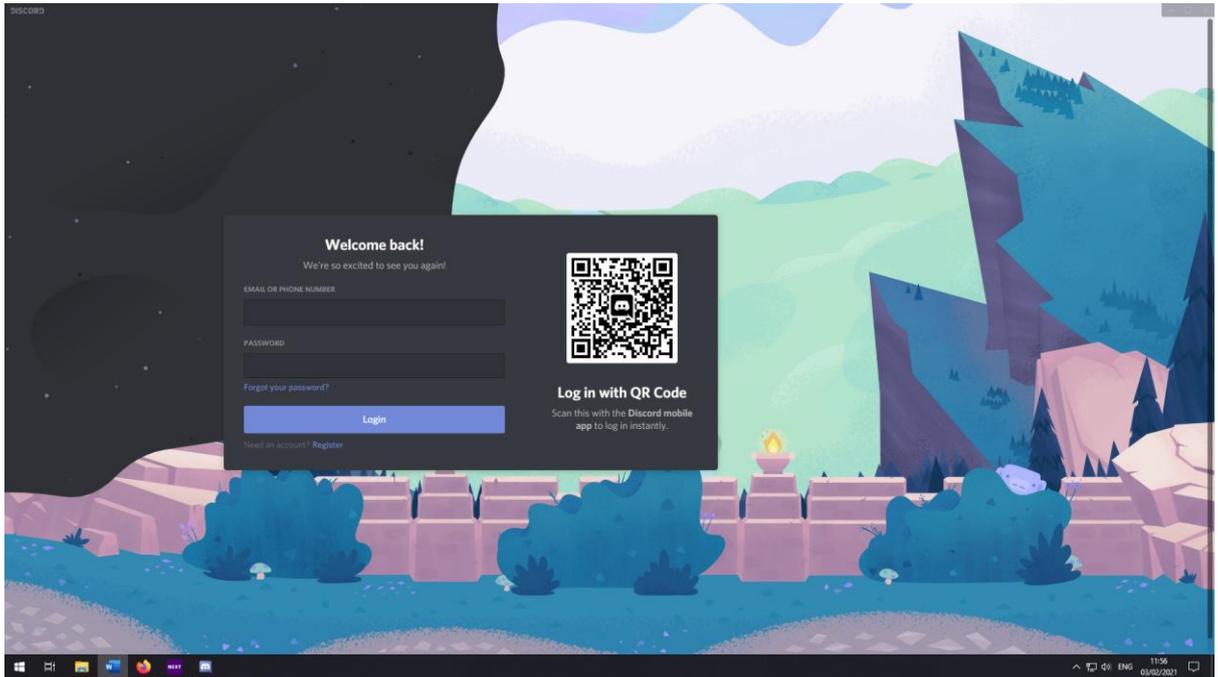
1. Open the Google play store or app store on your phone and search for discord. Download and install the app



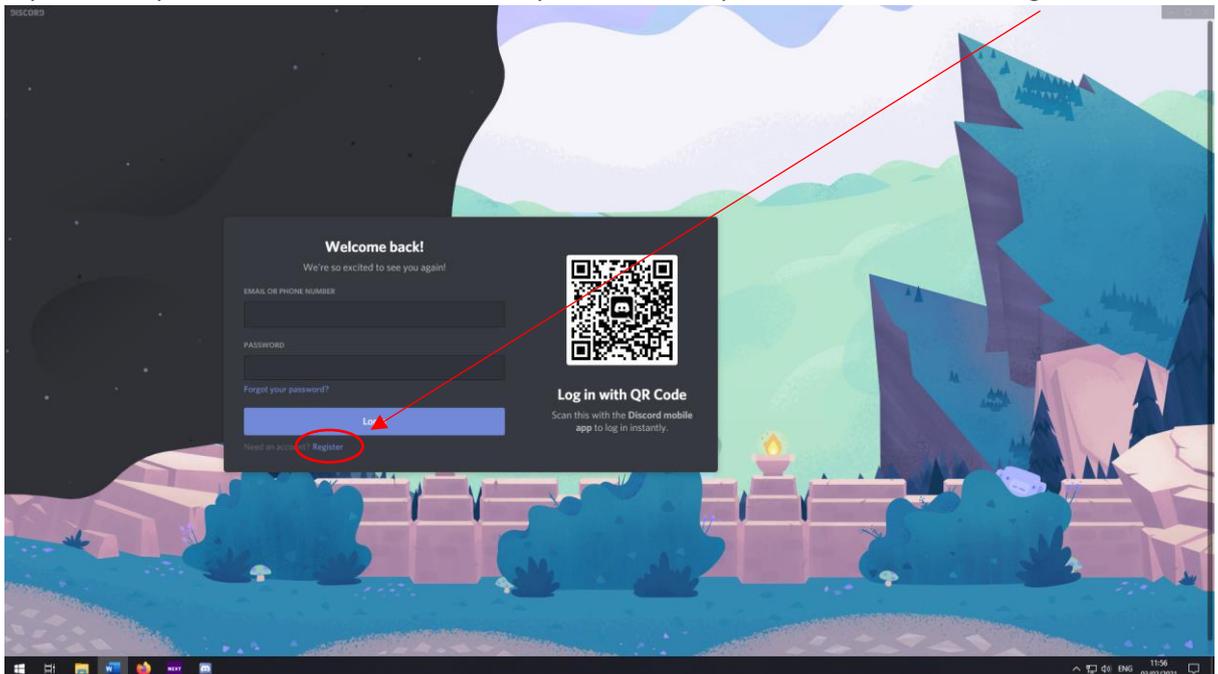
# Creating an account

## Creating an account on PC/Web browser

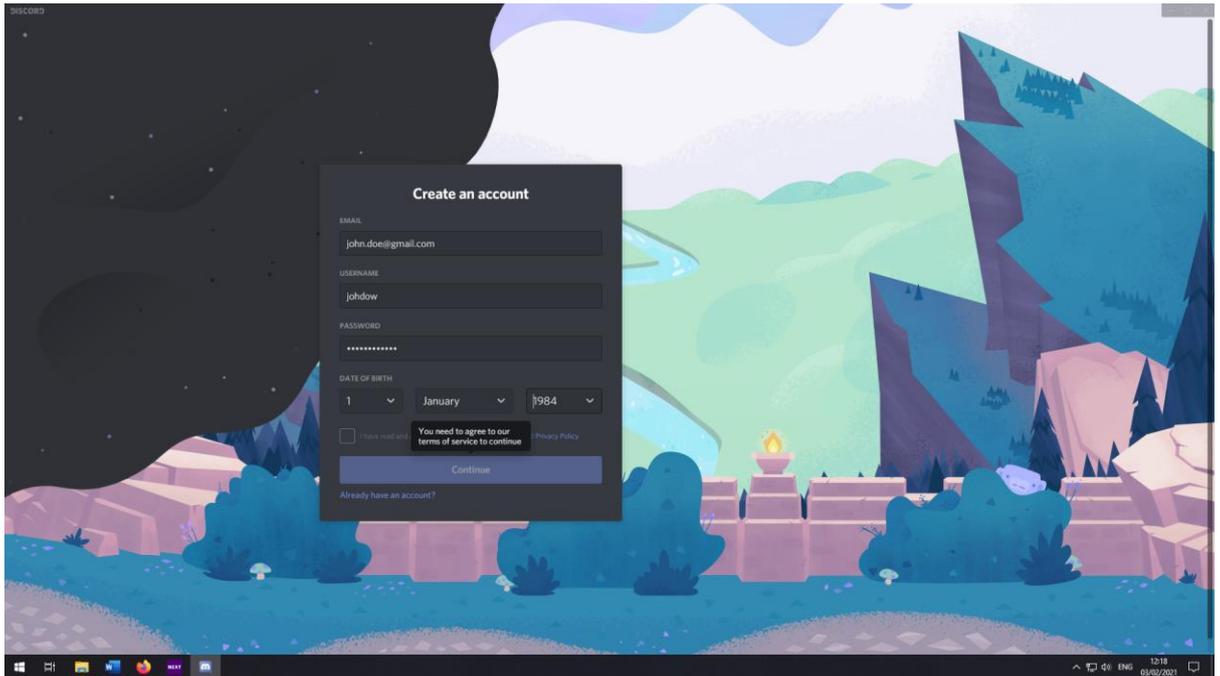
1. Once Discord has downloaded it will automatically open



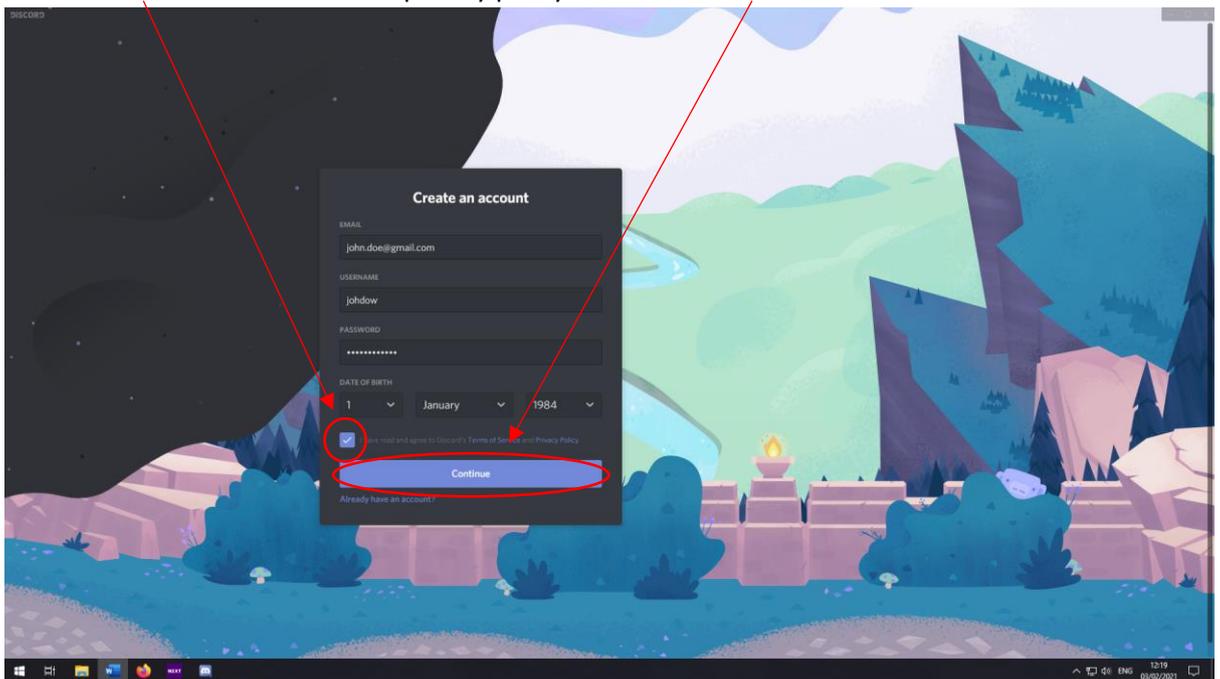
2. If you already have a discord account, enter your email and password. If not, Click 'Register'.



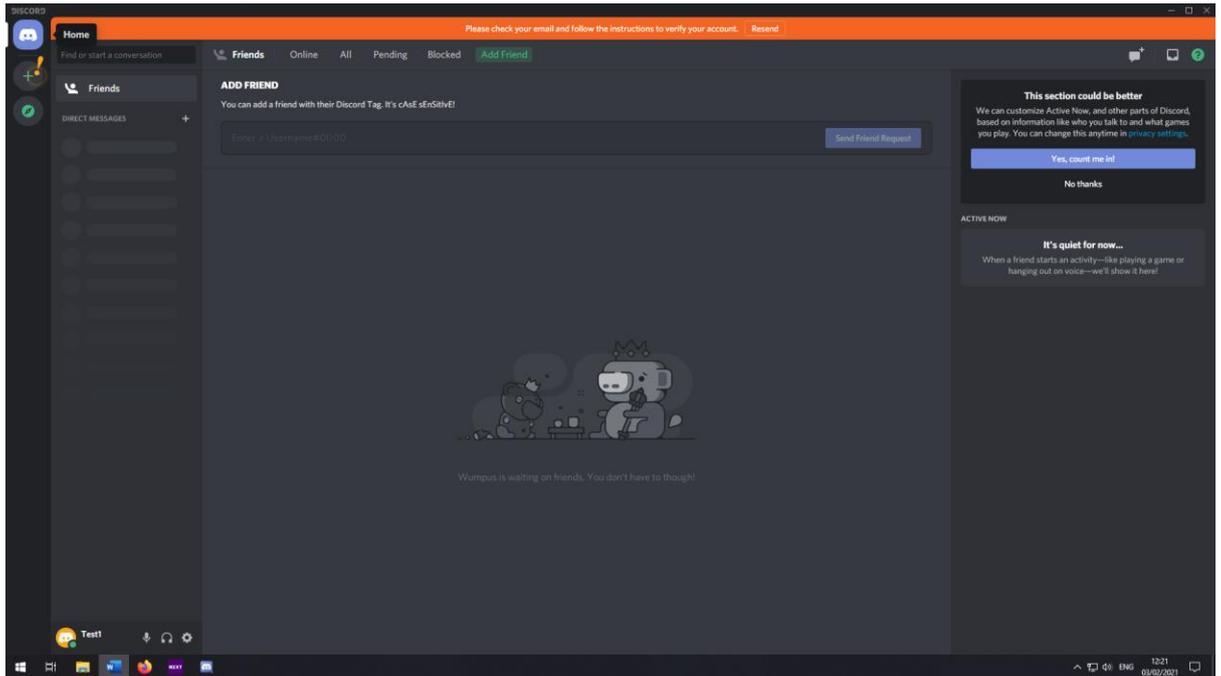
3. Enter A valid email, create a username and password and enter your date of birth.



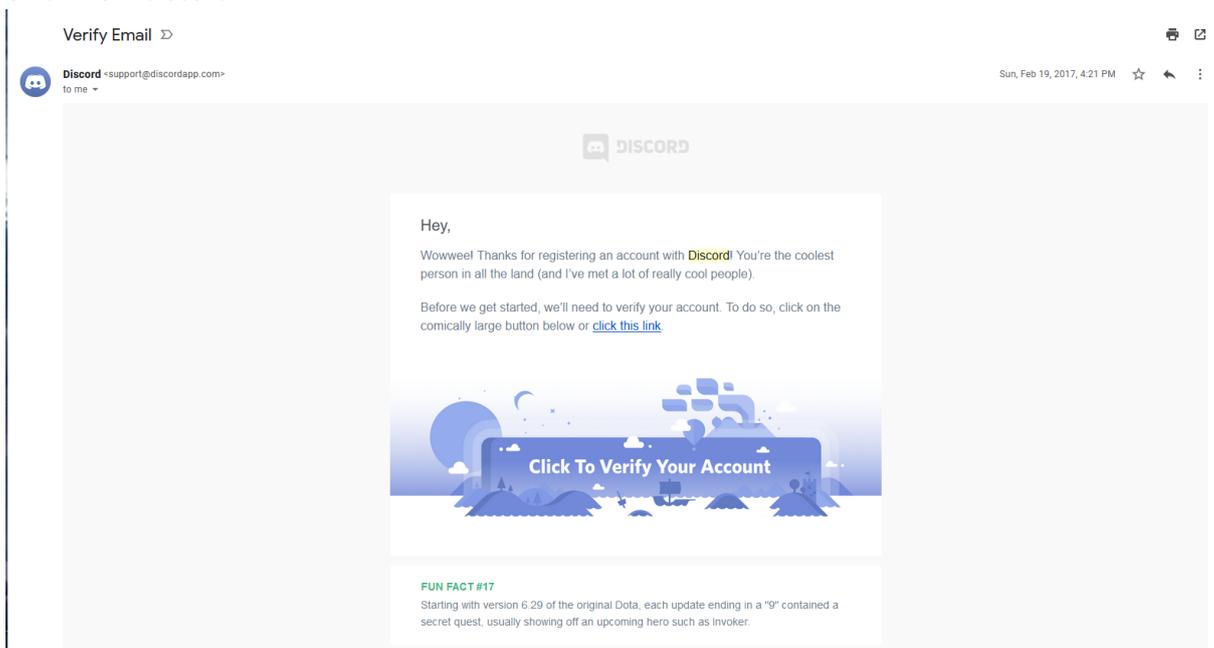
4. Tick the box to confirm Discord's privacy policy and click continue.



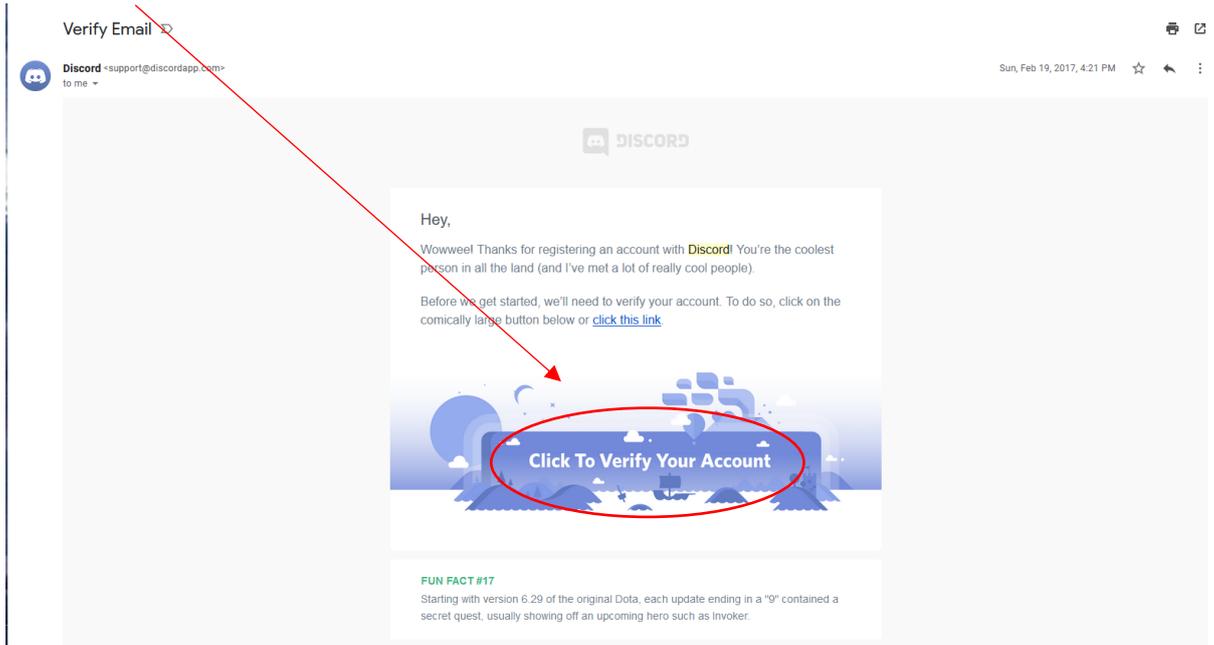
5. Discord will then login and open



6. You must then verify your email to confirm your account. Open your email and look for an email from discord

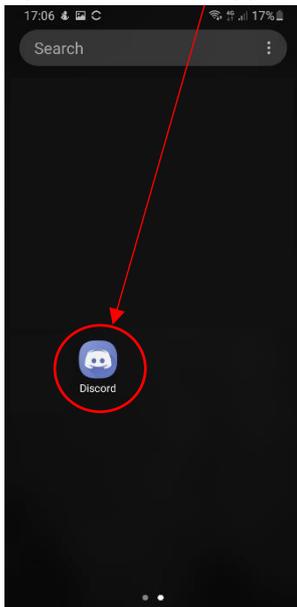


7. Click the link to verify your account

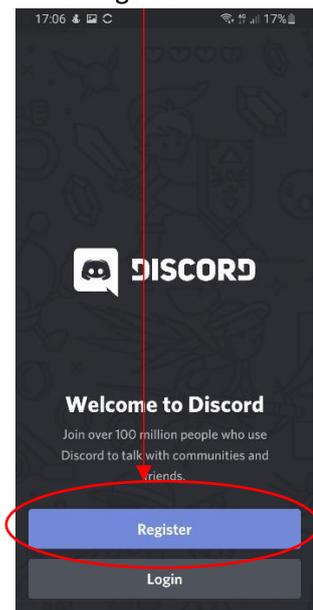


## Creating an account on mobile devices

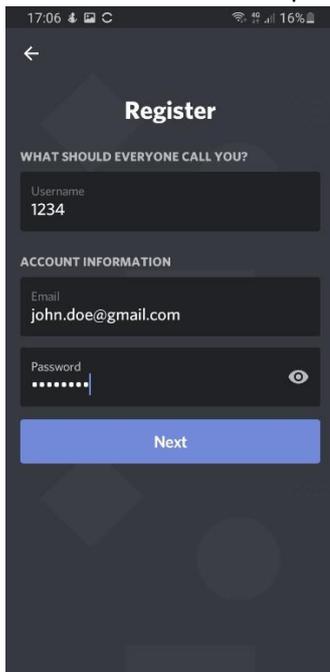
1. Open the discord app



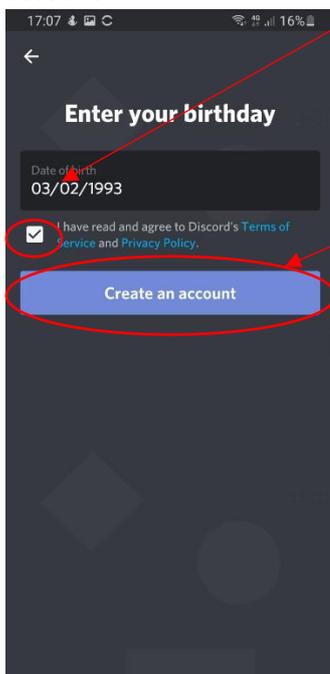
2. Click 'Register'



3. Create a username and password and enter a valid email address



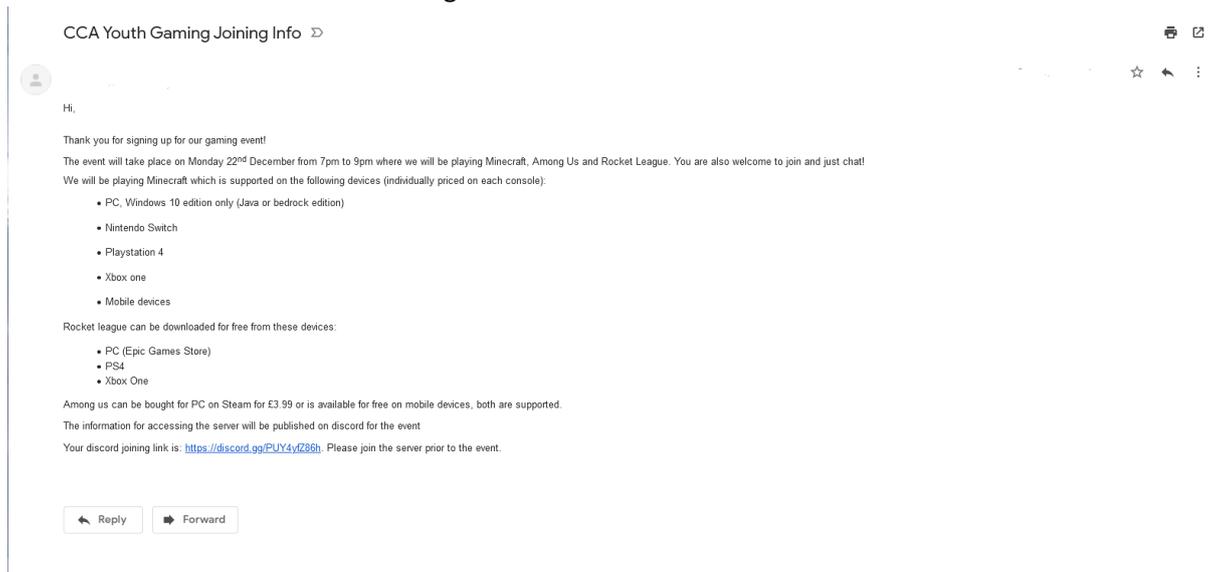
4. Enter your birthday and tick the box to agree to discords terms. Then click 'Create an account'



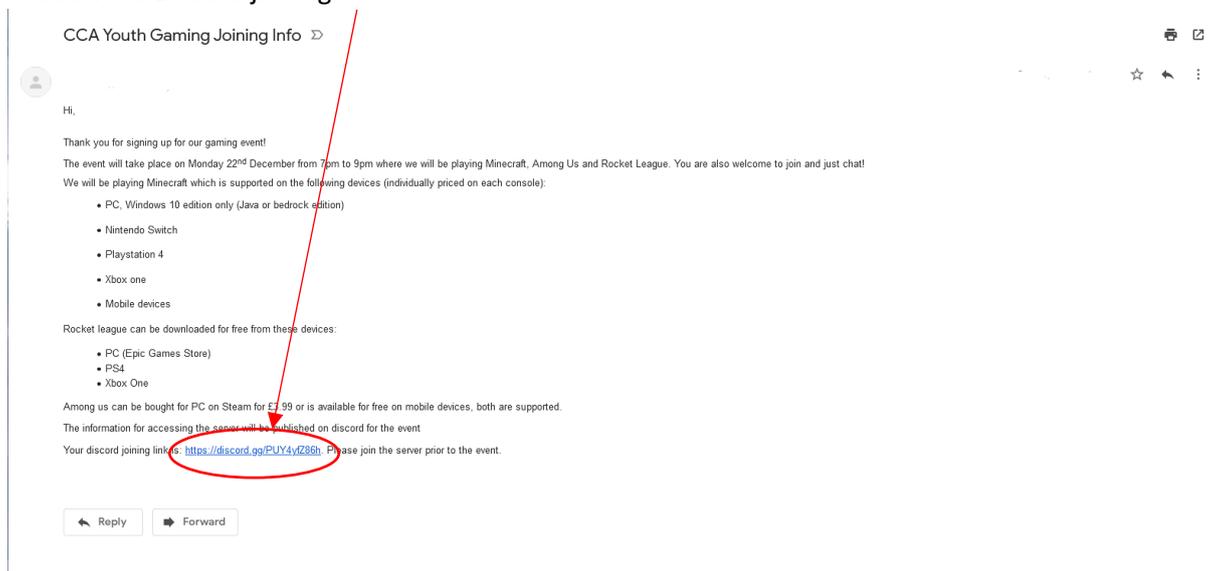
# Joining the CCA Youth Server

## Joining the CCA Youth Discord server on PC/Web browser

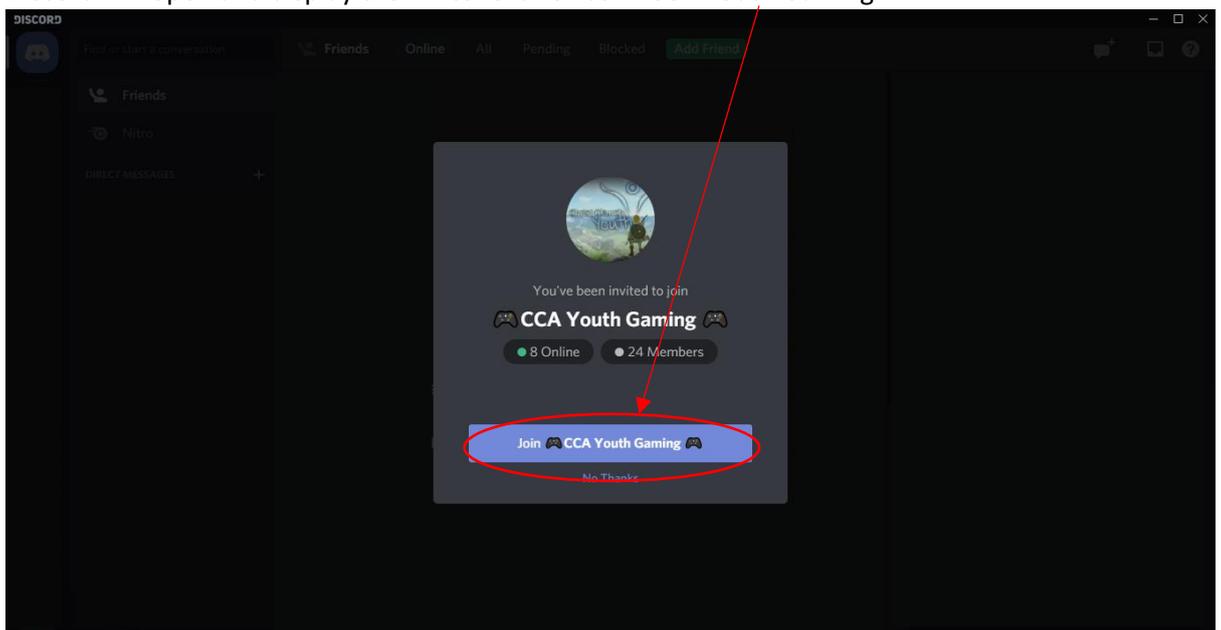
1. Open Discord
2. Open your email account and look for the email sent to you from a member of the CCA Youth team. It should look something like this.



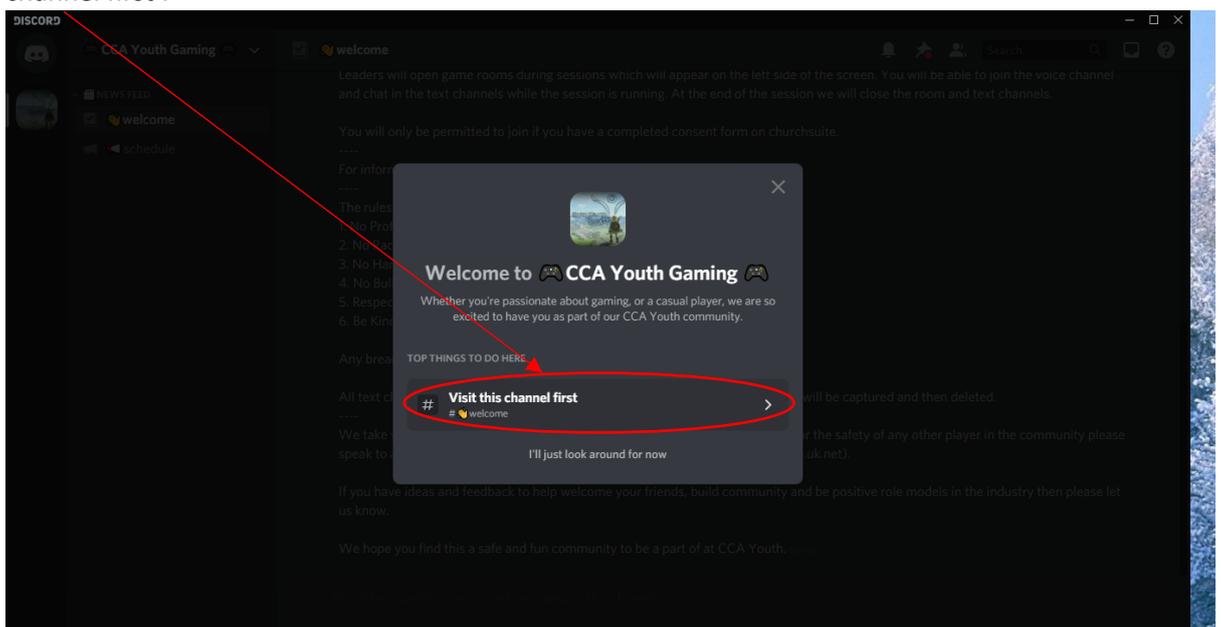
3. Click on the Discord joining link



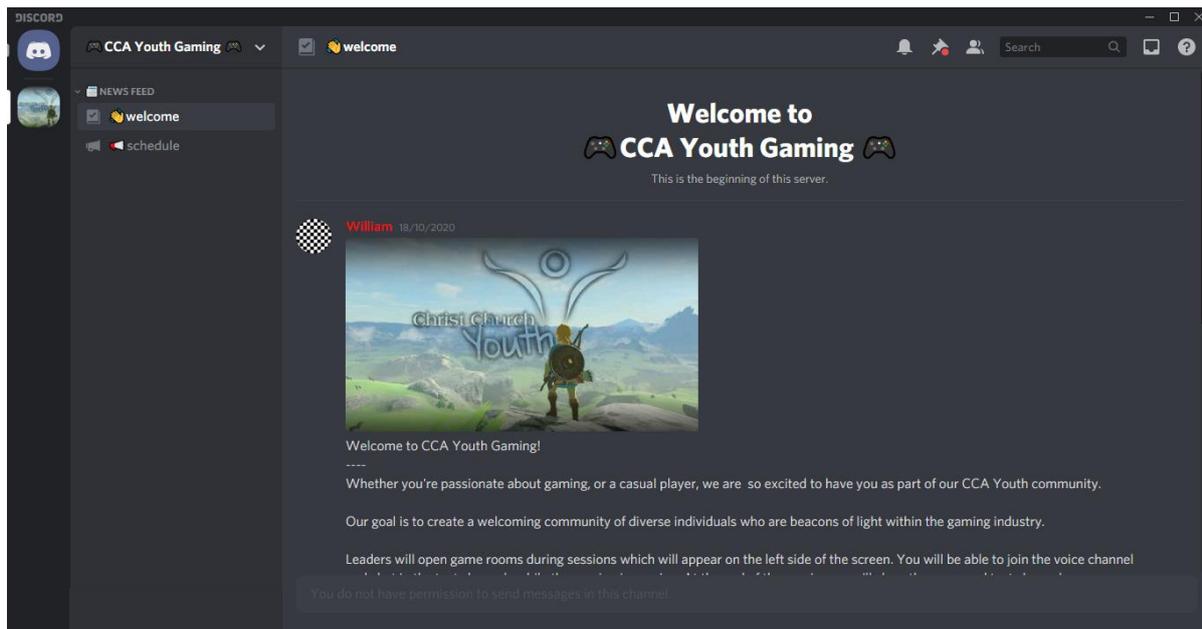
- Discord will open and display the invite. Click on Join 'CCA Youth Gaming'



- Discord will then add you to the server and display a welcome message. Click 'Visit this channel first'.

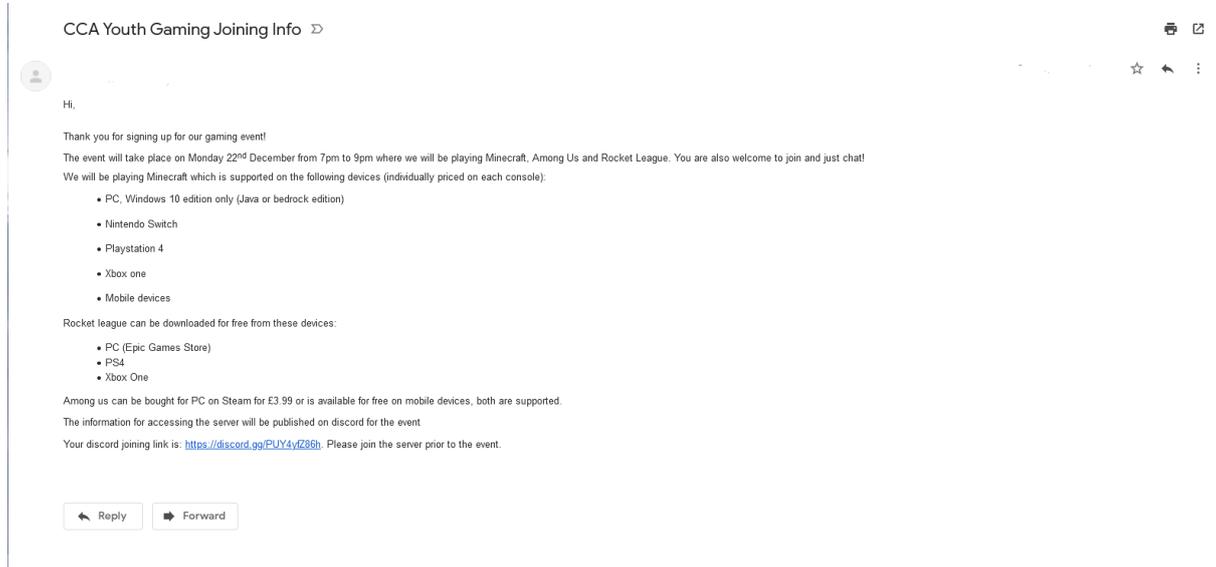


6. Discord will then display the server welcome page which includes the server info and rules

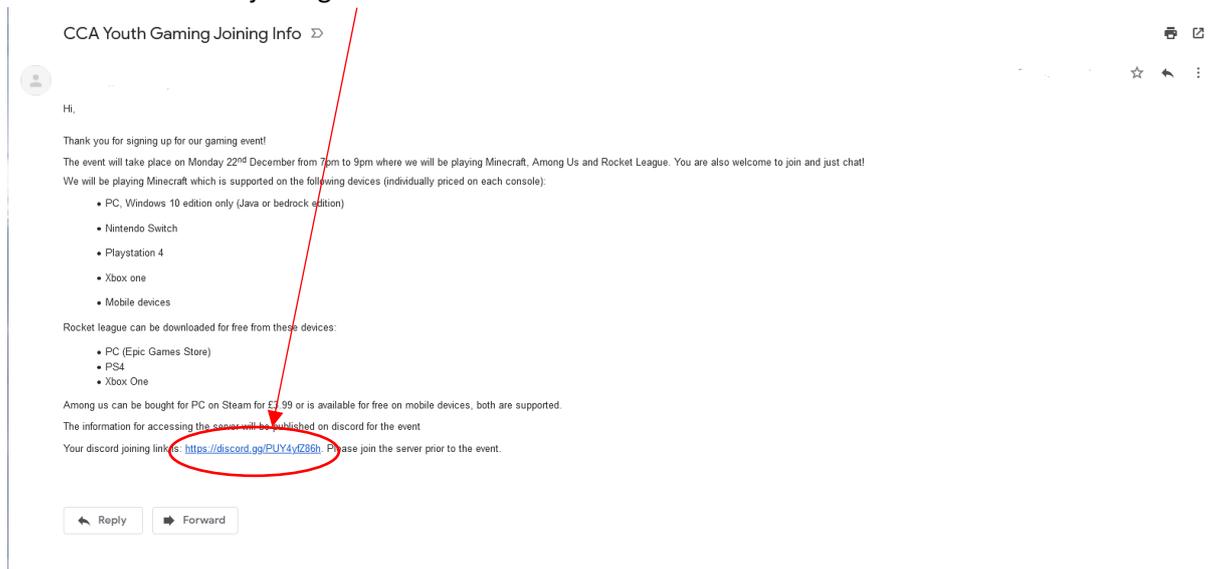


## Joining the CCA Youth Discord server on Mobile Devices

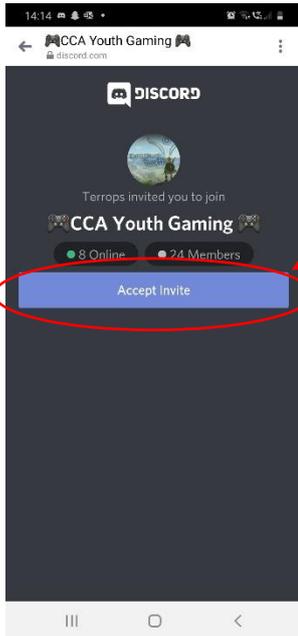
1. Open your email account and look for the email sent to you from a member of the CCA Youth team. It should look something like this.



2. Click on the Discord joining link



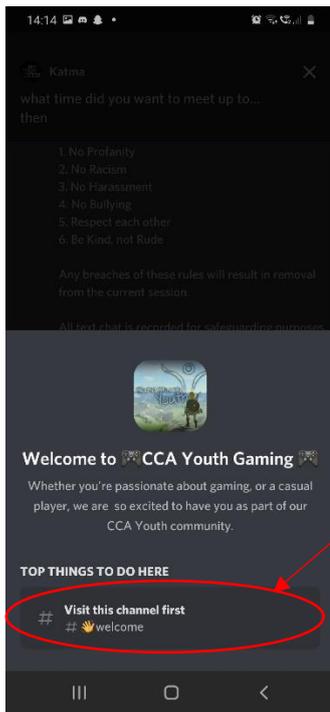
3. A web browser will open and display this screen. Click 'Accept Invite'



4. The discord app will then open, click 'Accept invite' again if necessary



- 7. Discord will then add you to the server and display a welcome message. Click 'Visit this channel first'.



- 8. Discord will then display the server welcome page and rules

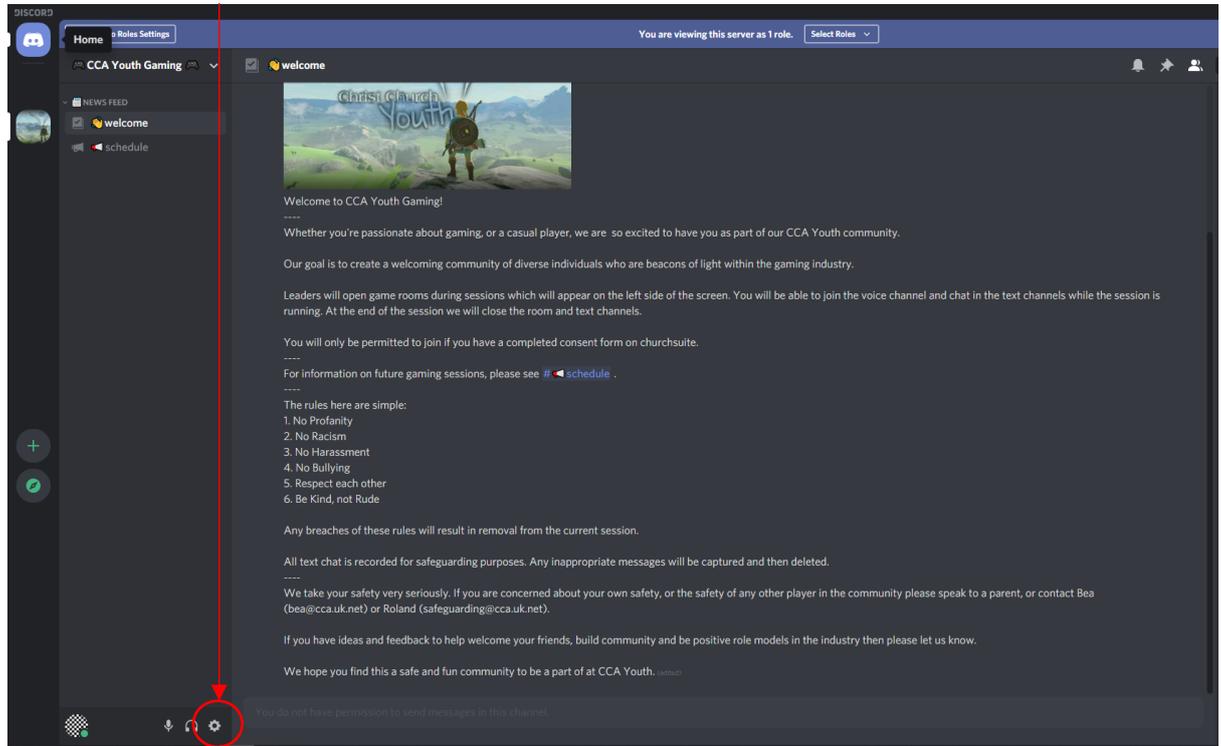


# Setting up Discord

## Setting up Discord on PC/Web browser

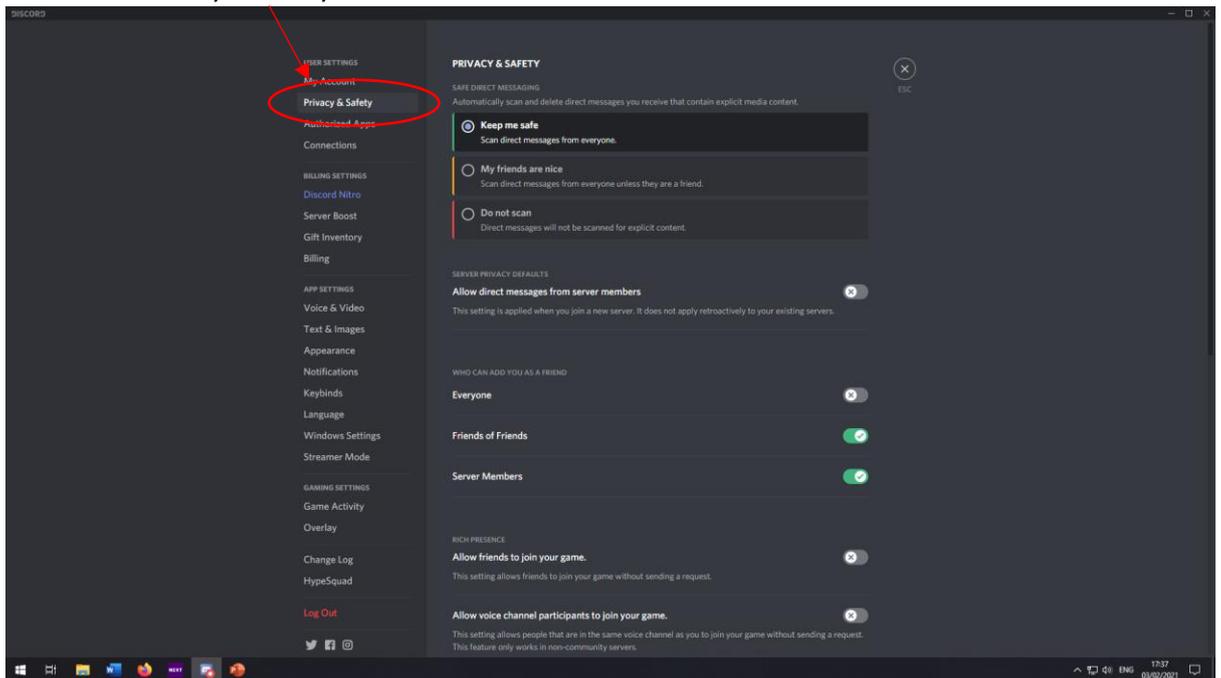
### Finding the settings

1. Click on the settings icon at the bottom left of the application

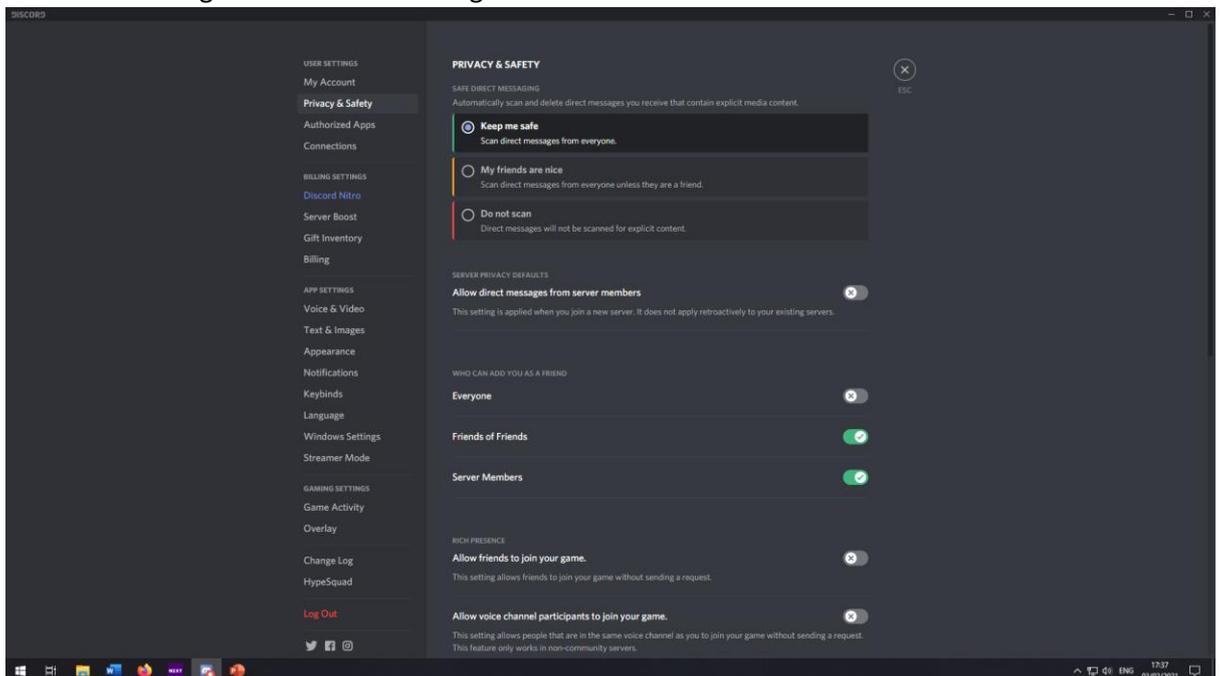


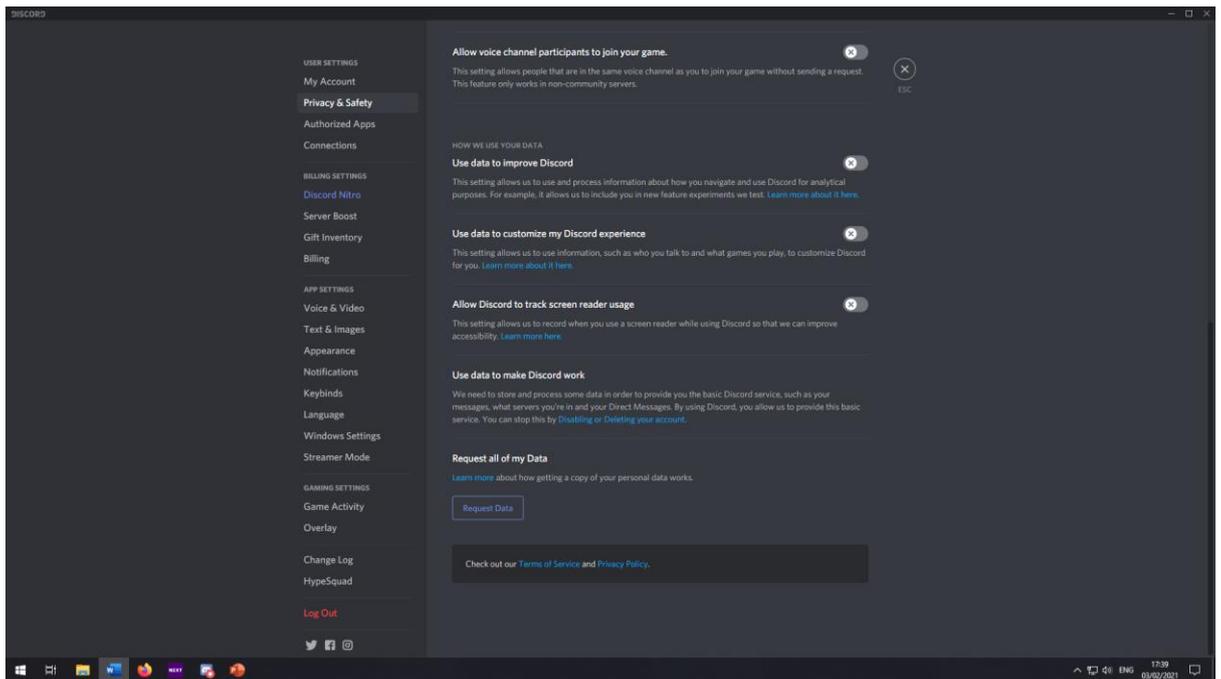
Recommended Privacy settings for youth members

1. Select the 'Privacy & Safety Tab'

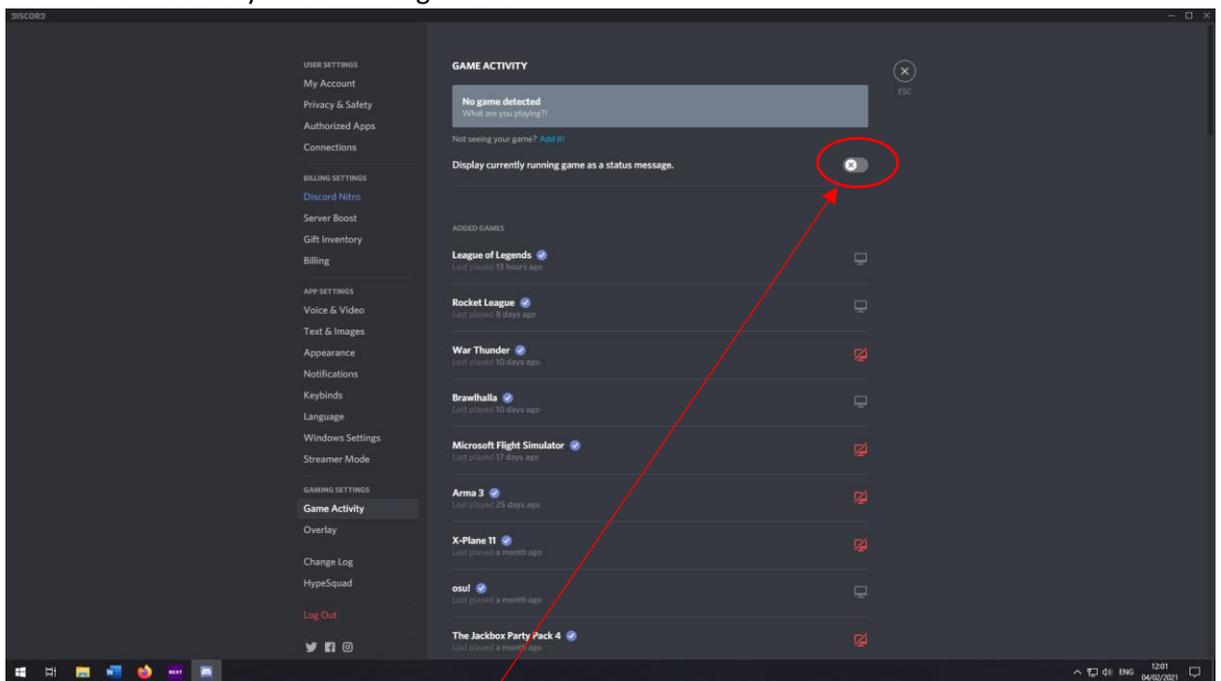


2. Select the settings as shown in the images





3. Select 'Game Activity' in the settings menu



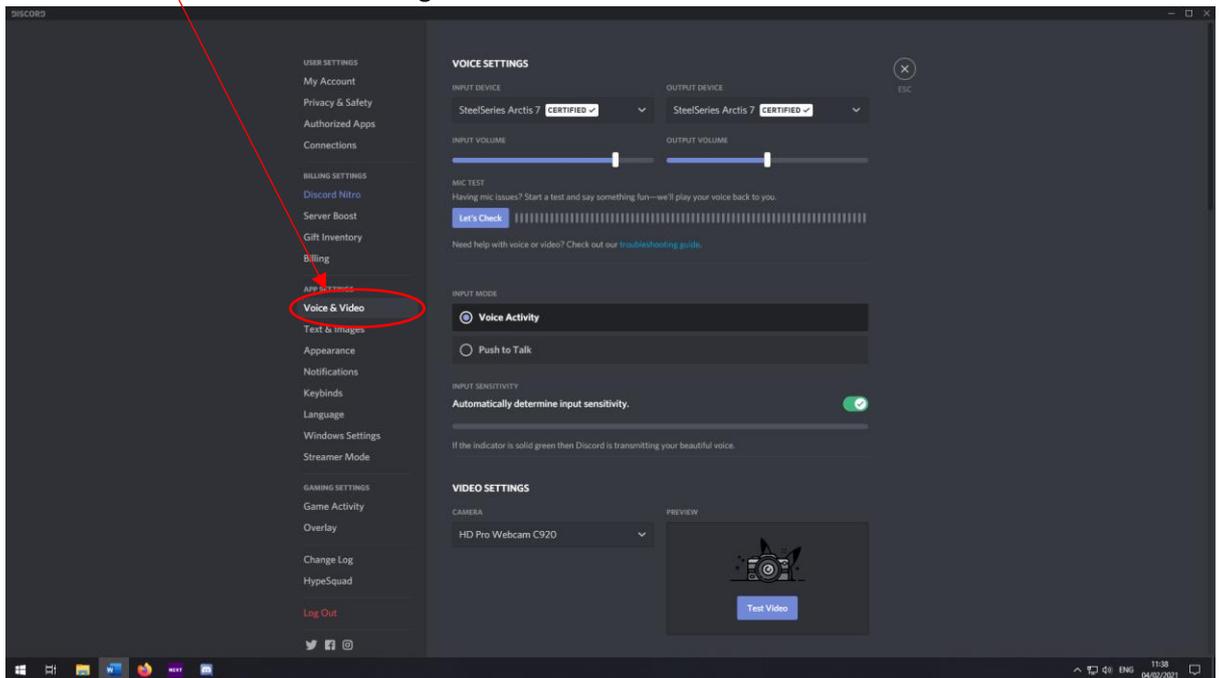
4. Select 'Display currently running game as a status message' to off

Recommended settings are as follows:

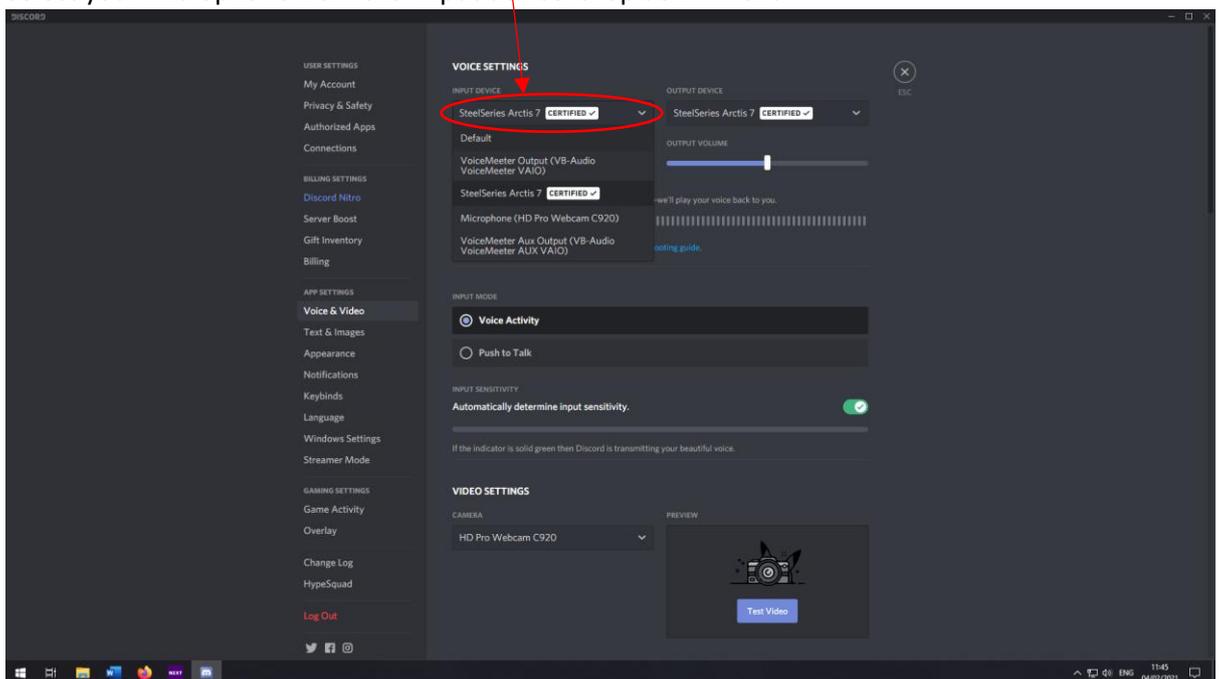
- Safe direct messaging: select 'keep me safe'
- Allow direct messages from server members: set to off
- Who can add you as a friend:
  - Everyone: set to off
  - Friends of Friends: set at user's discretion
  - Server members: set at user's discretion
- Allow friends to join your game: set to off
- Allow voice channel participants to join your game: set to off
- Use data to improve discord: set to off
- Use data to customise my discord experience: set to off
- Allow discord to track screen reader usage: set to off
- Display currently running game as a status message: Set to off

Voice and video settings

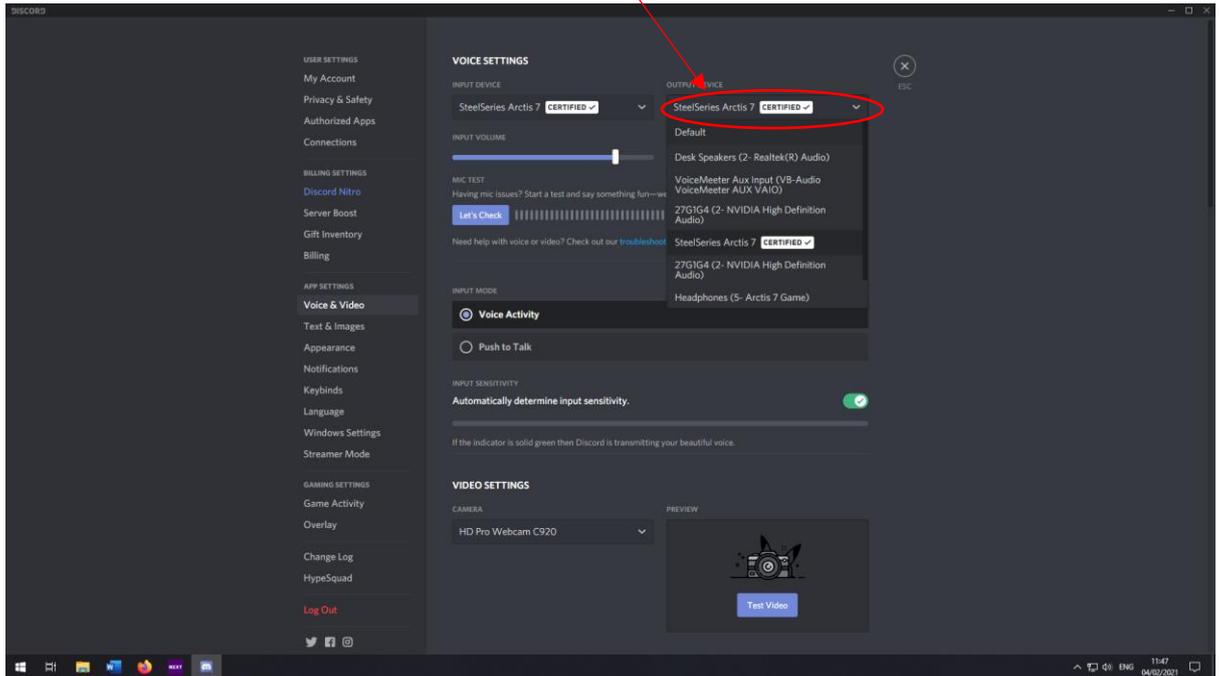
1. Select 'Voice & Video' in the settings menu



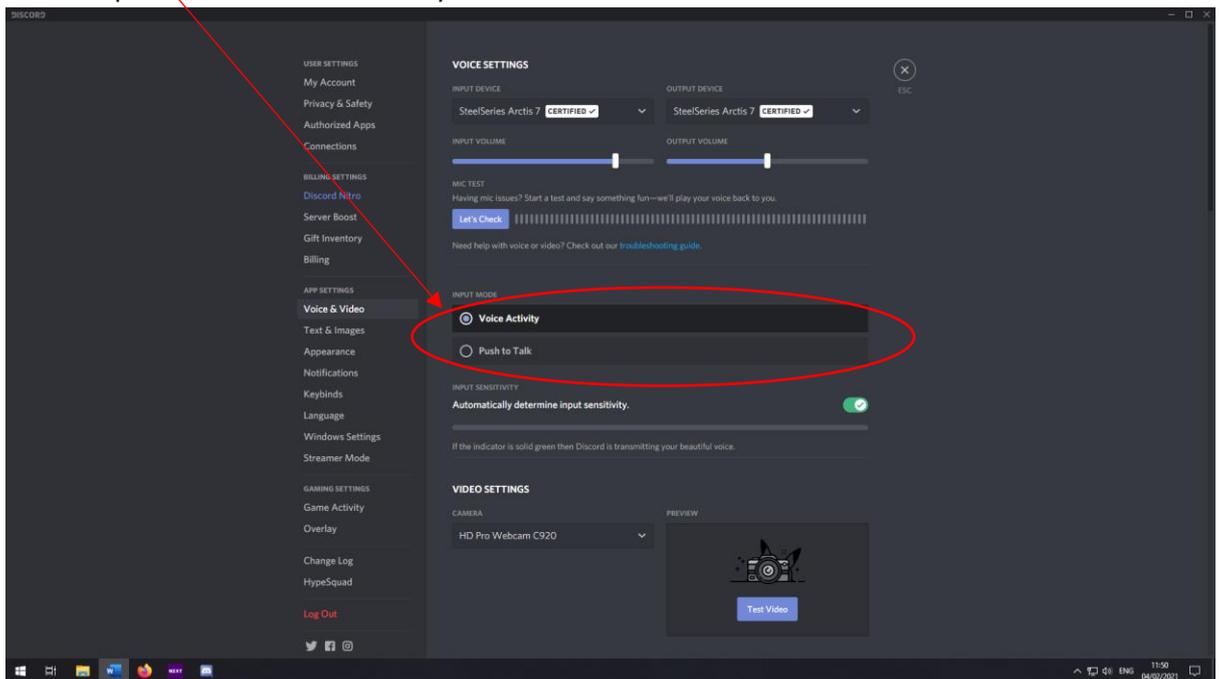
2. Select your microphone from the 'Input device' drop down menu



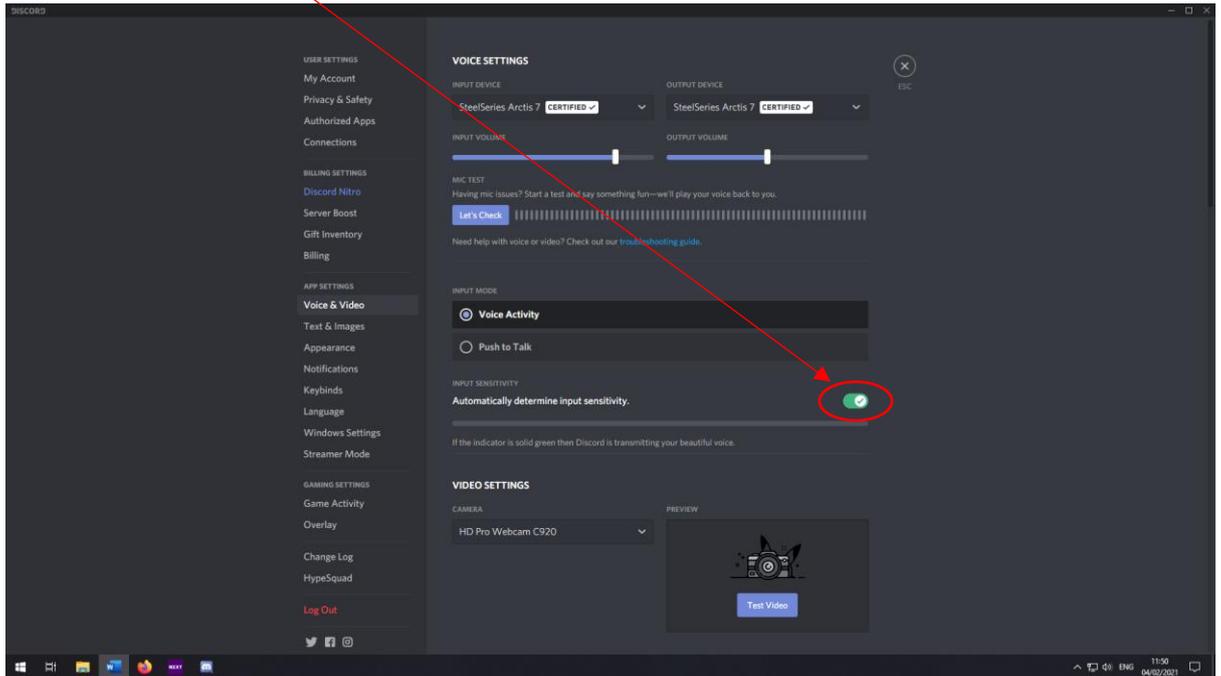
3. Select the speaker you want to use from the 'Output Device' drop down menu



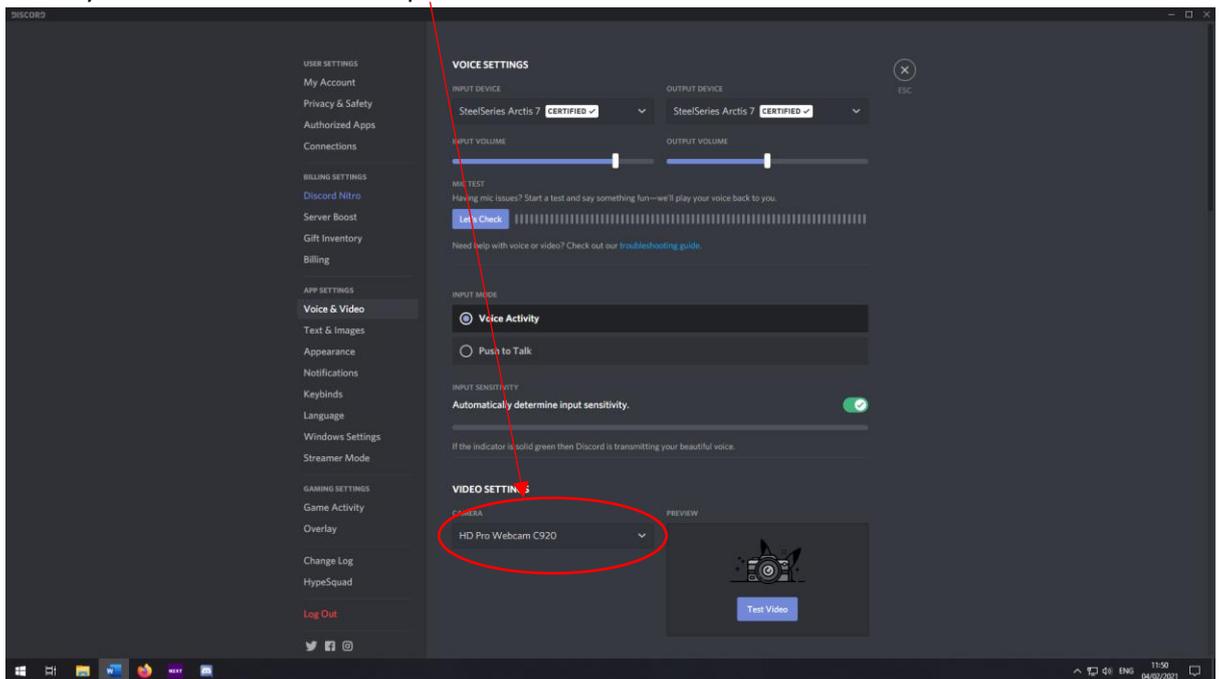
4. Select 'Input Mode' to 'Voice Activity'.



5. Set 'Automatically determine input sensitivity' to on

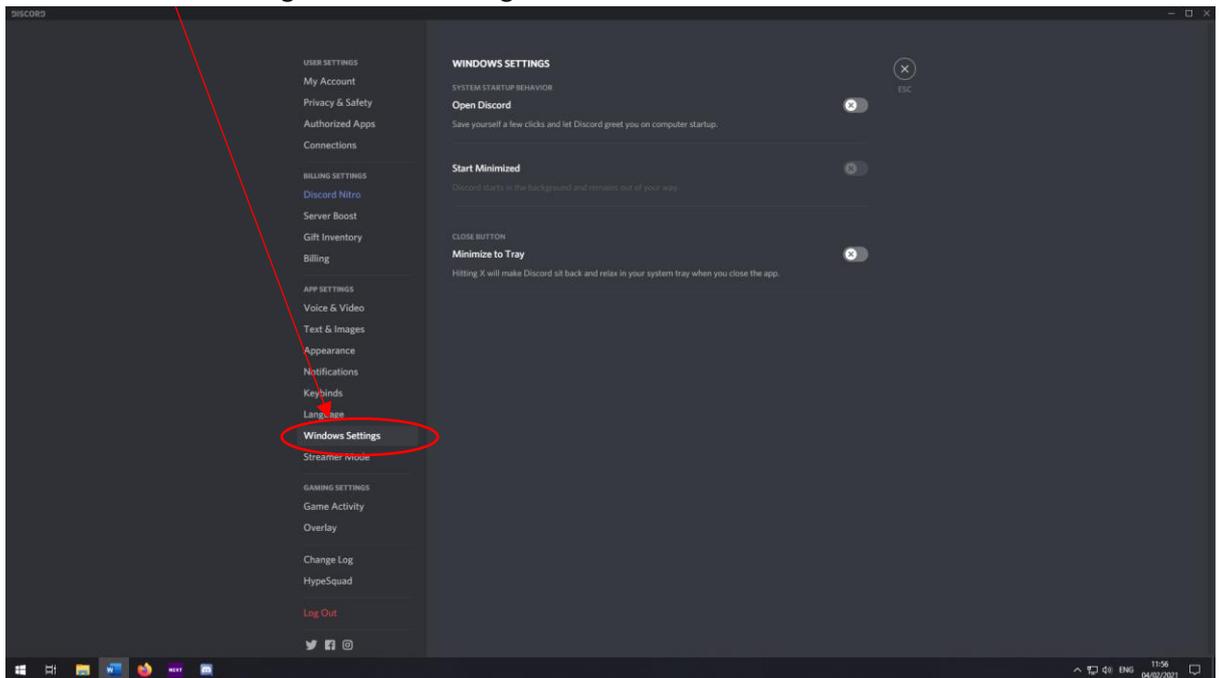


6. Select your webcam from the drop-down menu



## Windows settings

1. Select 'Windows Settings' from the setting menu

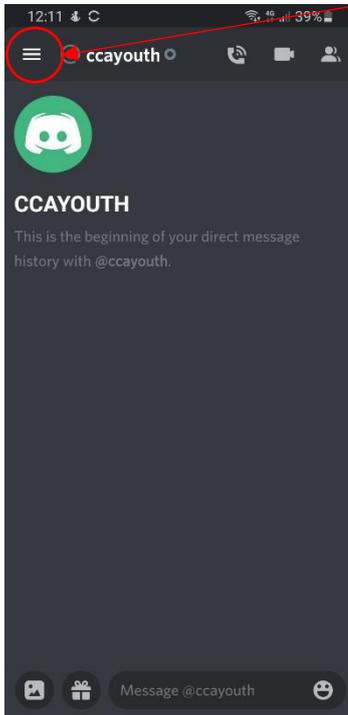


2. Select the settings that suit you. If your computer is slow to start or run, select these settings to off

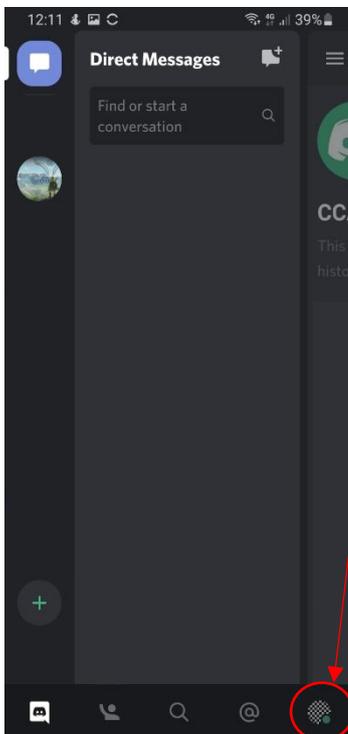
## Setting up discord on mobile devices

### Finding the settings

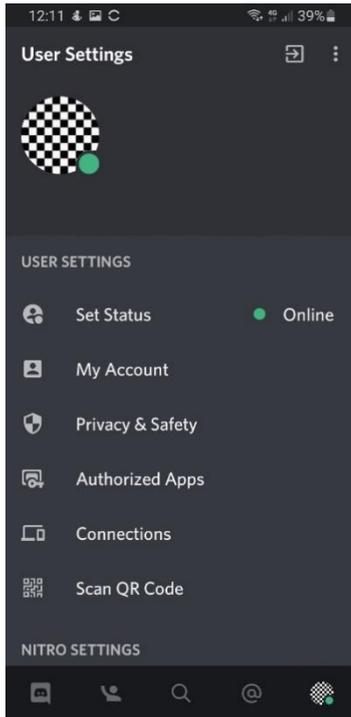
1. Open the discord and select the menu at the top right of the screen



2. Click on the icon at the bottom right of the screen (may look different)

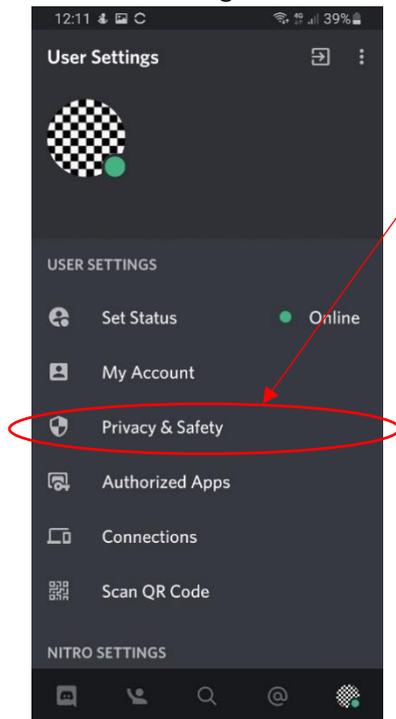


3. Settings tab will open

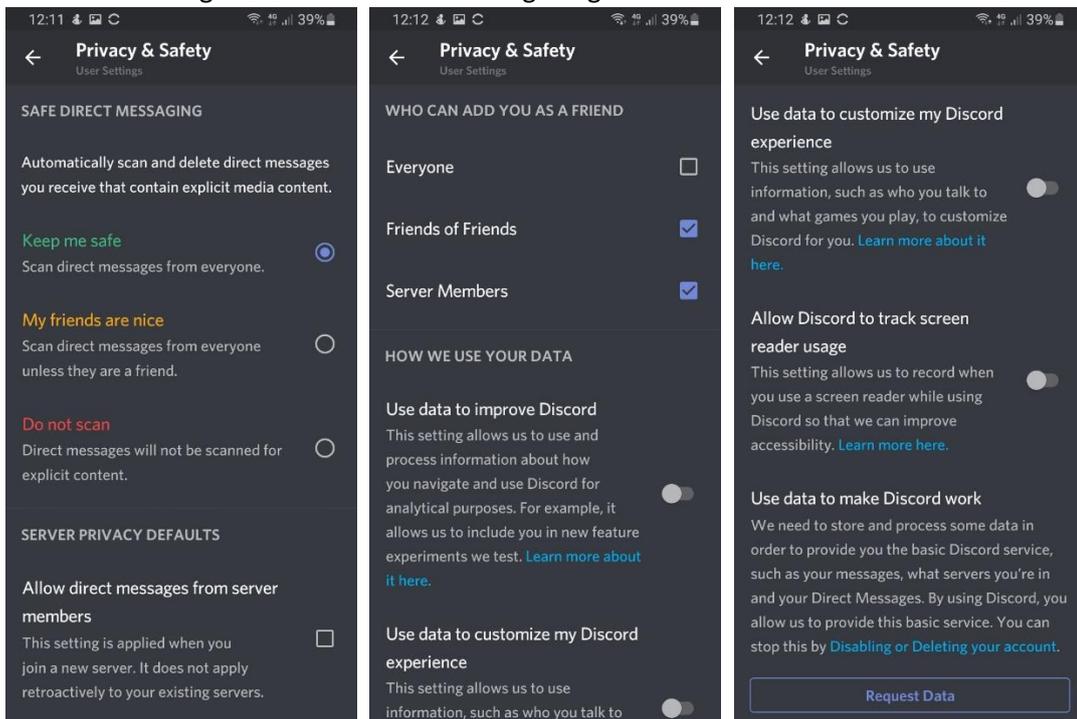


Recommended Privacy settings for youth members

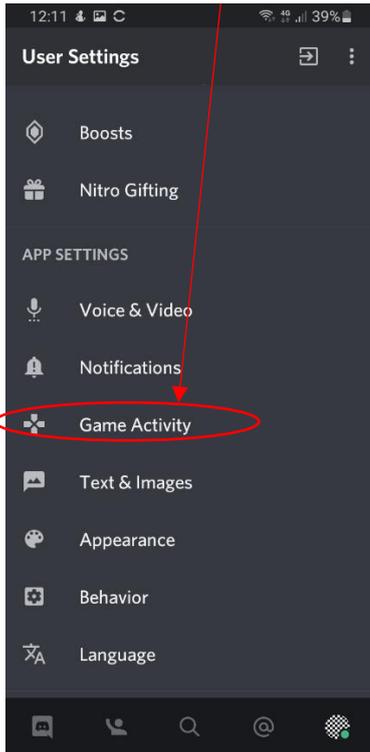
1. Go to the settings menu and select 'Privacy & Safety'



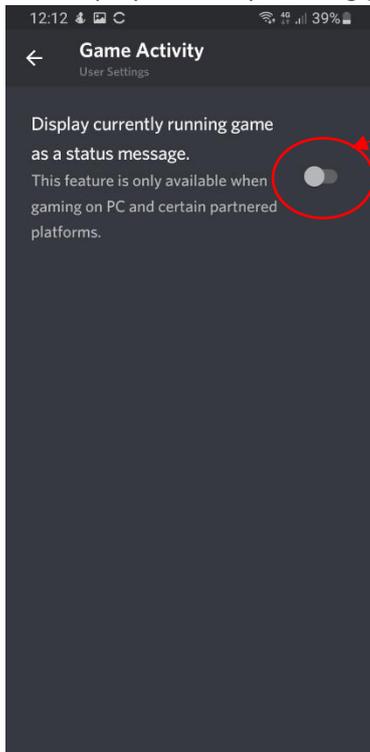
2. Select the settings as shown in the following images



3. Select 'Game Activity' in the settings menu



4. Set 'Display currently running game as a status message' to off

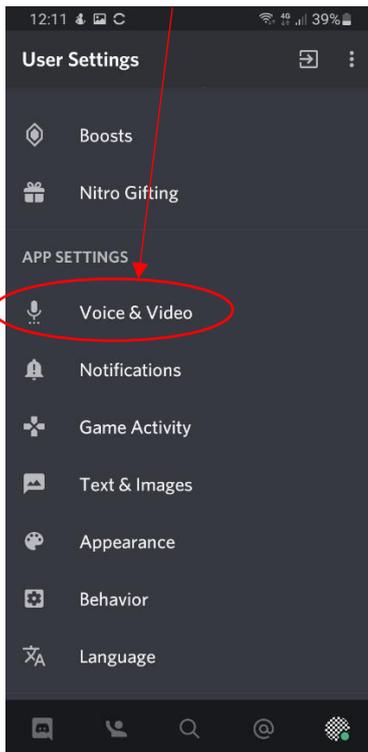


Recommended settings are as follows:

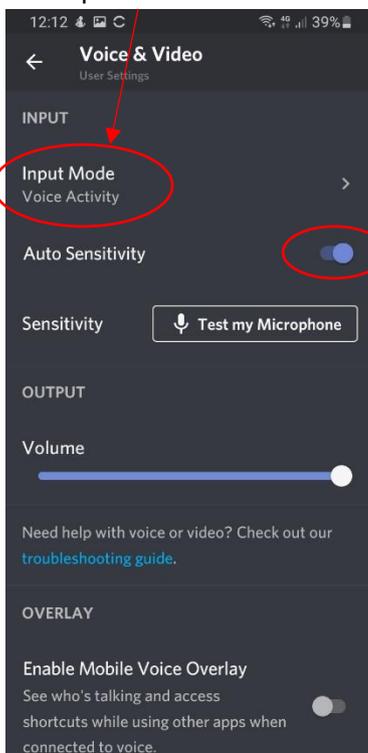
- Safe direct messaging: select 'keep me safe'
- Allow direct messages from server members: set to off
- Who can add you as a friend:
  - Everyone: set to off
  - Friends of Friends: set at user's discretion
  - Server members: set at user's discretion
- Use data to improve discord: set to off
- Use data to customise my discord experience: set to off
- Allow discord to track screen reader usage: set to off
- Display currently running game as a status message: Set to off

### Voice and video settings

1. Select 'Voice & Video' from the settings menu

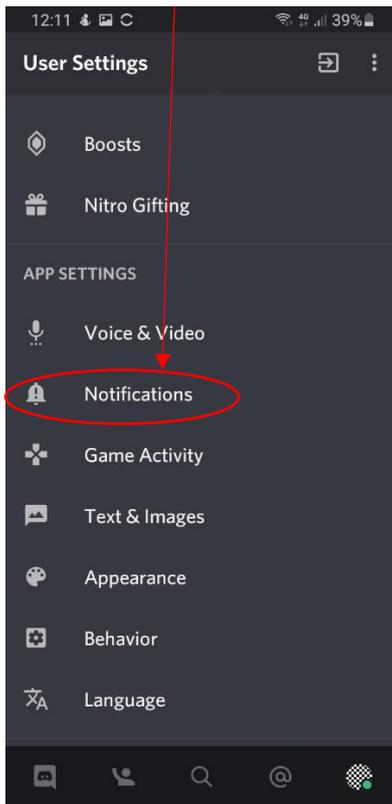


2. Set 'Input Mode' to voice activity and set 'Auto Sensitivity' to on

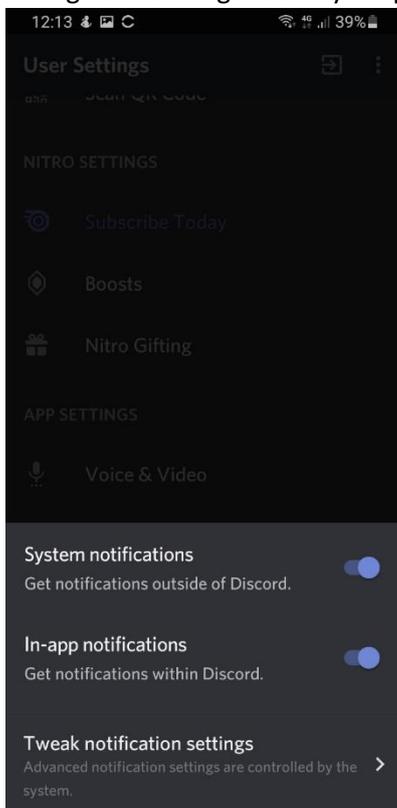


### Notification Settings

1. Select 'Notifications' from the settings menu



2. Change the settings to suit your preferences

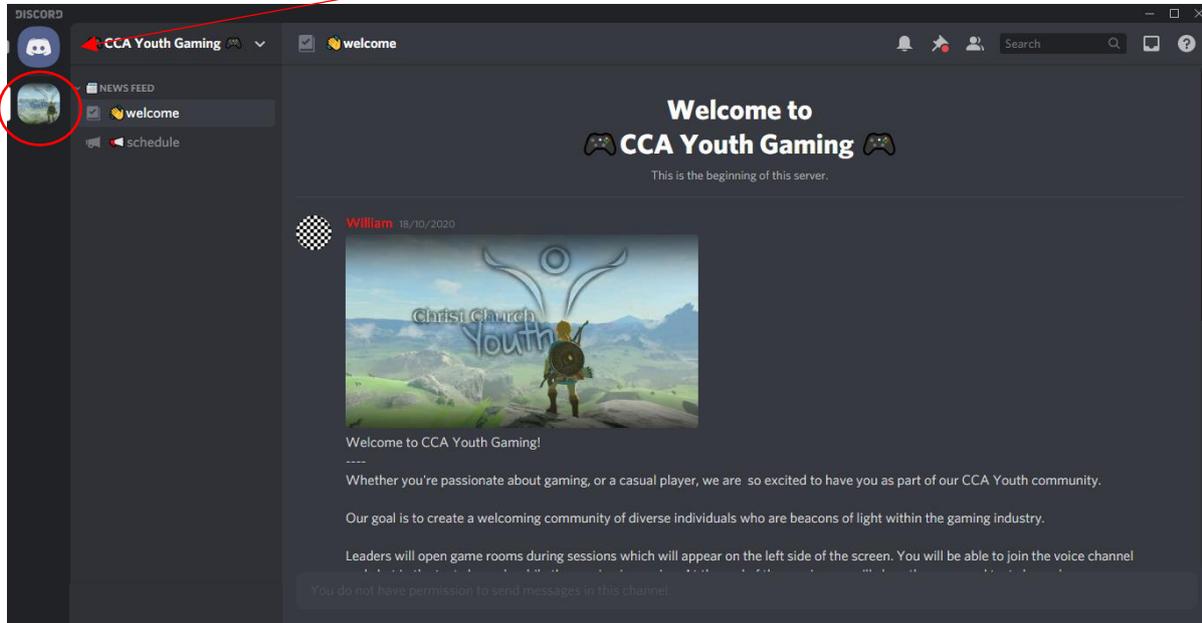


# Using Discord

## Using Discord on PC/Web browser

### Viewing the server

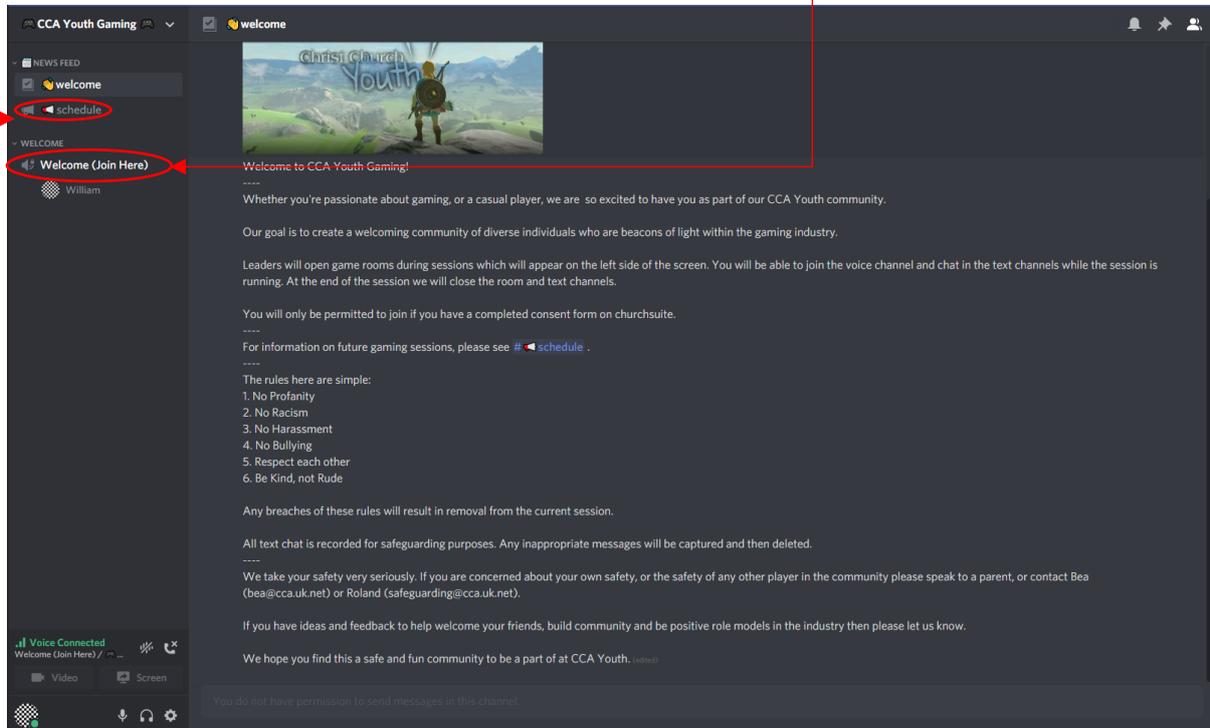
1. To view the server, start discord and click on the server icon on the left hand of the application



2. You will only be able to view the 'welcome' and 'schedule' pages until a gaming session starts.

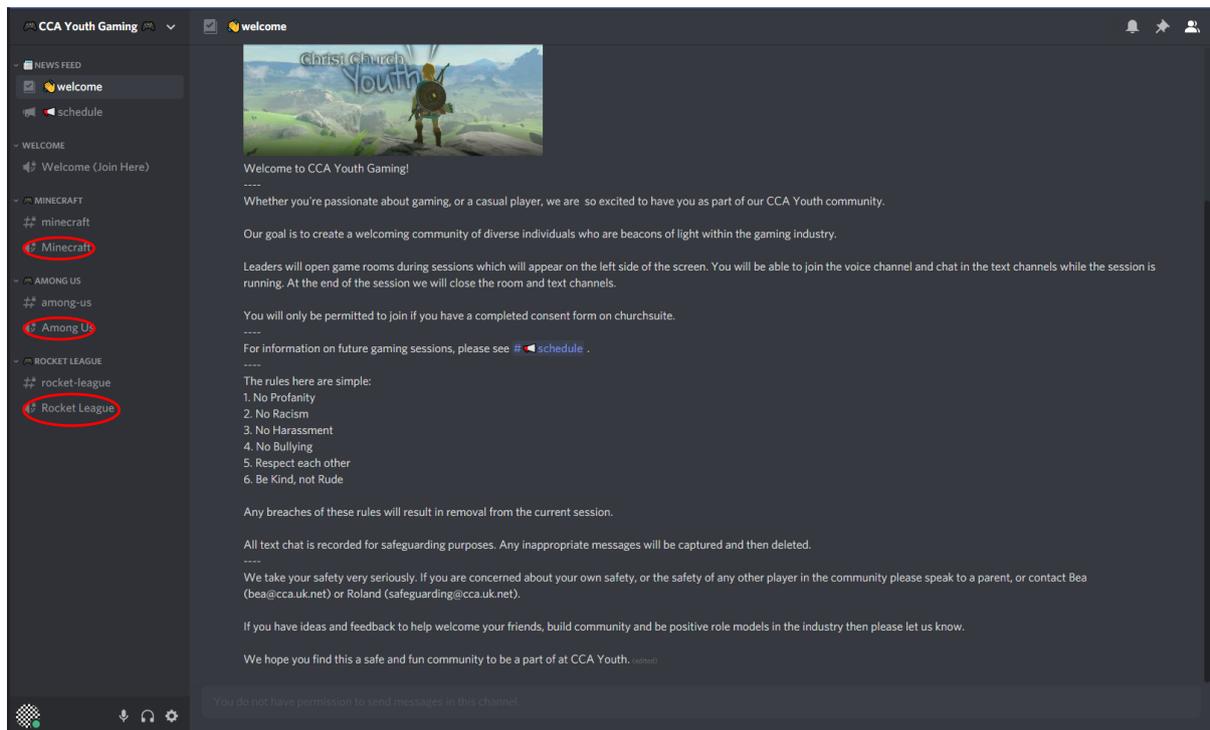
### Joining a gaming session

1. Open Discord and view the server.
2. Gaming sessions will be announced via the 'schedule' page on the server. When a gaming session starts, a new room will become available called 'welcome'. To join the room and start talking, simply click on the name of the room.

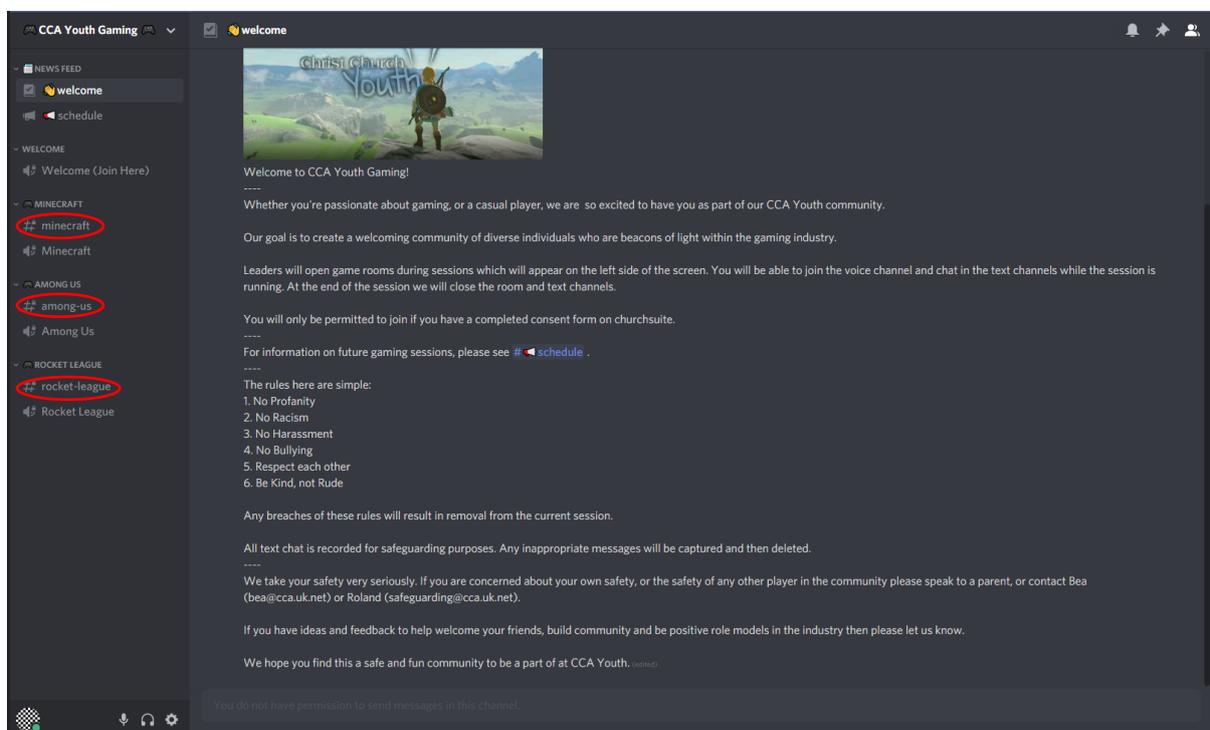


3. Your server name will appear under the room title and you will be able to speak and listen to the conversations.

- When the games start, more rooms will open up. Select the voice channel you want to join by clicking on the title of the game you want to play with the speaker symbol next to it.

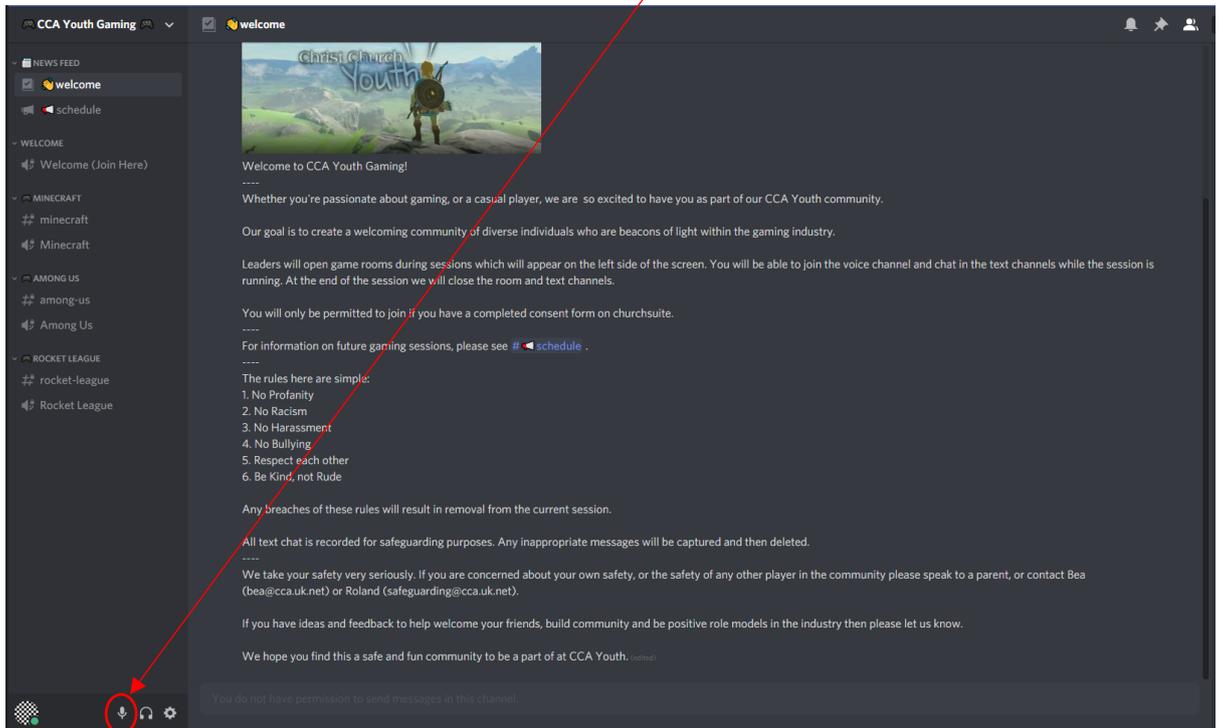


- The rooms with the '#' symbol next to them are text chat rooms. These can be selected while you are connected to a voice channel and can be used to type messages. They will also be used to distribute game information

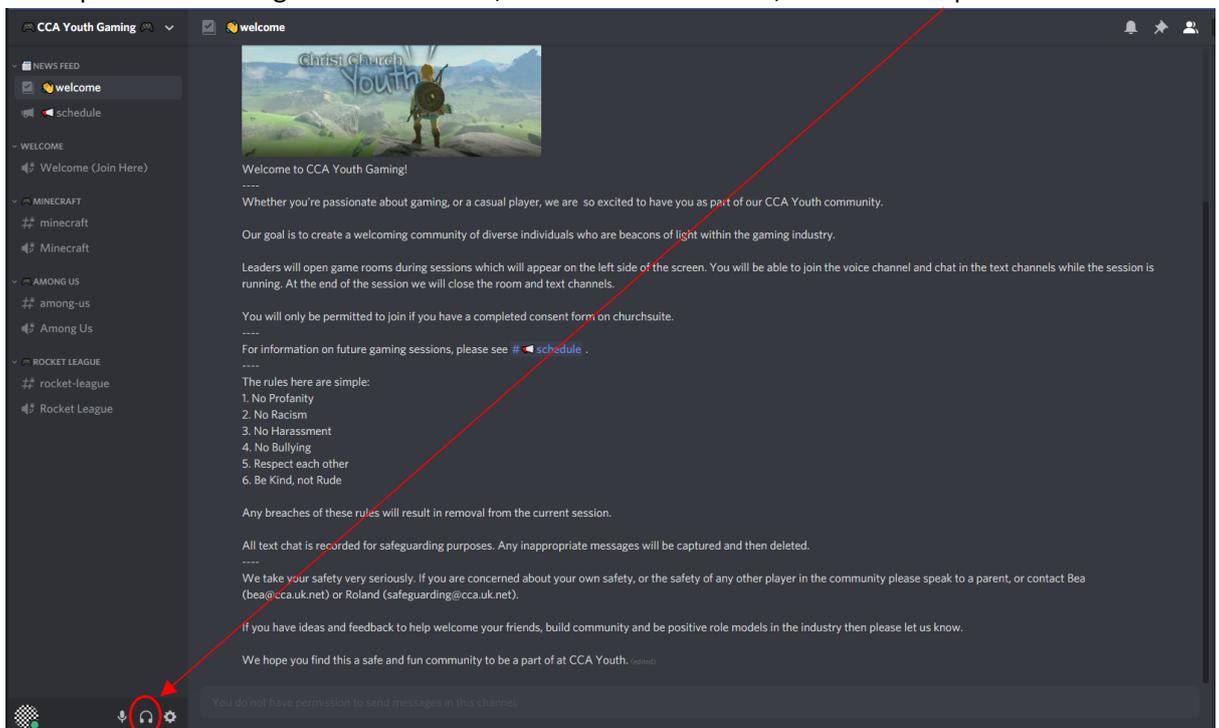


## Mute and Deafen

1. To Mute or un-mute your microphone, click the microphone next to your name at the bottom left of the screen

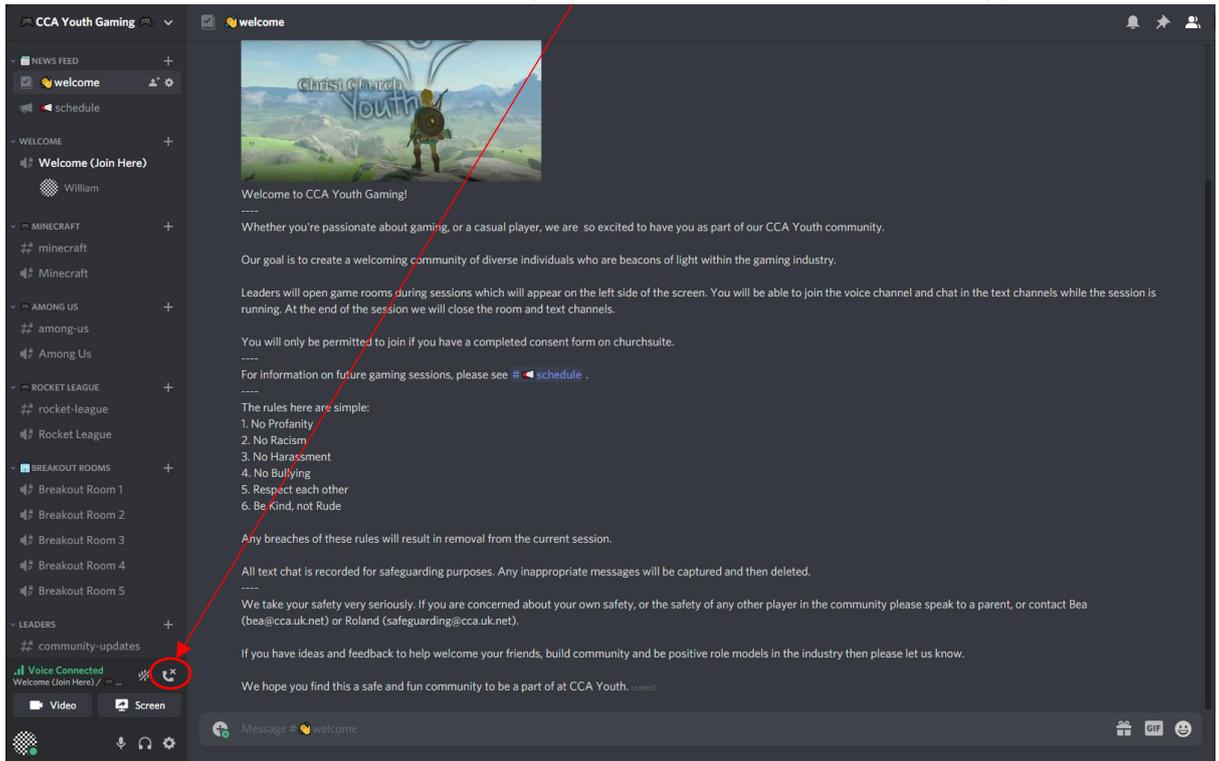


To stop or start hearing the conversation, but remain connected, click the headphones icon



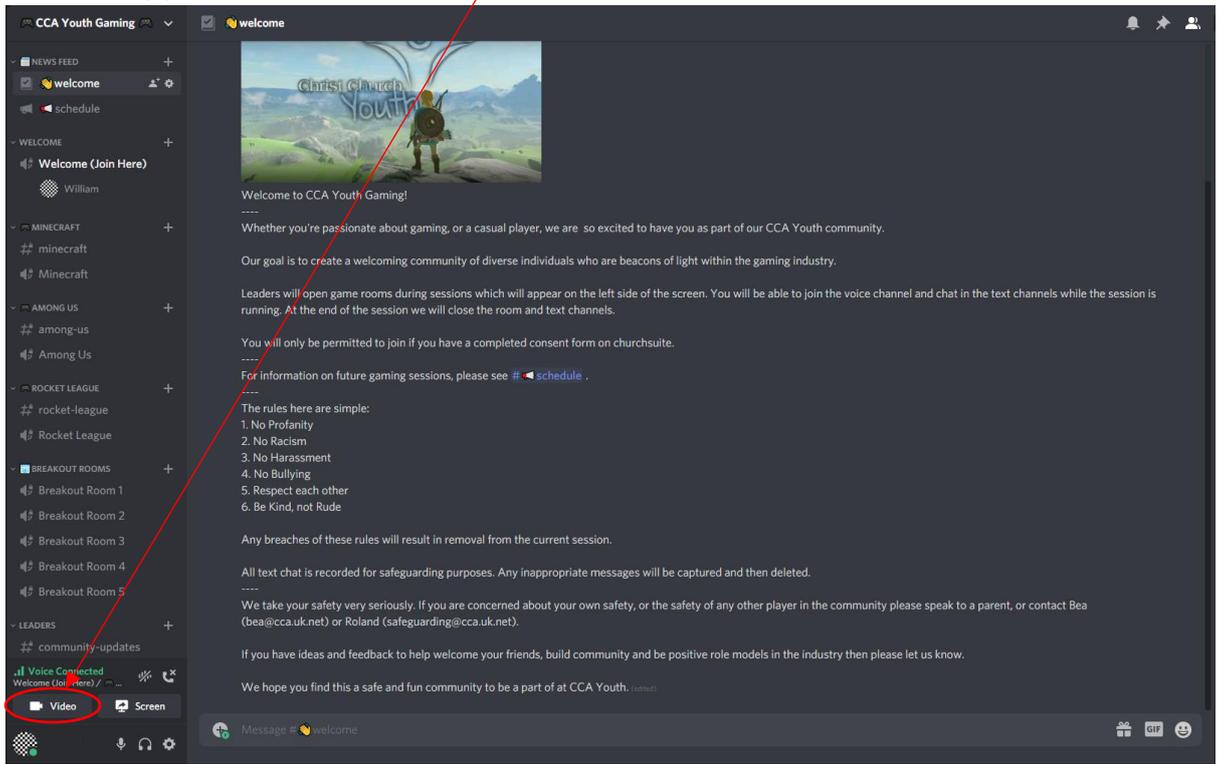
## Disconnecting

1. To disconnect from the voice chat, click the phone icon at the bottom left of the application

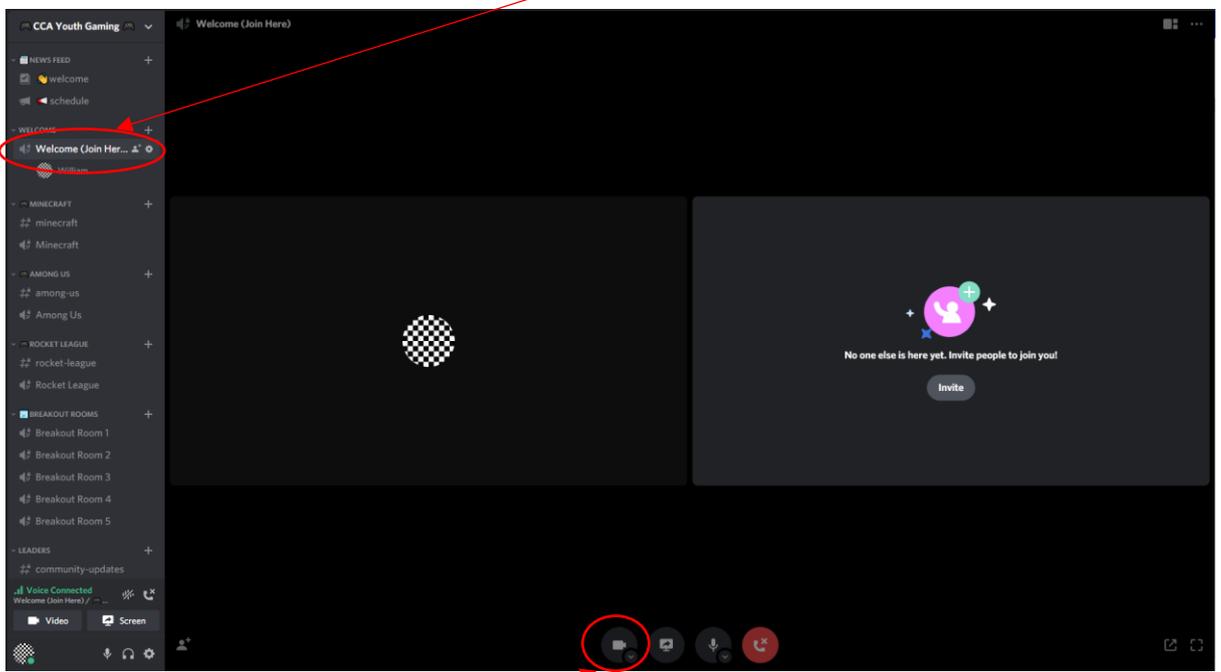


Using video

1. If video has been enabled, select the 'video' button at the bottom left of the application to start sharing your webcam.



2. To view shared video, simply click on the voice channel you are connected to

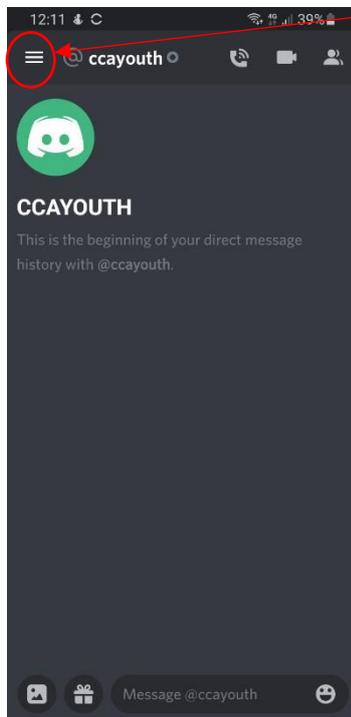


3. To stop sharing video, click the camera icon at the bottom of the screen

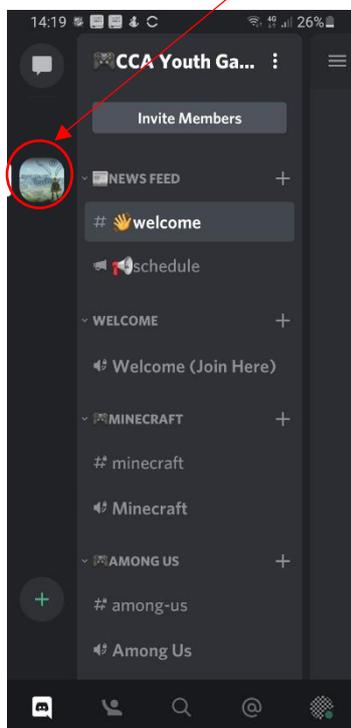
## Using Discord on mobile devices

### Viewing the server

1. To view the server, open discord and select the menu at the top right of the screen

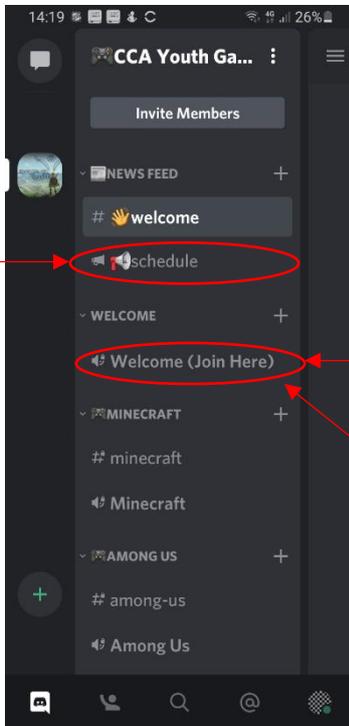


2. Then select the server from the list on the left side of the screen

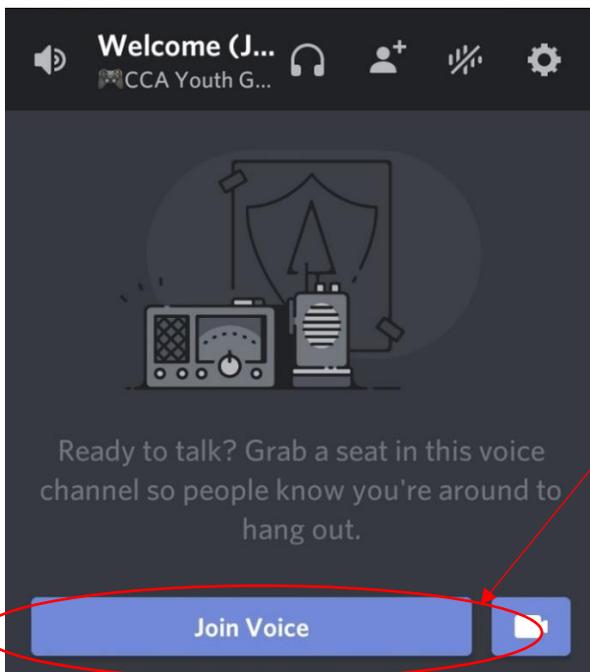


Joining a gaming session

1. Open Discord and view the server.
2. Gaming sessions will be announced via the 'schedule' page on the server. When a gaming session starts, a new room will become available called 'welcome'.

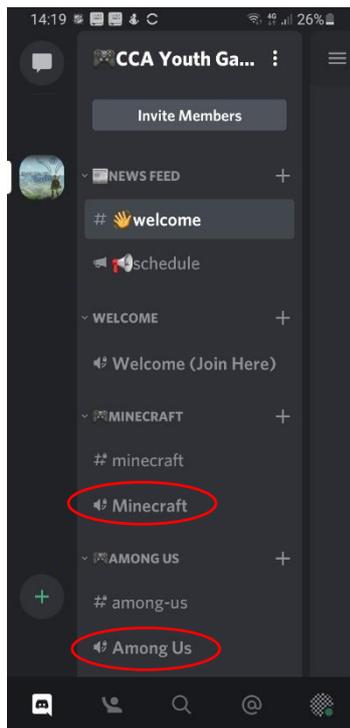


3. To join the room and start talking, click on the name of the room and select 'Join Voice'

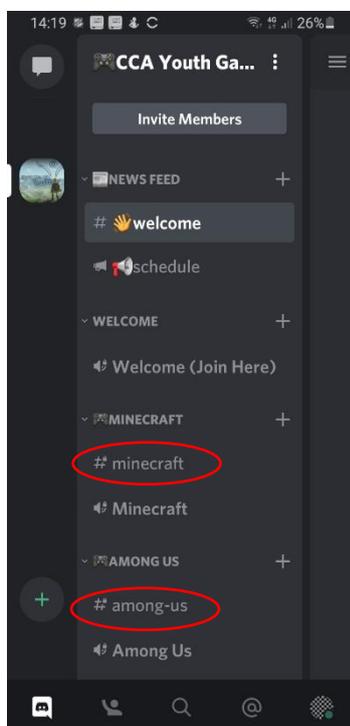


Your server name will appear under the room title and you will be able to speak and listen to the conversations.

- When the games start, more rooms will open up. Select the voice channel you want to join by clicking on the title of the game you want to play with the speaker symbol next to it.

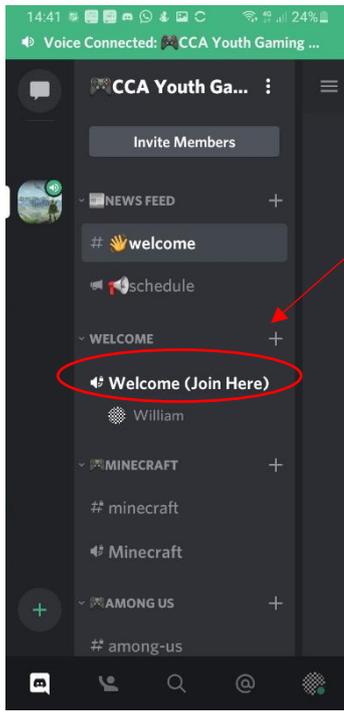


- The rooms with the '#' symbol next to them are text chat rooms. These can be selected while you are connected to a voice channel and can be used to type messages. They will also be used to distribute game information

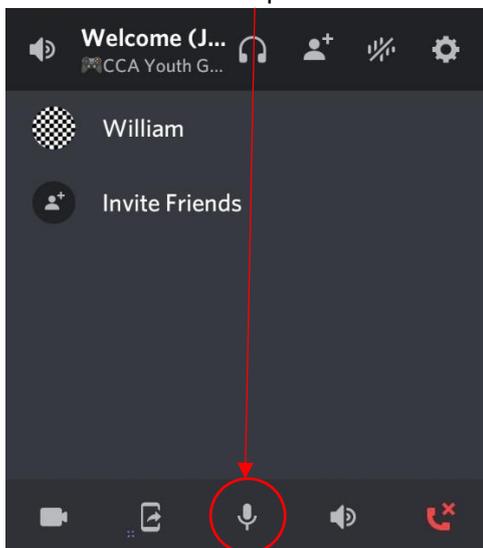


Mute and Deafen

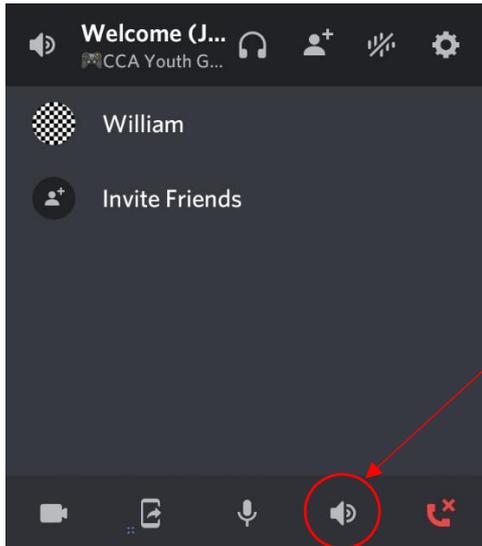
1. To Mute and un-mute your microphone, click the voice channel you are currently connected to



2. Then select the Microphone icon at the bottom of the screen

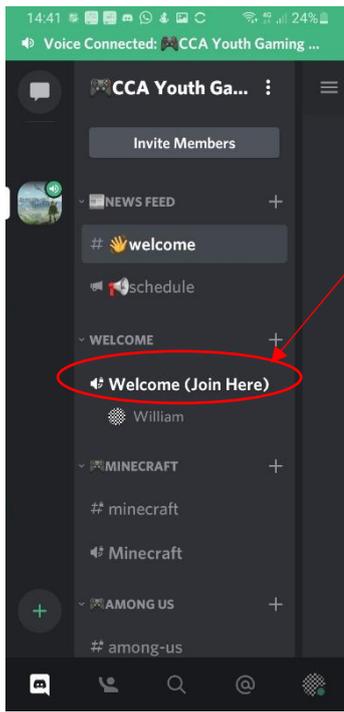


3. To stop or start hearing the conversation, but remain connected, click the headphones icon

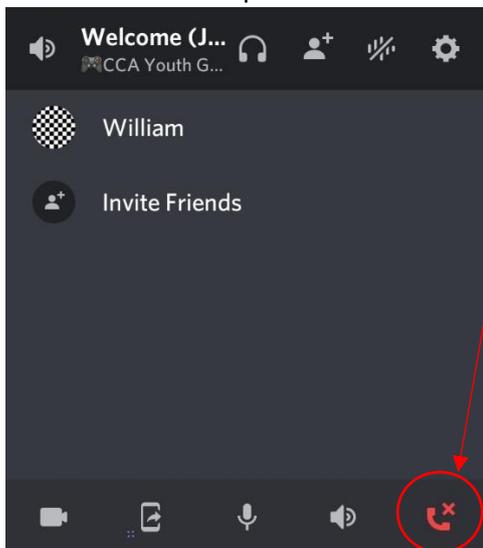


Disconnecting

1. To disconnect from the voice chat, select the voice channel you are currently connected to

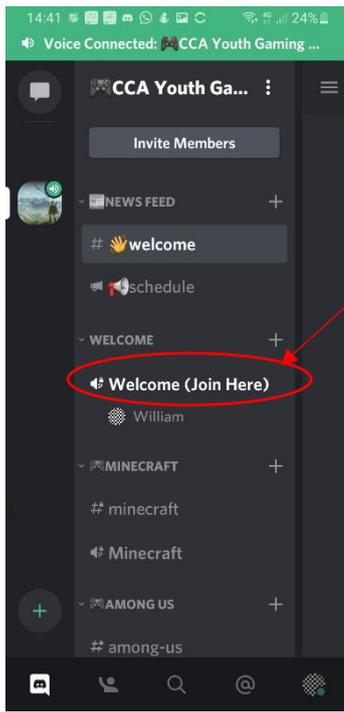


2. Then select the red phone icon at the bottom of the screen

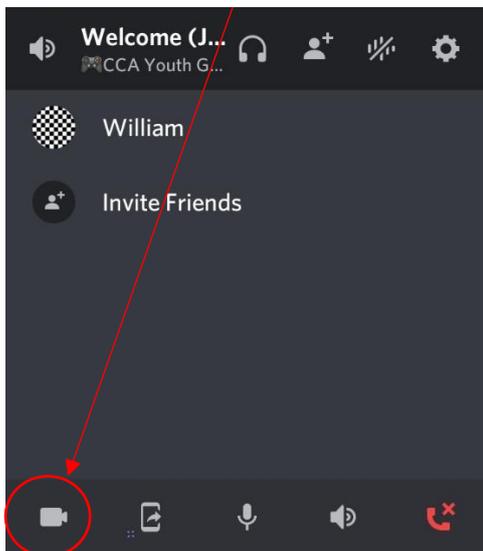


Using Video

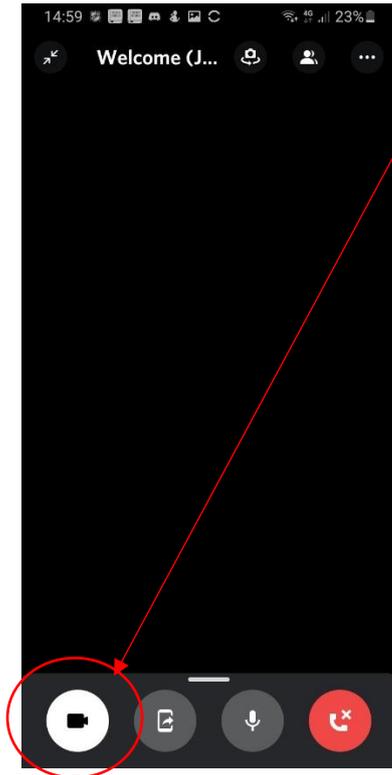
1. If video has been enabled for the session, Select the channel you are connected to



2. Then select the video icon at the bottom of the screen



3. To stop sharing video, select the camera icon at the bottom of the screen



# Leaders information and admin role

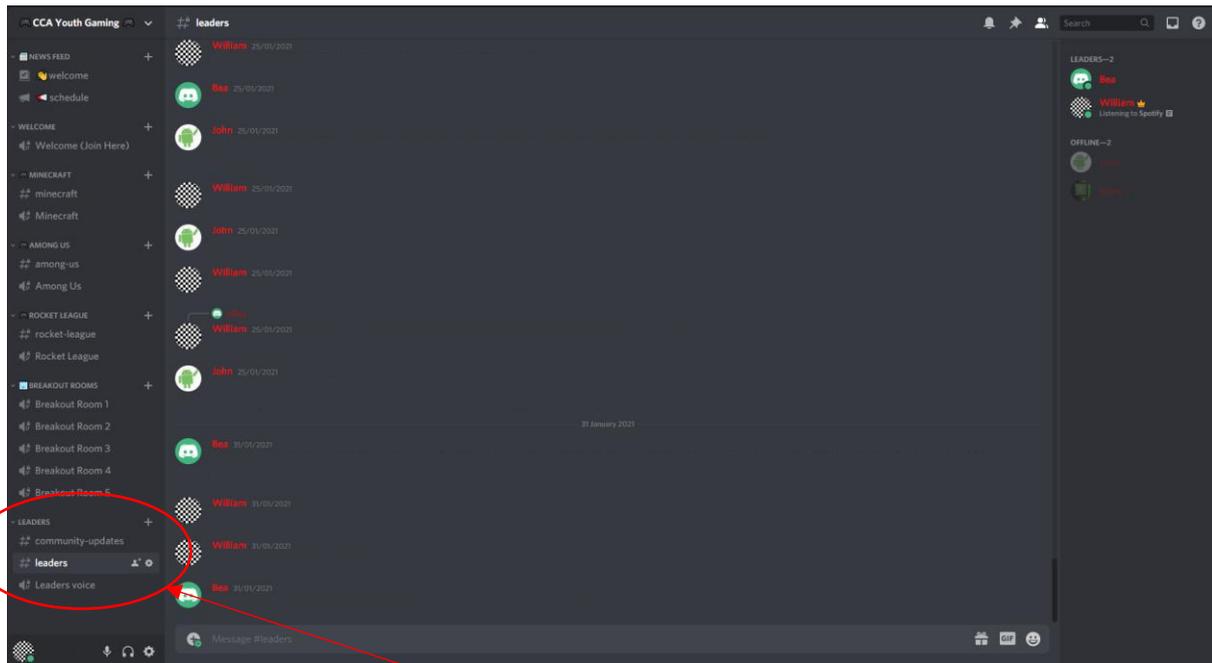
## Leader Basics

### Privacy settings

Privacy settings for leaders is their discretion, however, it is recommended that leaders use the same settings as youth.

### Viewing the server

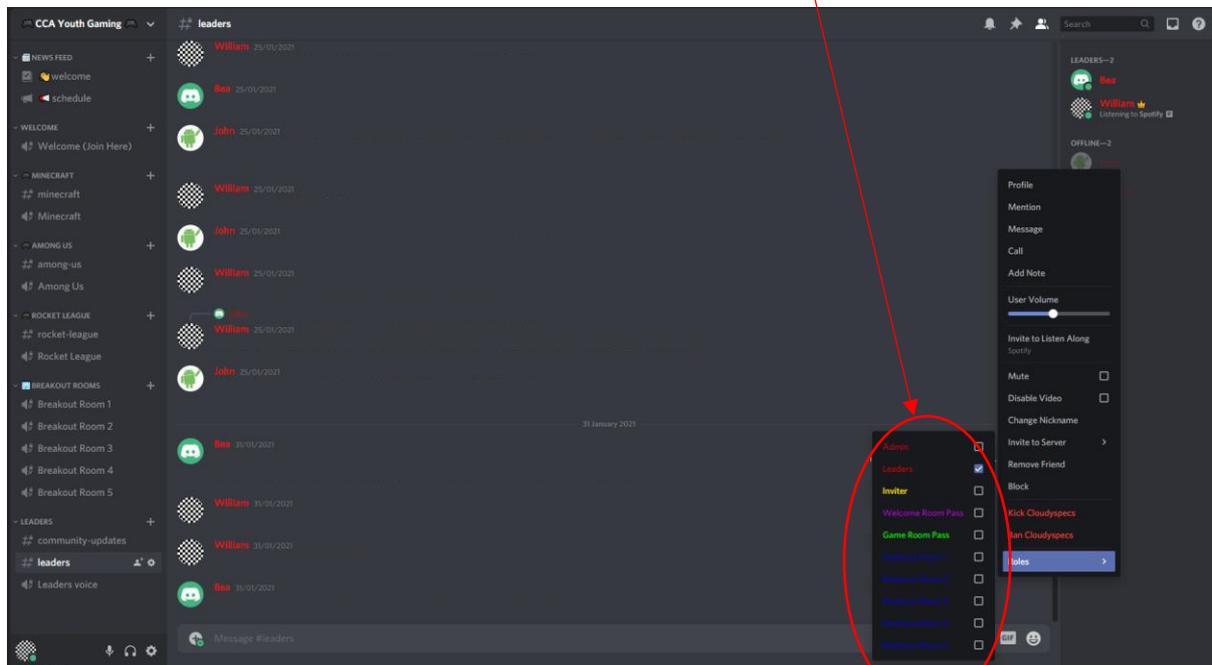
When leaders view the server, all channels will be visible and accessible. Leaders also have the ability to read all relevant game chats including past messages.



Leaders also have their own text chat and voice channel that can be utilised 24/7

## Server Roles

Server roles are given to individuals to give and remove permissions from them. Server roles can be allocated by right clicking a server member on the right side of the application, then selecting 'Roles'. Roles can then be added or taken away by selecting the boxes.



Server roles also control what a user can see and connect to. As an example, Users without a role are only able to see the welcome and Schedule channels. When a gaming session starts, leaders will allocate the welcome room and game room roles to all participants. This allows users to see and connect to relevant gaming channels.

When a role is allocated, the users name will appear in the colour of the role (leaders and admin always show in red).

When roles are removed, Users will no longer be able to see, connect to or chat on the server.

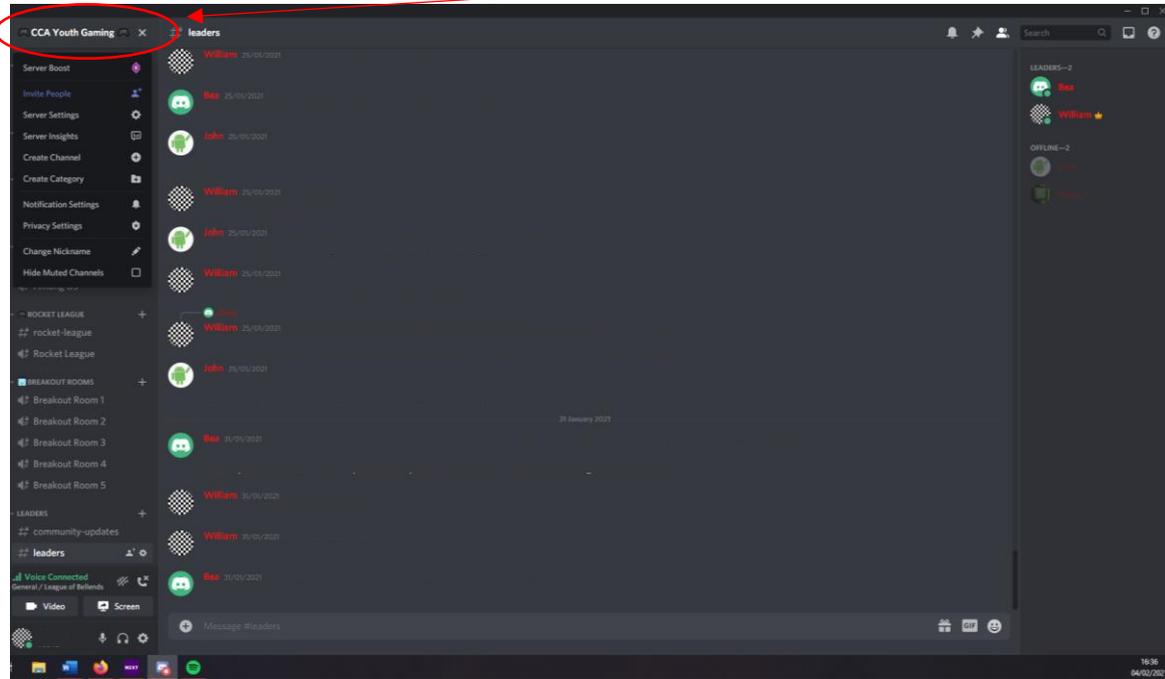
## Roles:

- @everyone
  - This is the title given to those who have not yet been allocated a role. These users will only be able to see the schedule and welcome pages
- Welcome room pass
  - This role allows users to view and connect to the welcome voice channel only
- Game room pass
  - This role allows users to see and connect to all the game voice channels. It also gives access to the game text channels
- Breakout room roles (Work in progress)
  - These can be given to allow access to one of the breakout room voice channels
- Inviter (Work in progress)
  - This role allows a user to invite others to join the server. It is designed to allow youth members to invite their friends but is not currently in use
- Leader
  - The leader role is allocated to all leaders that join the server, It grants leaders a number of permissions to help moderate the server:
    - See, connect and review all server voice and text channels
    - Invite members to the server
    - View server audit logs
    - Mute or deafen other members
    - Assign roles
    - Move members to other rooms
    - Disconnect members from the room
    - Kick members from the server (Requires an invite to return)
    - Ban members (Permanent removal from server)
    - Write messages in the welcome and schedule channels
- Admin
  - The admin role is allocated to leaders who have enough knowledge of discord to run and maintain the server. The permissions granted in this role:
    - Changing server name
    - Moving server location
    - Adding and removing roles and changing the permissions given to roles
    - Changing other administrative settings

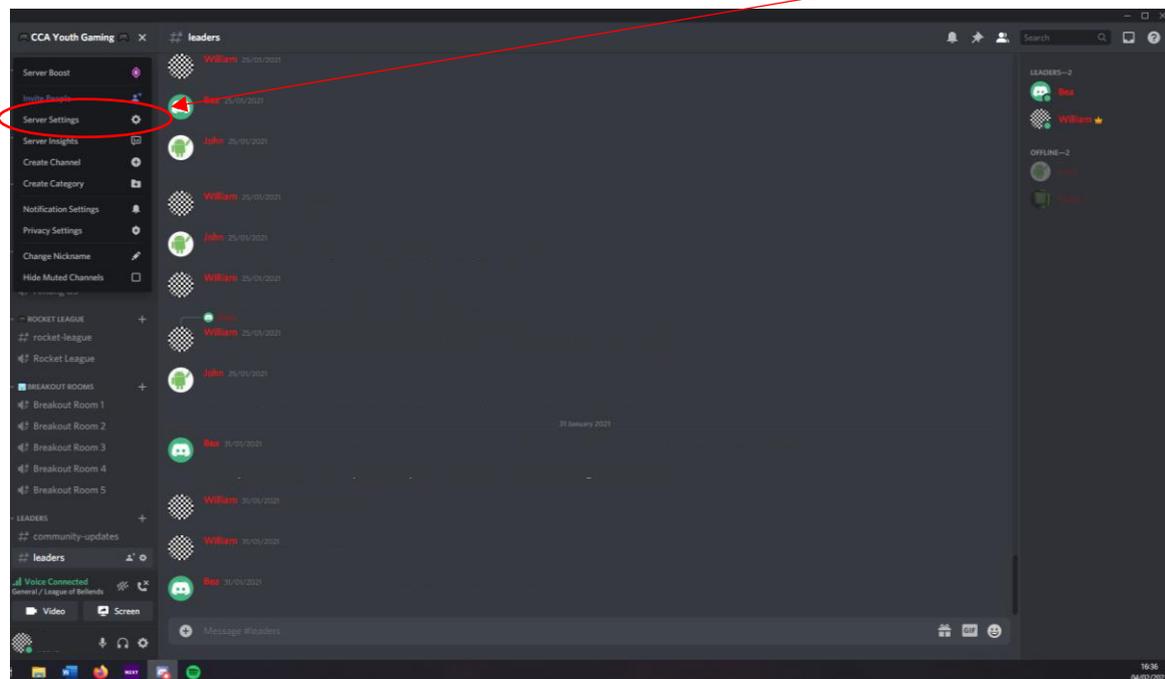
## Leader abilities

### Accessing server Menu and settings

To access server Menu, click the name of the channel at the top left of the screen

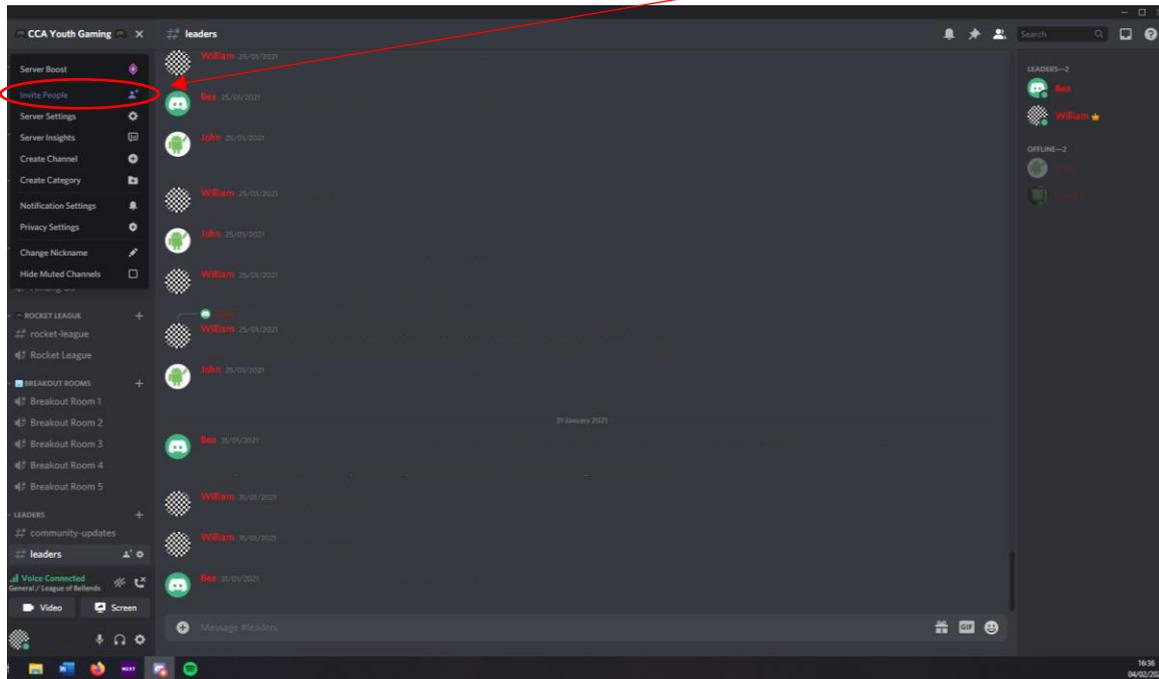


To access the server settings, open the server menu and select 'server settings'

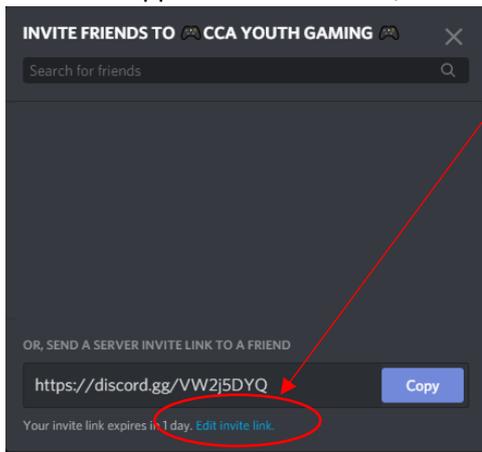


### Inviting members

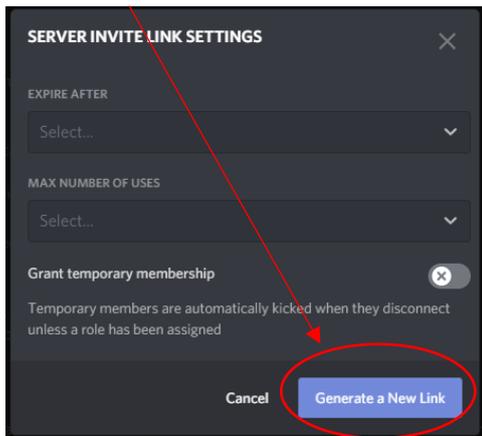
1. To invite new members, open the server menu and click 'Invite People'



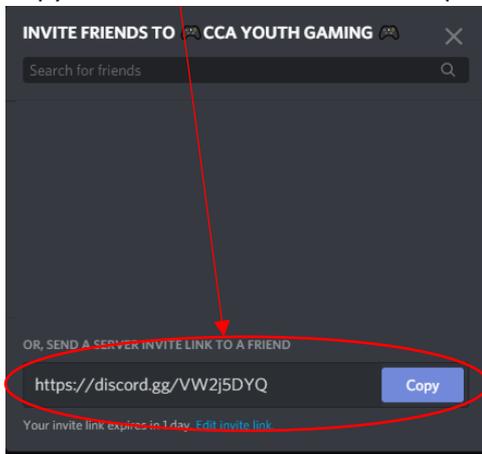
2. A box will appear with a link in it, select 'Edit invite link'



3. Select how long you want the invite to last and how many times it can be used. Then click 'Generate a new link'

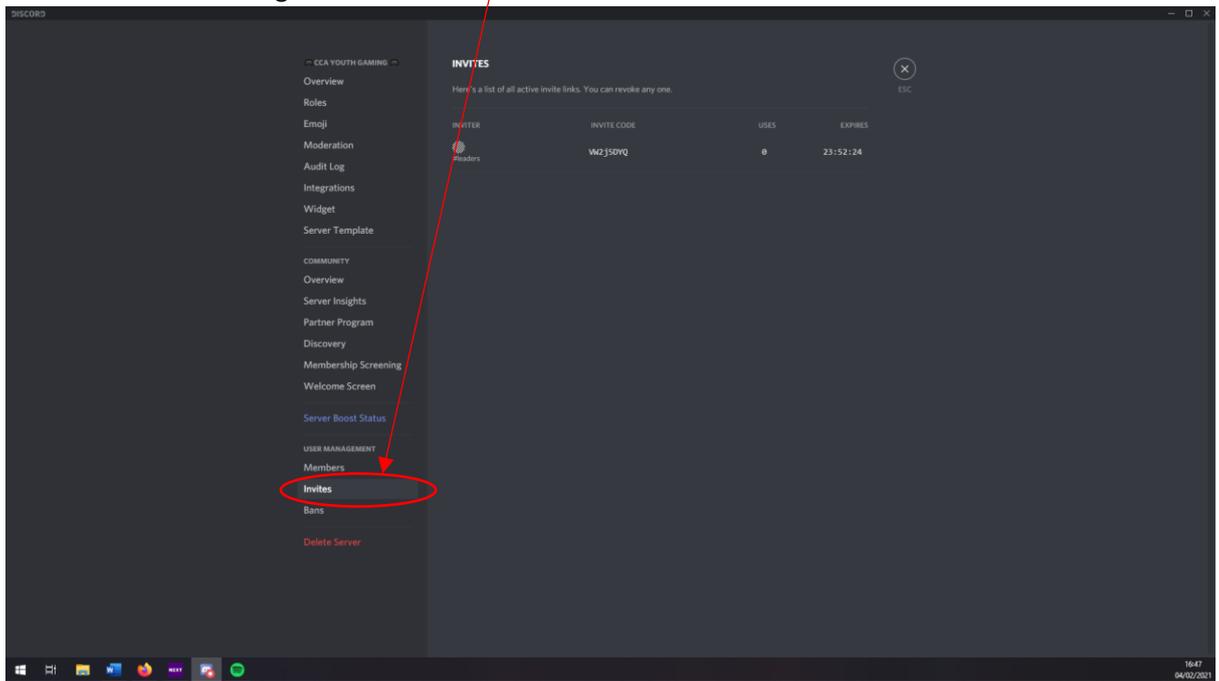


4. Copy the new link and send it to the person you wish to invite.



## Viewing open invites

1. Go to the server settings and select 'invites'

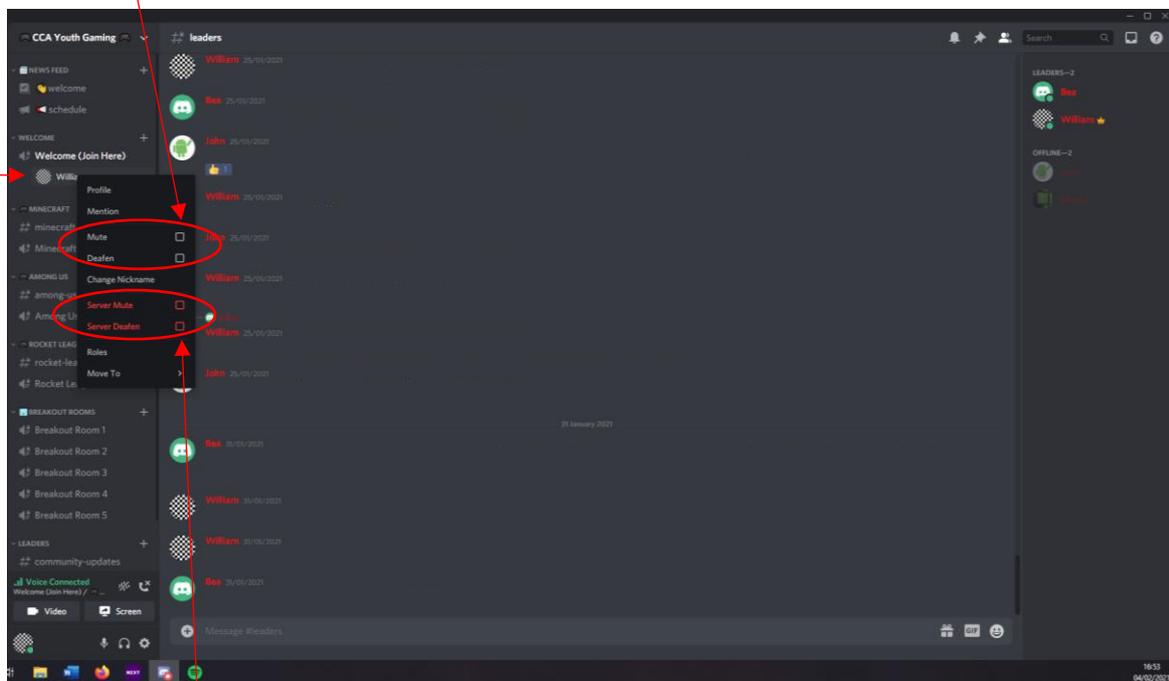


2. Here you can view all open invites, how many times they have been used and you can cancel them by hovering over them and then clicking the 'X' that appears

### Muting or deafening users

If the situation requires, leaders have the ability to mute users so they can't talk or deafen users so they are unable to hear the conversation.

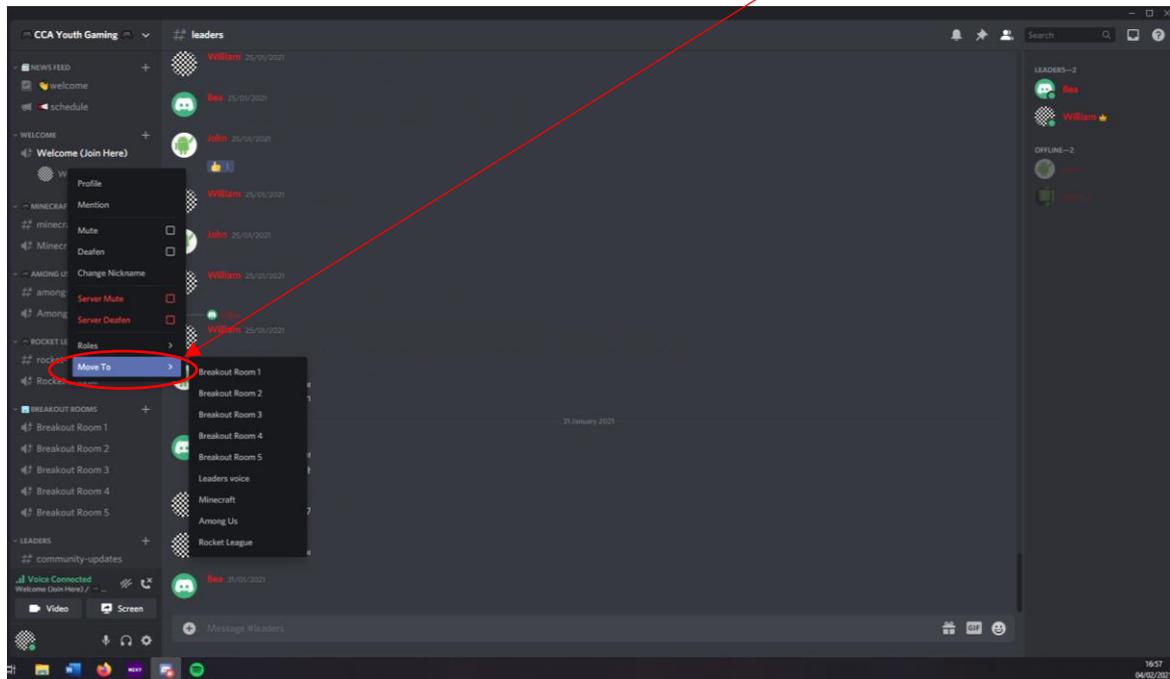
To mute or deafen, right click a user's name in the channel they are connected to and select the tick boxes required.



Server mute and server deafen can be used to mute or deafen a user across all channels.

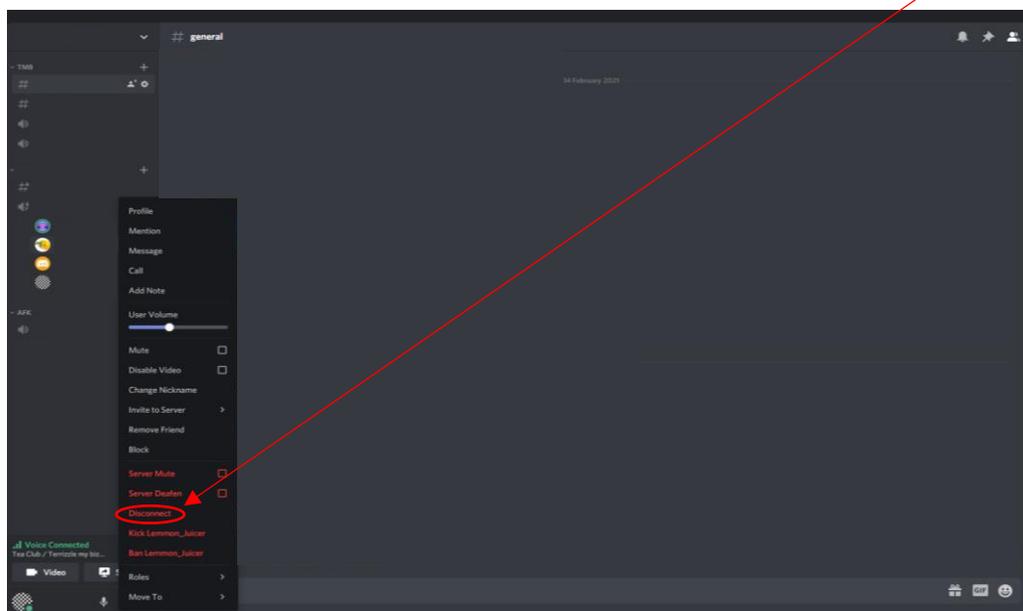
### Moving Users

To move a user to a different room, right click the user and select 'Move To'. Then select where you wish to move them from the list.



### Disconnecting users

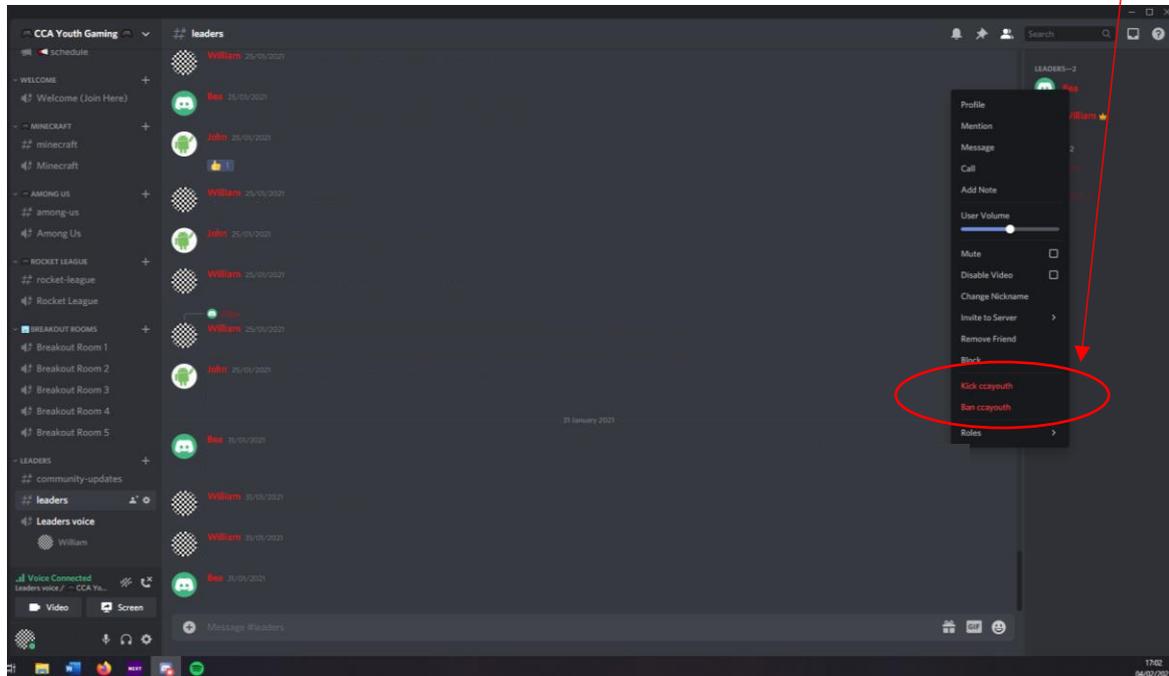
To disconnect a user, right click the user in the voice channel and select disconnect.



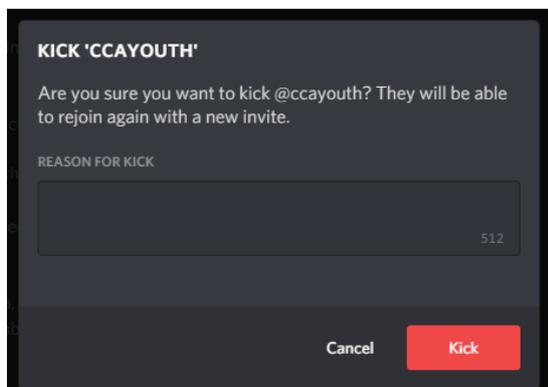
### Kicking and banning

If it is necessary to remove a user from the server so they are unable to re-join, you can choose to kick or ban the user.

To do this, right click the users name on the right side of the application and select either kick or ban



Then write a reason in the box and confirm by clicking the red button



Kicking a player removes them from the server and they will require an invite to return

Banning a player permanently removes them (This can only be removed by admins)

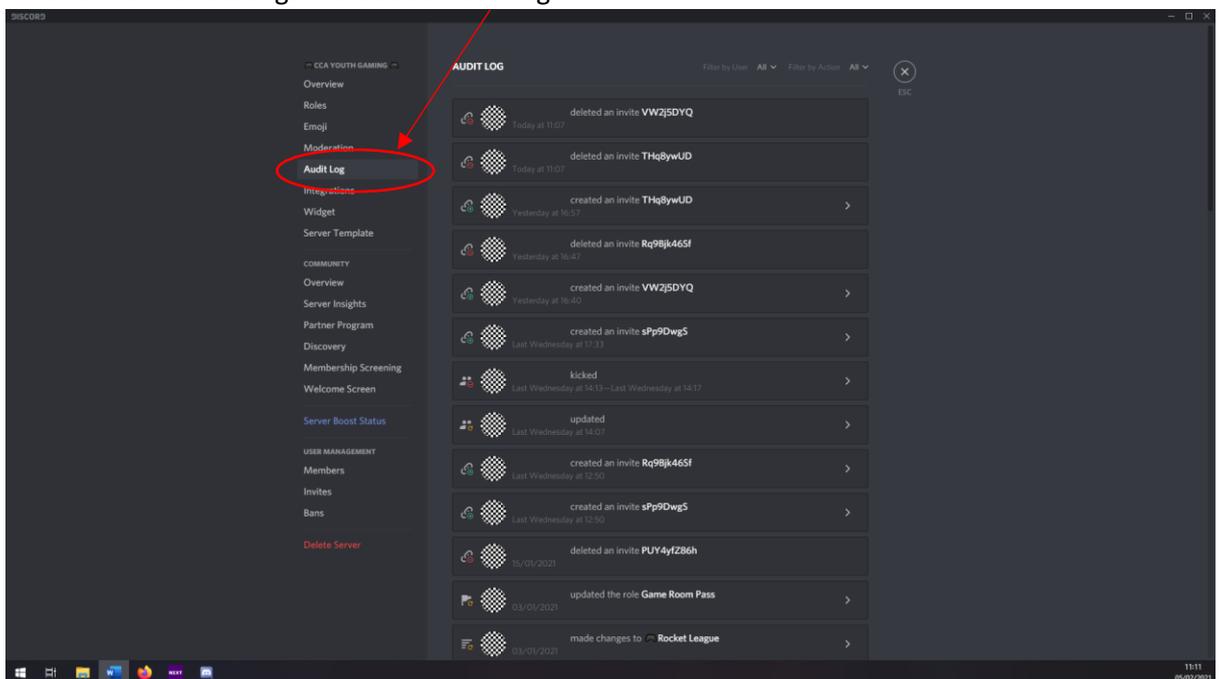
### Viewing server audit logs

Server audit logs allow leaders to view any activity or changes to the server, this includes:

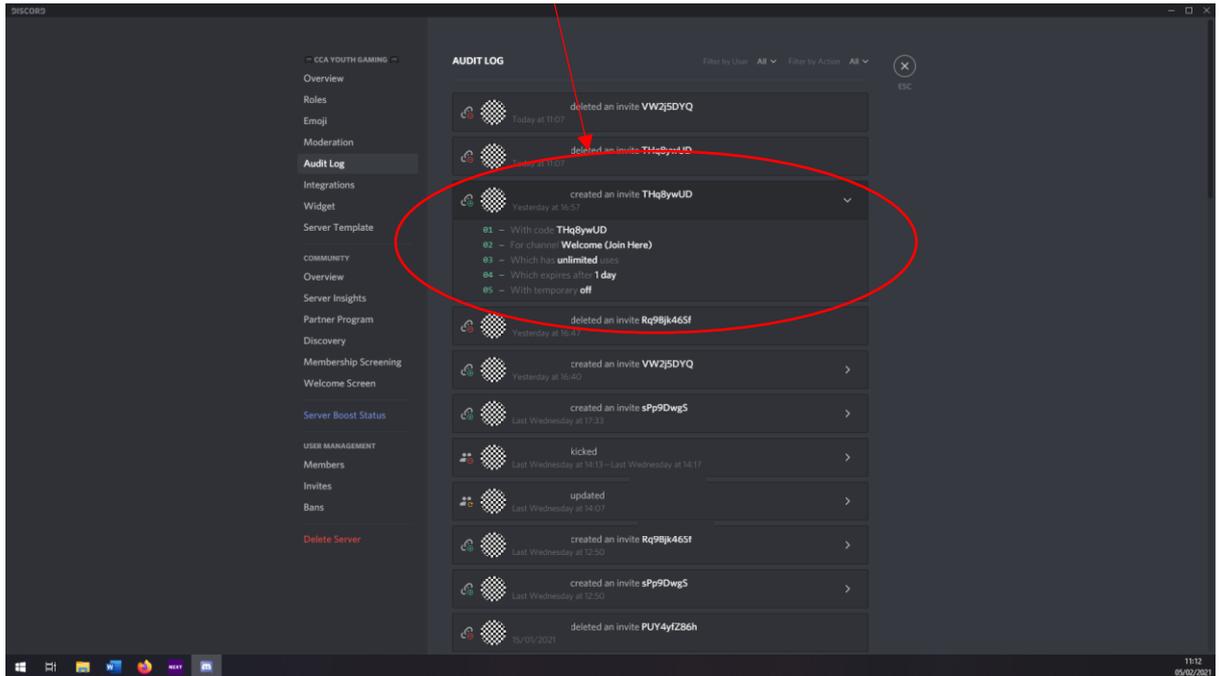
- Server updates
- Creating, updating and deleting channels
- Changing of channel permissions
- Kicking, banning, moving and disconnecting of members
- Changes in roles
- Creating, updating and deleting invites
- Deleting messages
- Adding and removing of server bots

To view the server audit logs:

1. Go to the server settings and select 'Audit log'



- To view extra information on an audit log, select it



- You are also able to filter the server logs by the action that has taken place. To do this, select the 'Filter by action' drop down menu and select an action

