CCA Youth Leaders Discord Guide

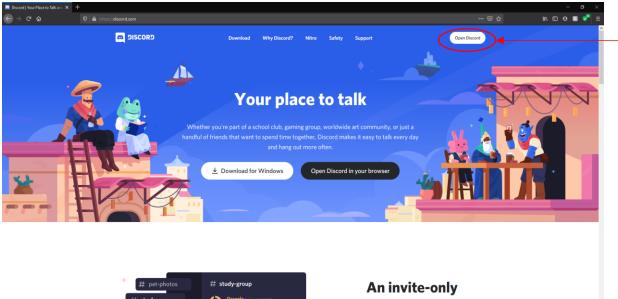
Contents

Introduction (Read Me First)	4
DOWNLOADING DISCORD	5
Downloading Discord using Microsoft Edge	6
Downloading Discord Using Firefox	8
Downloading Discord using Google Chrome	
Downloading Discord on mobile devices	
CREATING AN ACCOUNT	13
Creating an account on PC/Web browser	14
Creating an account on mobile devices	
JOINING THE CCA YOUTH SERVER	20
Joining the CCA Youth Discord server on PC/Web browser	21
Joining the CCA Youth Discord server on Mobile Devices	24
SETTING UP DISCORD	27
Setting up Discord on PC/Web browser	
Finding the settings	
Recommended Privacy settings for youth members Voice and video settings	
Windows settings	
Setting up discord on mobile devices	
Finding the settings	
Recommended Privacy settings for youth members	
Voice and video settings	
Notification Settings	42
USING DISCORD	43
Using Discord on PC/Web browser	
Viewing the server	
Joining a gaming session	
Mute and Deafen	
Disconnecting Using video	
-	
Using Discord on mobile devices Viewing the server	
Joining a gaming session	
Mute and Deafen	

55
58
60
62
62
63
65
67
67

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 <u>www.discord.com</u>. 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.

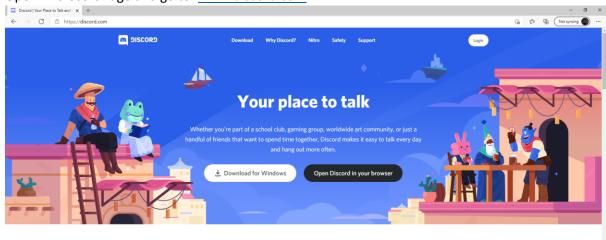




Downloading Discord

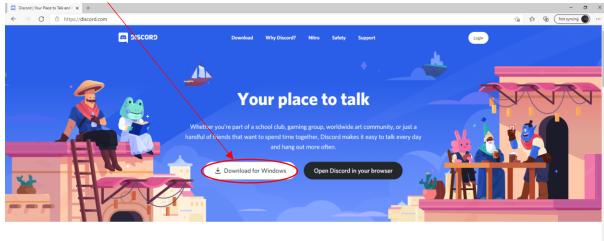
Downloading Discord using Microsoft Edge

1. Open Microsoft Edge and go to: <u>www.discord.com</u> .



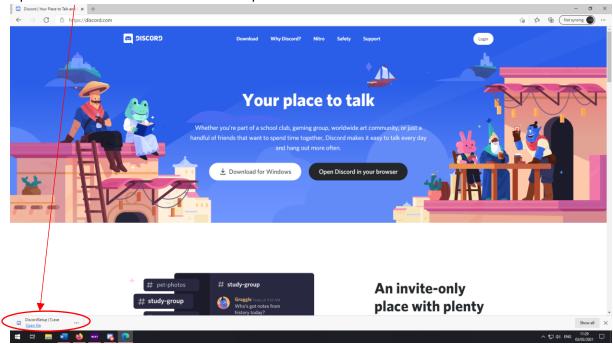
# pet-photos	# study-group	An invite-only
# study-group	Graggle Today at 9.18 AM Who's got notes from history today?	place with plenty
# games	Cap Today at 9:19 AM	of room to talk
📹 🖽 🚃 📲 🧉 🔤 🔂 💽		ヘ 野 40 BMG 3000000 □

2. Click 'Download for windows'





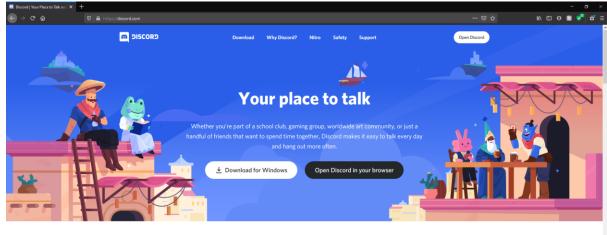
3. Open the file when the download is complete



4. Discord will open and start installing

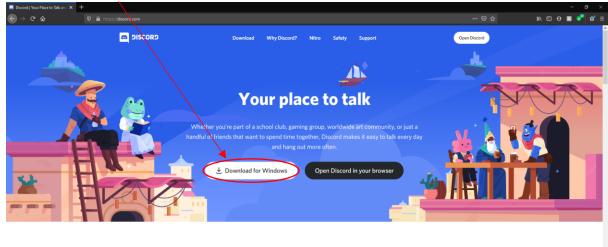
Downloading Discord Using Firefox

1. Open Firefox and go to: <u>www.discord.com</u>.



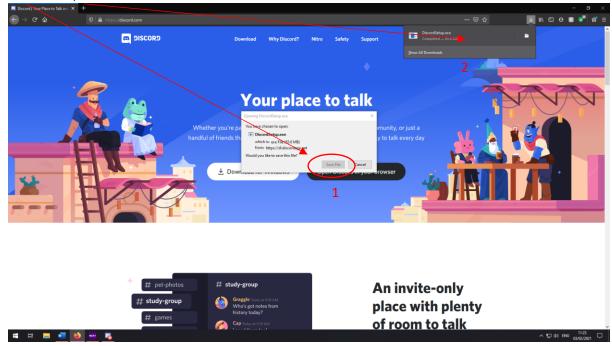
# pet-photos	# study-group	An invite-only
# study-group	Graggle Today at 9-18 AM Who's got notes from history today?	place with plenty
# games	Cap Today at 9:19 AM	of room to talk

2. Click 'Download for windows'



+ pet-photos	# study-group	An invite-only	
# study-group	Graggle Today at 9-18 AM Who's got notes from history today?	place with plenty	
# # 🛤 💻 📦 🔤 🗞	Cap Today at 9:19 AM	of room to talk	へ 短 (4)) ENG 11:16 03/02/2021 ロ

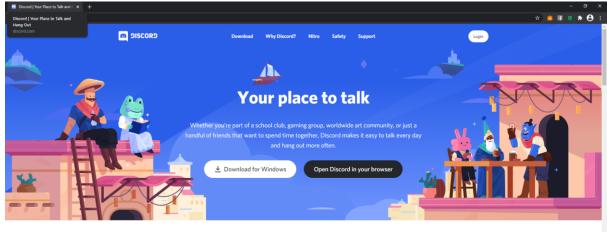
3. Save and open the file



4. Discord will open and start installing

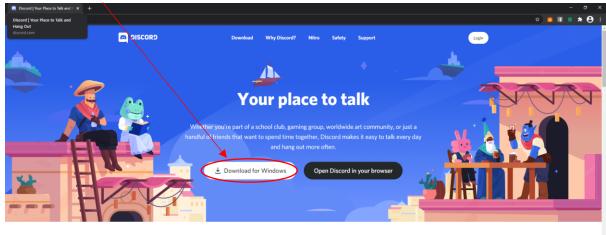
Downloading Discord using Google Chrome

1. Open Google Chrome and go to: <u>www.discord.com</u> .



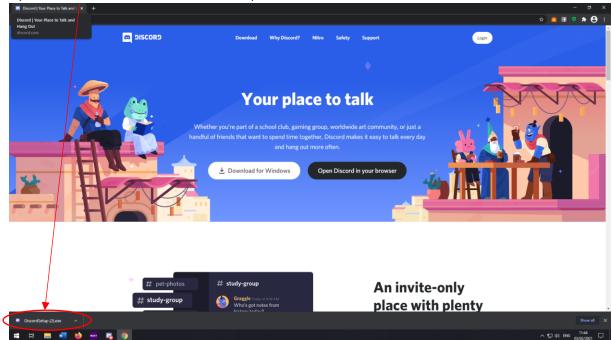
# pet-photos	# study-group	An invite-only
# study-group	Who's got notes from history today?	place with plenty
# # # • • • • •	Cap Today at 9:19 AM	of room to talk

2. Click 'Download for windows'





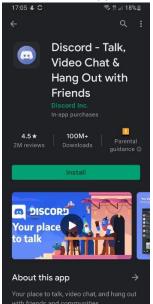
3. Open the file when the download is complete



4. Discord will open and start installing

Downloading Discord on mobile devices

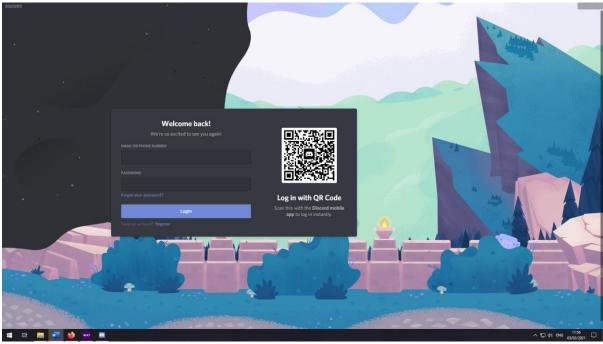
1. Open the Google play store or app store on your phone and search for discord. Download and install the app



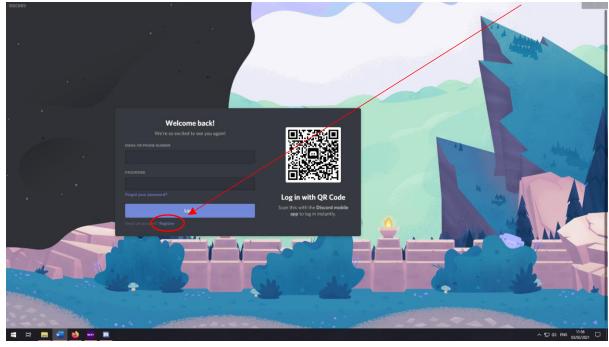
Creating an account

Creating an account on PC/Web browser

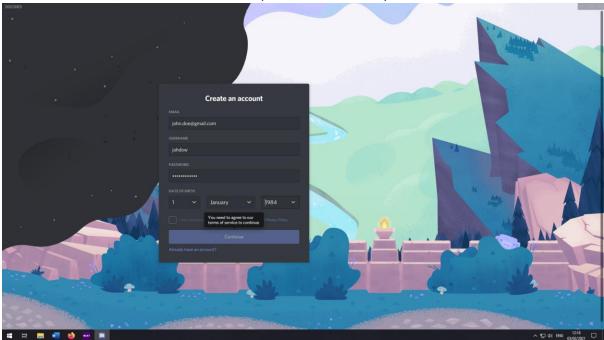
1. Once Discord has downloaded it will automatically open



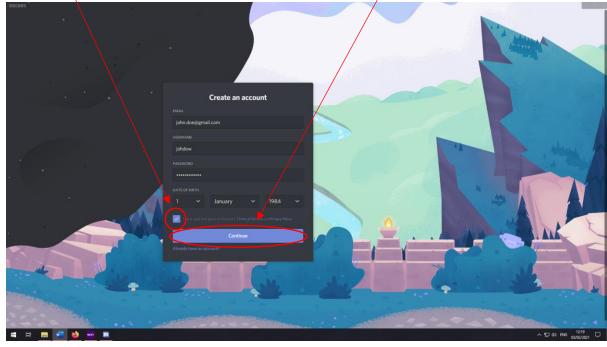
2. If you already have a discord account, enter your email and password. If not, Click 'Register'.



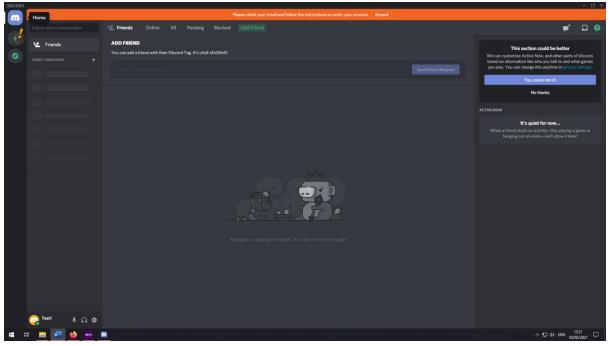
3. Enter A valid email, create a username and password and enter your date of birth.



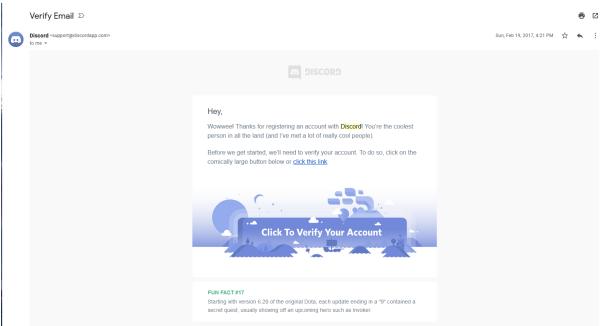
4. Tick the box to confirm Discord's privacy policy and click continue.



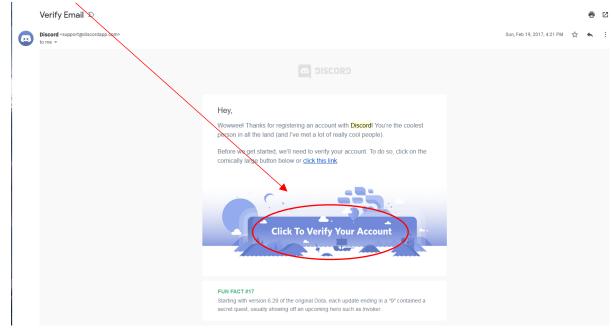
5. Discord will then login and open



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

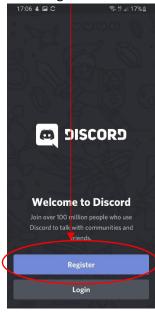


Creating an account on mobile devices

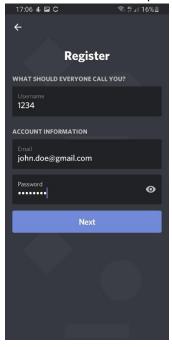
1. Open the discord app



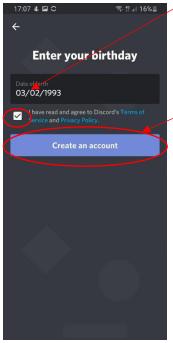
2. Click 'Register'



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

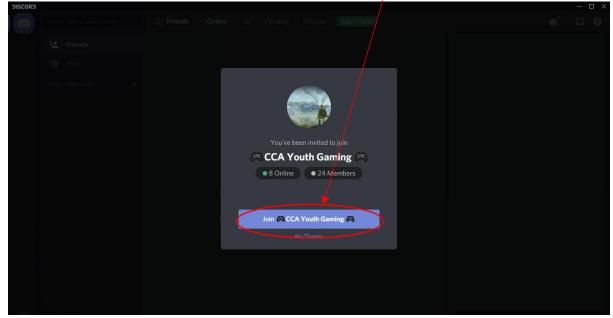
Joining the CCA Youth Discord server on PC/Web browser

- 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.

	CCA Youth Gaming Joining Info $ \Sigma $				ē	Ø
-		-		☆	*	:
	Hi,					
	Thank you for signing up for our garning event!					
	The event will take place on Monday 22 nd December from 7pm to 9pm where we will be playing Minecraft, Among Us and Rocket League. You are also welcome to join and just chat! We will be playing Minecraft which is supported on the following devices (individually priced on each console): • PC: Windows 10 edition only (Jawa or bedrock edition)					
	FC, vintaous to eation only (bars of betrack eation) Nintendo Switch					
	Playstation 4					
	Xbox one					
	Mobile devices					
	Rocket league can be downloaded for free from these devices:					
	PC (Epic Games Store) PS4 Xbox One					
	Among us can be bought for PC on Steam for £3.99 or is available for free on mobile devices, both are supported.					
	The information for accessing the server will be published on discord for the event					
	Your discord joining link is: https://discord.go/PUY4yt288h . Please join the server prior to the event.					
	Reply Forward					

3. Click on the Discord joining link

CCA Youth Gaming Joining Info D				ē	ß
	-		☆	*	:
Hi,					
Thank you for signing up for our gaming event!					
The event will take place on Monday 22 nd December from 7pm to 9pm where we will be playing Minecraft, Among Us and Rocket League. You are also welcome to join and just chat!					
We will be playing Minecraft which is supported on the following devices (individually priced on each console):					
PC, Windows 10 edition only (Java or bedrock edition)					
Nintendo Switch					
Playstation 4					
Xbox one					
Mobile devices					
Rocket league can be downloaded for free from these devices:					
PC (Epic Games Store)					
• PS4 • Nbx One					
Among us can be bought for PC on Steam for £1.99 or is available for free on mobile devices, both are supported.					
The information for accessing the same will be sublished on discord for the event					
Your discord joining link (s: https://discord.gg/PUY4y7286h, Phase join the server prior to the event.					
Keply Forward					

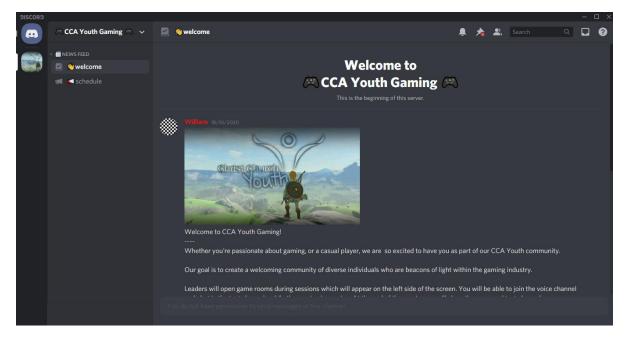


4. Discord will open and display the invite. Click on Join 'CCA Youth Gaming'

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

פאסכופ		- 🗆 X
		📮 🍌 🔍 Search 🔍 🗔 😧
		spear on the left side of the screen. You will be able to join the voice channel t the end of the session we will close the room and text channels.
		onsent form on churchsuite.
	For informents The rules 1 No Pro 2 No Pro 3 No Pro 4 No Ball Welcome to (2) CCA Youth G	iaming 🖱
	5. Respect Whether you're passionate about gaming, or a casu excited to have you as part of our CCA Youth	
	Any breas TOP THINGS TO DO HERE	
	All text cl # Visit this channel first	VII be captured and then deleted.
	We take speak to : I'll just look around for now	r the safety of any other player in the community please uk.net).
	If you have ideas and feedback to help welcome your friends us know.	s, build community and be positive role models in the industry then please let
		t of at CCA Youth.

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

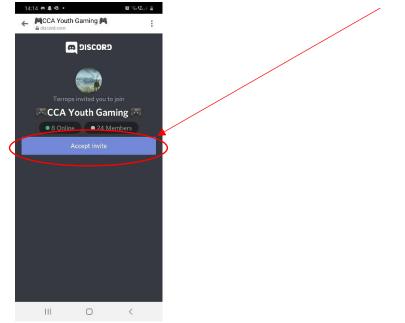
1. Open your email account and look for the email sent to you from a member of the CCA Youth team. It should look something like this.

CCA Youth Gaming Joining Info $ \varSigma $				ē	Ø
	-		☆	*	:
Hi,					
Thank you for signing up for our garning event					
The event will take place on Monday 22nd December from 7pm to 9pm where we will be playing Minecraft, Among Us and Rocket League. You are also welcome to join and just chat!					
We will be playing Minecraft which is supported on the following devices (individually priced on each console):					
PC, Windows 10 edition only (Java or bedrock edition)					
Nintendo Switch					
Playstation 4					
Xbox one					
Mobile devices					
Rocket league can be downloaded for free from these devices:					
PC (Epic Games Store)					
• PS4					
Xbox One					
Among us can be bought for PC on Steam for £3.99 or is available for free on mobile devices, both are supported.					
The information for accessing the server will be published on discord for the event					
Your discord joining link is: https://discord.go/PUY4yZ86h . Please join the server prior to the event.					
Reply Forward					

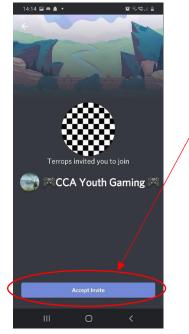
2. Click on the Discord joining link

CCA Youth Gaming Joining Info \square			ē	Ľ
	÷	☆	*	:
Hi,				
Thank you for signing up for our gaming event!				
The event will take place on Monday 22 nd December from 7 bm to 9pm where we will be playing Minecraft, Among Us and Rocket League. You are also welcome to join and just chat!				
We will be playing Minecraft which is supported on the following devices (individually priced on each console):				
PC, Windows 10 edition only (Java or bedrock edition)				
Nintendo Switch				
Playstation 4				
Xbox one				
Mobile devices				
Rocket league can be downloaded for free from these devices:				
PC (Epic Games Store)				
• PS4 • Nbox One				
Among us can be bought for PC on Steam for £199 or is available for free on mobile devices, both are supported.				
The information for accessing the space will be published on discord for the event				
Your discord joining link of: https://discord.gg/EUY4yZ880. Pass join the server prior to the event.				
Kapiy Forward				

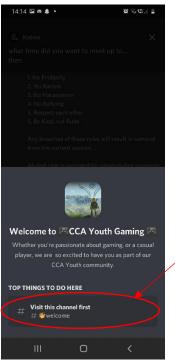
3. A web browser will open and display this screen. Click 'Accept Invite'



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

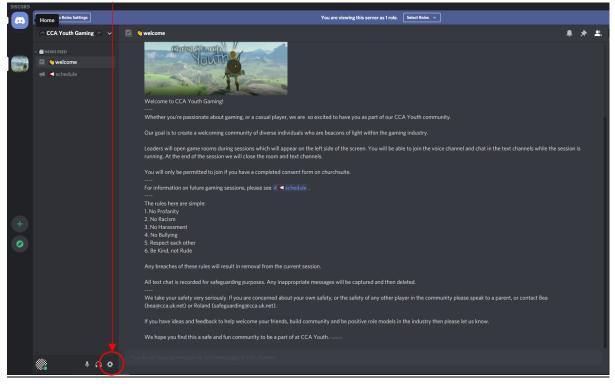


Setting up Discord

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'

DISCORD	\		- 0)
	USER SETTINGS	PRIVACY & SAFETY	×
,			
(Privacy & Safety		
		Keep me safe Scan direct messages from everyone.	
	Connections		
		My friends are nice Scan direct messages from everyone unless they are a friend.	
		scan brect messages from everyone unless they are a menu.	
		O Do not scan	
	APP SETTINGS Voice & Video	Allow direct messages from server members 8	
	Text & Images		
	Appearance		
	Notifications		
	Keybinds	Everyone 8	
	Language		
	Windows Settings	Friends of Friends	
	Streamer Mode		
		Server Members	
	Overlay		
		RICH PRESENCE	
	Change Log	Allow friends to join your game.	
	HypeSquad		
		Allow voice channel participants to join your game.	
		This setting allows people that are in the same voice channel as you to join your game without sending a request.	
	y 🖪 🛛		
🗯 H 📰 🚾 🧆 🔤 🧕			ヘ 型 ф) ENG 17:37 □

2. Select the settings as shown in the images

USER SETTINGS	PRIVACY & SAFETY	\otimes
My Account		
Privacy & Safety		
Authorized Apps	Keep me safe	
Connections	Scan direct messages from everyone.	
BILLING SETTINGS Discord Nitro	O My friends are nice Scan direct messages from everyone unless they are a friend.	
Server Boost	O Do not scan	
Gift Inventory	Direct messages will not be scanned for explicit content.	
Billing		
APPSETTINGS	Allow direct messages from server members	
Voice & Video		
Text & Images		
Appearance		
Notifications		
Keybinds	Everyone	
Language		
Windows Settings	Friends of Friends 🥑	
Streamer Mode		
GAMING SETTINGS	Server Members 🛛 🥑	
Game Activity		
Overlay		
Overlay		
Change Log	Allow friends to join your game. 🙁	
HypeSquad		
Log Out	Allow voice channel participants to join your game.	
y 🖪 🛛	This setting allows people that are in the same voice channel as you to join your game without sending a request. This feature only works in non-community servers.	
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315C0R3		
use settings My Account	Allow voice channel participants to join your game.	
Privacy & Safety		
Authorized Apps		
Connections		
BRLING SETTINGS Discord Nitro	Use data to improve Discord This setting allows us to use and process information about how you navigate and use Discord for analytical purposes. For example, it allows us to include you in new feature experiments we text: Learn more about it here.	
Server Boost		
Gift Inventory	Use data to customize my Discord experience	
Billing		
APP SETTINGS	Allow Discord to track screen reader usage	
Voice & Video	Allow Discord to track screen reader usage Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve Note: Some screen reader while using Discord so that we can improve	
Text & Images	accessibility. Learn more here.	
Appearance		
Notifications	Use data to make Discord work	
Keybinds	We need to store and process some data in order to provide you the basic Discord service, such as your messages, what servers you're in and your Direct Messages. By using Discord, you allow us to provide this basic	
Language		
Windows Settings		
Streamer Mode	Request all of my Data	
GAMING SETTINGS		
Game Activity		
Overlay		
Change Log		
HypeSquad	Check out our Terms of Service and Privacy Policy.	
Log Out		
¥ 6		
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3. Select 'Game Activity' in the settings menu

usex settinos Ny Account Privacy & Safety Authorized Apps Connections BILLING SETTINGS	GAME ACTIVITY No game detected What an you ploying?? Not series your game? Add #! Display currently running game as a status message.	
Discord Nitro Server Boot Gift Inventory Billing APP SETTINGS	ADECD GAMAS League of Legands @ Call States 13 Hours ago	
Voice & Video Text & Images Appearance Notifications Keybinds	Rocket League Control & days age	
Language Windows Settings Streamer Mode GAMING SETTINGS Game Activity	Last scioned 10 days app	
Overlay Change Log HypeSquad Log Out	X-Plane 11 C	
y 13 0 # # # <mark># <u>#</u> <u>@</u></mark>	The Jackbox Party Yack 4 @ Jack to Live Colored a month Pape	2 ヘロ (4) 8N6 (1201) の4(102/2021)

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

Privacy & Safety		
	INFUT VOLUME OUTPUT VOLUME	
Buing		
APP STREET		
Voice & Video		
Text & Images	Voice Activity	
Appearance	O Push to Talk	
Notifications		
Keybinds		
Language		
Windows Settings	If the indicator is solid areen then Discord is transmitting your beautiful voice.	
Streamer Mode		
	VIDEO SETTINGS	
	HD Pro Webcam C920 🗸	
Change Log		
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	^ ¶⊒ q0 €NG 04092302	
	My Account Privacy & Safety Authorized Apps Connections Build Statimus Discord Nitro Server Boost Gift Inventory Build Privace & Video Test & Images Appearance Notifications Keybinds Language Windows Settings Streamer Mode Game Activity Overlay Change Log HypeSquad	URL RETTING Nack Astring Nack Astring

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

DISCORD					
		VOICE SETTINGS			
	Privacy & Safety	SteelSeries Arctis 7 CERTIFIED -	SteelSeries Arctis 7 CERTIFIED		
		Default			
			OUTPUT VOLUME		
		VoiceMeeter Output (VB-Audio VoiceMeeter VAIO)			
		SteelSeries Arctis 7 CERTIFIED -			
		Microphone (HD Pro Webcam C920)			
		VoiceMeeter Aux Output (VB-Audio VoiceMeeter AUX VAIO)			
	Billing				
	Voice & Video	Voice Activity			
	Text & Images	G that is a first of the second secon			
	Appearance	O Push to Talk			
	Notifications				
	Keybinds	Automatically determine input sensitivity.	. 🧑		
	Language				
	Windows Settings				
	Streamer Mode				
		VIDEO SETTINGS			
	Game Activity				
	Overlay	HD Pro Webcam C920	×		
	Change Log				
	HypeSquad				
			Test Video		
	9 6 0				
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3. Select the speaker you want to use from the 'Output Device' drop down menu

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		VOICE SETTINGS		\mathbf{x}	
				ESC	
	Privacy & Safety	SteelSeries Arctis 7 CERTIFIED -	SteelSeries Arctis 7 CERTIFIED -		
			Default		
		INPUT VOLUME			
			Desk Speakers (2- Realtek(R) Audio)		
			VoiceMeeter Aux Input (VB-Audio we VoiceMeeter AUX VAIO)		
		Let's Check			
	Billing		27G1G4 (2- NVIDIA High Definition		
			Audio)		
	Voice & Video	Voice Activity	Headphones (5- Arctis 7 Game)		
	Text & Images				
	Appearance	O Push to Talk			
	Notifications				
	Keybinds	Automatically determine input sensitivity.			
	Language				
	Windows Settings				
	Streamer Mode				
		VIDEO SETTINGS			
	Overlay	HD Pro Webcam C920 🗸 🗸			
	Change Log				
	HypeSquad		LEOF		
			Test Video		
	980				
# # # <u># @</u> =					^ ¶⊒ 40 ENG 04/02/2021 □

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

	USER SETTRIOS My Account Privacy & Safety Authorized Apps Connections Bling Discord Nario Server Boost Grift Inventory Bliling Ave settrates Votice & Video Test & Images Appearance Netifications Keybinds Language Windows Settings Streamer Mode Came Activity Overlay Change Log HypoSquad	<form></form>	
	Change Log	HD Pro Webcam 0920	¹¹³ -
· # # 🛤 🚾 💁 🚥 💻			^ ¶⊒ 40 ENG 04/02/2021 □

5. Set 'Automatically determine input sensitivity' to on

DISCORD				
		VOICE SETTINGS		
	Privacy & Safety	SteelSeries Arctis 7 CERTIFIED	SteelSeries Arctis 7 CERTIFIED	
		INPUT VOLUNE	OUTPUT VOLUME	
		MIC TEST		
		Let's Check		
	Voice & Video	Voice Activity		
	Text & Images	C Total Activity		
	Appearance	O Push to Talk		
	Notifications			
	Keybinds	INPUT SENSITIVITY Automatically determine input sensitivity.		
	Language			
	Windows Settings		mitting your beautiful voice.	
	Streamer Mode			
		VIDEO SETTINGS		
		HD Pro Webcam C920	×	
	Change Log			
	HypeSquad			
			Test Video	
	y 🖪 🛛			
# # # 🗰 🚾 🧆 🚥 💻				^ 11:50 ↔ 11:50 ↔ 11:50

6. <u>Select your webcam from the drop-down menu</u>

	USER SETTINGS My Account Privacy & Safety Authorized Apps Connections Server Boost Gift Inventory Billing Are SETTINGS Vaice & Video Text & Images Appearance Notifications Keybinds Language Windows Settings Streamer Mode Game Activity Overlay Change Log HypeSquad	SteelSeries Acts ? CENTRID > > > > > > > > > > > > > > > > > > >	11111111111111111111111111111111111111	
			Test Video	
# # 🚍 🚾 🤷 🔤 💻				~ ∰ ¢0 ENG 04/02/2021

Windows settings

1. Select 'Windows Settings' from the setting menu

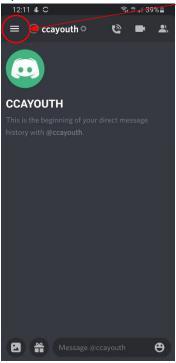
DISCORD						
		USER SETTINGS My Account Privacy & Safety Authorized Apps Connections BILLING SETTINGS	WINDOW'S SETTINGS SYSTEM STARTUP IBLAVIOR Open Discord Save yourself a lew clicks and led Discord greet you on computer startup. Start Minimized Discord parts us the land system and and minimum out of your way.	•	с	
		Discord Nitro Server Boost Gift Inventory Billing APP SITTINGS Voice & Video	CLOSE BUTTON Minimize to Tray Hitting X will make Discord sit back and relax in your system tray when you close the app.	01		
		Text & Images Appearance Nutifications Keybinds Languisse				
		Windows Settings Streamer wioue GAMING SETTINGS Game Activity Overlay				
		Change Log HypeSquad Log Out				
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2. Select the settings that suit you. If your computer is slow to start or run, select these settings to off

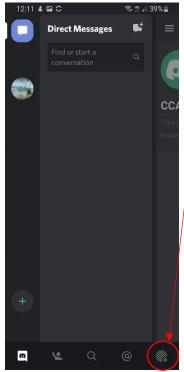
Setting up discord on mobile devices

Finding the settings

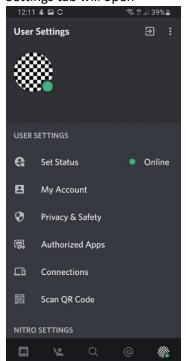
1. Open the discord and select the menu at the top right of the screen



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

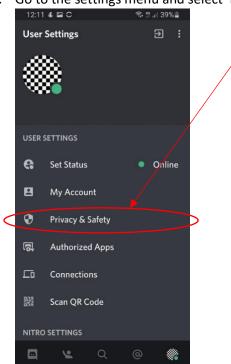


3. Settings tab will open

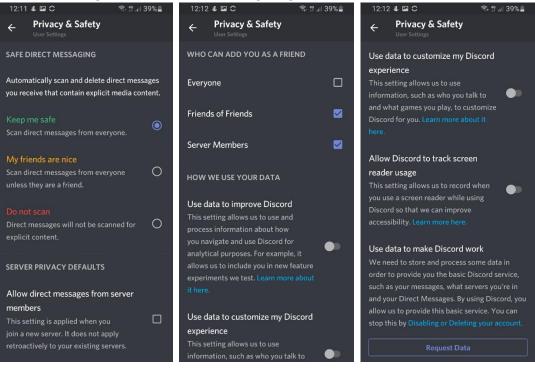


Recommended Privacy settings for youth members

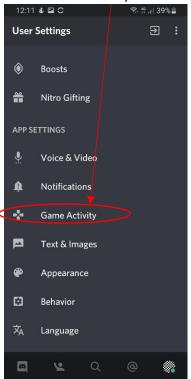
1. Go to the settings menu and select 'Privacy & Safety'



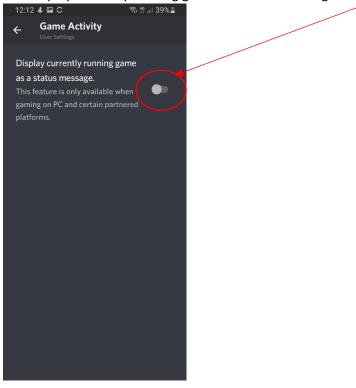
2. Select the settings as shown in the following images



3. Select 'Game Activity' in the settings menu



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

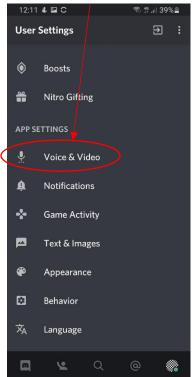


Recommended settings are as follows:

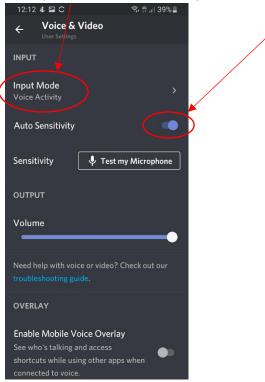
- Safe direct messaging: select 'keep me safe'
- Allow direct messages from server members: set to off
- Who can add you as a friend:
 - o Everyone: set to off
 - o Friends of Friends: set at user's discretion
 - Server members: set at user's discretion
- Use data to improve discord: set to off
- Use 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

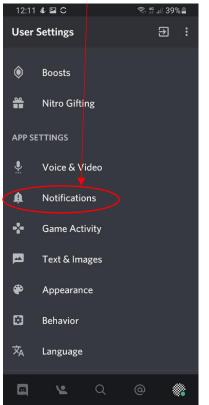


2. Set 'Input Mode' to voice activity and set 'Auto Sensitivity' to on

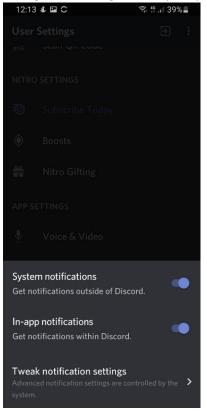


Notification Settings

1. Select 'Notifications' from the settings menu



2. Change the settings to suit your preferences

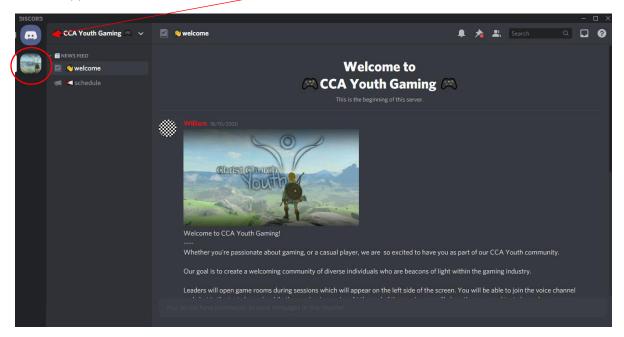


Using Discord

Using Discord on PC/Web browser

Viewing the server

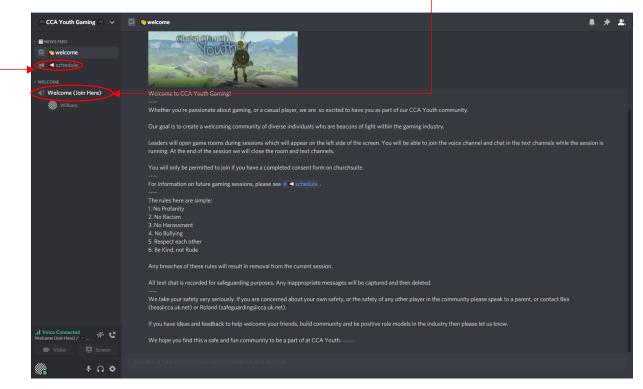
1. To view the server, start discord and click on the server icon on the left hand of the application



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

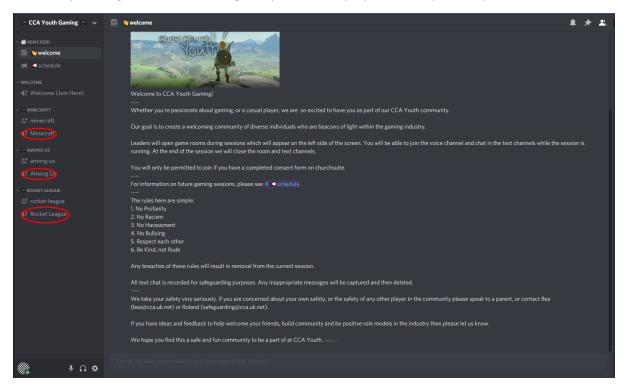
Joining a gaming session

- 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.

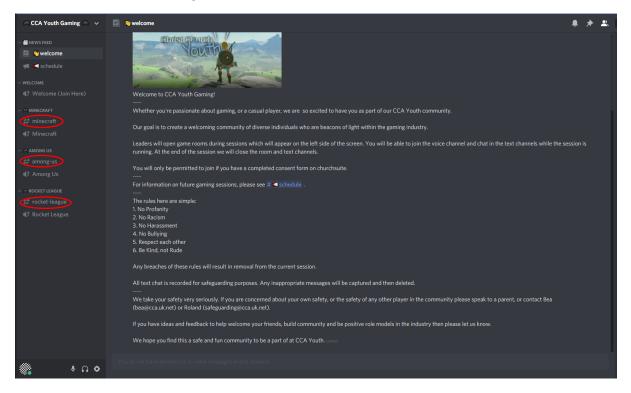


3. Your server name will appear under the room title and you will be able to speak and listen to the conversations.

4. 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.

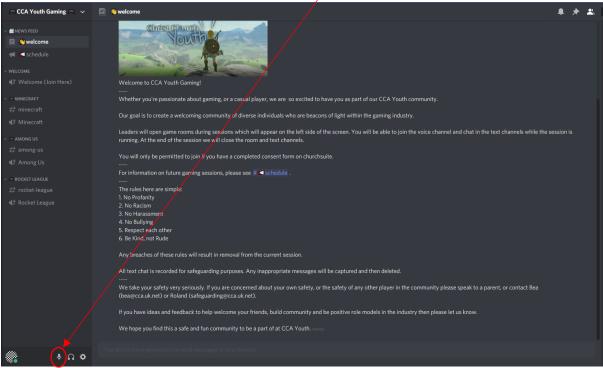


5. The rooms with the '#' symbol next to them are text chat rooms. These can be selected while you are connected to a voice channel and can be used to type messages. They will also be used to distribute game information



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

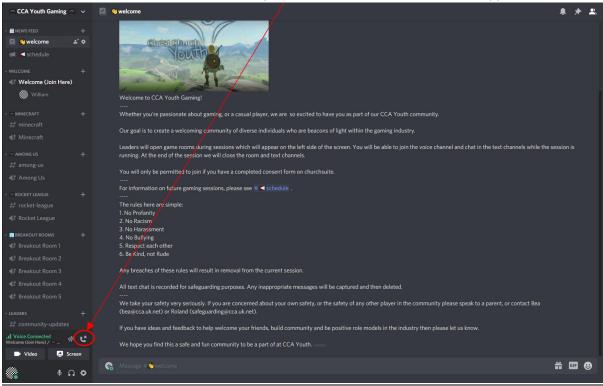


To stop or start hearing the conversation, but remain connected, click the headphones icon

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~ 🛅 NEWS FEED	Cintist Cinurgin
🖾 👏 welcome	
🛤 < schedule	
~ WELCOME	
¶≠ Welcome (Join Here)	Welcome to CCA Youth Gaming!
~ 🦱 MINECRAFT	Whether you're passionate about gaming, or a casual player, we are so excited to have you as part of our CCA Youth community.
‡‡ minecraft	
∎ ∮ ∮ Minecraft	Our goal is to create a welcoming community of diverse individuals who are beacons of light within the gaming industry.
V	Leaders will open game rooms during sessions which will appear on the left side of the screen. You will be able to join the voice channel and chat in the text channels while the session is
~ 🙉 AMONG US	running. At the end of the session we will close the room and text channels.
茾 among-us	
∎ [#] Among Us	You will only be permitted to join if you have a completed consent form on churchsuite.
	For information on future gaming sessions, please see # < sch2dule .
ROCKET LEAGUE	
‡ [#] rocket-league	The rules here are simple: 1. No Profamity V
🎼 Rocket League	i No Hotainy 2. No Racism
	3. No Harassment
	4. No Bullying
	5. Respect each other
	6. Be Kind, not Rude
	Any breaches of these rules will result in removal from the current session.
	All text chat is recorded for safeguarding purposes. Any inappropriate messages will be captured and then deleted.
	We take your safety very seriously. If you are concerned about your own safety, or the safety of any other player in the community please speak to a parent, or contact Bea (bea@ccauk.net) or Roland (safeguarding@ccauk.net).
	If you have ideas and feedback to help welcome your friends, build community and be positive role models in the industry then please let us know.
	We hope you find this a safe and fun community to be a part of at CCA Youth. (advect)
· • • • •	

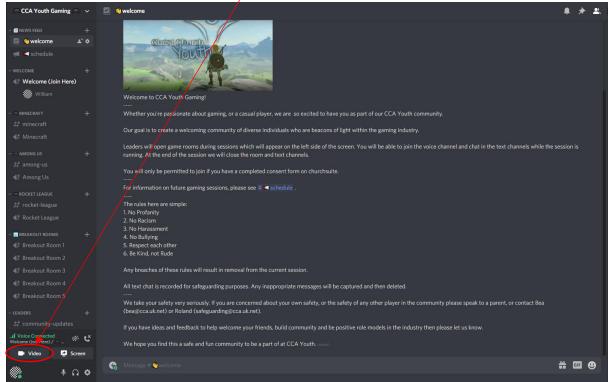
Disconnecting

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

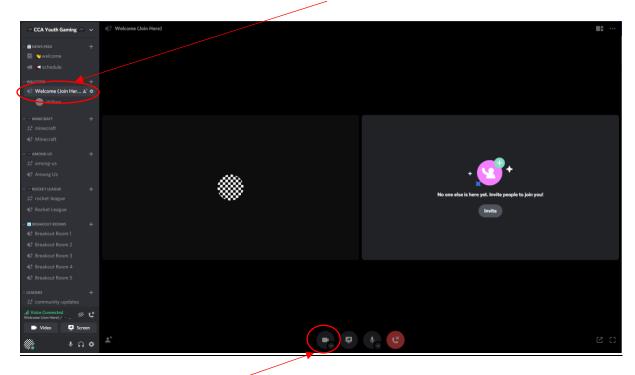


Using video

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

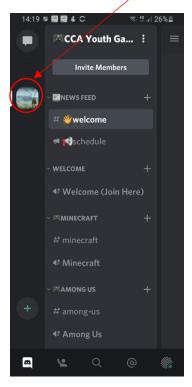
Using Discord on mobile devices

Viewing the server

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

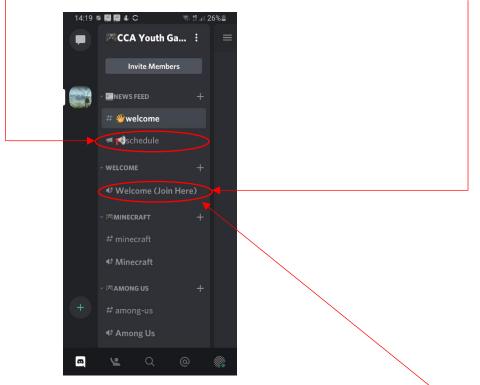


2. Then select the server from the list on the left side of the screen

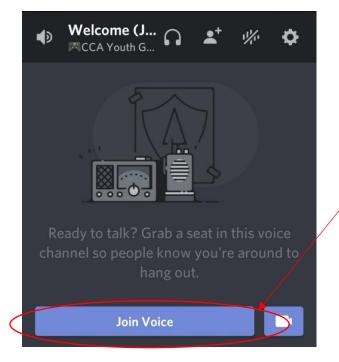


Joining a gaming session

- 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'.

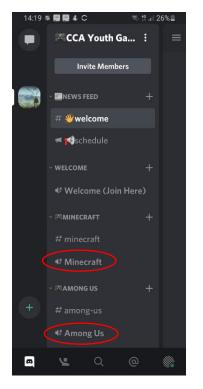


3. To join the room and start talking, click on the name of the room and select 'Join Voice'

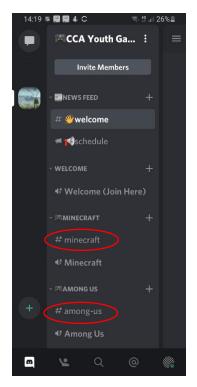


Your server name will appear under the room title and you will be able to speak and listen to the conversations.

4. 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.

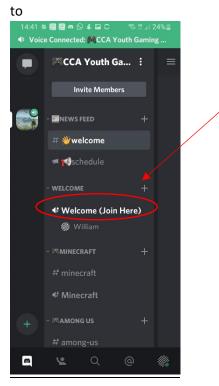


5. The rooms with the '#' symbol next to them are text chat rooms. These can be selected while you are connected to a voice channel and can be used to type messages. They will also be used to distribute game information

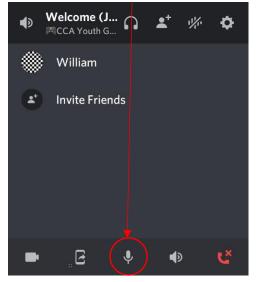


Mute and Deafen

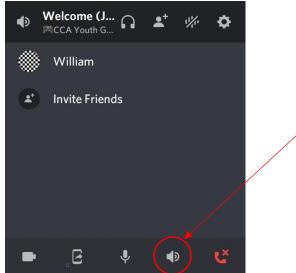
1. To Mute and un-mute your microphone, click the voice channel you are currently connected



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

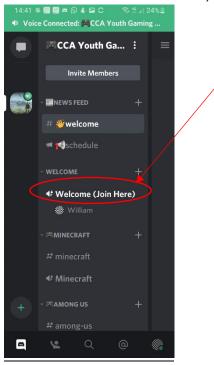


3. To stop or start hearing the conversation, but remain connected, click the headphones icon

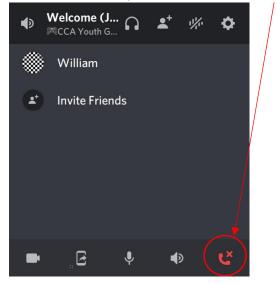


Disconnecting

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

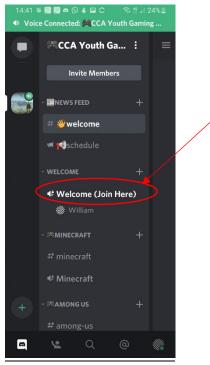


2. Then select the red phone icon at the bottom of the screen

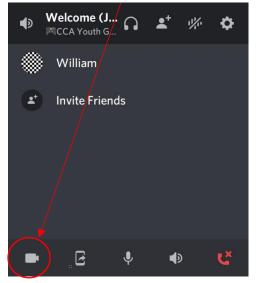


<u>Using Video</u>

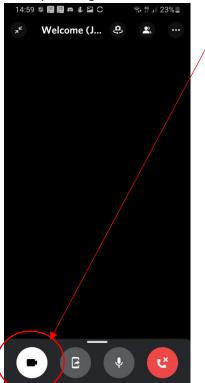
1. If video has been enabled for the session, Select the channel you are connected to



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

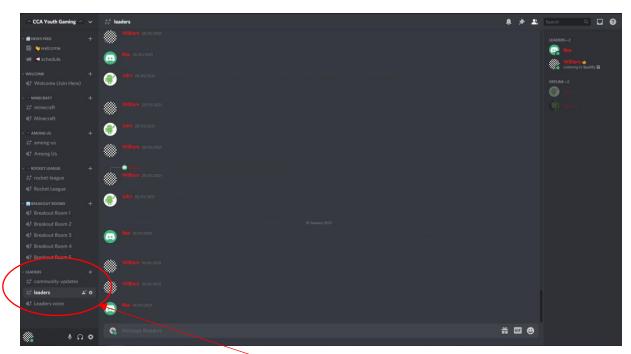
Leader Basics

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.

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📹 🚅 schedule				William 🕁 Listening to Spetify 🖬
	🔮 John zirovatat			OFFLINE-2
	William surrouses		Profile Mention	
AMONG US +	Idhe soozaa		Message Call	
	William Estor/2021		Add Note User Volume	
			Invite to List	
4 [‡] Rocket League → ■ BREAKOUT ROOMS +	🛞 John zurouzoz		Mute Disable Vide	
d [‡] Breakout Room 1 d [‡] Breakout Room 2			Change Nick	
		Admin Leaders	Invite to Serv	
	William Turulation	Inviter Welcome Room Pass	Block Kick Cloudys	
# community-updates # leaders ▲ ♦	William avenzazi		Lan Cloudys Loles	pecs
			0	
• ۵ •	G Message #saders	Personal Action		

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
 - \circ $\;$ 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

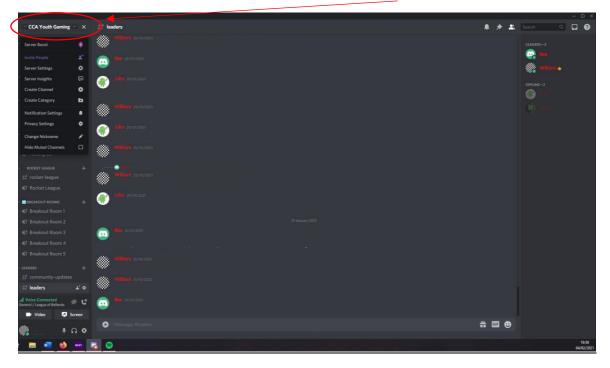
• The leader role is allocated to all leaders that join the server, It grants leaders a number of permissions to help moderate the server:

- 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

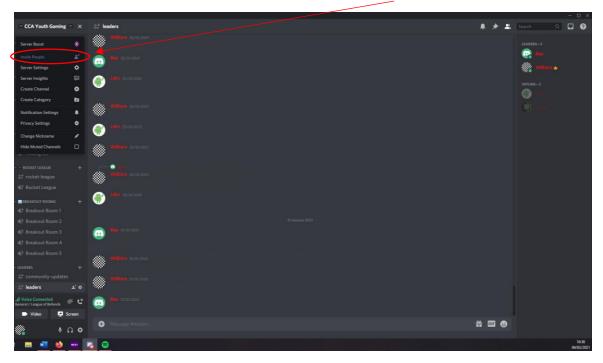


To access the server settings, open the server menu and select 'server settings'

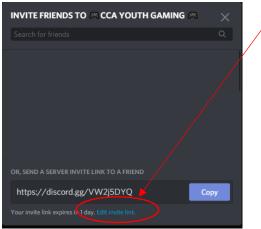
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Inviting members

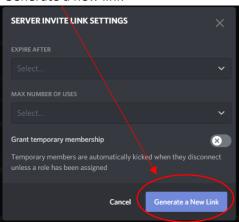
1. To invite new members, open the server menu and click 'Invite People'



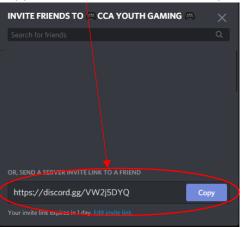
2. A box will appear with a link in it, select 'Edit invite link'



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'

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		INVITES			
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	Moderation	Fleaders	W2j5DVQ		
	Audit Log				
	Widget				
	Server Template				
	Server Insights				
	Membership Screening				
	Members				
C C	Invites				
	Bans				
					16:47
# # # <u># v</u> 💁 <u>- v</u>					04/02/2021

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.

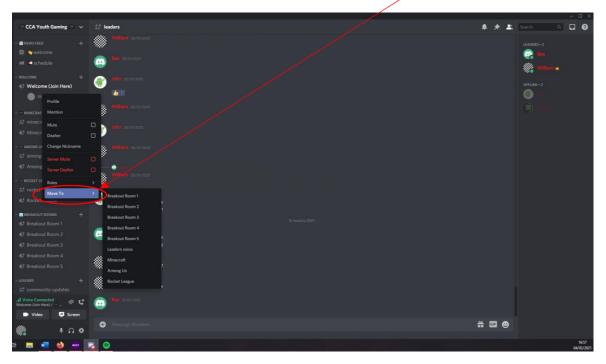
To mute or deafen, right click a user's name in the channel they are connected to and select the tick boxes required.



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

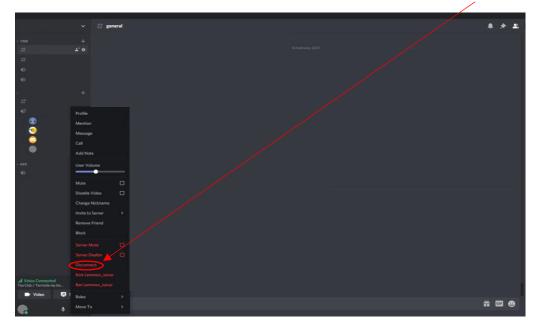
Moving Users

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

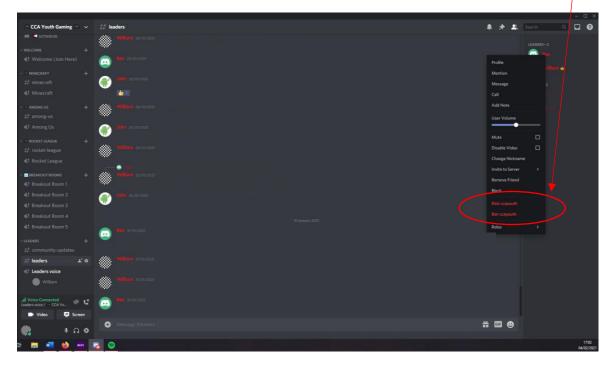
To disconnect a user, right click the user in the voice channel and select disconnect.



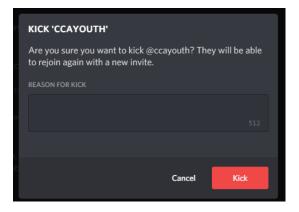
Kicking and banning

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'

	CA YOUTH GAMING CO. AUDIT	rLOG		
Role Ernoj		deleted an invite VW2j5DYQ Today at 11:07		
	deration	deleted an invite THq8ywUD Today at 11:07		
line _z Wid	grations dget	created an invite THq8ywUD Yesterday at 16:57		
	ver Template	deleted an invite Rq9Bjk46Sf Yesterday at 16:47		
	erview 🚱	created an invite VW2j5DYQ Yesterday at 16:40		
		created an invite sPp9Dwg5 Last Wednesday at 17:33		
	mbership Screening	kicked Last Wednesday at 14:13—Last Wednesday at 14:17		
		updated Last Wednesday at 14:07		
Men		created an invite Rq9Bjk46Sf Last Wednesday at 12:50		
Invit Bans		created an invite sPp9DwgS Last Wednesday at 12:50		
Dele		deleted an invite PUY4yfZ86h		
	Po	updated the role Game Room P	ass >	
		made changes to C Rocket Les	ague >	
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- AUDIT LOG Roles a 🎆 an invite VW2j5DYQ s 🎆 s 🍏 THq8ywUD s 🍈 a 🎆 V2j5DYQ ne Screer a 🎆 ------ه 🕷 a 🎆 a 🎆 H 🚍 🐖 🧉 🚥
- 2. To view extra information on an audit log, select it

3. 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

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