



DISCORD 101

Our 2021 Games look different in many ways. One way is how we will communicate with one another. This year, we will be using Discord for teams to communicate with us and one another as well as to coordinate certain events.

Discord will be a requirement if you're taking part in the Poker Tournament or any of the virtual head to head events (e.g. Cribbage, Rocket League). Check your event rules on the website to confirm whether Discord is required to participate.

What is Discord?

Discord is a real-time chat platform that was founded as a way to make it easier for gamers to communicate. It specializes in text, image, video and audio communication between users in a chat channel. It combines the look of Slack and the calling abilities of Skype with a Reddit-like discussion board, which makes it a very popular way to connect with a community. While it used to be a platform for predominantly gamers, now you can find Discord groups for just about anything. If there's not a group (known as servers in Discord) for the subject you're interested in, you can just make your own!

Why Discord and not another platform?

Discord allows for large groups of people to be in one virtual room; there's no limit on the number of users in a server, so it's a great way to connect with all of our participants at once. Each user can join up to 100 servers, so if you're the kind of person that has multiple WhatsApp group chats on the go, you'll feel right at home with Discord! It has the group text capabilities that Skype and Zoom don't have, meaning you don't have to start a video call every time you need to send someone a message. You can message anyone in a server, without having to add them as a contact beforehand. It's also free to use and you don't have to download a program onto your computer as you can access it from a web browser. It's an all-in-one platform and perfect for our virtual events!

We will use Zoom for a couple of our events, but those will be primarily so we can broadcast our screen to the whole group - at those events, you may still want to use Discord to keep in touch with the rest of your team!

How To Get Discord

Discord is free to download! You can download the desktop app on Windows, Mac or Linux, download the phone app on iOS or Android, or open it up in a web browser here: <https://discord.com/new/download> - servers are the main virtual rooms within Discord. Anyone

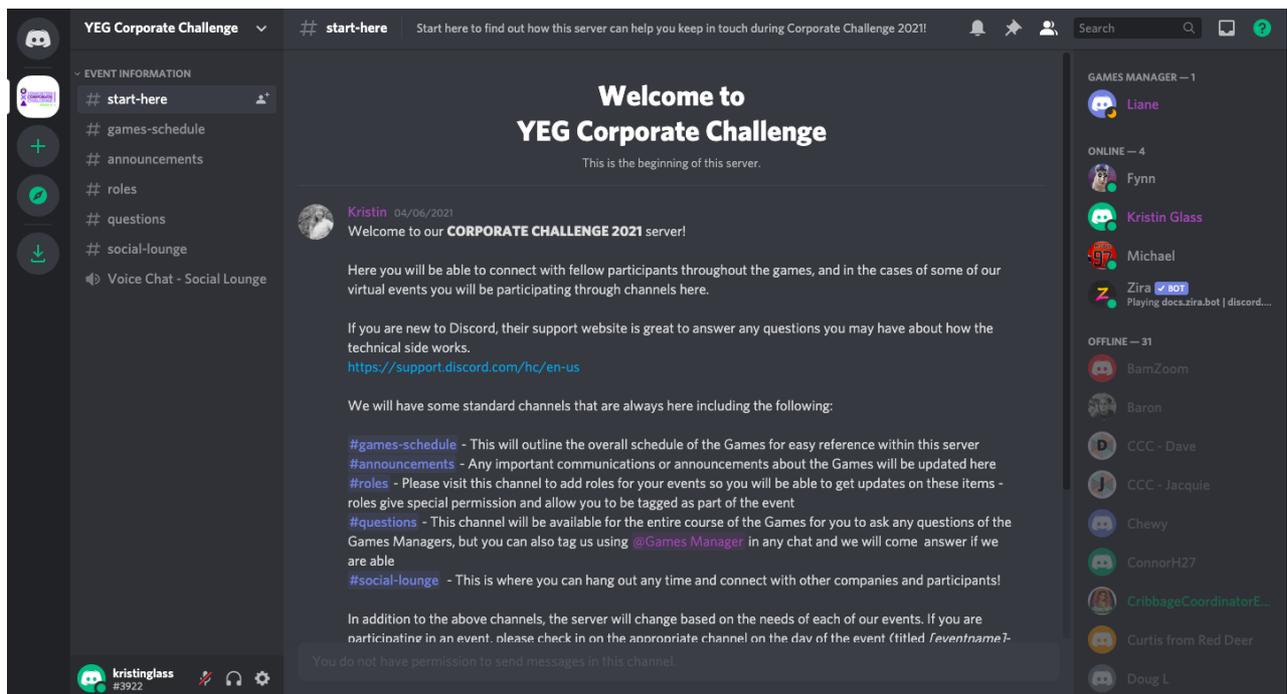
can create a server upon sign-up. They can be public servers, which anyone can join, or private servers, which require an invitation to join. Servers are broken up into text channels and voice channels.

Channel - channels are groups within servers. You can have multiple channels on a server. They're pretty much exactly what they sound like - a Text Channel is a giant group chat with everyone in the channel, while Voice Channels are audio and video only (*video is limited to 25 users*). You can also share images, videos and GIFs on a text channel.

Calls - as you would expect, calls are private voice chats between you and another person. You can also add other people in to have a private group call. This can be a voice call or video call, but video/screen sharing options are limited to 10 people.

How To Use Discord

The below screenshot is an example of what Discord looks like on a browser. Please note: this is the view after you've joined the Corporate Challenge server. Your screen will look a little empty when you first join but don't worry - we'll get you set up and it will end up looking like this:



Down the left-hand side are icons of the servers you are part of. The + icon is how to add or join a new server (more on this next). On the right, you will be able to see everyone who is part of the server and who is currently online. If you want to message someone privately, just click on their name and you can type your message in the box that pops up.

In the top left corner, you will be able to see the name of the server you are in ('SERVER NAME'). To change servers, just click into the icon of the server you want to be in. Within each server, you will see that there are Text Channels and Voice Channels. Click into a Text Channel and you will be able to read all the messages in the middle window. The main text channel will be where you can communicate with everyone at the event and where the Corporate Challenge staff will put any

notifications that everyone needs to see. Please do not discuss strategies/answers (for team events such as Trivia) in the main chat channel, as everyone will be able to see it!

To join a Voice Channel, click into the channel you want to join. You will be automatically connected into the call. To see the other participants, double click on the voice channel and you will be able to see everyone there.

To disconnect from the call, click the telephone icon above the 'Screen' button on the bottom left-hand side. You will also find options to mute yourself and turn on/off your video.

Joining a Server

To join a private server, you will need an invite link. A Discord invite link will look like this: <https://discord.gg/PRzstEqdDD>

If you already have an account, just click the link, accept the invite and you're in! If you haven't made an account yet, clicking the link will bring you through the process to create an account.

If you are already on the Discord app and want to join a server your teammate has created, you can click the green + button on the left, click 'Join a server' and enter the alphanumeric code (everything after the last forward slash in the link, e.g. PRzstEqdDD in the above link).

Remember, everyone on the server is automatically joined to every text channel in that server and can call into any voice channel, so make sure you're not sharing anything you don't want the whole server to know!

How to Connect with your Teammates

For some of the events this year (e.g. Trivia and the Unknown Challenge), you'll be forming teams within your company to play against others. For these events, you can use Discord to do this or you're welcome to bring your team together on other preferred video/voice chat platforms instead (Zoom, Teams, etc.).

There are two ways to connect with your teammates on Discord:

- a. Invite friends to a Group Chat (*limit of 10 users*)
- b. Create a private server and invite users to join (*unlimited users*)

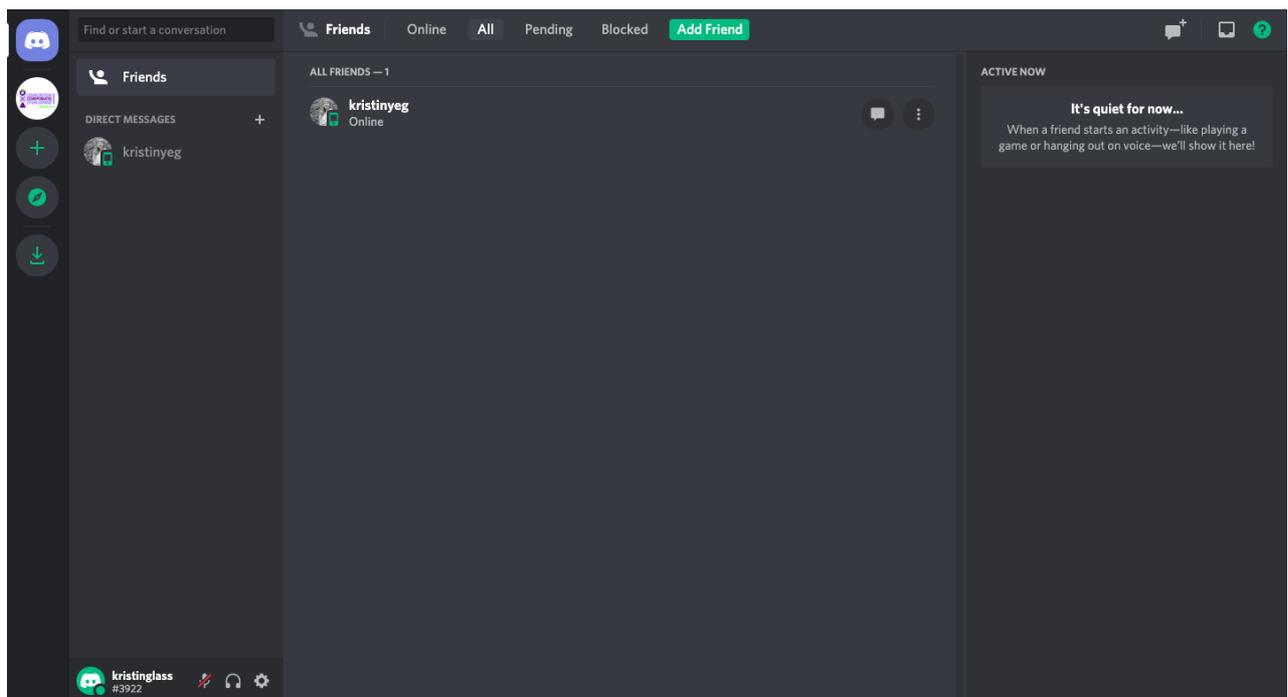
For the Corporate Challenge events, the first option may be more suitable, but we'll go through both options just in case you find your gaming tribe during our events and want to play together in the future. (For some events, the Corporate Challenge team will create a voice channel for your team, so you won't have to worry about any of the below for that!)

a. Adding Friends

If you're in a server and want to add a user in the same server to your friend list, you can right-click their name and select 'Add Friend' to send that person an invite.

Otherwise, click the Discord icon in the top left corner of the screen. To add a friend, you will need their username and friend code. In the bottom left corner, you will see your name with a four-digit number below it; that's your friend code. You can share your username and code with people so they can add you to their Friends list, or you can ask them for theirs (remember that it's case sensitive, so capital letters are important). Easy!

Once you've added a friend, your main screen will look like this (I added my regular account as a friend from a different account in this situation):



To add more friends, click the green 'Add Friend' button at the top.

Inviting Friends to a group call

Once you've added a few friends, you can start a group call. First, click the 'New Group DM' button in the top right corner.

Select the friends you want to create a group with and hit 'Create Group DM'. Your screen will now look like this:

Now you can go to the 'Start Voice Call' button at the top of the page to start a video call. You can also type messages in the chat box and this thread will stay in your direct messages.

This should be a sufficient way of getting in contact with your teammates for the Games. If you

wanted to start a group with more than 10 users (maybe you want your own area to discuss tips for the Step Challenge?), then you'll want to create a server.

b. Creating a Server

To create a new server, click the green + button on the left.

Hit "Create a Server", give it a name, and be sure to save.

Inviting People to a Server

Once you've created your server, you will have the option to invite other users. There are a few ways to do this. You can do it directly from within the server by clicking the person icon with the plus symbol next to it, located next to your Text Channel (called 'general'). You can share that link with anyone you want to join your server. If you're already Discord friends with the person you want to add to your server, there will be an option to invite them directly on this same screen. Another way to invite a friend to a server is to go into your friend list, right-click on the friend and select 'Invite to Server'.

A general text and general voice channel are automatically generated when you create a new server. Everyone on the server automatically joins the general text channel.

Nickname Format

Corporate Challenge events are about teamwork, networking and getting to know each other. To keep things easy for everyone, it'd be great if everyone could use this format for their Discord nickname:

First Name Last Name, Company

For example, mine would look like this: Kristin Glass, Corporate Challenge

To change your nickname, click on the server name in the top left corner, navigate down to 'Change Nickname' and you can update it there. You can have different nicknames on every server you belong to.

Join Our Server

That's it for the basics! Discord has a great support site if you want to delve deeper on everything this platform has to offer.

<https://support.discord.com/hc/en-us>

Please join our Corporate Challenge server to keep in touch during this year's Games by clicking the link below!

<https://discord.gg/PRzstEqdDD>