

**Emerging Professionals (EP) Committee
- Discord Support Document-**

Reviewed:

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- **Vision:** CRHNet envisions a disaster and climate resilient Canada.
 - **Mission:** CRHNet brings together the disaster risk management community to increase resiliency through the transfer of knowledge, the building of relationships, and the exchange of best practices.
 - **Values:** Collaboration, Innovation, Inspiration, Integrity, Diversity, Respect, Transparency
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Discord Support

Please email the EP Committee if you need support with Discord.

Purpose

The purpose of the Discord is to provide a platform to facilitate direct access to other students, emerging professionals, and experienced practitioners and academics. This document provides support to on-board guests onto the server and explains the basics of how to use and engage with other members on the platform.

Prior to joining the discord server, please review our Discord Guidelines.

Joining the Platform

Accessing Discord

You may access Discord through a handheld device (phone, tablet) or on a computer. Mobile apps are available for free for [Android](#) and [iOS](#). On a computer, you can access discord on a web browser or through the [free desktop client](#). For further support on accessing Discord, we recommend the following resources:

- <https://www.cloudwards.net/how-to-install-discord/>
- <https://support.discord.com/hc/en-us/sections/360008206871-Discord-Basics>

Creating an account

If you do not already have a Discord account, the first thing you will need to do after opening Discord is to create an account. To create an account you will need to provide an email address, username, password, and date of birth. You will need to claim your account, so please ensure you use an email address that you have access to.

Once you have created your account, you will need to claim your account to access all the platform features. To claim your account, you will need to verify your email address. To verify your email address, check the email you used to create your account and press “verify email” in the delivered mail. If you do not see an email from Discord prompting you to verify your account, press the ‘resend’ button in the app or browser page.

For additional support on creating a free Discord account, we recommend the following resource:

https://support.discord.com/hc/en-us/articles/360033931551-Getting-Started#h_01EYYMPAD6OZXROZRW00YGB0F.

Joining the CRHNet Emerging Professionals Server

After creating and claiming your new account, you will be prompted to start or join a server. If you are not prompted, you can select “Add a Server” (plus sign) on the left-hand pane. When asked, click “join”. To join the CRHNet Emerging Professionals server, you will need the following invitation link: <https://discord.gg/BQ6G3zED2g>. You can access the server directly by clicking on this link, or copying the link into the app or browser when prompted to do so.

Once you have created your account and joined the server using the link above, you will be prompted to accept the server rules. Once you have accepted the rules and before you gain access to the whole server, you will need to submit an application to join. Your application will be reviewed by the server Administrators (Admin) and Moderators (Mod) and is not publicly available to other users. First, click on the “Apply Here” channel (it will appear at the top of the channel list once you have accepted the rules). Once you are in the channel, you will only see one message, with a drop down menu. Select the server application from the drop down. The application will appear as a direct message from our application bot “Appy.” Appy will ask a series of questions (one at a time) to assess if you meet community membership requirements. Once you have submitted your application, you will need to wait for an Admin or Mod to accept your application. Applications will be reviewed within 48hrs. If your application is declined, you will be provided with an explanation as to why.

If you have any questions or concerns regarding any of the server rules or the application process, please send an email to the EP Committee.

Congratulations! You are now a member of the CRHNet Emerging Professional server and have access to its community members! Please say ‘hi’ and introduce yourself to the community in the Introductions channel!

Based on the responses to your application you will be assigned “roles” on the server. These roles are based on the answers on your application and will be assigned by an administrator or moderator. These roles are only to enable you to see certain channels. For example, if you select that you are a CRHNet member on your application, you will be added to the CRHNet member role. This role will give you access to extra channels on the server.

Using Discord

Nickname

For each server, you can set a customized nickname for members to know you as.

To change your nickname on the Discord desktop app, open the app and then go to the server that you would like to change your nickname on . Once in the server, find your name in the Server Member List (right-hand pane). Right click your name and then choose “Edit Server Profile”. Type your new nickname and click “save changes”. Your new nickname will now be displayed on this server.

To change your nickname on the Discord mobile app, open the app and go to the server that you would like to change your nickname on. Once there, click the Server Member List icon (two heads) in the top right corner of the screen. From the Server Member List, click your name, and then “Edit Server Profile”. Under nickname, enter the name you would like to be displayed in the server. Click “save”. Your new nickname will now be displayed on this server.

Privacy Settings

To manage what information is publicly available to other discord users, check your privacy settings. To check your privacy settings, click the little gear icon by your username (User Settings). Go into User Settings, then Privacy & Safety. There, you can tell Discord to filter Not Safe For Work (FSFW) (explicit) messages and servers, decide whether to let strangers message you, and control the types of activity data you send back to Discord.

Notification Settings

To manage the number and type of notifications you receive, go to User settings (gear icon) and then Notifications. From here, you can decide which type of notifications you’d like to receive and you can even turn on/off the sounds for each notification type.

Text Channels

Text channels have a hashtag (#) in front of them. Text channels are for typing messages - kind of like a big group chat or message board. When the name of a channel is in bold font, that means you have unread messages in the channel.

Note that the most recent messages are at the bottom of the chat. If you see a smaller font message above someone's message, this means that the newest message is a reply to an older message.

You can send a new message, reply, or react with an emoji to messages. If you want to reply to a message, select the message and click “reply” (curvy arrow). If you want to react to a message

with an emoji, select the message, and click “Add reaction” (emoji with a plus sign over one eye).

To digress on a message, you can start a thread. This will nest messages below the top one.

Voice Channels

Voice Channels are marked with a little speaker icon. Be careful! As soon as you click or tap on a voice channel you'll be instantly connected to the voice chat. This means that everyone in the voice channel will be able to hear you. Of course, you may mute yourself at any point (by your profile name there is a mic button - toggle mute on and off here). If you are on the desktop client, there's an indicator down in the lower left corner—just above your username—that says “Voice Connected.” On mobile, there will be a persistent green band at the top of your screen letting you know your audio is connected. You can also enable a webcam while connected to a voice channel to have a video chat with others. Webcams are turned off by default, but you can enable them by clicking “video” on the bottom left of the screen if using the desktop client. A screen share function is built into the voice channels for you to use as well, this can be enabled by clicking “screen,” next to “video” at the bottom left when using the desktop client. To disconnect from the channel, tap “Voice Connected” and hit the end call button.

Tips, Tricks and Best Practices

Spoiler Tags

Spoiler tags are useful for hiding spoilers on movies, and hiding potentially distressing content. To tag something as a spoiler, highlight the text and then click the spoiler button (eye icon). Alternatively, you can add two horizontal bars on each side of the text to hide it: || text ||. This also works for links!

Formatting Text

Within Discord, users can use a markup language to format text. Here are some of the basic markdown syntax that may be useful:

- Bold: ****text****
- Underline: __text__
- Italics: **text** or *_text_*
- Strikethrough: ~~~~text~~~~
- Single-line code block: ``text``
- Multi-line code block: ```text```
- Block quotes: > text (put a space between > and text)
- Hyperlink: [link text here](<https://url-here.com>)

Terminology

Administrator: Administrators (Admin) are the people who created the Discord Server. The Admins establish server rules, can invite people to join, and oversee the general function and wellbeing of the server. They have the highest level of administrative control - managing the moderators, and ban/remove members.

Bot: Bots are automated “robots” that perform task for the administrators. The bots we use in our server are “Appy” and “MEE6.” Both these bots help with your application and do not perform any other functions within the server.

Channels: Channels are ‘rooms’ within the server that focus on different topics to organize conversation. Some channels are text channels, and some are voice channels. If you have an idea for an additional channel, please let us know in the Feedback Channel!

Moderator: The role of a Moderator (Mod) is too ensure that the server is a safe environment for all users. Mods have the power to moderate and remove messages, and to manage users (invite, ban, and suspend). Mods are trained by the server Admins.

Role: Roles are assigned to every member on the server. These roles allow the admins and moderators to control access to certain channels. Your role(s) will be assigned based on the answers on your application.

Server: Servers are the main forums on Discord and act as small communities. Some servers are public, while others are private and require an invitation to join (such as the CRHNet Emerging Professionals server). You may be a member of multiple servers, you can see the servers you are a part of on the left-hand pane.

Username: Your username is the name other users will see on the server. Usernames can be your real name or a pseudonym and can be changed at any time (more on this later).