

# Tips & Tricks for Making The Most of Discord

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## WHY DISCORD?

Discord is an instant messaging and voice over internet protocol (VOIP) social platform. It allows video and voice calls, text messages, and the sharing of media and files. It was originally created by two games developers, who were looking for a way to allow gamers to collaborate and plan their tactics for group gaming sessions—and in case you were wondering, the name refers to both eliminating discord through better communication, and promoting discord via in-game battles. (SCA fighters can appreciate this, I'm sure!)

Discord remains popular with gaming communities, but it's become widely adopted. It's used by schools for study groups and class discussions, families, friend groups, and clubs and organizations large and small. In the SCA, you can find all levels on Discord, from the Known World down to cantons like Caldrithig, as well as guilds, special interest groups, and even individual servers for collecting all of the many information sources we tend to accumulate. One of Discord's great strengths is that it can accommodate all of these uses with ease, allowing each group or individual user to customize their experience to fit their needs.

Other benefits to developing an active Discord presence?

- It's a place that already has an active and robust user population, and that makes it a great recruitment tool.
- It does not use algorithms to dictate what you're seeing, so you can trust that you're not missing information.
- It allows uploading of files, enabling the easy sharing of documents.
- And the voice and video chats provide options beyond Zoom/Google Voice, with no limits on call length.

I hope this guide helps familiarize you with some of Discord's features. It's focused on Caldrithig's new server specifically, but much of this information applies to all servers. I encourage you to explore and enjoy this new way of sharing our game!

YIS,  
Lydia of Tyldenne

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## USEFUL TERMS

**Server:** Discord's term for a community

**Channel:** a dedicated place for posting text (or sometimes voice/video). Always start with a hashtag (#general).

**Message:** a text post to a #channel.

**Direct Message:** a message sent directly between two users.

**Pinned Message:** a message that has been bookmarked to a #channel. Can be found in the pushpin icon at the top of any channel.

**Mention:** tagging someone's username. Done with an @ (@Lydia of Tyldenne)

**Discord can be accessed on a desktop or laptop computer via your browser of choice.**

**On mobile devices (phones and tablets) you can install a discord app from the app store of your choice.**

## CREATING YOUR ACCOUNT

Go to [discord.com](https://discord.com) to create your account.

Your **username** will be your primary identification throughout Discord.

Your **display name** will be a nickname that shows up when you post.

*For example:*

*Username: Prince Hamlet of Denmark*

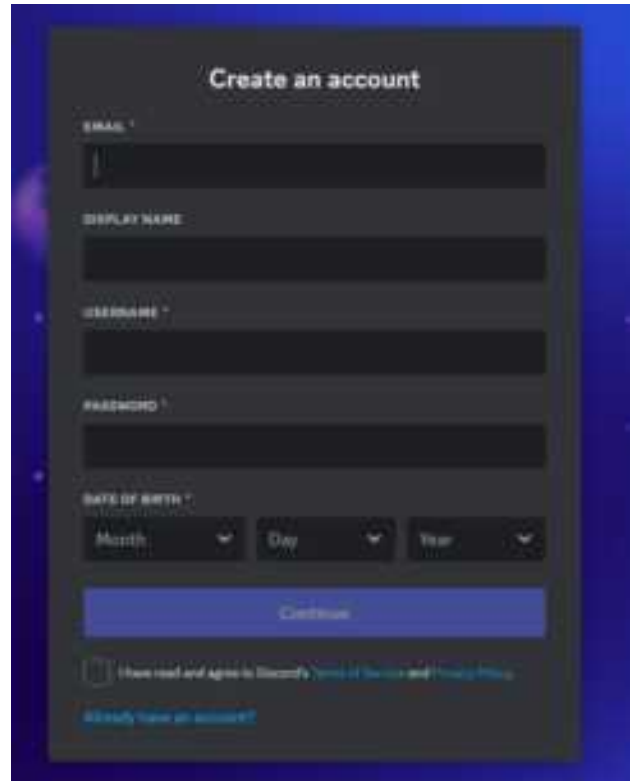
*Display Name: Melancholy Dane*

Your username cannot be changed (unless you decide to make an entirely new account.)

Your display name can be changed at any time.

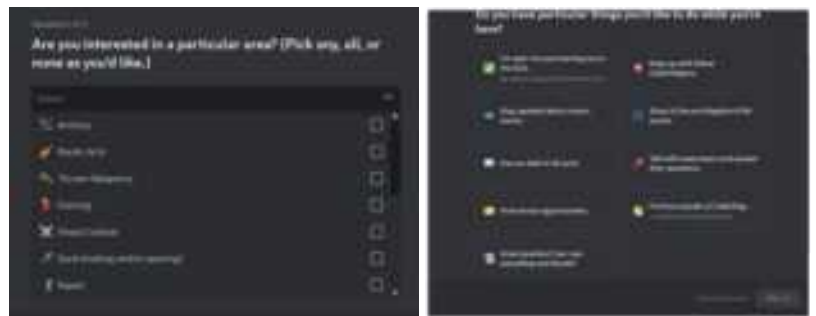
You can also have different display names in different servers. (More about that further down.)

**!! You must confirm your email to finish your registration!!**



## SERVER ONBOARDING

Many community servers use a questionnaire to help match users to applicable channels and interests. Caldrithig's questionnaire is two questions. You can return to it at any time if you decide you would like to change your selections.



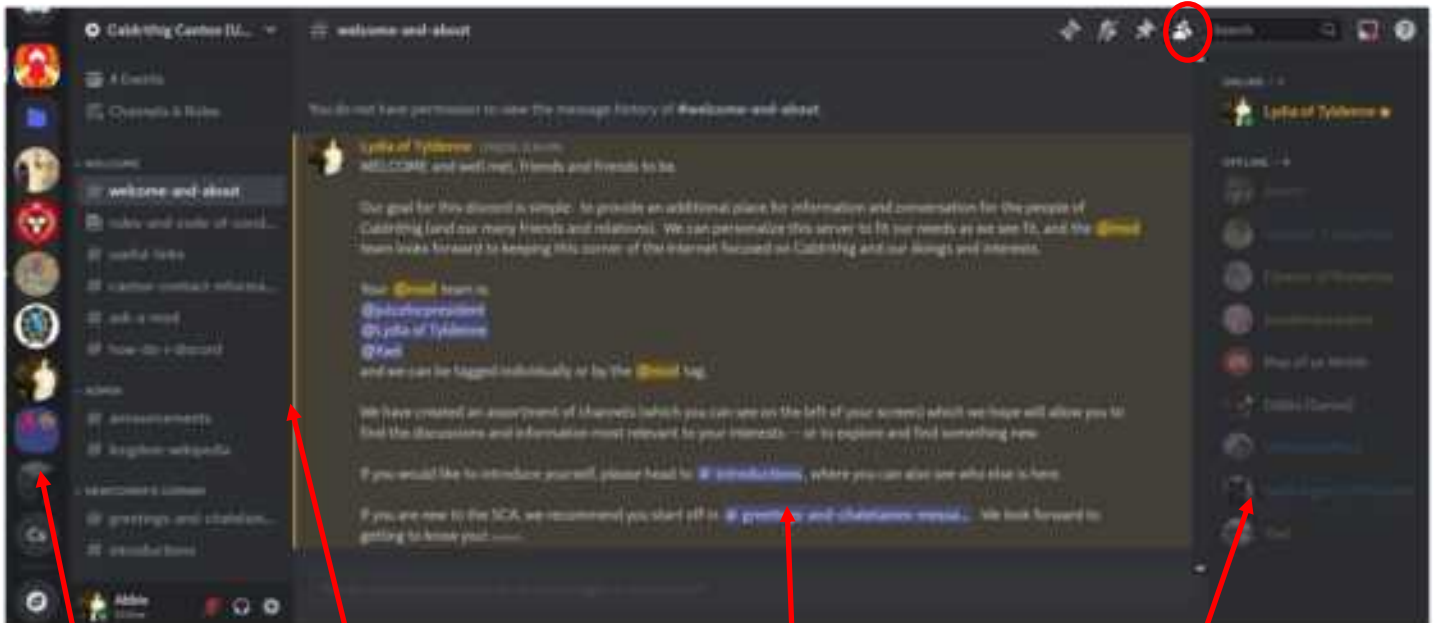
Once you've answered those questions you'll see a Server Guide, which links you to two help channels ([#how-do-i-discord](#) for questions about using/navigating discord, and [#ask-a-mod](#) for questions about rules or moderation, ideas, or suggestions for the server) as well as the introductions channel (there's a template if you don't know what to say) and the ever-important pet pictures.

The rules are also linked. They're pretty straightforward and we hope easy to remember; please give them a read.

You don't have to post anything to any of these channels, but visiting them all will mark each section as complete and help you get comfortable with Discord's layout.

# NAVIGATING THE SERVER (Examples are from the Canton of Caldritbig server but all servers have the same basic layout.)

Desktop view



### Servers.

Click on any server's icon to see its contents.

### Channels.

This is the table of contents for the server. Click on any #channel to read the content.

### THE FUN STUFF.

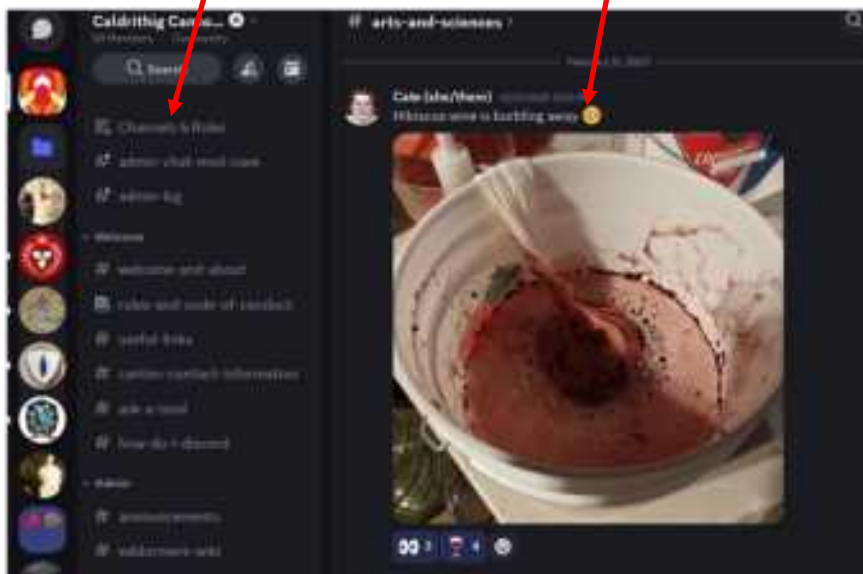
The content of any channel will appear in this column.

### CHANNEL MEMBERS

You can see any members of the server in the last column (in desktop view.)

Click the little people icon in the top bar to toggle this column on and off.

Tablet app view



### NOTE:

All features are present on both desktop and mobile apps; however they sometimes appear in different paces depending on the app design.

If you cannot find a particular feature, search for "discord [feature name]" plus your app version.

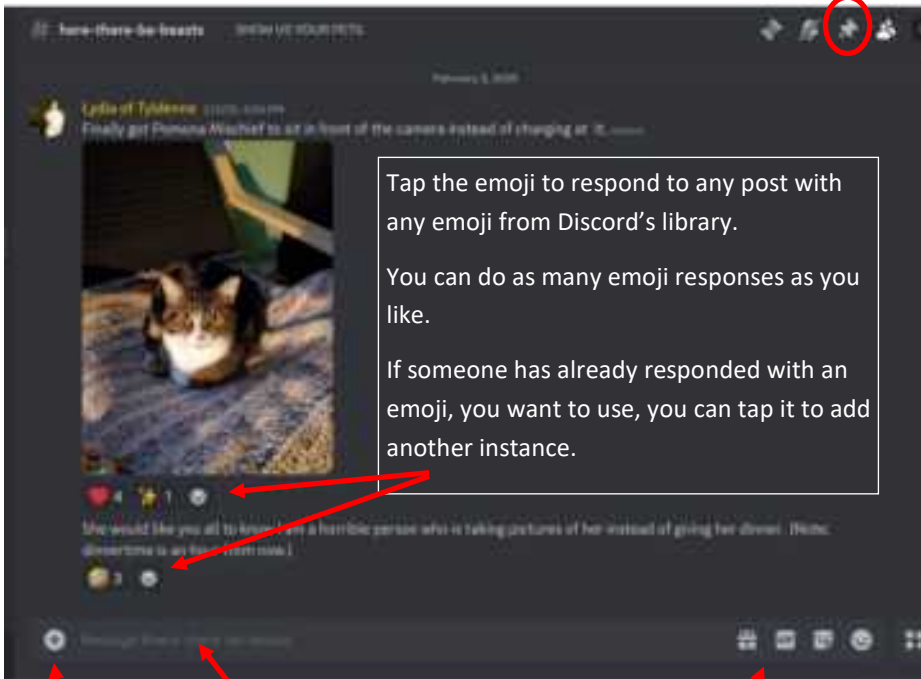
## POSTING AND SHARING CONTENT

### @s and #s

If you type an @ followed by a username (ex: @Lydia of Tyldenne) it will appear as a clickable option; select this to have the name appear as a link to that user's profile and alert them to the post. This is called a **mention**.



You can also type a # followed by a channel name if you wish to link to a channel.



Tap the emoji to respond to any post with any emoji from Discord's library.

You can do as many emoji responses as you like.

If someone has already responded with an emoji, you want to use, you can tap it to add another instance.

Click here to:

- Upload a pic
- Create a thread
- Create a poll

Type your message into this box!

On computers, enter will send your message.  
For a carriage return, hit Shift-Enter.

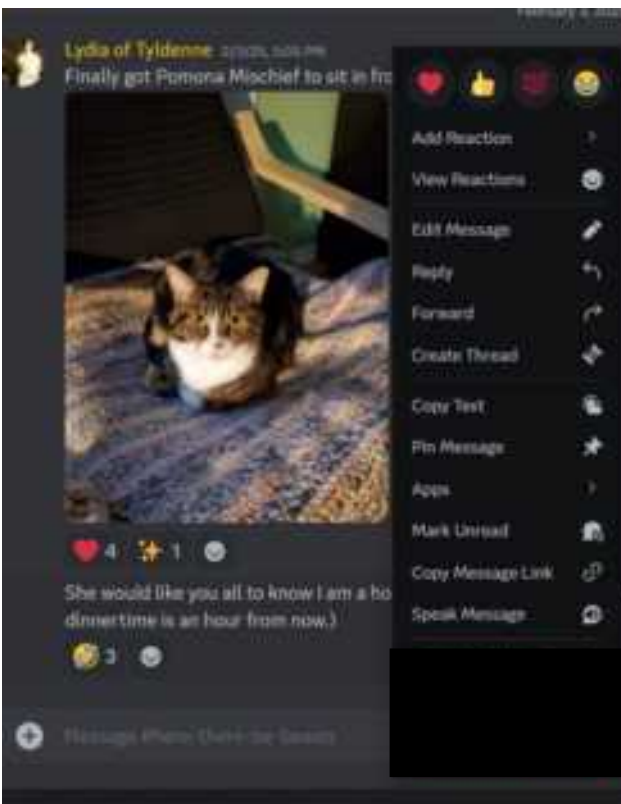
Present: menu for paid memberships (can ignore)

GIFS: opens a menu to search & select gifs to insert

Stickers: Discord-specific animated images. They're cute.

Emoji: can add any emoji from Discord's very substantial emoji library

Shapes: menu for games and linked apps (can ignore)



### RIGHT CLICK/LONG PRESS MENU

If you right click (desktop) or long press (device app) on an individual message, you get a menu!

Useful options here include:

*Add Reaction*: same function as the emoji in the message box

*View Reaction*: see who has made what reactions on a post

*Edit Message*: allows a user to edit their own posts. (Post will have an "edited" tag if it is edited.)

*Reply*: allows a reply directly to an individual message. Messages will still show chronologically but will contain a link to the message being replied to. The original poster will also be notified.)

*Forward*: allows a message to be forwarded to another channel.

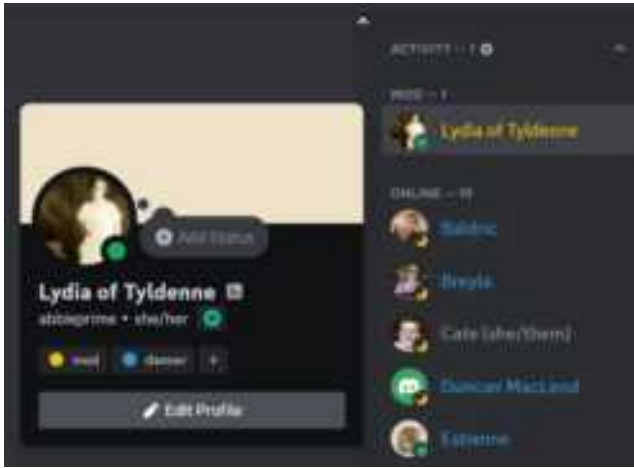
*Create Thread*: allows a separate thread. (The server owner can enable or disable this option.)

*Copy Text*: hopefully self-explanatory. :)

*Pin Message*: bookmarks any message in a channel for later access. Can be found in the pin icon at the top of the channel. (See above.)

*Mark Unread*: marks subsequent messages as unread until the next time you visit that channel. Useful for something you'd like to return to later on another device.

## ROLES



Roles are additional tags that can be set up for any individual server. They appear similar to usernames with an @ before the role title. Some roles are assigned colours and the user's display name will reflect that. Roles can be updated as needed.

Roles serve multiple purposes:

- identifying moderators and Canton officers
- identifying other members who are interested in Canton activities
- mentioning role holders  
example: paging @rapier to notify members that rapier practice has been cancelled due to weather

Users can self-assign roles by visiting the onboarding questionnaire or pinging a @mod.

### Roles on the Caldrethig server:

@mod  
(yellow)

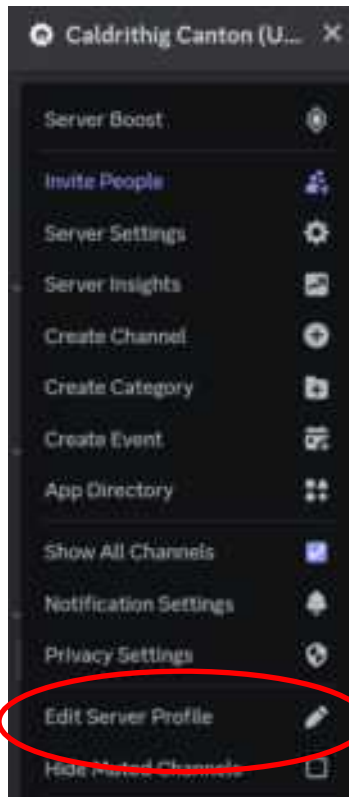
@Friend of Caldrethig  
(purple)

@Caldrethig Seneschal  
 @Caldrethig Chatelaine  
 @Caldrethig Exchequer  
 @Caldrethig Minister of Arts & Sciences  
 @Caldrethig Clerk-Register  
 @Caldrethig Dance Mistress  
 @Caldrethig Quartermaster  
 (white)

### Canton Activities Roles:

@dancer            @musician  
 @bard             @combatant  
 @archer           @rapier  
 @thrower  
 (blue)

## SETTING A SERVER-SPECIFIC DISPLAY NAME

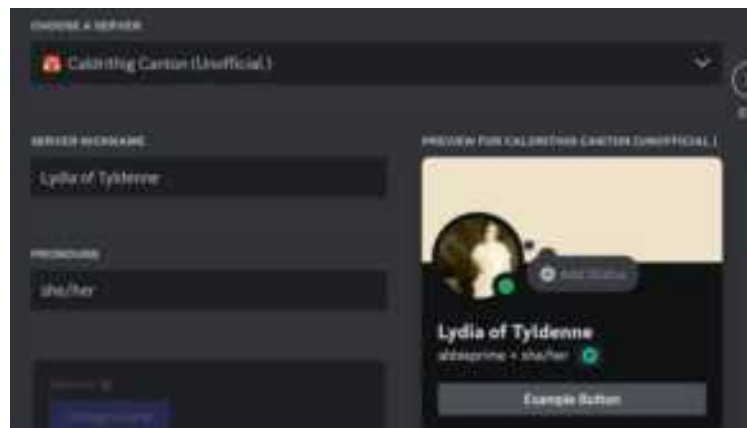


Discord allows users to set a different display name for each server you are in, which is very helpful for people who are in multiple servers or have hobbies where they adopt alternate epithets.

If you have a mundane username and would like to change it to display your SCA name in the Caldrethig server:

Go to the server name (at the top of the #channel list) and toggle the drop-down menu.

Scroll down to Edit Server Profile at the bottom of the list, and select it, and you'll see this:



It's as simple as putting your chosen server nickname in. If you are in multiple servers you would like to change, you can use the drop-down option under Choose A Server to select each server to update. You can also list your pronouns if you wish.

Other things you can put in your nickname: Titles! Honors! Epithets! Pronouns (again)! A temporary position, like "Feast Steward"! Put your mundane name in parenthesis! However you'd like to identify yourself, this is the place for it.

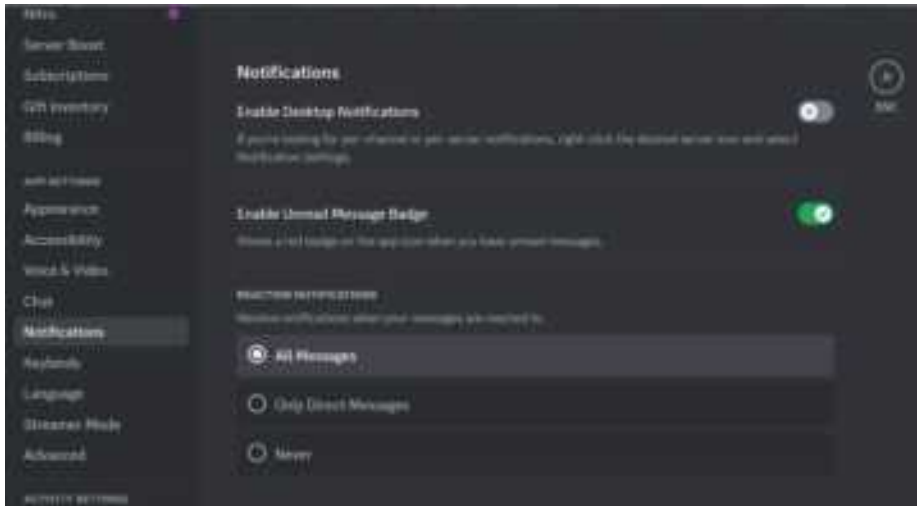
## MANAGING YOUR NOTIFICATIONS

To manage the **general message settings**, including:

sounds, email notifications, pop-up notifications:

On desktop: click the settings gear next to your username on the bottom of the #channels list

On mobile: select your profile icon on the right of the bottom taskbar, and then select the settings gear icon on the upper right.



*Other things in this section:*

enabling Unread Messages, which then shows a red NEW badge marking where you last left off reading in each channel. (This can be very helpful!)

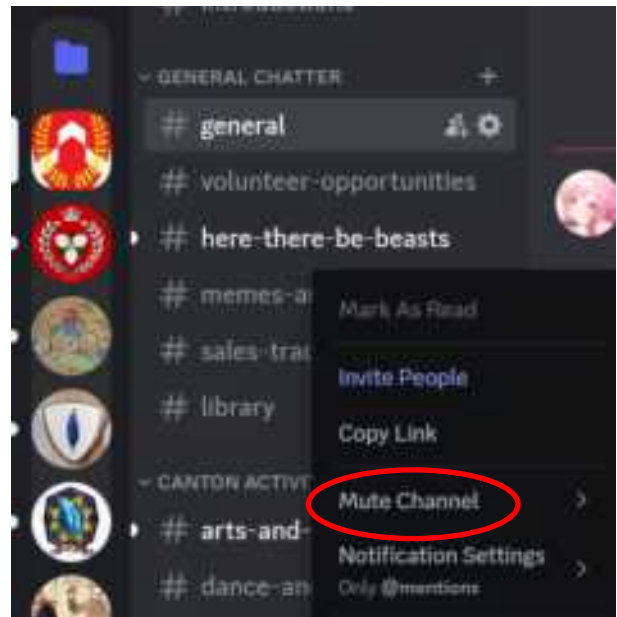
## SERVER AND CHANNEL NOTIFICATIONS

Discord automatically alerts you to new content. Servers have a white dot appear next to them; channels also appear in boldface.

If you do NOT want to see these alerts (perhaps a server has become very busy) you can right click on a server or channel and select the *Mute* option. You can choose between 15 minutes, 1, 3, 8, or 24 hours, or with no time limit. (You can undo this whenever.)

You can still visit and read any server or channel you have muted, but it can take the stress of “unread message” alerts away.

*Pro tip!* In busy servers, I often opt to mute all channels except the particular few I want to follow most closely. I can then read the others at my leisure while still staying alerted to the topics I want to remain up-to-date on.



## TURNING OFF GIFS & ANIMATED GRAPPHICS

If animated graphics (gifs & stickers) are a problem for your eyes/brain, no worries! Discord gives you some options here as well.

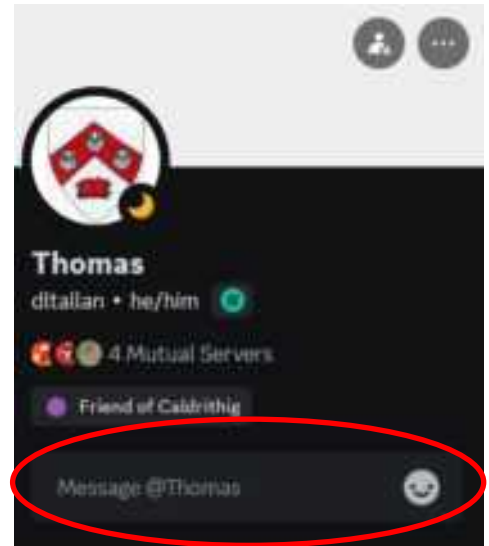
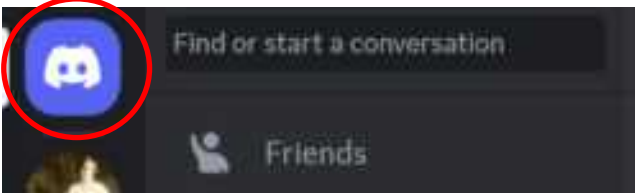
Follow the instructions in General Notifications to get to your settings page, and select **Accessibility**, then scroll down to Reduced Motion.



In **Appearance**, there are also options for Dark Mode and message display. (Obviously I prefer dark mode myself!)

## DIRECT MESSAGES AND FRIENDING

Do you want to talk directly with another friend on the server? There's lots of reasons to do that, like arranging carpooling to an event or planning a birthday surprise. It's very simple! Click on the username of the person you'd like to message, and in the profile that pops up, look for the *Message [name]* box on the bottom. Type your message, and hit send.



Once you've sent that first message, you can find the conversation, along with any other direct message threads, by clicking the home tab. (It's supposed to be a game controller. I think it looks like a certain cartoon mouse's pants. Whatever it looks like to you, it will bring you to your direct messages.) Your direct messages will be in a list of conversations, with the most recent at the top.

If you want to limit who can send you a direct message, that can be found under **Content & Social** under the general settings (the gear next to your username.)

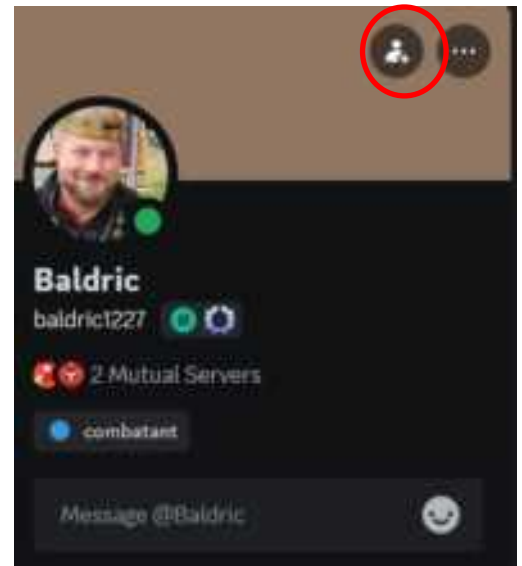
What if you want to *friend* another user? You can send a friend request by clicking the little *add friend* icon on the top of any person's profile. (If you right click/long press their username it is also an option in the menu there.)

There's several benefits to being Discord friends:

- You can have direct voice and/or video calls
- You can create *group DMs* between mutual friends. (Example: the Seneschal, Chatelaine, and Exchequer want to have a chat record for their discussions for planning a Newcomer event.) The person creating the group DM must be friends with all of the people they are adding to the group chat.

*Note: group DMs have a limit of 10 members.*

As with any website, you should not accept a friend request from someone who isn't known to you!



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This guide is just scratching the surface of Discord's features, but everything in this guide will enable you to be an active participant in any SCA server, and a reference as you explore.

Discord itself also has a very well documented help guide, and is a great resource if you have additional questions or if you are seeking further information. You can find it here:

<https://support.discord.com/hc/en-us/categories/115000217151-Discord-Basics>

See you in the server!