PANHELLENIC FORENSICS ASSOCIATION TOURNAMENT

Communications Platform Guide 2022

DISCORD



ONLINE

MARCH 17-20, 2022

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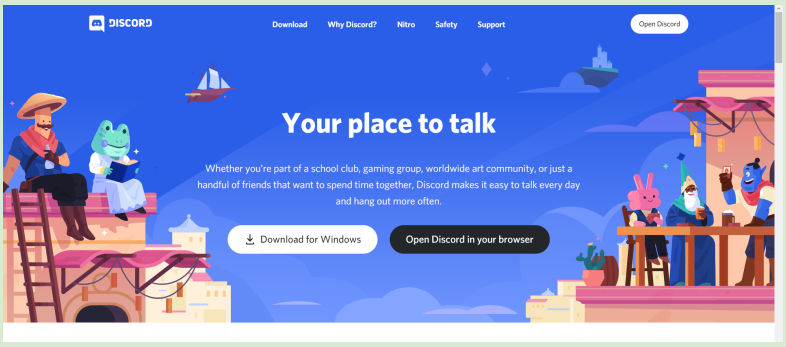
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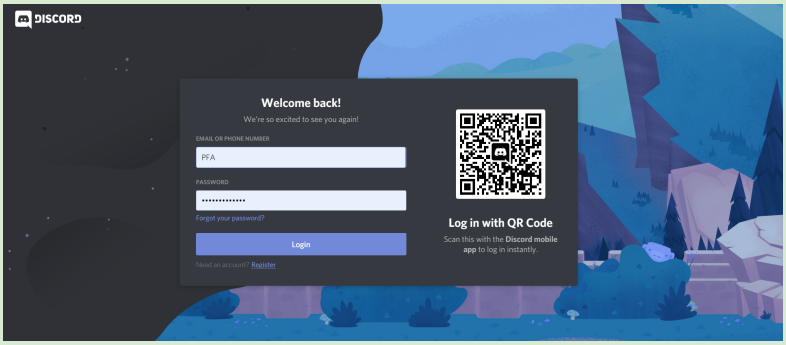
Be careful… 8

Getting Set Up: Before The Tournament

- **Step 1: How do I join Discord?**
    - Go to https://discord.com/
    - From the screen below, you can choose to either:
        - Download (if you want to have the app on your desktop)
        - Open Discord in your browser (to use from your regular internet browser)



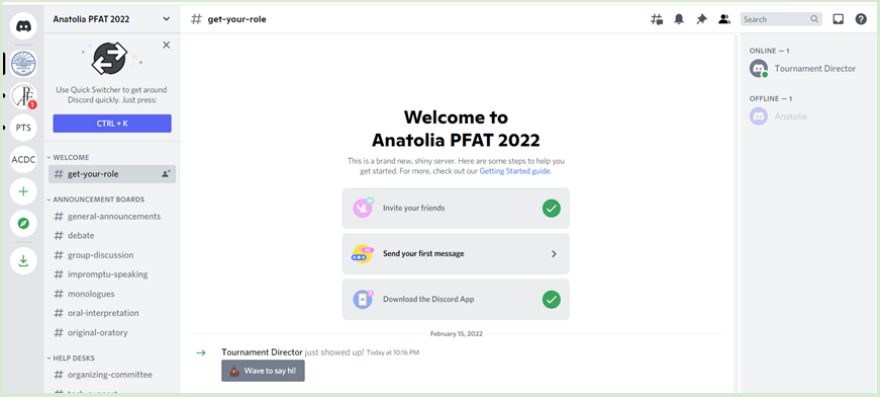
    - If you have an account, you can log in on this page. If you don't have an account, click on "Register" under the login button, and sign up to Discord, before you log in. **Important:** you must have a Discord account with a verified email to join the Anatolia PFAT 2022 Server.



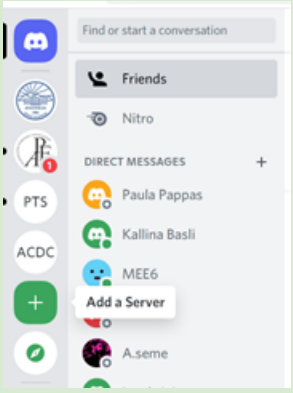
Step 2: Welcome to the Anatolia PFAT 2022 Server

Once you've created an account with Discord, and signed in, it's time to join the Anatolia PFAT 2022 Server.

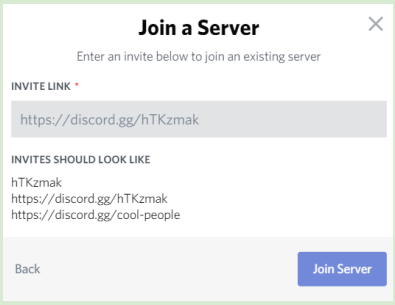
- **Option 1:**
  - Click on the Invitation Link to the Server: https://discord.gg/Y3RkJ9AWpV
  - Then "Accept invite" and that's it! You're on the Anatolia PFAT 2022 Server.



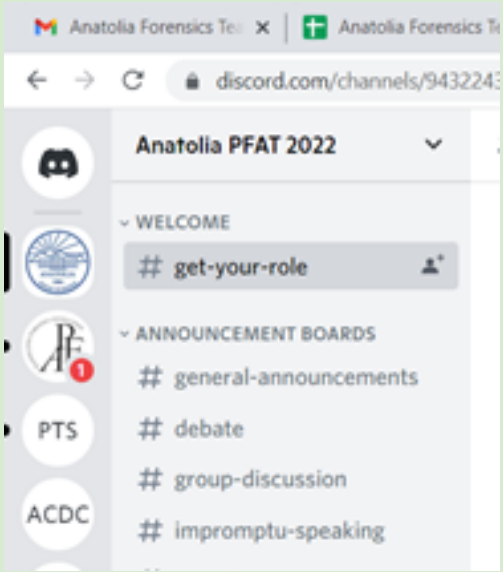
- **Option 2:**
  - Once you've logged in to Discord, click on the **+** sign on the left hand side menu (it will say "Add a Server") when you hover over it. Click on it.



  - Then look where it says "Have an invite already?" and click on "Join a Server"
  - And then copy the invite link https://discord.gg/Y3RkJ9AWpV in the textbox and click "Join Server":



- **Step 3: Are you a Participant or a Judge?**
    - Next, you should get assigned a role. On the left-hand side menu, you'll see a channel called "get-your-role" under the Welcome section (see the image below).

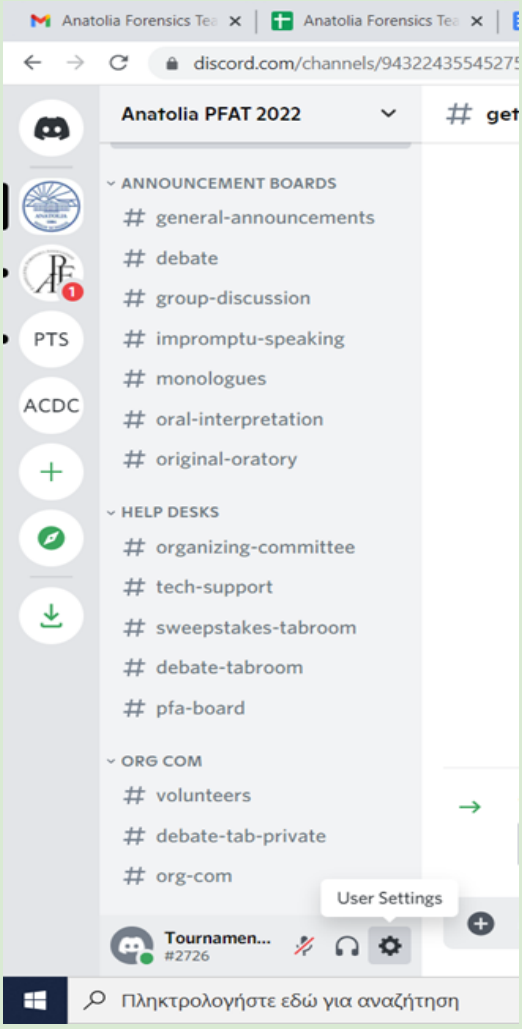


    - Go to this page, and all you need to do is click one of the two reactions (the icons) that are directly under the pinned message at the top:
        - Participants (students): click ONCE on the Trophy
        - Judges (or coaches): click ONCE on the Heart

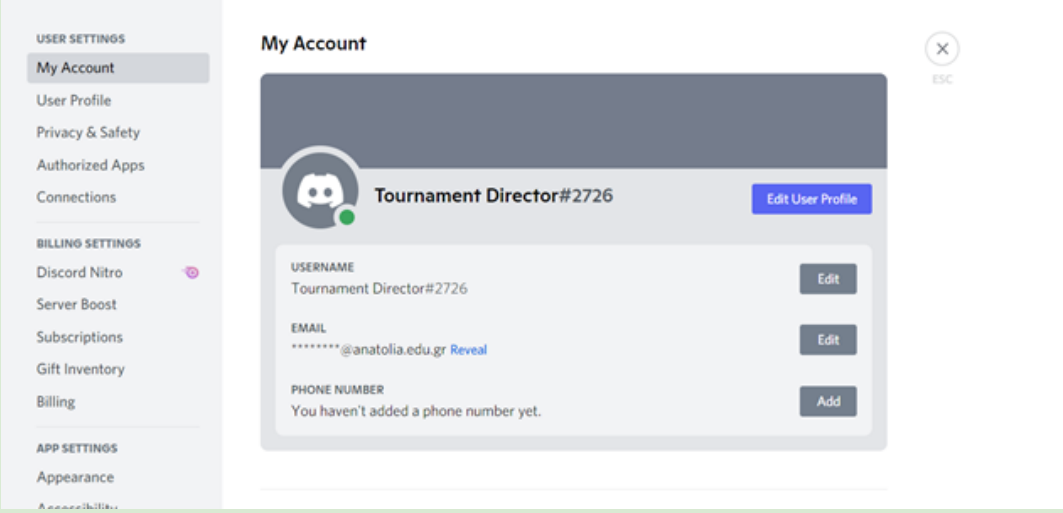
    - Once you've done this, you'll see on the right hand side of the screen that your name's colour has changed (it's now Blue if you're a **Participant** and Green if you're a **Judge**.

Step 4: Set your Screen Name

- Finally, it's time to change your screen name! At the bottom of the left-hand side menu, you'll see your current username, and next to it a cogwheel. Click on the Cogwheel.



- In the "My Account" section of your user settings, you'll see the option to edit your username. Click and adjust your screen name to the Tournament Specifications.



How To Use The Server: During The Tournament

- **Announcement Boards**

  Think of this set of channels as a combination of the announcement boards where information is posted & the announcements volunteers would make out loud if we were all in the same building!

  - **general-announcements:** Watch this space for reminders of when rounds are about to start, instructions from hosts when you can join a Zoom call, updates on any delays, etc. All round allocations will also be posted here!
  - **Event channels:** in this section you will also find six channels, one per event. There you will find:
    - The room allocations for participants
    - The judge assignments
    - Any other information from the org com that is relevant to the event!
    - Note: for debate, the draw and motion will be posted in the channel only after it has been announced to the teams on the Zoom call. Teams should be on the Zoom call in time for the announcement.

- **Help Desks**

  The Org Com is here to help!

  - **organising-committee:** This is open to Participants & Judges. If you are a participant who's not on the room allocations, or a Judge that appears

twice(!); if you have any questions about your event or the schedule; or if you want anything from the org com, you can use this channel! Please do not spam us. Over 500 participants will be under our care during this tournament, so please only contact the org com if needed (for participants, this means if your head coach couldn't help you or couldn't be reached).

- **tech-support:** This is open to Participants & Judges. Please report any technical problems that are interfering with your ability to participate here. Important: If you have dropped during a round that you were participating in / judging, please get in touch with us here while you're trying to reconnect so we can help you, and make sure to give us your room number!
- **sweepstakes-tabroom & debate-tabroom:** These two channels are only visible to Judges. Please use them only when necessary (this is the equivalent of knocking on the tabroom door in a live tournament!).
- **pfa-board:** this channel is also only visible to Judges. Through this you can reach the PFA Board and President, in case you need their support.

What To Look Out For

- **Keep an eye out for…**
  - **Check** the general announcements & your event announcements channels often, and certainly in the hour before your event.
  - Pay special attention to **any notifications** if you have been tagged in a message from the org com or the tabrooms.
  - If you are often away from your main device during the tournament, add the **Discord app** to your phone, so you can see the notifications.

- **Be careful…**
  - **Turn off Notification Sounds during your event**. Discord makes a loud noise if you leave this on, which can disrupt your performance (or can become very annoying while you're judging). Make sure to turn this off from the settings (the same cogwheel you clicked on to change your name, and click Notifications on the left hand menu).
  - **Don't spam & keep the space fun!** The rules of conduct that apply to all of us in school also apply on this server. Please be kind and respectful of all others, and don't overcrowd the channels with messages, so the org com can keep up and help when it's really needed.
  - **Don't send private messages** to any other users, and especially…
    Participants are not allowed to reach out to judges privately. Judges are not allowed to chat with participants privately.