Welcome to UMD Info Challenge 2023!

This year's Kick-off Day will be hybrid and working through the week will all be virtual. Everyone will be on Discord to accommodate the virtual participants. This document provides information on how to get setup, access the UMD IC23 Discord server, and how to maneuver once you are in Discord.

For the best experience, download the Discord application to your computer.
https://discord.com/download

Below are the commands you will need in Discord for IC23. If you would like additional information - such as how to change your avatar (profile picture), here is a link to additional Discord documentation.
https://support.discord.com/hc/en-us/articles/360045138571-Beginner-s-Guide-to-Discord
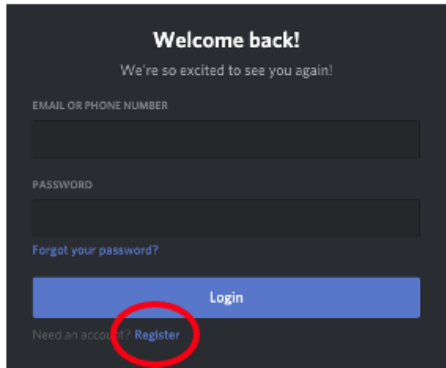
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Create a Discord Account

If you have not logged on to Discord before you will need to create a Discord account.

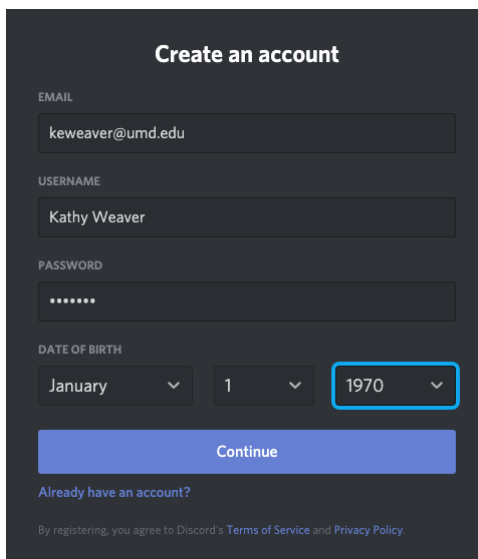- Download the Discord application to your computer.
  https://discord.com/download

Welcome Back Dialog Box
- Open Discord
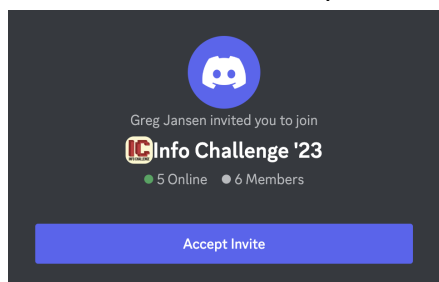- Click on Register (below the Login button.)

Create an account Dialog Box
- Enter your email address
- Create a Username
  - *Note: this can be changed later*
- Create a Password
- Select your Date of Birth
- Click on the *Continue* Button

Accessing the IC23 Discord Server

- Click on the link: https://discord.gg/ZVGMfUBD85
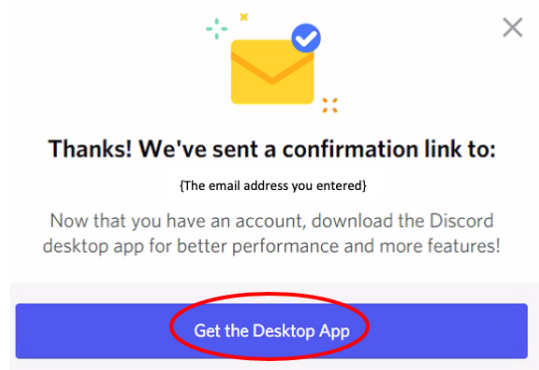- Click on the Accept Invite button

- Enter your birthday
- Click on the Done button

- Enter a password
- Click on the Claim Account button

- **Click on Get the Desktop App**

Thanks! We've sent a confirmation link to:

{The email address you entered}

Now that you have an account, download the Discord desktop app for better performance and more features!

Get the Desktop App

Discord App Launched Dialog Box
- Open the Discord application on your computer.
- Click on the IC server icon on the far left.
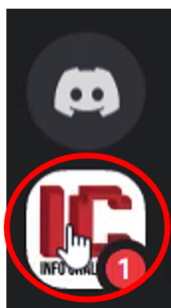
The Info Challenge Concierge will ask you a few questions (such as your email address) and give you an opportunity to confirm your registration.

When you have completed your registration you will receive the following message.

InfoChallengeConcierge **BOT** Today at 1:46 PM
esther jones, your registration is now complete. Congratulations!
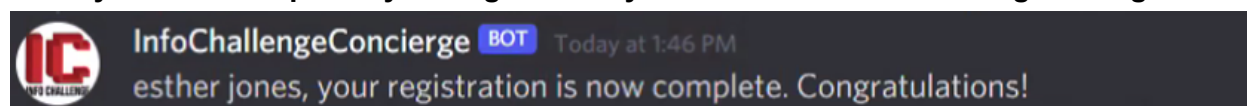
Change your Nickname

All IC23 participants need to change their nickname to follow the naming convention below. Your name should be what you prefer to be called by all of those involved in IC23.
- *Note: this will not change your username, just the name that will be displayed next to your name in the IC23 server.*

  ❖ Student Participants: Firstname LastInitial - Team# (Fred J - Team 47)
  ❖ Mentors: Name - Mentor (JoAnn - Mentor)
  ❖ Volunteers: Name - Vol (Dr. Gorham - Vol)
  ❖ Judge: Name - Judge (Roxie - Judge)
  ❖ IC22 Planning Team: Name - IC Team (Dr. Weaver - ICTeam)
  ❖ Info Challenge Advisors: Name - ICA (Will - ICA)
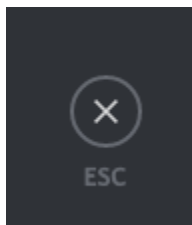 ❖ Project Partner: Name - Project (Joe - Project)

- Right click on your profile on the far right of the screen.
- Click on Edit Server Profile.
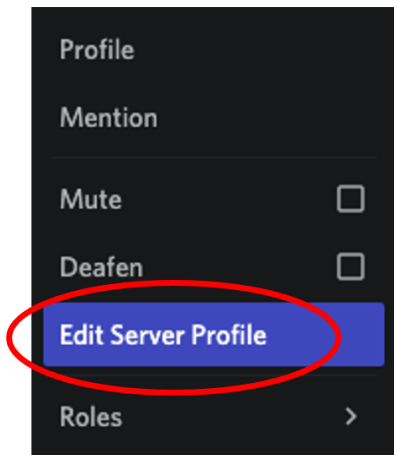
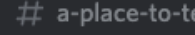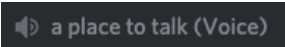- Enter your nickname in the Nickname field.
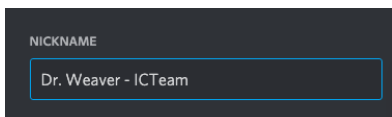
- Click on the Save Changes button at the bottom.
- Click on the Esc button on the top right.

On the UMD IC23 Server

Once you have successfully logged onto the IC23 Server use the following actions to move around.

A few things to keep in mind:

- All text channels have a hashtag (pound sign) at the beginning of the line `# a-place-to-text`
  - You will only be able to send text messages to others in a text channel. To have a vocal conversation you will need to move to a voice channel.
  - Any text you send to the text channel will go to all of the users in that channel at that time.

- All voice channels have a speaker at the beginning of the line `🔊 a place to talk (Voice)`
  - You will be able to talk with others in the same channel.
    - *Note: Only use your video when you are in the team channels.*
  - The list of users in the channel will be displayed just below the channel name.

- Be sure to mute yourself if you are in a voice channel
  - The microphone in the bottom left near your Discord username will have line through it if you are on mute

Main Area (meeting-room)

The meeting-room channel will be where you should move to when you first arrive.
- Click on the #meeting-room channel on the far left side of the screen.

> ⌄ 💡 COMMON ROOM 💡   +
> #🔒 meeting-room
> # welcome-and-rules
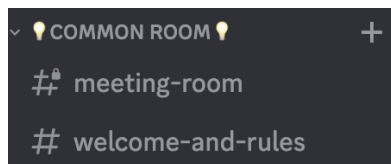
The #meeting-room will be highlighted once you are in the room, and you will see the Welcome in the center of your screen.

You may send a message to everyone in the meeting room by entering text in the Message screen at the bottom and pressing the Enter key.
> *Note: Everyone in the room will see your message.*

MENTORS - If you would like to have small group conversations you may move to either of the channels below.
- mentor-text-communications
  - This channel only allows text communication
- mentor-voice-communications (Voice)
  - This channel will turn on your microphone and camera and allow you to have voice or video conversations.
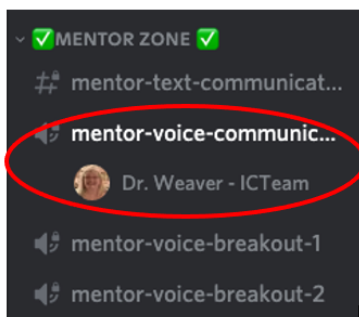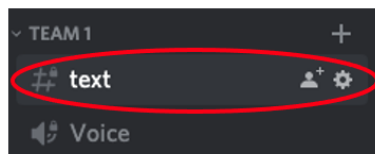
Team Channels

Each team will have their own area to work in, called a channel. The team number will be associated with the team number assigned by IC23. Only the assigned student participants and mentors will be allowed to access the channel. However, any of the IC23 Team and Daily Volunteers will also be able to access the channel if needed.

- Mentors - you will be assigned to a team to work with for the week. You will only have access to the team channels that you will be mentoring. They will be visible on the left side of the screen.
    - *Note: when you initially log on, the teams will not immediately be visible. The IC23 Team will add you to your teams once you are in Discord.*
- ICAs and Challenge Partners - you will see all the teams on the left side of the screen..

Each channel has a text and a voice channel. If you are in the text portion of the channel, you will only be able to connect with others using the Message box at the bottom of the screen. If you are in the Voice portion of the channel, your microphone will become active and you will be able to talk with others that are also in the Voice channel and also use the text. At that point you will also be able to turn on your video.
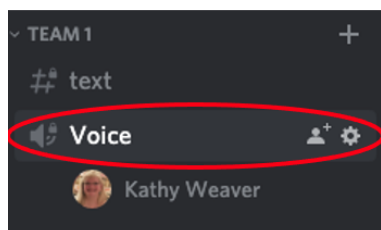
Move to a team channel

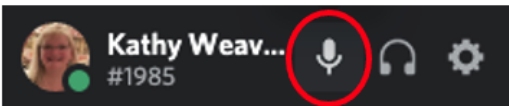- Click on **text** under the team number

Connect with voice in a team channel

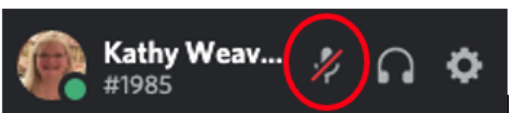- Click on **Voice** under the team number

Mute Yourself
- Click on the microphone button in the bottom left of the screen to mute yourself.

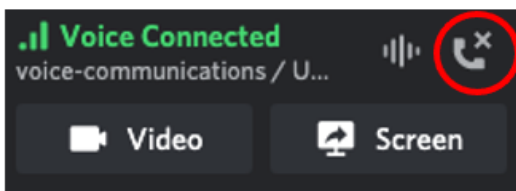   ○ *Note: the microphone will have a line through it if you are on mute*

Unmute Yourself
- Click on the microphone button to unmute yourself.

Exit the Voice channel
- Click on the Disconnect button on the bottom left of the screen.

Connect with Video
- ***IMPORTANT: Only use your video in the <u>team channels</u>. Discord only allows for a small number of videos to be active at once.***
- ***You can connect with voice in any voice channel.***
- Click on the Video button.
    ○ *Note: the video button will turn green indicating that your video is on.*
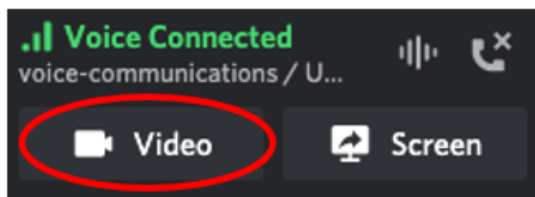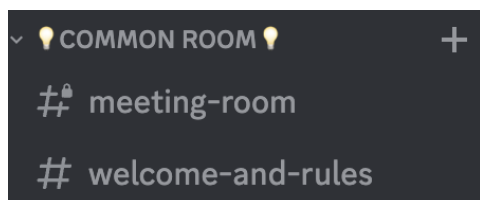

Disconnect the Video, but stay connected by Voice
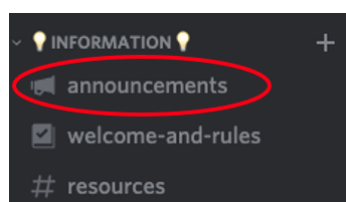- Click on the green Video button.
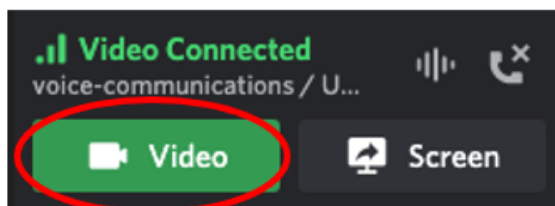
Move back to the #meeting-room
- Click on #meeting-room

Announcements

Throughout each event, the IC23 team will be making announcements. These will be displayed in all of the channels.

View Announcements
- Click on **announcements** in the Information section on the far left of the screen.

IC23 Talks

Each event will have talks, and welcomes, that you will want to watch. These will be on Zoom and recorded for the Info Challenge YouTube page. The link will be provided in the announcements channel, and distributed through all the channels.

Getting Help

If you are stuck and need help, you can directly message any of the IC23 Team for help. We will respond to you as soon as possible.

On the top right will be a list of IC23 Team members.
- Kathy Weaver: Dr. Weaver - IC Team
- Sami Kemper: Sami - IC Team
- Joey Candella: Joey C - IC Team
- Click on the name of anyone in this list.
- Enter your question in the NOTE field.
- Press the Enter key on your keyboard.