

# STARTING A SERVER



# THE BASICS





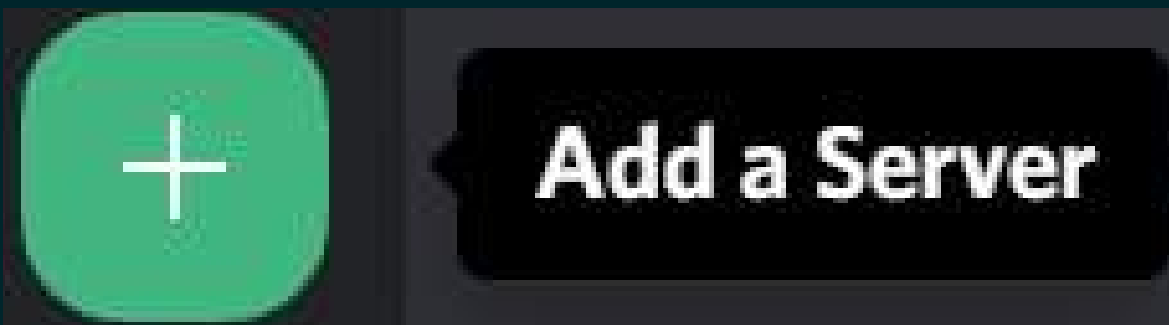
# BEFORE WE BEGIN

So you want to start a server, but are you ready for all the challenges? Running a server is not an easy thing to do, and you really have to put your time and effort into it.

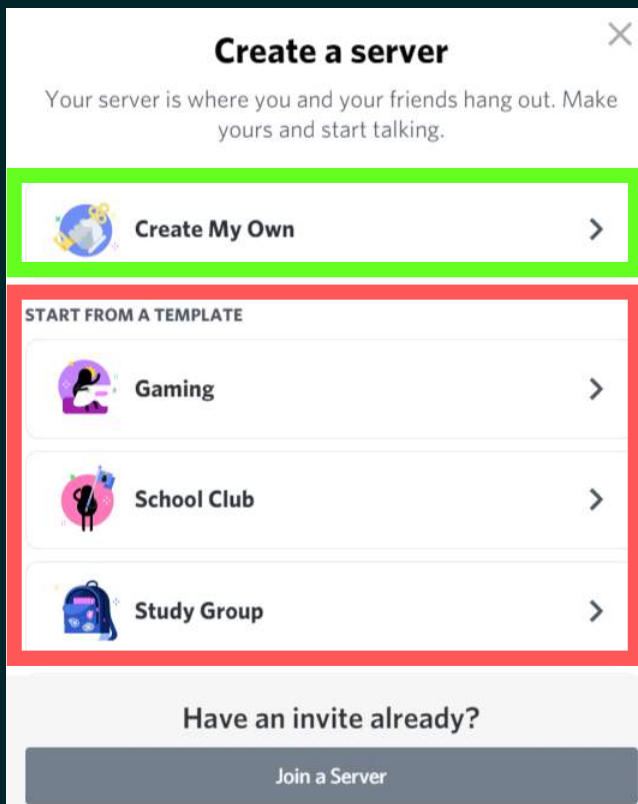
Are you willing to do the work despite the obstacles you might face? If so then lets get started!

# CREATING A NEW SERVER (STEPS)

1. The very first thing you do is to click the "add a server" button



2. Click "create my own"



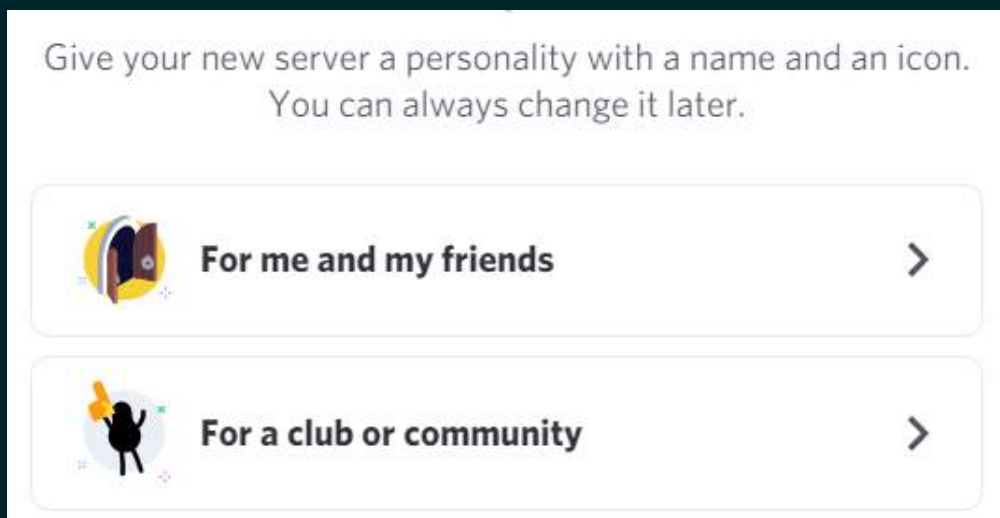
We don't recommend the templates provided by discord

If you don't want to start from scratch there are websites for that, or you can check out our templates



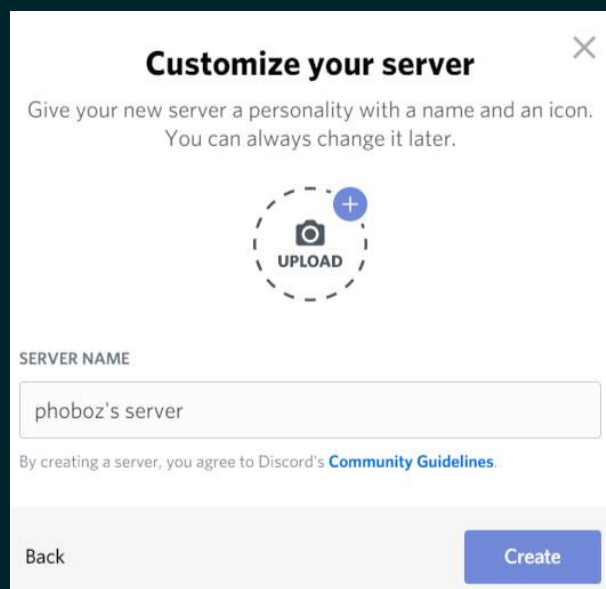
# CREATING A NEW SERVER (STEPS)

3. For this step choose whatever you think is the best, it doesn't matter

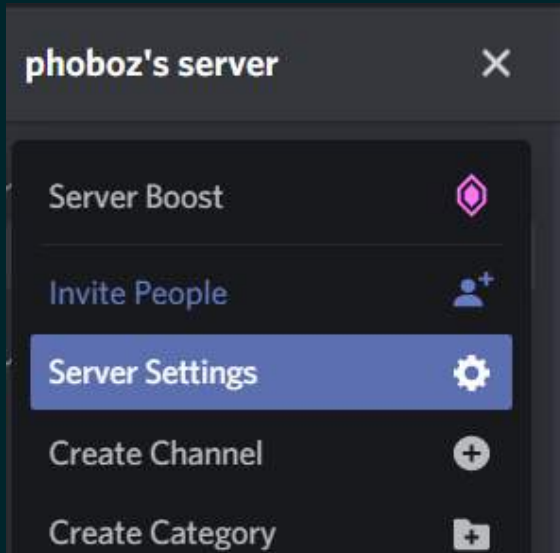


4. Get a logo (Next Page).  
And type your server name

Get a professional and SFW name, people won't join a server with a name like "peepeepoopoo's toiletland"



# YAY YOU HAVE JUST CREATED A SERVER!!!



Now here's how you find all  
the server settings...

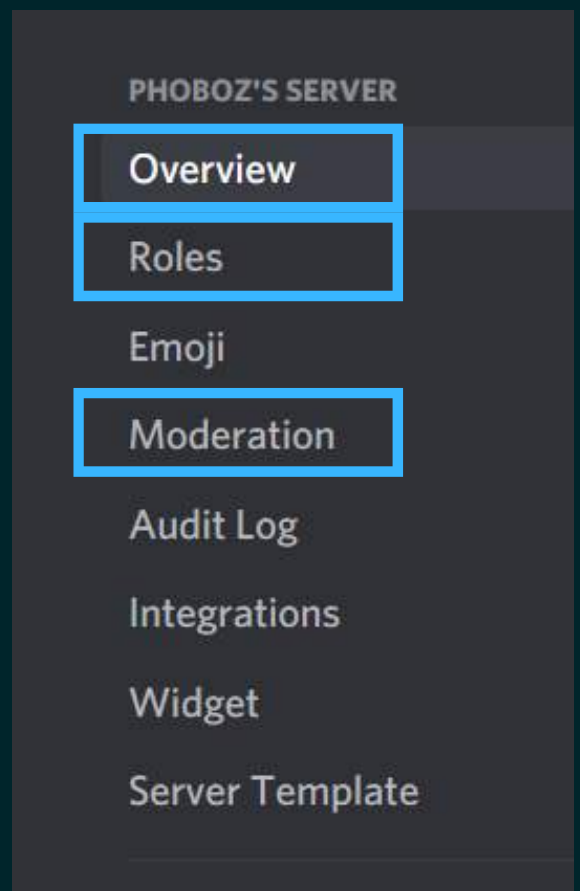


**RIGHT HERE**

In this guide we'll be  
covering these parts...  
(dw there will be guides for other stuff)



**NOW LET'S GET  
A SERVER LOGO!**



# GETTING A LOGO

First of all, the logo has to be in 1:1 ratio (square) and it is recommended to be 512 x 512px

you can either...

## CREATE ONE

If you're creating a brand then I suggest you to get a unique logo. There are software such as blender or illustrator that can help with logo creation. You can also consider hiring a graphic designer on fiverr or discord servers.

~OR~

## FIND ONE


When you're looking for logos make sure they're not copyrighted, for example don't use nike or disney's logo as your server pic unless you're authorized. Also stay professional, we don't recommend using a meme as server pic.

Pro tip: Use free websites such as [picresize.com](https://picresize.com) to get the correct image size

# SERVER OVERVIEW

Here you can change your server logo, server name and region

**SERVER OVERVIEW**



Remove


We recommend an image of at least 512x512 for the server.

**Upload Image**

**SERVER NAME**

phoboz's server

**SERVER REGION**

 US South Change

**BASED ON WHERE YOU LIVE**

**INACTIVE CHANNEL**

No Inactive Channel

**INACTIVE TIMEOUT**

5 minutes

Automatically move members to this channel and mute them when they have been idle for longer than the inactive timeout. This does not affect browsers.

**YOU CAN CREATE AN AFK CHANNEL (HIGHLY OPTIONAL)**

**SYSTEM MESSAGES CHANNEL**

# general TEXT CHANNELS

This is the channel we send system event messages to. These can be turned off at any time.

Send a random welcome message when someone joins this server. ☐

Send a message when someone boosts this server. ☒

**TURN THIS OFF AND GET A WELCOME BOT**

**DEFAULT NOTIFICATION SETTINGS**

This will determine whether members who have not explicitly set their notification settings receive a notification for every message sent in this server or not.

We highly recommend setting this to only @mentions for a public Discord to avoid [this insanity](#).

☐ All Messages

☒ Only @mentions

**CHOOSE THIS SO MEMBERS DON'T GET MANY NOTIFS**

# MODERATION

Set it like this so your server won't get raided easily

a direct message conversation. If a member has an assigned role this does not apply. **We recommend setting a verification level for a public Discord.**

- ☐ **None**  
Unrestricted
- ☐ **Low**  
Must have a verified email on their Discord account.
- ☒ **Medium**  
Must also be registered on Discord for longer than 5 minutes.
- ☐ **High**  
Must also be a member of this server for longer than 10 minutes.
- ☐ **Highest**  
Must have a verified phone on their Discord account.

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**EXPLICIT MEDIA CONTENT FILTER**

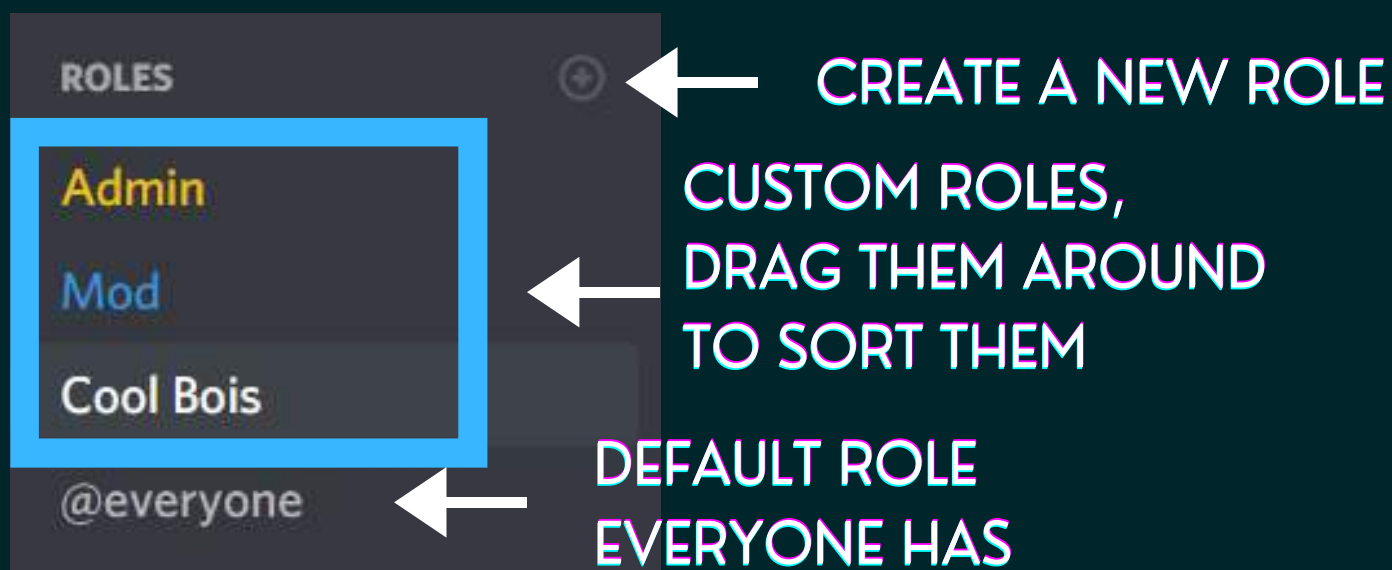
Automatically scan and delete media sent in this server that contains explicit content. Please choose how broadly the filter will apply to members in your server. **We recommend setting a filter for a public Discord.**

- ☐ **Don't scan any media content.**  
My friends are nice most of the time.
- ☐ **Scan media content from members without a role.**  
Recommended option for servers that use roles for trusted membership.
- ☒ **Scan media content from all members.**  
Recommended option for when you want that squeaky clean shine.

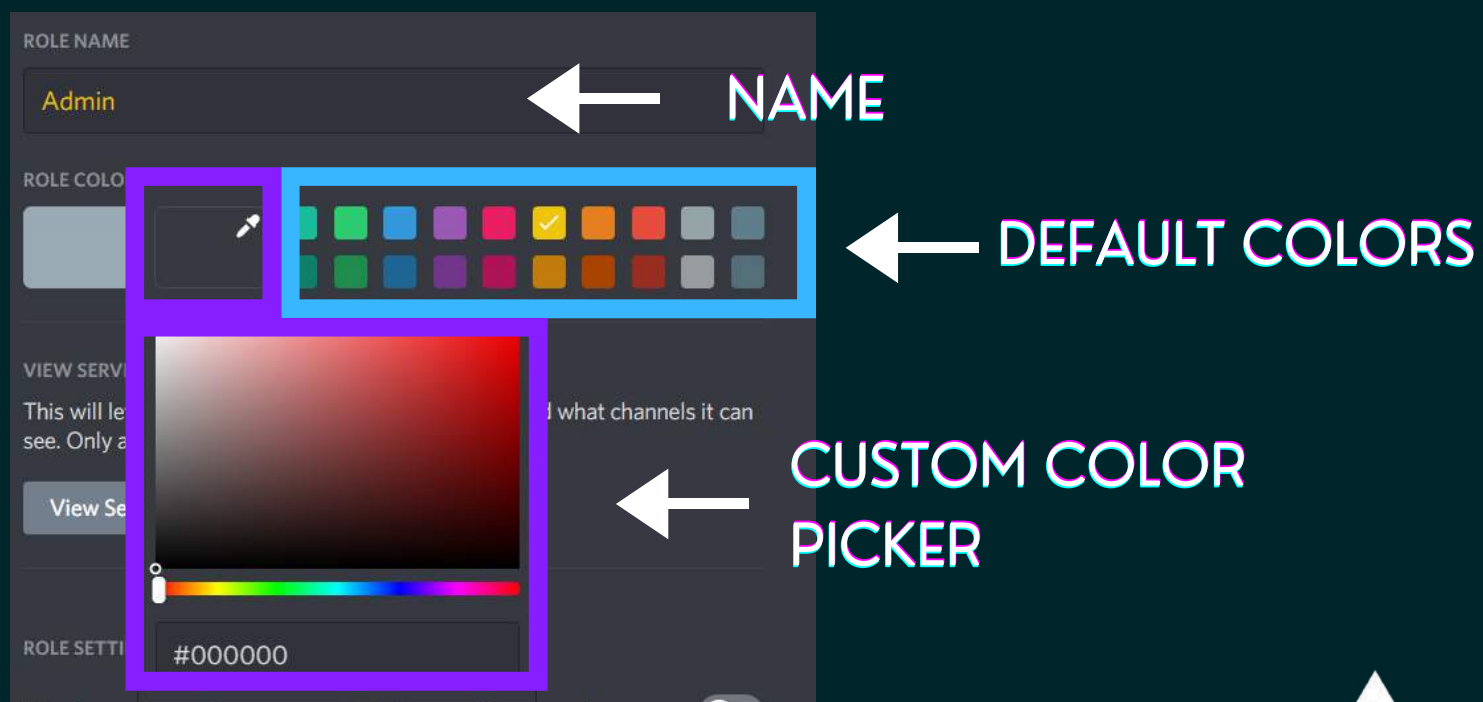


# ROLES

Roles are ranks that you can assign to different people to give them different rights, note that a person can have multiple roles. When you want to only notify (ping) a group of people you can assign those people to a role and @thatrole



Now you can set colors and names for the roles



# ROLES PERMS

Roles permissions tell people what they generally can do, you can experiment with those and remember that a member's permission is based on the highest roles they have

## RECOMMENDED SETUP:

ROLE SETTINGS

Display role members separately from online members ☐

Allow anyone to @mention this role ☐

Note: Members with the "Mention @everyone, @here, and All Roles" permission will always be able to ping this role.

TURN THIS ON FOR  
IMPORTANT ROLES

TURN THIS OFF

Turn this on for admins

GENERAL PERMISSIONS

**Administrator** ☒

Members with this permission have every permission and also bypass channel specific permissions. This is a dangerous permission to grant.

Turn these on for moderators

**Manage Roles** ☒

Members with this permission can create new roles and edit/delete roles lower than this one.

**Manage Messages** ☒

Members with this permission can delete messages by other members or pin any message.

**Change Nickname** ☒

Members with this permission can change their own nickname.

**Manage Nicknames** ☒

Members with this permission can change nicknames of other members.

**Manage Emojis** ☒

Turn this off for everyone!

**Mention @everyone, @here, and All Roles** ☒

Members with this permission can use @everyone or @here to ping all members in this channel. They can also @mention all roles, even if the role's "Allow anyone to mention this role" permission is disabled.

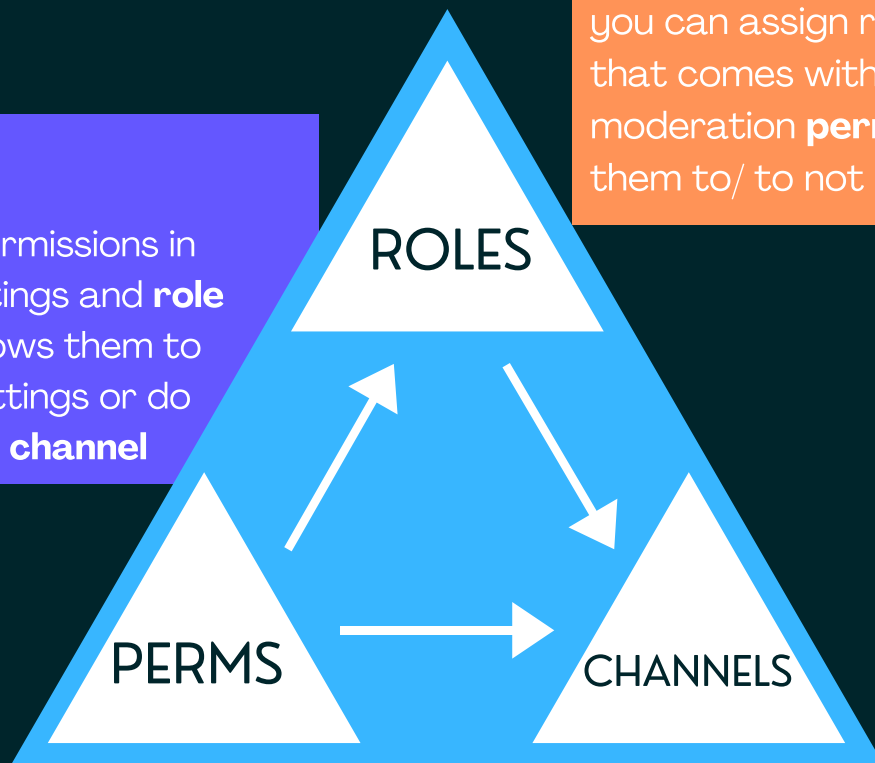
# ROLE, PERMISSIONS & CHANNELS

Perms are perks

you can toggle permissions in both **channel** settings and **role** settings which allows them to change server settings or do certain things in a **channel**

Roles are titles, ranks

you can assign roles to members that comes with different moderation **permissions** or allows them to/ to not see some **channels**



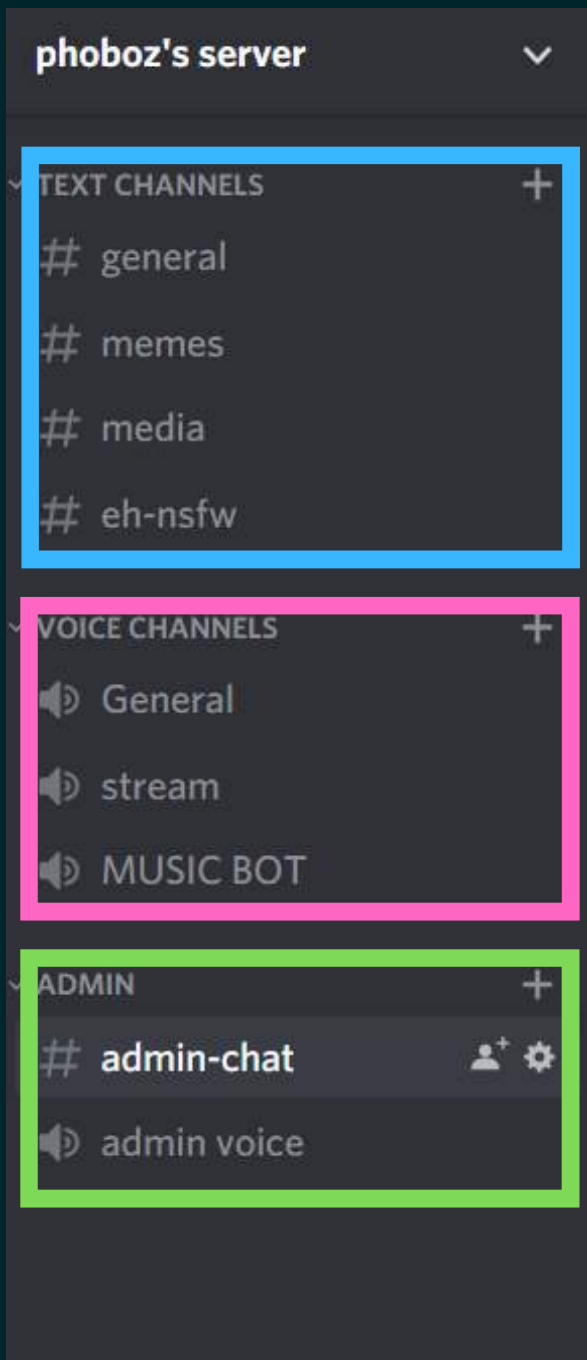
Channels are chatrooms

you can set **permissions** to **roles** and members on what they can do on the server

(COMPLCATED? MESSAGE ONE  
OF OUR ADMINS FOR HELP!)

# TEXT CHANNELS & VOICE CHANNELS

On the left of the server there will be a list of channels, think of them as different chatrooms for different topics



Text channels, indicated with "#", for texts only

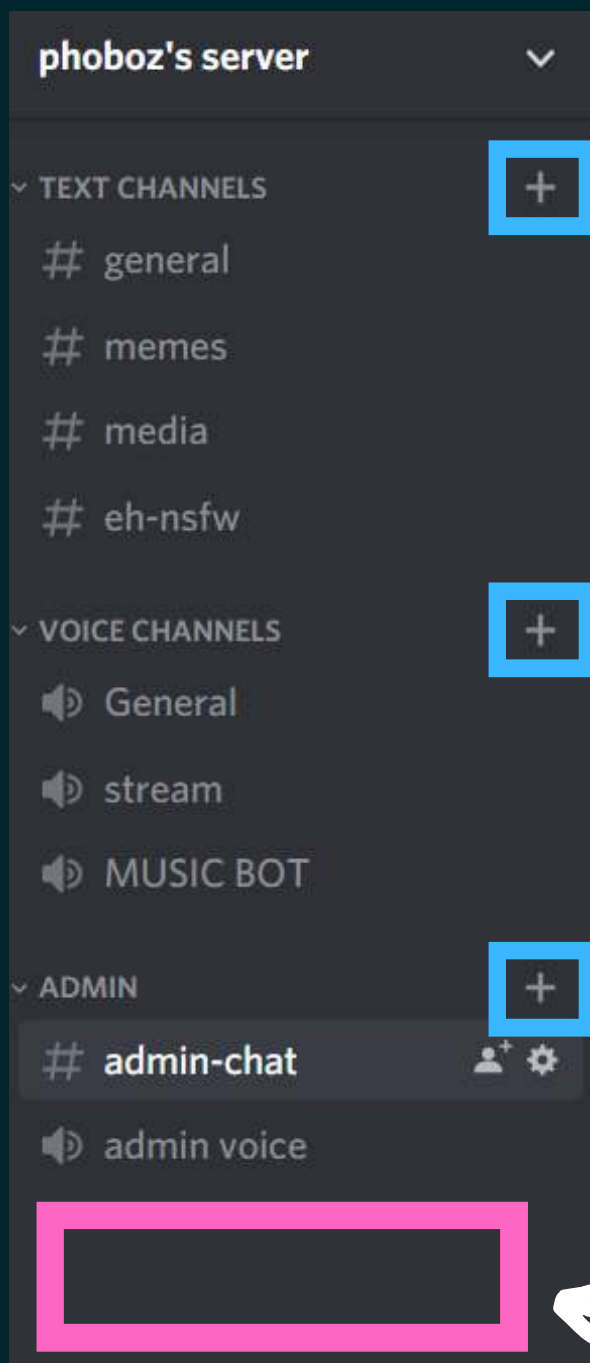
Voice channels, indicated with volume icon, for audios only

You can create categories to sort channels together, there could be both voice and text channels in a category!



# CREATING CHANNELS & CATEGORIES

On the left of the server there will be a list of channels, think of them as different chatrooms for different topics



To create a channel, click on the + button on an category and type the channel's name

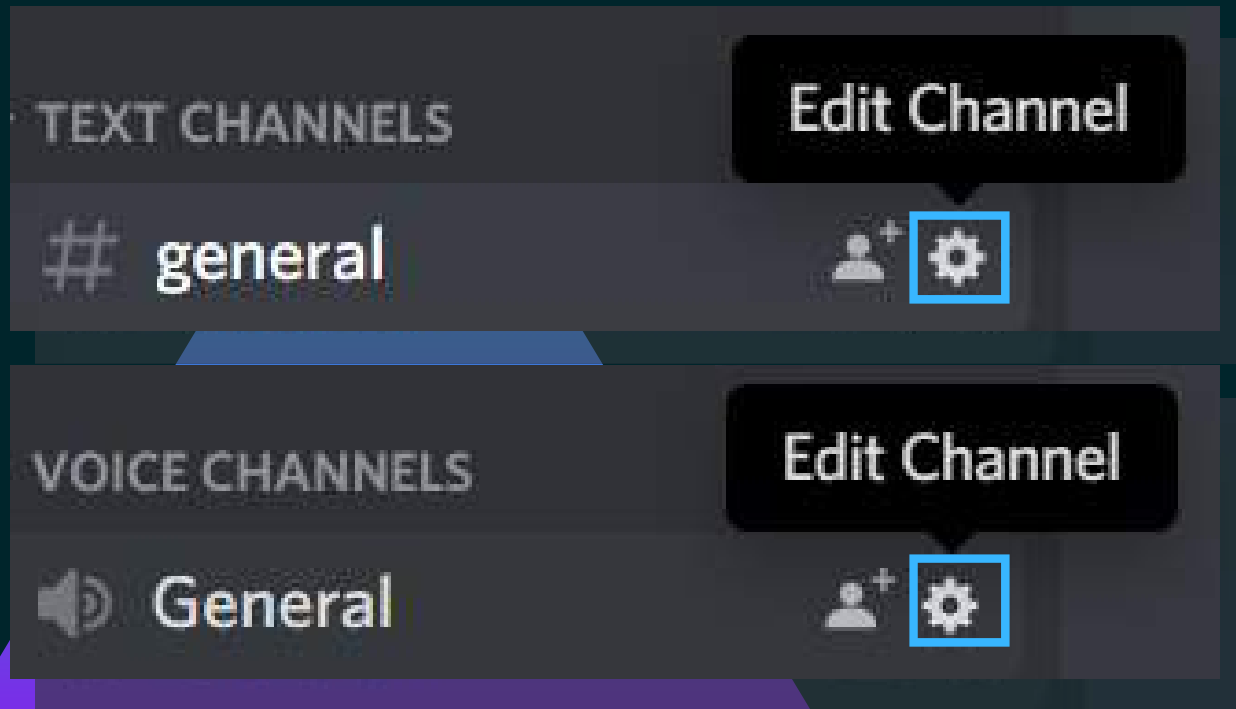
To create a category, right click on any empty areas on the channel list and select "add category"

RIGHT CLICK

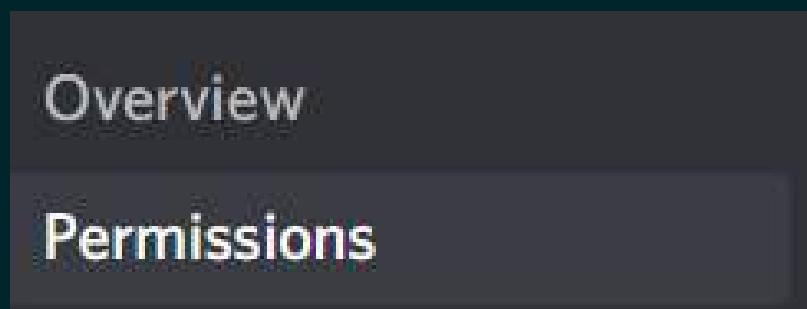


# CHANNEL SETTINGS

To enter channel settings, click the wheel button next to a channel



We'll be looking at Overview and Permissions



# CHANNEL OVERVIEW

## OVERVIEW

### CHANNEL NAME

general <-- you can change your channel name anytime

### CHANNEL TOPIC

talk with people <-- type your channel descriptions here

1008

### SLOWMODE

<-- set a timer to stop users from chatting in a particular channel such as #intro

Off 5s 10s 15s 30m 1h 2h 6h

Members will be restricted to sending one message per this interval, unless they have Manage Channel or Manage Messages permissions.

### NSFW Channel

Turn this on if there are any inappropriate stuff in the channel-->



Users will need to confirm they are of over legal age to view in the content in this channel. NSFW channels are exempt from the explicit content filter.

don't forget to save! -->

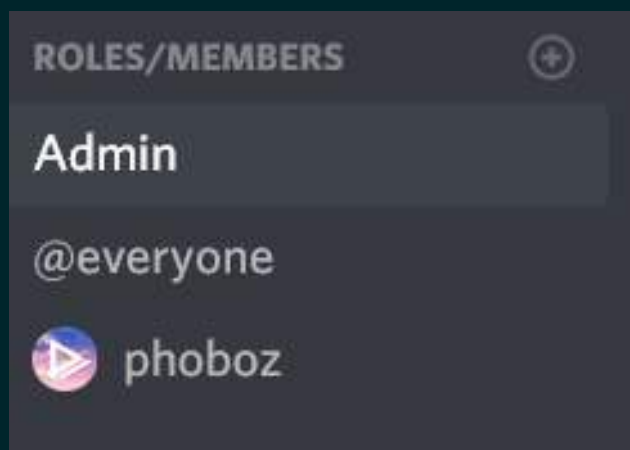
Careful — you have unsaved changes!

Reset

Save Changes

# CHANNEL PERMS


While role permissions tell people what they can generally do in this server, Channel permissions allows you to set up what people can do in each channels

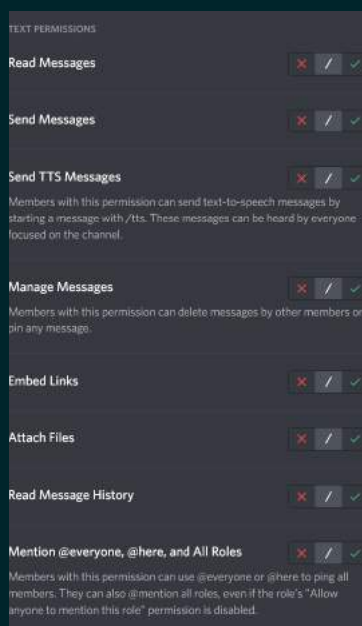
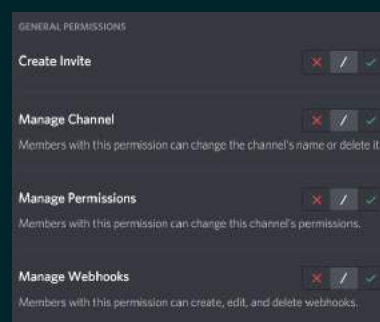


On the left, choose the roles you want to setup, @everyone means the default permissions people will get

Click the + button to add an existing role into channel settings

On the right there'll be a list of perms, I'm breaking it down rn

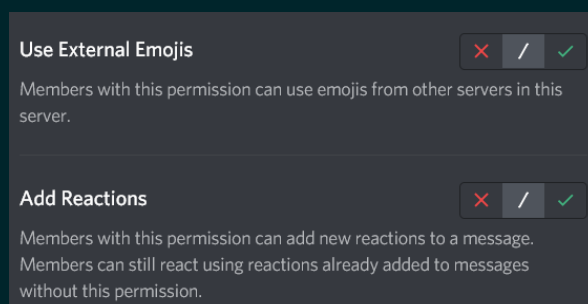
General perms:   
Dont change these permissions,  
do it in role permissions settings



Text perms: these are  
the perms that matters  
(see next page)



Emoji perms





# COMMON SETUP

This is what people usually do (select @everyone)

**@everyone**

**Read Messages** ☒ / ☒

**Send Messages** ☒ / ☒

**Send TTS Messages** ☒ / ☒  
Members with this permission can send text-to-speech messages by starting a message with /tts. These messages can be heard by everyone focused on the channel.

**Manage Messages** ☒ / ☒  
Members with this permission can delete messages by other members or pin any message.

**Embed Links** ☒ / ☒

**Attach Files** ☒ / ☒

**Read Message History** ☒ / ☒

**Mention @everyone, @here, and All Roles** ☒ / ☒  
Members with this permission can use @everyone or @here to ping all members. They can also @mention all roles, even if the role's "Allow anyone to mention this role" permission is disabled.

<-- turn this off for admin-only channels

<-- turn this off for information channels

<-- turn this off to prevent the channel getting too spammy

<-- turn this off to prevent the channel getting too spammy

<-- ALWAYS turn this off!

**Use External Emojis** ☒ / ☒  
Members with this permission can use emojis from other servers in this server.

**Add Reactions** ☒ / ☒  
Members with this permission can add new reactions to a message. Members can still react using reactions already added to messages without this permission.

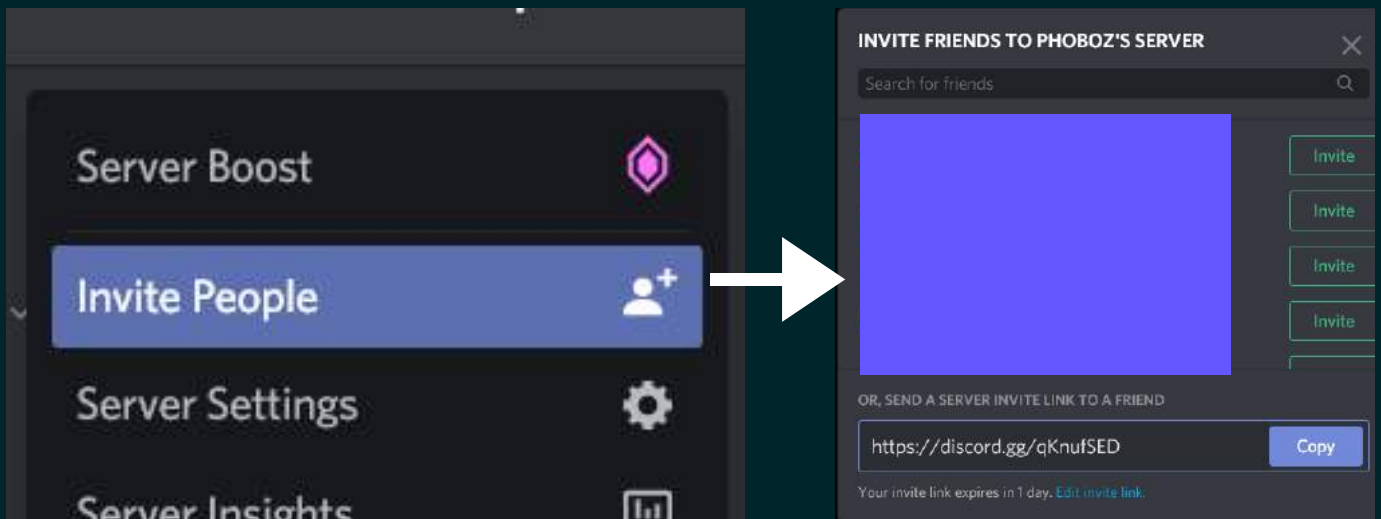
Keep these on except in rules channel. people love emojis XD

# INVITES

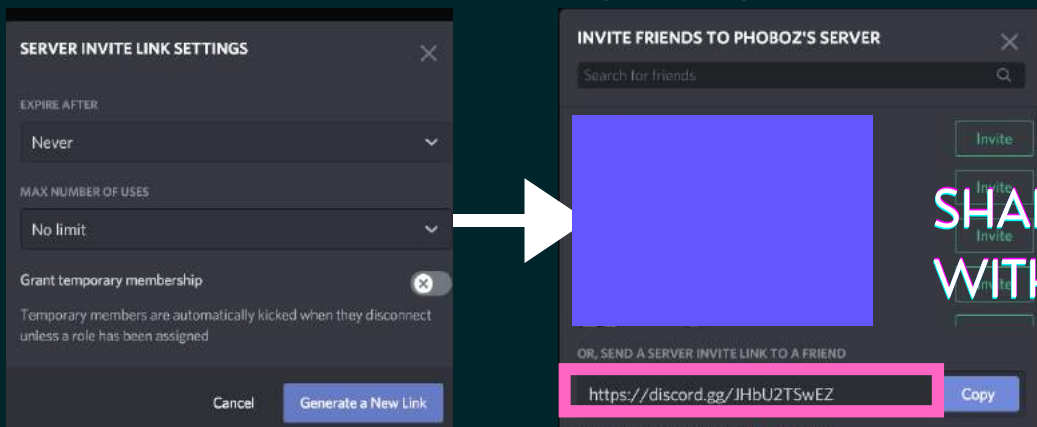
How people can join your server is through invites, invites are special links that allows people to join

As a server owner, you need a permanent invite link (one that doesn't expires)

First, click "invite people" in the drop down menu



Ofc you can use the quick invites (green invite buttons) but it's going to expire. I suggest you to go to "edit invite link" first, set the options to the following and generate a new link



**SHARE THE NEW LINK  
WITH YOUR FRIENDS!**

# NOW LET'S GET THIS PARTY STARTED!!

Now you have a basic server setup, time to invite people and add special features to it!! And don't worry as we'll help you along the way!!! DM an admin today on how we can help!!

THERE ARE MORE THAN 20 NEW  
MANUALS COMING OUT SO STAY  
ALERT IN THE SERVER!!