Regional Qualifier and Discord Guide.

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Contacts.

On the day, all communication will take place via your school's dedicated Discord channel. Your school representative and the Digital Schoolhouse production team will be able to liaise via this platform for the duration of the event. The Digital Schoolhouse (DSH) team will be available on Discord.

Enquiry	Contact name/org	Contact email	Phone	Platform
Before your regional qualifier:				
Technical	Luke Bethwaite, DSH	DSHesports@ukie.org.uk	-	-
On the day of your regional qualifier:				
Technical	Luke Bethwaite, DSH	-	-	Discord Please follow this link: https://discord.gg/Cx2EN7XQ
Anything else, e.g if you can't log on to Discord	Laura Martin, DSH Sophia Aker, DSH	laura@ukie.org.uk sophia@ukie.org.uk	Laura's direct line: 020 7534 0592 Ukie office: 020 7534 0586	

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Checklist.

Safeguarding
☐Media consent forms have been completed and returned to Digital Schoolhouse. Download your media consent form template and return to dshesports@ukie.org.uk.
☐I have reminded pupils not to share any personal information on the Twitch chat.
☐I have reminded pupils to be respectful and behave in accordance with Twitch guidelines - especially if shoutcasting.

Technical setup
☐I have thoroughly read the Discord setup and understand the flow of events outlined in this document.
☐I have set up my Nintendo Switch and I have connected it to the internet ready to play online (we'd recommend using an ethernet cable for a more stable connection).
☐I have checked that the Joy Cons are fully charged.
☐I have allocated a member of staff to be my school representative on the day and to communicate with DSH on Discord.
☐I have sent DSH: a) full list of my players' accounts b) our team's name in advance.
☐I have set up an online Nintendo account. If you do not have an online Nintendo account, you can set up an account for £3.49 for 30 days. Get an online Nintendo account.
☐I have joined the discord server: https://discord.gg/Cx2EN7XQ
☐I have tested my microphone and headset hardware for use with Discord and confirm it works.

Discord.

Discord is a fantastic app for us to all connect and form a community during the tournament. It will be used as a more informal secondary platform of communication leading up to the tournament where those who have access will be able to ask questions to other participating schools and the Tournament Coordinator (Luke Bethwaite: dshesports@ukie.org.uk).

During the event, Discord will be the main platform for communication. It is instantaneous, direct and will be used during the live streams on the day of your regional qualifier.

Please follow the below guide for more information on how to get set up and then just follow the link below to join our Digital Schoolhouse Discord server: https://discord.gg/Cx2EN7XQ

Getting started

This is a quick-fire guide; providing you with the information you need to get started on Discord.

For more detailed information on the platform itself, please visit the Discord website. If you already have Discord set up for your school, then that is great news and you can probably skip some of the steps below!

Step 1 - Download Discord

- Download Discord and install the app
- Or alternatively you can just use Discord's web browser with all the same functionality.
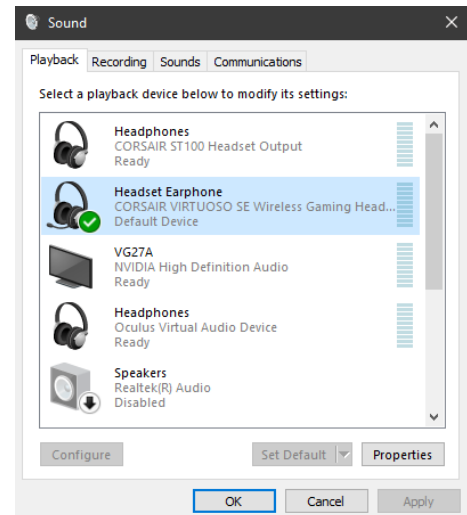
Step 2 - Create an account

- You can create your account on the Discord registration page, or in the app.
- All you need is the email address you wish to register the account to, an appropriate username for your school and a memorable password.

Step 3 - Log in to your account

- If you're on a browser, start by heading to https://discord.com/login!
- If you're on a desktop or mobile device, you can directly open the Discord app on your device!
- Once you're at the login page, type in the email address your registered the account with and the password.

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Step 4 - Test your hardware on Windows

- This step is only valid to those needing to use headsets and microphones to communicate.
- To check that your hardware works once connected to the computer click show taskbar icons in the bottom right of your screen next to the time and date.
- Right click on the picture of the speaker and select Sounds - this will take you to the sounds control panel and should look like the picture on the right:
    - Make sure your devices are set as the default device - indicated by the green circle with a tick and done by simply clicking the Set Default button while the device is highlighted.
    - On the Playback tab right click your device and click test to make sure that the sound comes out the headphones and not your computer monitor or external speakers.
    - You can do the same on the Recording tab to test your microphone – gently tapping the microphone should make the green bar to the right of your device in the list light up.

Step 5 - Make sure your hardware works on Discord

- After logging into Discord there are 3 symbols in the bottom left next to your username - a Microphone, a Headset and a Gear called User Settings. The Microphone and Headset are used to mute/unmute your devices respectively.
- Click the Gear to enter the User Settings.
- On the panel to the left under App Settings, navigate to Voice & Video. Here you should see your Input Device (Microphone) and Output Device (Headset) pre-set to the Windows Default which should be fine and automatically work.
- You can test these by clicking the Let's Check button where you will be able to see the bar light up if the Microphone works and hear yourself talk if the Headset works.
- If these don't immediately work, a quick fix is to click the dropdown boxes where the devices are listed and select the device itself - rather than leaving it set as the pre-set Default.
- Here you can even set your Discord to push to talk if you wish - this allows you to set a specific button that has to be pressed and held on the keyboard or mouse in order to transmit the Microphone!

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Step 6 - Join the DSH Discord

- If you haven't already, please join the DSH Discord server by following this link: https://discord.gg/Cx2EN7XQ
- This is by far the easiest method for new users to request to join a server and all requests will be approved by the Tournament Coordinator.

How will Discord be used running up to the event and on the day?

When you join the DSH server you will be assigned a role for your school that will give you access to the areas you need. These areas are defined as 'channels' in Discord. The main channels are:

- #welcome
  - This is the first channel that appears when you join the server. Here, you can introduce yourself and say hello to the other schools!
- #announcements
  - This is where any important announcements will be posted on the days of the event, such as scheduling, scores, etc.
- #ask-admin
  - Here, you can ask for any urgent tech support that might be required before the event or on the day.
- #[your-school]
  - Your school will have its own private channel. This is not visible to other participating schools.
- #lobby
  - Here, you can chat to other participating schools.

On the right-hand side of the Discord window, you will see the hierarchy of admin and moderator support who shall be available running up to the event and on the day of the event specifically. However, to avoid any confusion please try to refrain from directly messaging these accounts and use the provided #schools channel for your school or #ask-admin for immediate tech support.

Agenda.

Please note this agenda is subject to change.

Groups will have a *maximum* of 6 rounds during this stage. The number of rounds may vary. The timings below account for the maximum time it will take for each agenda item. Any amendments to the agenda will be communicated via Discord on the day.

Agenda	Items
09:15 - 10:00:	Technical run-through
10.00:	On-Air
10:05 - 10:45:	Round Robin Qualifier #1
10:45 - 11:25:	Round Robin Qualifier #2
11:25 - 12:05:	Round Robin Qualifier #3
12:05 - 13:05:	Lunch
13:05 - 13:45:	Round Robin Qualifier #4
13:45 - 14:25:	Round Robin Qualifier #5
14:25 - 15:05:	Round Robin Qualifier #6
15:10:	Off-Air

Guidelines.

- Please ensure pupils are reminded not to put any personal information on the Twitch channel chat. The main event will be streamed via twitch.tv/DSH_TV and individuals or schools are welcome to tune in at any time. Please note that the Twitch chat will be moderated, and any inappropriate content will result in individuals' being blocked.
- To ensure that students accounts/usernames are protected, we would recommend creating alias accounts. Please use this format for any alias accounts: 'Schoolname1', 'Schoolname2' etc.
- Shoutcasters will be required to wear a headset. It is advisable that shoutcasters have their own dedicated headset to use throughout the event, or that the headset is sanitised between usages.
- It is your school's responsibility to ensure that students and anyone participating in the event, adheres to Coronavirus (COVID-19) government guidelines and social distancing measures throughout the entirety of the event. It is your responsibility to ensure that students are not put at any unnecessary risk.