



# Discord Instructions - Kirk Duncan Group Coaching

Follow the steps below to join the Kirk Duncan Group Coaching community on Discord!

## Get the Discord App

If you don't have Discord, [Click Here to download the app](#) (it works on phone and desktop, though we recommend the phone version for the simpler layout).

Alternatively, you can just go to the app store and search for "discord."

Once it downloads, you should be prompted to **login** or **create an account**.

When creating your account, we recommend that your **Display Name** match your **first name and last name** (we need to be able to identify who you are)

## Join the Kirk Duncan Group Coaching server

Once you are logged in, use this link to join our server: <https://discord.gg/a9ZPU5rNdQ>

## Discord Basics

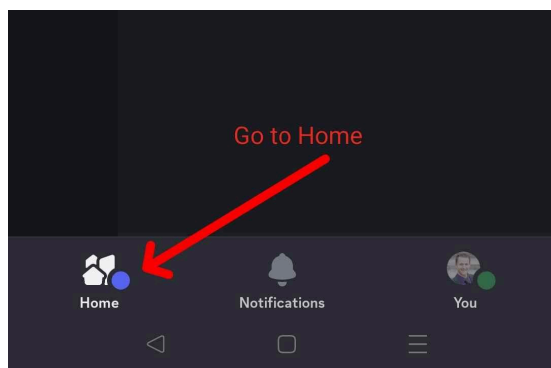
Discord is a messaging app that allows people to create custom communities within it. Within Discord, the technical term for a community is a "server."

We have a dedicated community (server) on Discord for Kirk Duncan Group Coaching.

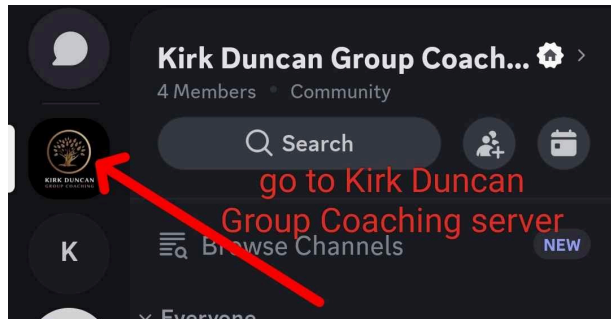
You may use the phone and desktop app interchangeably, though we recommend the phone app if you are new to Discord or prefer a simpler layout.

**Once you've joined our server and have the app on your phone**, you can always find this community by following these steps:

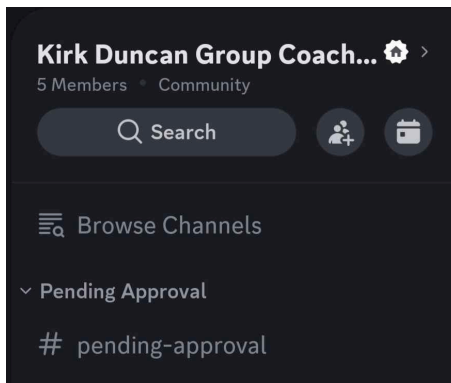
1. Open the Discord App
2. Go to "Home"



- Go to the Kirk Duncan Group Coaching Server (the brown-gold tree)

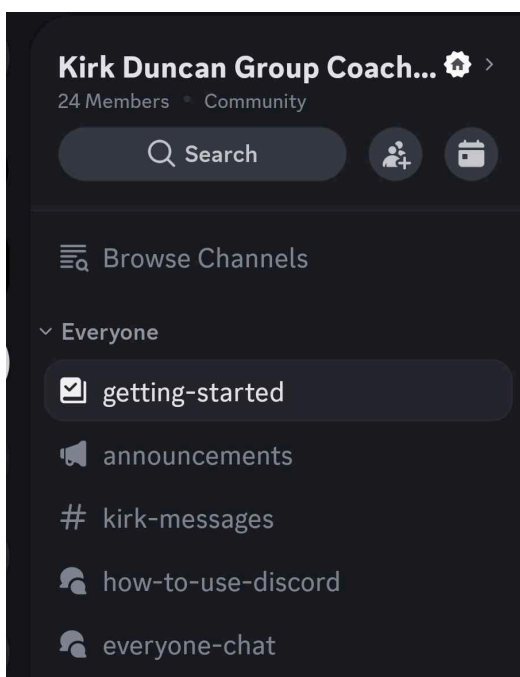


When you first join, you will only have access to the “pending approval” channel.

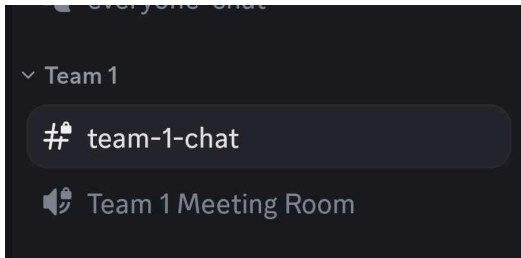


**Your first step is to send a message** within “Pending Approval.” The only thing we need in this message is your **First and Last Name**. Once we get that, we will check if you are an active member of Kirk Duncan Group Coaching. If so, we will add you to your team and grant you access to the Server (expect this within 1-2 business days of your first message).

**Once we approve your membership**, you will see channels in the "everyone" category.

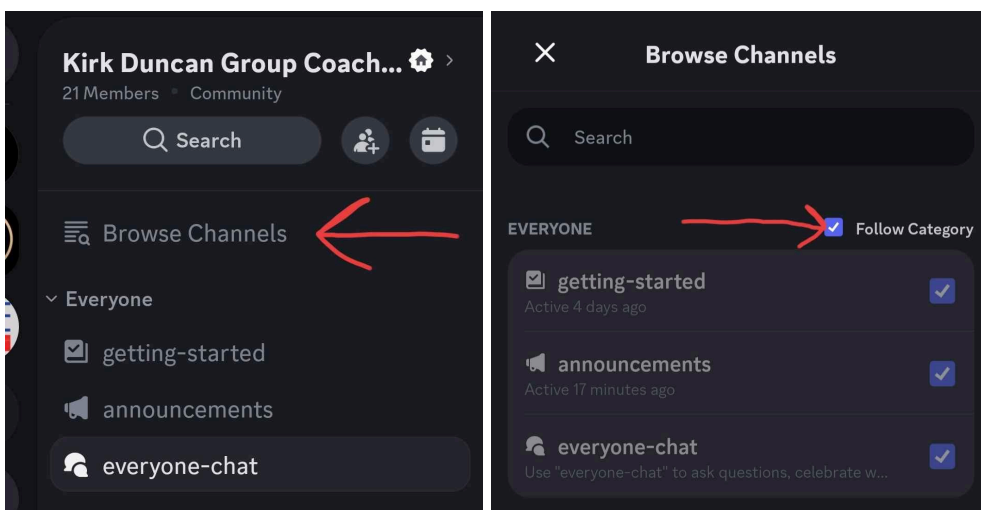


When we add you to a Team, you will gain access to your Team Chat and Team Meeting Room



## Channels

As soon as you can see the “Everyone” category, we recommend you “Follow” that category. To do that, go to Browse Channels then check the “Follow Category” box for the “Everyone” section.



Once you do that, you will **always** see **all** of the “everyone” channels in your menu

Within the “Everyone” category, you can view the **getting-started**, **announcements**, and **kirk-messages** channels, but you cannot post any messages in them. These channels will be used by 3 Key Elements to give information to everyone in the program.

However, you CAN post in the **how-to-use-discord** and **everyone-chat** channels.

Once you have been added to a team, you will also be able to use your **team chat** channel and your **Team Meeting Room**.

Instructions for all these channels can be found below:

## How to use the ‘everyone-chat’ and ‘how-to-use-discord’ channels

These are **Forum** channels, which allow you to **create new posts** with a title and description and to **comment on existing posts**. When creating a new post, you may apply “tags” to your post to help categorize it. For example, if you are asking a question, apply the “Q&A” tag. If you are sharing an accomplishment, apply the “wins” tag. These tags are helpful, but not required.

## How to use your 'team-chat'

This is a normal **Text** channel that functions like most texting/messaging apps. Only the members of your team (and 3 Key Elements) can see your team chat. Use this to talk to and coordinate with your team.

## How to use your 'Team Meeting Room'

This is a **Voice** channel, which is similar to a Zoom meeting room. When you click on your meeting room, you will instantly "enter" that room, in which you can mute/unmute your microphone and camera and **speak to anyone else in the same room**. To leave the room, hit the phone (disconnect) icon.

## Discord Beginner's Guide

If you want to learn more about Discord, here's their official [Beginner's Guide](#) to explain how it all works.

## Community Guidelines

[Click Here](#) to read our community guidelines for Kirk Duncan Group Coaching (this link is also found in the "getting-started" channel)