

DISCORD USER GUIDE

GETTING STARTED



Introduction

The DCATS Discord server serves as the primary method of news, updates, and discussion outside of meetings for DCATS. Its membership is open to anyone who was assigned female at birth, but believes this is an inaccurate or incomplete description of who they are, and their allies in the Washington, DC metropolitan area. The Discord server features several text channels for topics such as events, medical and legal information, gaming, music, and more.

Privacy and Safety

To protect the privacy and safety of our membership, users must agree to the rules and complete an application in order to receive a one-time invitation link to join the server.

Once they have joined the server using the link provided and verified their identity to a moderator, they will be assigned the appropriate levels of access to view and send messages.

Though allies are welcome in the DCATS Discord server, certain channels are intended to share potentially personal and sensitive information, and are therefore not visible to allies.

Designated moderators will monitor the server and ensure these rules and protocols are followed.

How to Apply

To request an invitation to the Discord server, please [complete this application form](#). The moderators will receive and review your request. If you are eligible for membership, the moderators will email you a one-time invitation link along with a unique identification number. The link will automatically expire 24 hours after it is sent, so please follow it at your earliest ability to ensure your access to the server.

Once you are in the server, simply click #introduction in the left column under welcome to navigate to the #introduction channel (see Figure 1). Once there, introduce yourself and include the identification number provided with your invitation link to confirm your identity with the moderators. The moderators will then grant you the appropriate access levels for the server.

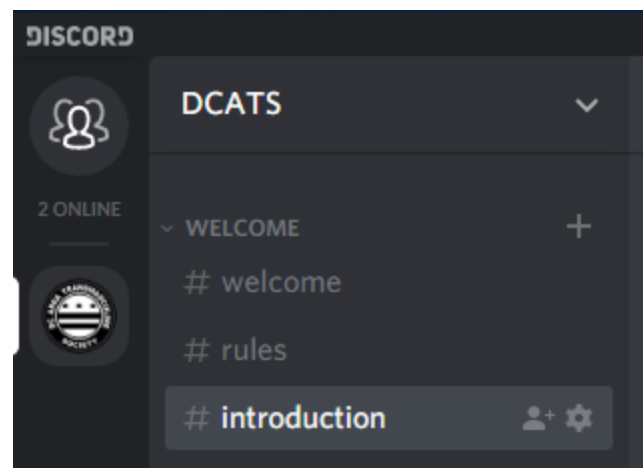


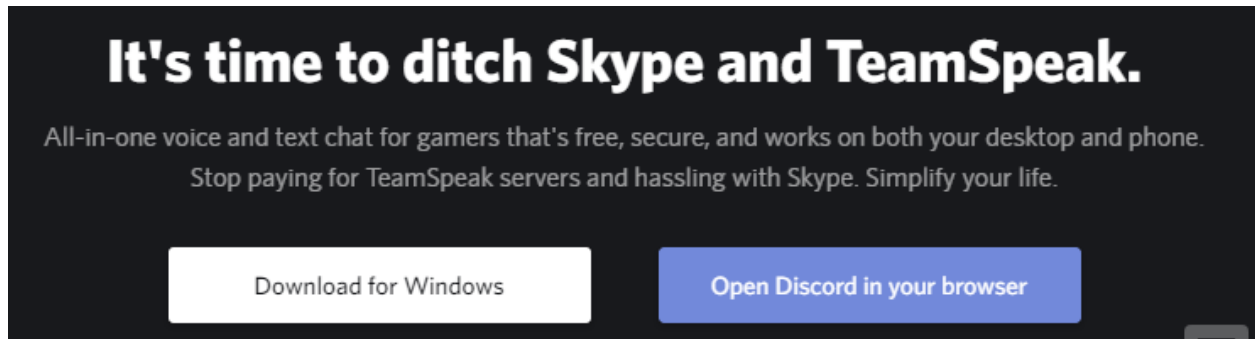
Figure 1

Using Discord

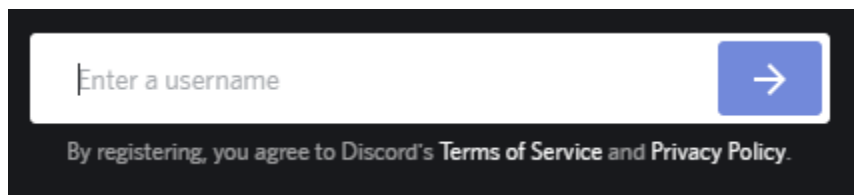
Creating a user account

Getting started with Discord is very simple. You do not even need an account to open the app - simply go to discordapp.com in your browser of choice and select "Open Discord in

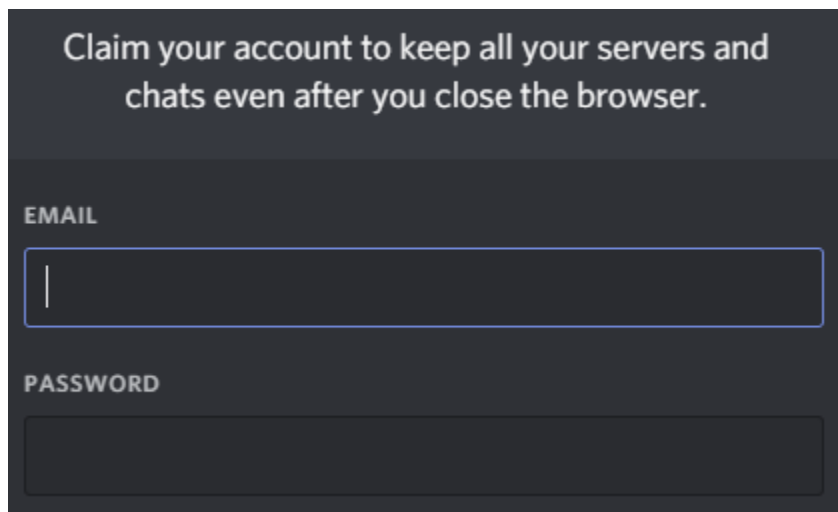
your browser.” You may optionally choose to download the desktop and/or mobile client, but you can access nearly all of Discord’s functionality right from your browser.



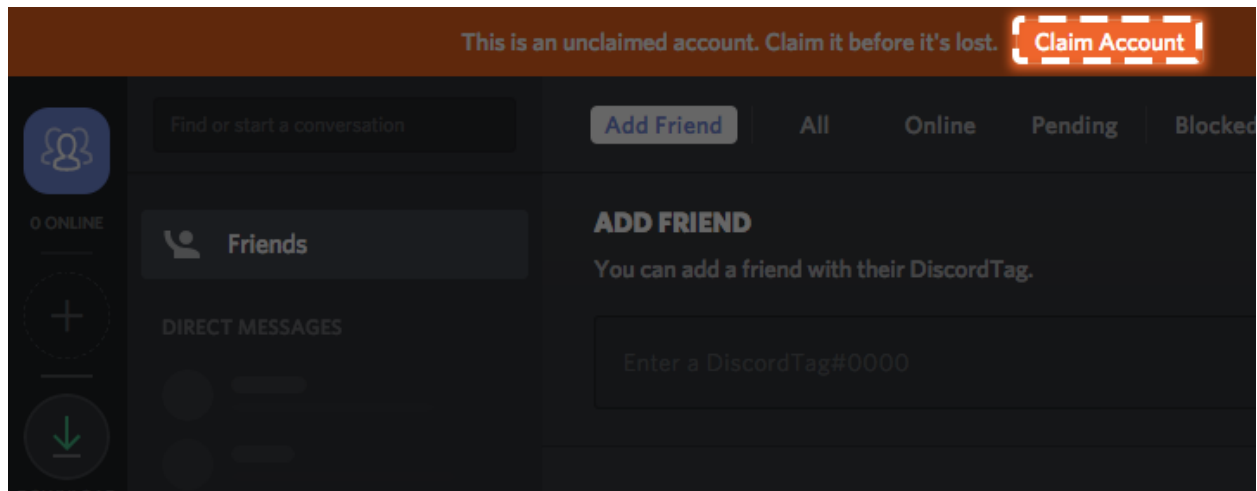
Next, you will be prompted to enter a username (which you can later change at any time):

A dark-themed form for entering a username. It features a white input field with the placeholder text "Enter a username" and a blue button with a white right-pointing arrow. Below the input field, in small white text, it says "By registering, you agree to Discord's Terms of Service and Privacy Policy."

You may be prompted to claim your account by entering a valid email address and password:

A dark-themed form for claiming an account. At the top, it says "Claim your account to keep all your servers and chats even after you close the browser." in white text. Below this, there are two sections: "EMAIL" with a white input field, and "PASSWORD" with a white input field.

If you do not receive this prompt, you can claim your account with the link at the top of your screen:

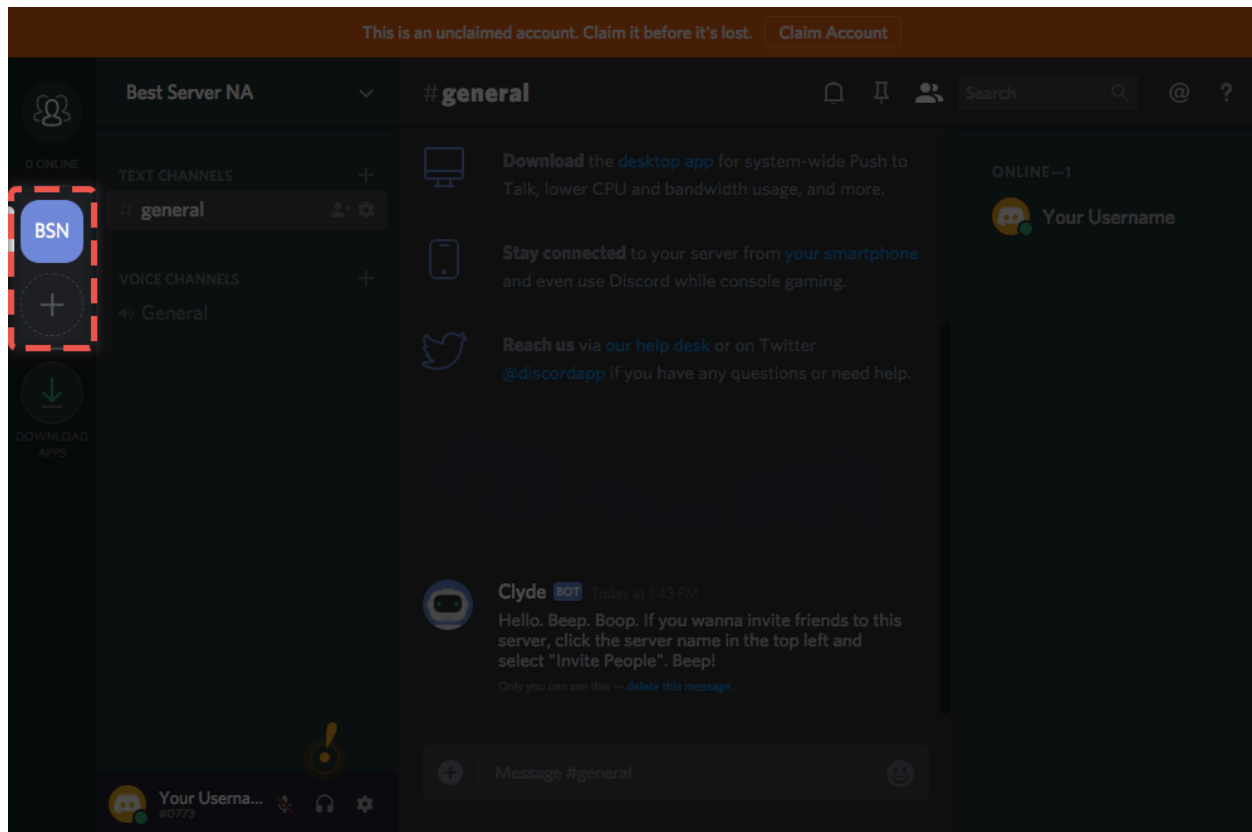


This will bring you to your User Settings tab, which will then prompt you to enter a valid email address and password. You will then need to verify your email address by clicking the link provided in the email you receive.

Discord Servers

Most of Discord's text and voice conversation happen within **servers**. Servers act as individual hubs split into two parts: **text channels** and **voice channels**. Think of any server you join as a giant treehouse- each text channel within a server represents another room within your treehouse that you can chat with your friends! You can hop between text channels as quickly as you like, but you can only set up one tin-can voice line at a time- In Discord, you can only be a part of one voice channel at a time.

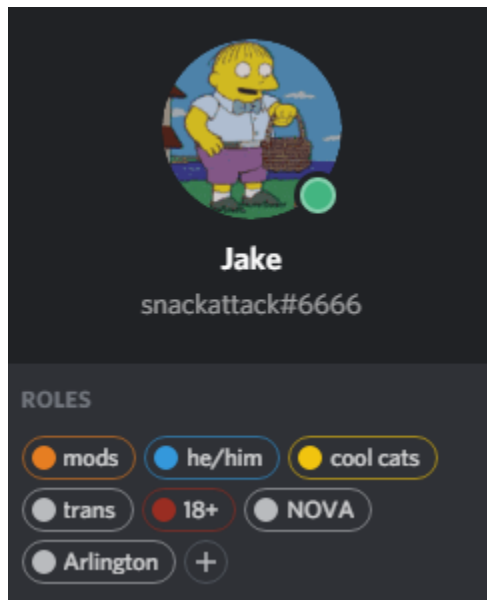
The column on the very left-hand side of your Discord app is your **server list**. Any time you add a server, you'll see it pop up as a small circular icon in this list, and they'll show up vertically:



Roles

User permissions in Discord are based on a **role** system. This allows moderators to assign a label (or multiple labels) to each user with specific permissions imbued in those roles. These permissions deal with which channels a user can see and/or use to send messages.

You can see what roles a user is assigned by clicking on their name within any text channel. The roles will display at the bottom of the window that appears:



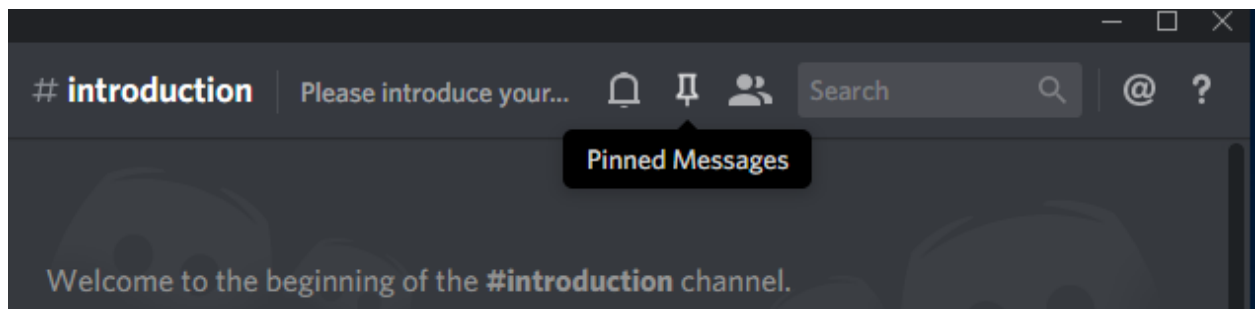
The DCATS Discord server uses the following roles to moderate permission levels of users:

- @everyone: This is the default level assigned to all users who receive an invitation link and is heavily restricted. With only the @everyone-level access, users can only read the Welcome channels and write in the #introduction channel.
- @coolcats: This is the membership level for anyone who was assigned female at birth but believes this is an inaccurate or incomplete description of who they are. These users are able to see certain restricted channels, such as #hrt, #surgery, #legal, and #transformations.
- @allies: This is the membership level for cis allies and non-AFAB trans allies. Users with this access level can participate in open channels, such as #general, #medicalcommunity, #events, #gaming, and #music.
- @18+: This is restricted to users over the age of 18. Only users who are both @coolcats and @18+ will have access to the #NSFW channel.
- @Under18: This is restricted to users under the age of 18. Only users who are both @coolcats and @under18 will have access to the #under18 channel.
- @mods: These are the server moderators and have the ability to manage members, roles, and other server settings.
- @dcats leaders: These are the leaders of the DCATS organization and have full administrative privileges.

Some roles have no permissions associated with them and serve as **tags** just to provide information about the user. The DCATS Discord server uses tags for pronouns and locations, for example.

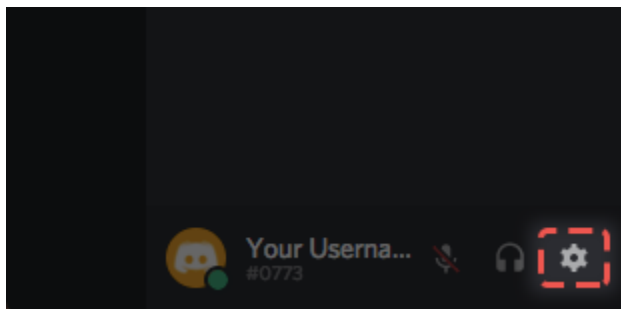
Pinned Messages

Some channels have messages “pinned” to them for ease of access. These are generally important messages that members will want or need to refer to in the future, such as instructions or other useful information. To view a particular channel’s pinned messages, click the pin icon at the top of the screen.

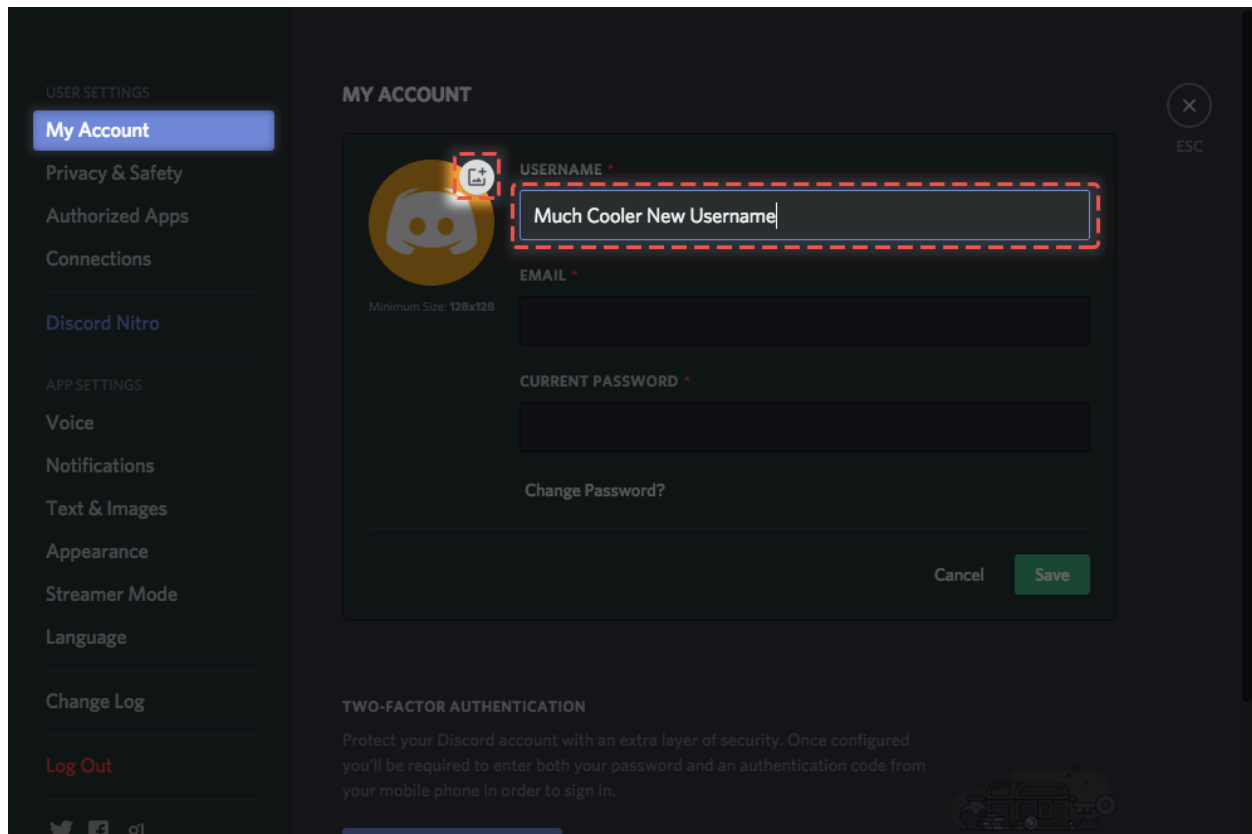


Basic User Setup

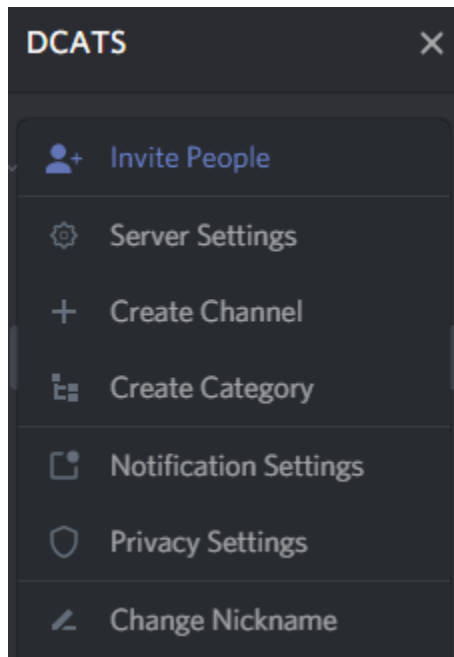
Once you have claimed your account and verified your email address, you can view your user settings and other menus for basic user customization. Check out your **User Settings** tab by clicking the cog icon next to your username:



The User settings menu lets you adjust profile details, like **changing your username**, or **uploading an avatar**:



Your username is the name displayed in private messages and as the default when you join a new server. However, you can also specify a different nickname for each individual server you join. We strongly recommend that you change your nickname in the DCATS server to a name that you go by and answer to (i.e. probably not “Mr. Roboto 1234”) so that other members can know who they are talking to. **To change your nickname in the DCATS server**, click the dropdown next to DCATS at the top of the window, then select “Change Nickname” in the menu that appears:



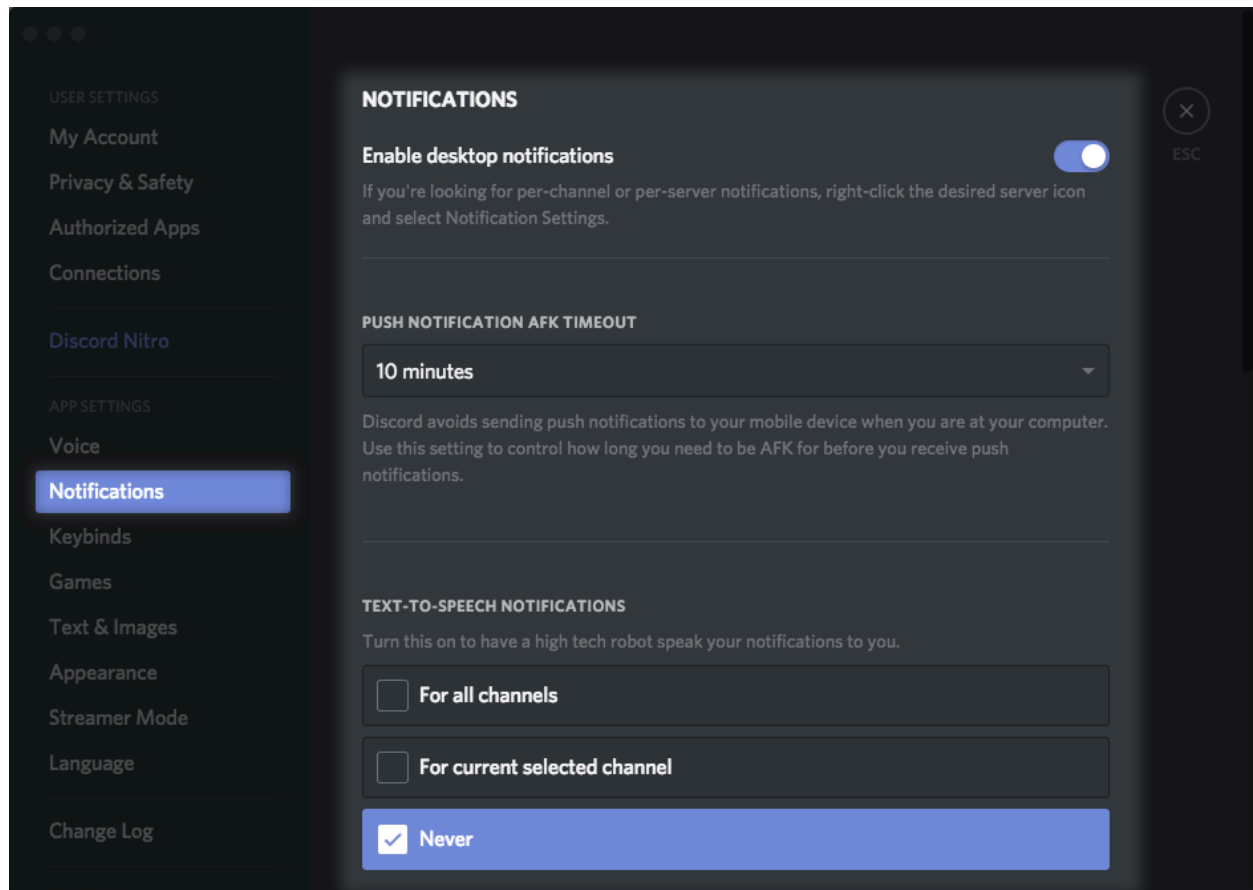
Then, enter the name you wish to go by in the text box and click "Save":

A screenshot of a "CHANGE NICKNAME" dialog box. It has a title bar "CHANGE NICKNAME". Below the title is the label "NICKNAME" followed by a text input field containing the text "Jake". Below the input field is a link that says "Reset Nickname". At the bottom right of the dialog are two buttons: "Cancel" and "Save".

Customizing Notifications

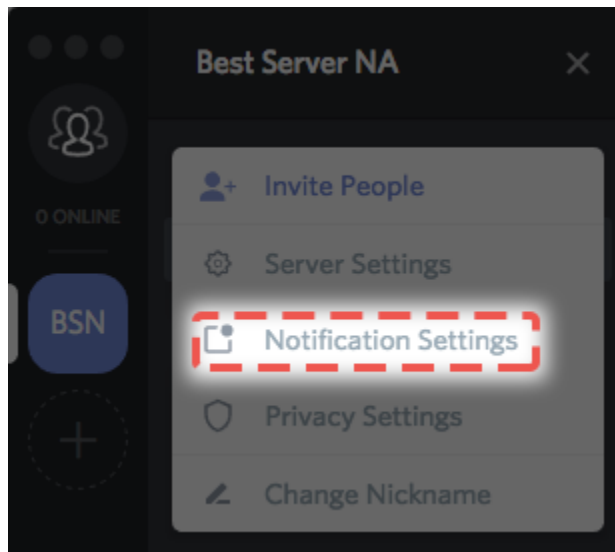
Discord's notification settings allow you to customize how often and how obtrusive you want notifications to be. The settings are broken down into two sections, **per-server**, and **global**.

In your User Settings menu, you'll see a "notifications tab" for editing your **global notifications settings**.



Here you'll be able to adjust whether or not you receive desktop notifications, Text-To-Speech messages, and adjust the sounds that play for Discord's various functions.

To edit notifications on a per-server basis, click the downwards arrow next to the server name, and click the "notifications settings" option:



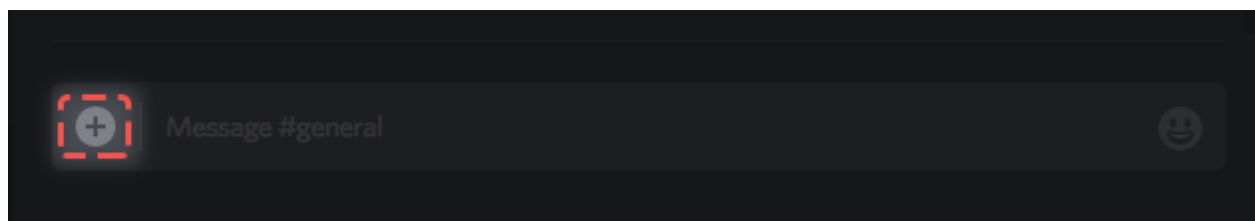
This menu allows you to choose to mute a whole server, suppress @everyone and @role mentions (in case anyone gets a little too trigger-happy), and choose how often you get desktop notifications in that particular server.

File Viewing and Uploads

In addition to chatting in text channels, you can upload pictures, GIFs, and other media as long as each file is under 8mb in size. There's two different ways to do this:

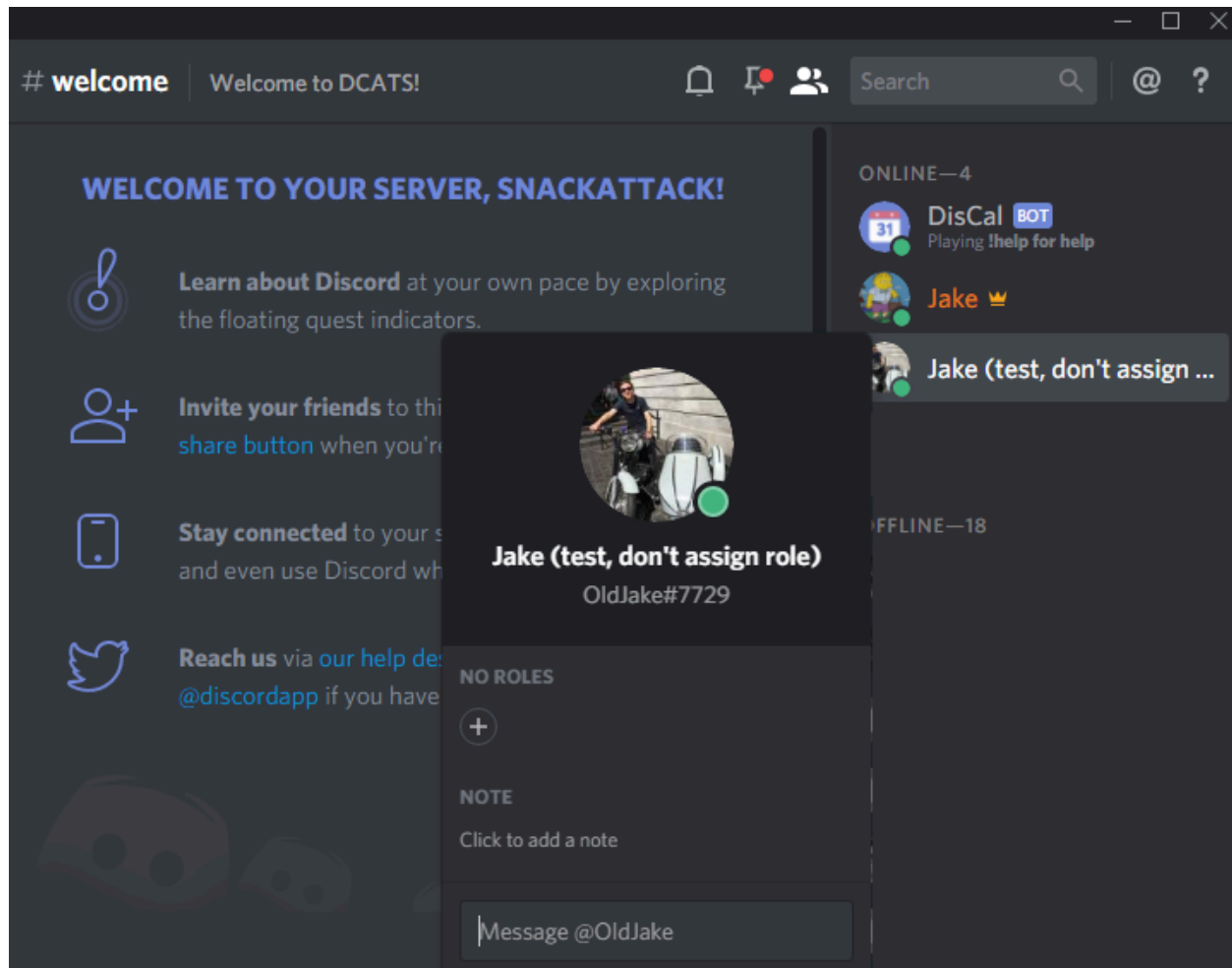
Drag-and-Drop mania straight from your vaults on your computer,

Or clicking the upload file button next to your text box:



Direct Messages

To send a direct message to an individual member of the group, click on their name in the members column to the right, enter your text in the text box that appears at the bottom, and hit enter:



Rules

1. DCATS Discord is a community discussion space. The following rules serve to ensure that no member experiences discrimination, prejudice, or bullying from another member. These rules also ensure that members use the space appropriately to facilitate the ease of discussion. By participating in this discord server, you are agreeing to abide by the following rules.
2. This space is for primarily for people that are AFAB (assigned female at birth) and feel this is an inaccurate representation of who they are. Please do not make assumptions about how people identify. Additionally, some allies are permitted to certain channels, including #general, #events, and #medicalcommunity.

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3. If you join as an ally, you must request an ally tags within the first 24 hours of joining.
 4. No forms of prejudice or discrimination will be tolerated. This refers to derogatory, negative, or stereotypical comments regarding race, sex, gender, sexuality, disability, etc.
 5. Harassment is not permitted. If a member asks you to stop messaging them and you continue, this is harassment.
 6. Please note that though we may discuss medical, legal, and mental health related topics, this is not a venue to provide or receive professional help in any of those capacities. Please share your experiences using "I" statements and do not generalize for the entire community. You may use the #medical-community channel to contact professionals or see the #resources tab to browse our list of trans-competent medical providers. Nonetheless, all professional advice should be given off server.
 7. Please refer to the channel guidelines before beginning a topic. Though cross talk is permitted, it can decrease of value of having separate channels.
 8. Any NSFW content must be posted in the #nsfw channel. The channel is restricted to users who are categorized as @18+ so please let us know if you are over 18 and would like access. Please note that this channel is not for sexually explicit content or pornography. This channel is for topics relating to sex and bottom surgery (including photos).
 9. Promotion of non-DCATS events require prior permission before posting.
 10. Personal fundraisers for surgery or other asks for donations are prohibited.
 11. Any personal or sensitive information shared in Discord is done in confidence and should not leave the server.
 12. Please tag or privately message the @mods if any of these rules or broken or any other problematic behavior occurs. To tag all mods, simply type and enter "@mods" into the channel where the violation has occurred.

Failure to abide by these rules will result in a warning for the first two occurrences. After the third occurrence, the user may be removed from the group. For any violations relating to harassment, prejudice, or discrimination against another member, the user will be removed immediately.