

Discord Guide

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Using Discord

Welcome to Uni Revue and our production comms channel of choice - Discord! Using Discord allows us to make sure we keep all our info in one place and visible to all the people who might need to see it (even if you don't think they need to see it). It also allows the company to better manage conflict and oversee the production. To this end, we *strongly discourage* the use of other messaging services to conduct company business. Simply put - if things like bullying or decision making are being made outside of the overview of the producer, there's little we can do about it. Discord is our safe cozy little home.

When you join the server, you will be assigned a *role*. Roles allow us to designate whether or not you can see or post in certain *channels*. A channel is a chat group designated to a certain topic. To keep the Discord as efficient as possible, we hope you can take the time to get acquainted with the different channels and what their intended purpose is. Channels are categorised using *categories*, which can be seen at the top of each list of channels. Beside each category is a > or v symbol. Clicking on this allows you to hide all the channels in a specific category. If you hide all the channels, the channel will individually pop up when a new message is posted and hide again when it is read.

Threads are a way of having a chat channel *within* a chat channel. You can reply to a post using a thread, which then allows discussion of a particular point or topic without cluttering up the channels with chatter. We will encourage the use of threads as much as possible, and in some channels you may find you cannot post a message, but you can create a thread. This too will help reduce clutter and improve discoverability. Threads will automatically hide after three days of inactivity so they don't continue to clog up the server, however they can be revisited any time. See how here.

If you have any questions, please don't be afraid to ask a member of the production team who can help you, or refer back to this guide.

Creating and Using Threads

Threads are a handy way to keep off topic or short term conversations from clogging up the main chat channels. The way they work is essentially as follows

- You select a message you want to reply to and create a thread as per the instructions below
- This creates a temporary chat thread which is viewable in the channel sidebar as well as in the channel itself
- After a certain period of inactivity, these automatically hide themselves

In some channels, replies will only be possible via threads to ensure the channel itself remains free from clutter and information is easy to find.

Creating Threads

Desktop:

- Right click the message you want to respond to
- Click “Create thread”

Mobile:

- Tap and hold on the message you want to respond to
- Tap “Create thread”

Revisiting Closed Threads

Desktop:

- Hovering your mouse over a channel will show the active threads and a “see all” button
- Click “see all”
- Select the thread you want to reactivate

Mobile:

- Tap and hold on the channel where you want to see the threads
- Select “Threads” from the menu that pops up

Creating Channels and Categories

Anyone with server management permissions can create channels as required. However, it is important that teams discuss the creation and utility of new channels to ensure clarity and utility.

Channels are the chat threads themselves that we use. Categories are the sub headings the channels are organised by. You can click or tap the small arrow next to a category to collapse all the channels.

If you set permissions for a category, these permissions will apply to all new channels created in that category, and can be synced with existing channels in a category.

Desktop:

- In the channels sidebar next to any category you can simply click the + symbol to add a channel.
- To create a category, right click any empty space in the channels sidebar and click "Create Category"

Mobile:

- Tap and hold on any category, or tap the server name at the top of the screen
- Tap +Create Channel
- To create a category, tap the server name at the top of the screen and tap Create Category

Direct Messages (DMs)

You can send a received direct messages via Discord, like any other messaging platform. To see your DMs, on desktop click the Discord logo in the far left sidebar, or on mobile tap the message icon on the top left from the channel viewer.

If you tap or click on any user's name, you will have the option to message, voice or video call them. This is a quick and easy way to send a DM via Discord if you want to.

Outside of personal conversations or any production discussion of a particularly private nature, we request that production team members please deliver information and notes via the provided public channels to ensure everyone is getting the same information.

Using External Services

The Old Nick Company has elected to use Discord as our platform of choice to ensure transparency and oversight in production discussion, decision making and for reasons of safety. While we cannot prevent any member of the production team from using other carriage services such as text messages, Facebook messages, etc, we request that any production matters that are not of a particularly personal or private nature are confined to within the Discord server for the respective Revue. We have had numerous communication

issues where discussions have occurred on platforms outside of our purview, and where we cannot verify details of communications to solve disputes.

Particularly for production team members, we ask that you lead by example, and do not participate in group discussions outside of the Discord space.

Roles Overview

The roles on the server allow us to quickly and easily assign individual members with access to the things they should have access to. Outside of a few specific cases, most channels will be accessible to specific roles.

The roles are:

- Producer (Admin) - Red
- Production Team - Yellow
- Band - Blue
- Writing Team - Brown
- Cast - Green
- Mentees - Orange
- Techs - Grey
- Marketing Team - Pink

Channel Overview

[General>](#)

All-Hands-Chat

Links

Announcements

Notes

Attendance

Parties

Ideas

[Cast>](#)

Cast-private-chat

Pub-question-mark

[Rehearsal>](#)

Music

Choreography

Costume

[Creative-Team>](#)

Prod-general-chat
Props
Costume
Casting
Creative-heads-private
Music

[Admin>](#)

Production-links
Meetings
Finance
Head-Honchos
Producers-Chat

[Marketing>](#)

Marketing>Marketing-Chat
Marketing>Sponsorship
Marketing>graphic-design
Marketing>fundraising
Marketing>social-media
Marketing>marketing-mentor-program
Marketing>merch
Marketing>show-programme
Marketing>gala-night
Marketing>media-publicity
Marketing>audience-feedback

[Writing>](#)

Writing-links
General-writing-chatter
Random-ideas
Script-submissions
Writing-meetings
Writing-heads

Guide: Where to Post

This section of the guide will help you to understand where to post things

General>

General>All-hands-chat

Permissions: Open

Chatter about anything, where the noise goes. When people join, this is the thread that will automatically insist we welcome them

General>links

Permissions: Production team posting, cast read only

Links for schedule, script, and anything else go in here. Permalinks only, and no comments or chatter. Comments should be deleted immediately by admins

General>Announcements

Permissions: Production team posting, cast read only

When announcements need to be made, make them here. This is anything that does not require any feedback, comments should not be added by production team members and if they are they should be deleted. Reactions allowed by cast to indicate they have seen the announcements

General>Notes

Permissions: Production team posting, cast threads only

Rehearsal and production notes should go here and be visible to everyone. Responses and questions should be allowed and encouraged, but only via threads so the notes don't get lost in the chatter

General>Attendance

Permissions: Open

Anyone running late or who cannot attend a rehearsal should post in here ASAP, including production team members.

General>Parties

Permissions: Open

Organising the production parties and events, and any discussion related to them will go in here

General>Ideas

Permissions: Open

Got an idea? Chuck it in here!

Cast>

Cast>cast-private-chat

Permissions: Cast only, (admins)

Place for cast to chat separately from production team if desired. Note that the admins will be able to see into the cast private chat

Cast>Pub-question-mark

Permissions: Open

After rehearsals, after shows, after parties - organise going to the pub!

Rehearsal>

Rehearsal>Music

Rehearsal>Choreography

Rehearsal>Costume

Creative Team>

Creative Team>Prod-general-chat

Permissions: Production Team

Props

Permissions: Production Team

Prop related discussion and requests

Costume

Permissions: Production Team

Costume related discussion and requests

Casting

Permissions: Production Team

Casting related discussion for transparency

Creative-heads-private

Permissions: Department Heads

Thread for discussing high level production or private discussions if required

Music

Permissions: Production Team

Discussion around music requirements and other music related info

Admin>**Admin>Production-links**

Permissions: Production Team

Post the critical links people will use all the time like schedules, documentation, forms, etc. Particularly production documentation that probably doesn't need to be visible to all members (like the budget).

Admin>Meetings

Permissions: Production Team

Organise production meetings and other meetings here, and post dates and times

Admin>Finance

Permissions: Production Team

Need to chase up unpaid reimbursements, request cash to buy puppets, ask what happened to the fifty you left sitting outside in the parking lot? Post it here.

Admin>Head Honchos

Permissions: Director, Production Manager, Producers

Chat for discussing serious production issues and challenges

Admin>Producers-Chat

Permissions: Admin

Chat for the producers focused on Revue production discussion, management and oversight.

Marketing>

Marketing>Marketing-Chat

Permissions: Marketing, Production Team
General marketing chatter thread

Marketing>Sponsorship

Permissions: Marketing, Production Team
Discussions centred around sponsorship

Marketing>graphic-design

Permissions: Marketing, Production Team
Discussion with the graphic designer and regarding the graphic design

Marketing>fundraising

Permissions: Marketing, Production Team
Discussion for fundraising activities

Marketing>social-media

Permissions: Marketing, Production Team
Discussion for social media

Marketing>marketing-mentor-program

Permissions: Marketing, Production Team
Discussion thread for the mentees to ask questions

Marketing>merch

Permissions: Marketing, Production Team
Discussion thread for merchandise, manufacturing and scheduling sellers

Marketing>show-programme

Permissions: Marketing, Production Team
Discussion thread for the programme

Marketing>gala-night

Permissions: Marketing, Production Team
Discussion Thread for the gala night event planning

Marketing>media-publicity

Permissions: Marketing, Production Team
Discussion thread for media and publicity, including contacting newspapers, radio and television

Marketing>audience-feedback

Permissions: Marketing, Production Team

Discussion thread for audience feedback, including responses on social media after the show, and other audience engagement like surveys

Writing>

Writing-links

Permissions: Writing Team

General-writing-chatter

Permissions: Writing Team

Random-ideas

Permissions: Writing Team

Script-submissions

Permissions: Open

Writing-meetings

Permissions: Open

Writing-heads

Permissions: Head Writer, Producer, Admin