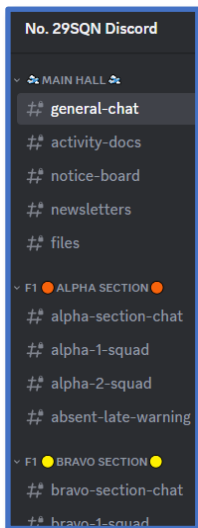# INFORMATION HANDBOOK

No. 29 (Rotorua) Squadron
Air Training Corps

BOOKLET 7
Discord Handbook

Last revised: December 2023

WHAT IS DISCORD?

Discord is a messaging system used by 29 Squadron for Officers, Staff, NCOs, and Cadets to communicate. They share information about Parade Nights, upcoming activities, forms, files, and training resources.

Joining and being a Discord member is free. It can be done in any browser on a computer, laptop, tablet, iPad, iPhone, or smartphone. Discord also has dedicated apps for Windows, MacOS, Linux and Android devices.

Visit **discord.com/download** to download your copy to your device(s).

WHY IS IT NEEDED?

We need a reliable and functional way for all our people to be able to communicate on the Internet using personal phones, computers, and devices. We also need this to be a method where officers and staff can monitor all communications.

It is a place where information and notices are posted, and everyone can ask questions and have them answered. During the Covid-19 pandemic isolation phase, this was one of our tools 29 Squadron used to be able to parade virtually.

IT IS MANDATORY FOR EVERY CADET

The use of Discord is a minimum requirement. All Cadets and Staff are to join and commit to checking for new messages/information at least once every 24 hours when able to do so. They are also expected to use it to ask questions, get help, and find out basic information such as what uniform to wear for the next parade night.

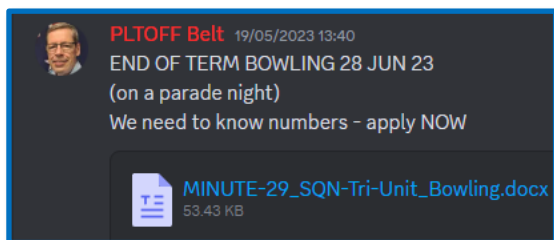XXX 29 XXX

A VIRTUAL EXTENTSION OF OUR PARADE HALL

A virtual extension of our parade hall? What does that even mean? It means that inside Discord we have the same meeting spaces, ranks, and chain of command. All cadets are expected to address NCOs by rank, refer to officers by rank and surname or as Ma'am or Sir, and to be as formal and polite as they would be in person.

Instead of personal names, all names on Discord are their rank and their surname and they will use those when speaking with each other as well.

A NOTICE BOARD

Just like the notice board in the Parade Hall, Discord also has a notice board that has the same information on it: Chain of Command, who is in which training group (Basic 1, Basic 2, Proficient, Advanced), Parade night timetable, Parade night Duty schedule (which officer and cadet are in charge of the parade night), and so on.

ACTIVITY DOCUMENTATION

Everything 29 Squadron does outside of Parade Nights at the Parade Hall has "activity documentation". Apart from the Risk Management documentation, it also has information as to: Where we are going, what we are going to do there, what date/day, what time it starts, what clothing to wear, equipment to bring, food/water to take, how much to pay (if any), how to pay, and additional information.

Cadets have access to this activity information – in general – at least a month in advance of the activity day. It is their responsibility to ensure that their whanau is provided with a copy of this. <u>This is part of their training</u>.

WHAT HAPPENS IF I DON'T HAVE ACCESS TO DISCORD?

Cadets that do not have Discord access will not know: 1) what uniform to wear on a specific parade night 2) what instructions their leader has given them 3) information about activities such as what, when, where, what time, how much, etc., 4) notices about changes to start times, or last-minute activity cancellations due to bad weather, and more.

In short, without Discord access – a cadet can not function, the family is disconnected from the information, and they will not be able to fully participate.

GETTING A DISCORD ACCOUNT

Discord has a Joining video here youtu.be/TJ13BA3-NR4 (That's a small J after the first T) [verified June 2023]

In short, you 1) Get the App, 2) Create your account, 3) Claim your account, and 4) verify the phone number

You will need a personal email address. When you join, you get a 29 SQN email account and it makes sense to use that for all cadet-related needs.

JOINING THE 29 SQUADRON DISCORD SERVER

You can only join a Discord Server if you have an **invitation link**. Cadets, talk to your Squad or Section leader who will send you one, probably to your email address. Click on that link and follow the instructions.

Kaha Tahi

XXX(29)XXX

TOGETHER STRONG

When you first arrive on the 29 Squadron Discord Server, you are in a 'waiting area'. It will need an Officer to assign you to the right Squad, Section, and Flight. When that has happened, you will suddenly see all the "channels" (or rooms) that are available to you.

There are channels that you can not see – it will be because you aren't yet allowed to access those. As you learn more, and get promotions, more of the 29 Squadron Discord channels will be available to you.

I MADE IT!!! I CAN SEE CHANNELS..... SO NOW WHAT?

Set your device up to send you notifications when new messages are posted to the 29 Squadron Discord Server. Check for new messages **at least once per day**, just in case.

#general-chat is for general information and questions. If you don't know who to ask questions from, or you want to share information to everyone, use #general-chat

#activity-docs is where copies of the information about weekend (mostly) activities are posted. The MINUTE is the most important one. It contains all the information, such as date, start time, end time, where to report, how to get there, what to wear, what to bring, what to eat, what food/drink to bring, how much it costs, how to pay, and much more.
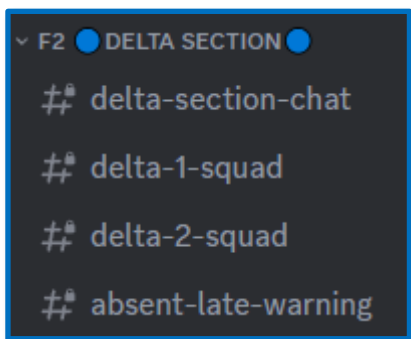
#notice-board is a channel where documents that you find on the real notice board in the parade hall will also be available here. The activity documents are in #activity-docs, but most other information you find on the real noticeboard can be found here.

It should not surprise you that **#newsletters** contains copies of the newsletters sent out weekly (as needed – sometimes more or less often) to 29 Squadron Whanau via email. Copies are also kept here for staff and cadets.

#files contains files and sometimes links to websites and other resources that cadets or staff need a copy of at random times throughout the year.

The above channels are available to all 29 Squadron personnel. Each cadet is assigned to a Flight inside the Squadron, a Section inside that Flight, and a Squad inside that section. They will only be able to see and access a channel of the Section they have been assigned to, and the Squad they have been assigned to.

When cadets are promoted into leadership positions where they manage a section, or are NCOs, they will then be able to see and join conversations in those channels.

To the left is an example of a cadet that belongs to Flight no 2, Delta Section. Depending on which Squad they have been assigned to, they can only see one of delta-1 or delta-2.

In **#delta-section-chat** they can talk to their section leader and all other section members. Inside delta-1-squad (or delta-2-squad) they can talk to their squad leader and other squad members.

Finally, if they know they won't be able to attend a parade night or activity (or arrive late), they are to warn their section by sending a message inside **#absent-late-warning**. (This isn't the same as applying for leave – that is covered in Booklet 4 – Cadet handbook). BOTH must be done. The first warns their team, applying for Leave is directed at the Commanding Officer.

IF I WANT TO … THEN I SHOULD …	
…ask a question	Go to Discord, go to your Section chat, and ask your Section Leader
…know what activities are coming up	Go to Discord and look at #activity-docs
…tell my parents/family details about the activity, such as cost, date, time, what gear I need	Go to Discord and look at #activity-docs. Find the MINUTE for that activity, download, and share a copy with your parents/family
…know what uniform I need to wear for the Parade Night	Go to Discord, go to your Section chat. Your Section Leader should have posted a note. If a note hasn't been posted yet – ask
…tell someone I'm going to be <u>late</u> to parade night or an activity	Go to Discord, go to your Section chat, tell your section in #absent-late-warning that you expect to be late
…tell someone I am <u>not going to come</u> to a parade night, or to the activity I applied to go to	Go to Discord, go to your Section chat, tell your section in #absent-late-warning that will not be there. <u>ALSO</u> go to the unit website in fill in the Leave form (goes to officers) <u>ALSO</u> go to CadetNet and withdraw from any activity you applied for

YOU ARE A CADET… 24 HOURS PER DAY, 7 DAYS PER WEEK… ALL YEAR

It may seem strange, but anyone who is a cadet is expected to behave according to the NZCF Code of Conduct, even when not at a Parade night, not at a NZCF activity, not on NZDF property, and when not using NZCF or Unit Social Media.

Everything you do will reflect on you, 29 Squadron, and New Zealand Cadet Forces. So anything you write online, or photos you share, all must be of a high standard. For more information, read Handbook 8 – Social Media Handbook.

USING 29 SQUADRON DISCORD

Try to do all of the following – all the time:

- Address other cadets by their rank and surname
  Morning LAC Anko, what time do you want to meet?

- Address staff by their rank and surname
  Excuse me PLTOFF Jacobs, is it OK if I bring a rain jacket?

- When you received help, thank them for helping you.
  Thank you Ma'am / Thank you Sir / Thank you SGT

- When <u>anyone</u> puts up information, let them know that you read the message by giving it a Discord "reaction". That's normally just a "thumbs up" 👍

- Be VERY careful when using private person-to-person chat. It is highly recommended that you don't. What is out in the open protects everyone. It is part of the NZCF Social Media rules too!