

# Setting Up A Discord Server

With Basic Customization Options for Game Developers



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## Introduction



### **Who, What, Where, When and Why?**

Game Development has changed in recent years. It has become more transparent, open ended, and more social than ever before. In the past games were developed by an individual or team, then released to the public once finished. These days games are released in unfinished versions called alpha and beta. While before it could have been embarrassing to reveal a game full of bugs, now game developers are confidently displaying their games on social media and gaming platforms during development. These alpha and beta versions come with disclaimers that the game is unfinished and full of bugs. It has become a very good way to publicize their games early and gain a following even before the game is launched.

### **How?**

One of the ways to do this is by having a Discord Server. Establishing a community is important not only for publicizing the game itself, but also for amassing a loyal and informed following. [Discord](#) is used heavily for this purpose.

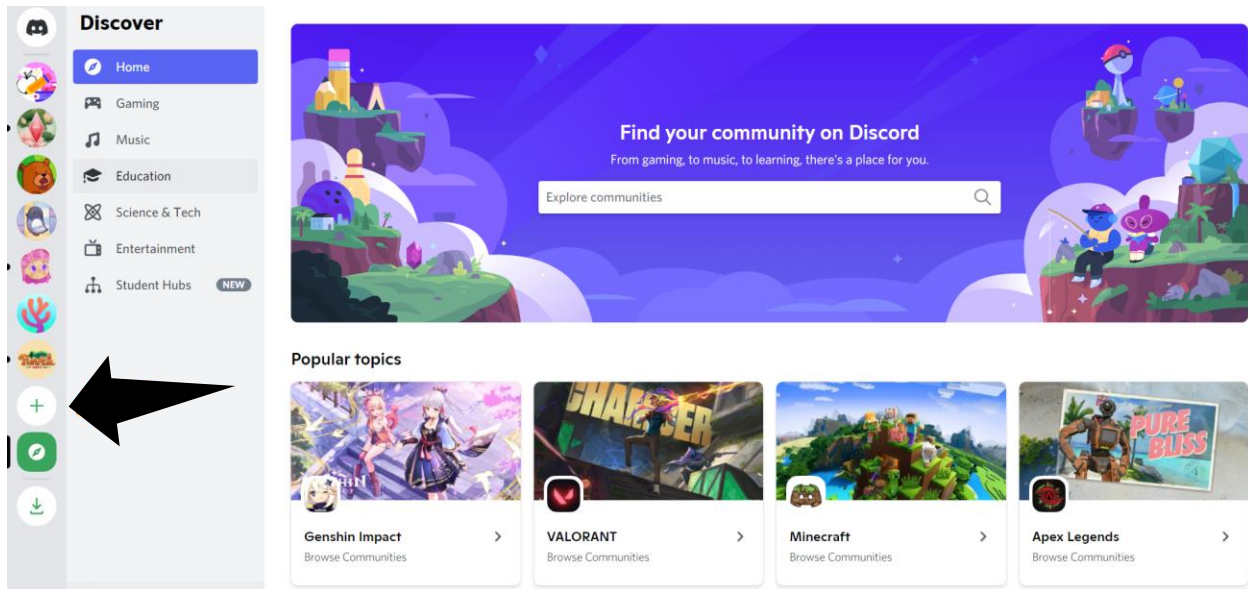
First, create a Discord account.

1. Go to [www.Discord.com](http://www.Discord.com)
2. Click Sign Up to create an account
3. Fill out your personal information
4. Choose a Username

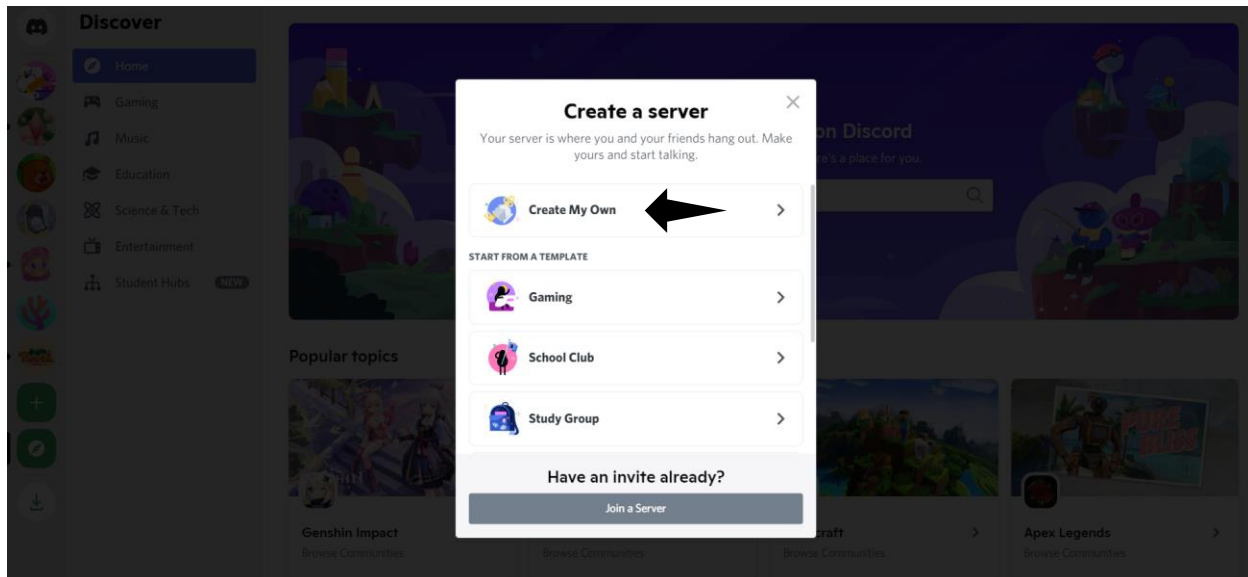
This manual will teach you the **basics** of how to set up and customize a Discord server.

## Setting Up a Discord Server

1. Sign into your discord account. (If you do not have an account on Discord you will need to create one. See page 3.) On the home page you will find a plus symbol in the bottom left. Click this. This is the start for adding a server.

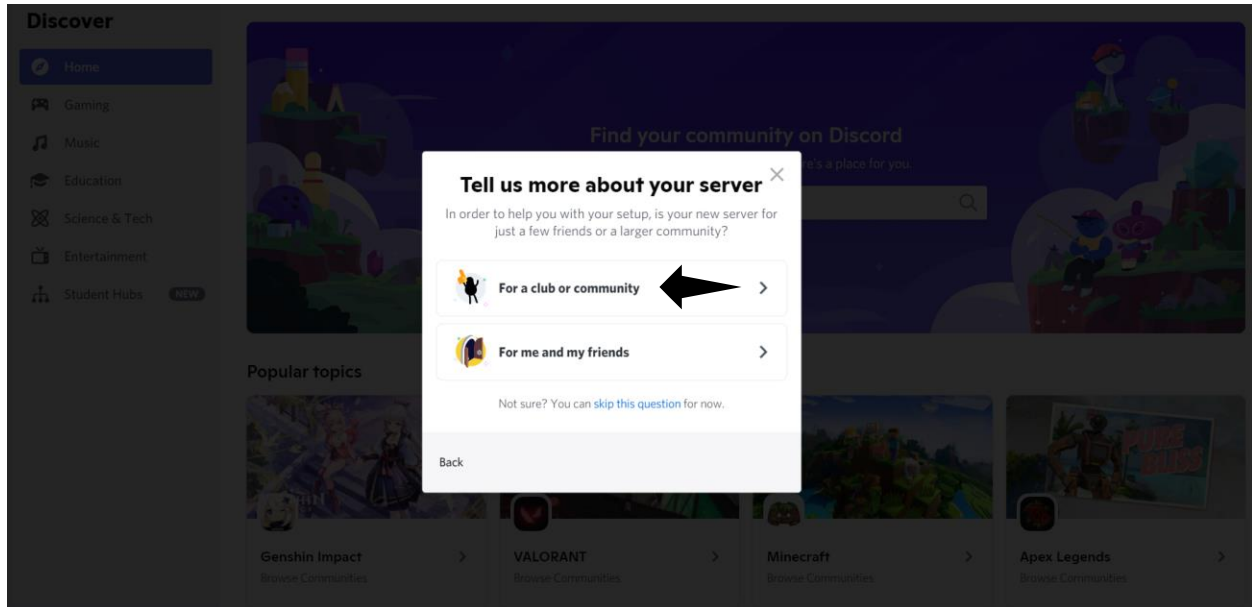


2. You could select "Gaming" for a template. If you do this, Discord will set your server up with common settings used by many in the gaming industry. However, this tutorial is teaching you how to start one from scratch, therefore, click "Create My Own".

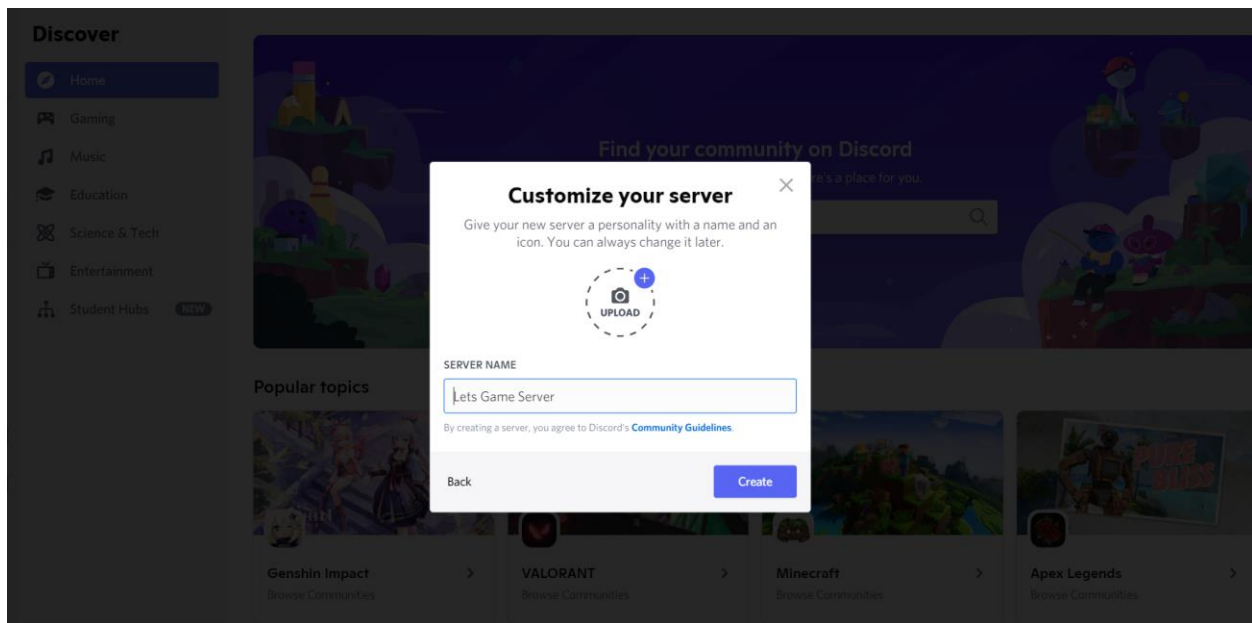


## Picking a Server Type, Name and Options

- This server will help you and your team develop a community of like-minded gamers. If you want them to discover and explore your game, play, discuss and become a part of a growing community, clicking “For a club or community” here is the better option. The second option is designed for personal use.

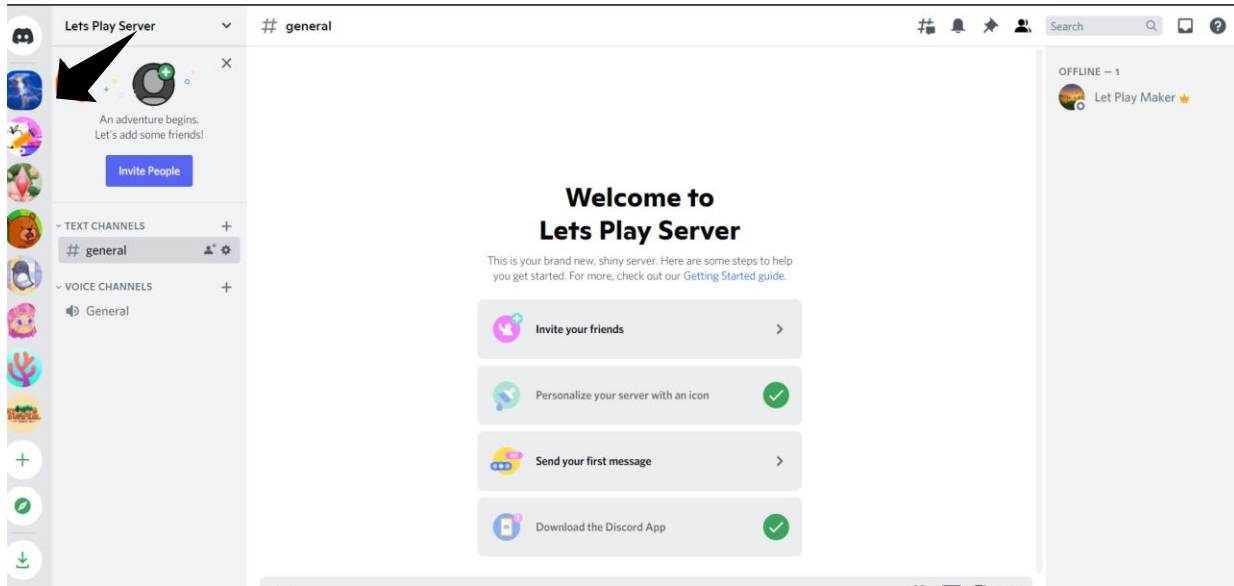


- Create a server name and icon image. This will represent your game and discord server. It should be a name and image that appropriately symbolizes your game/community.

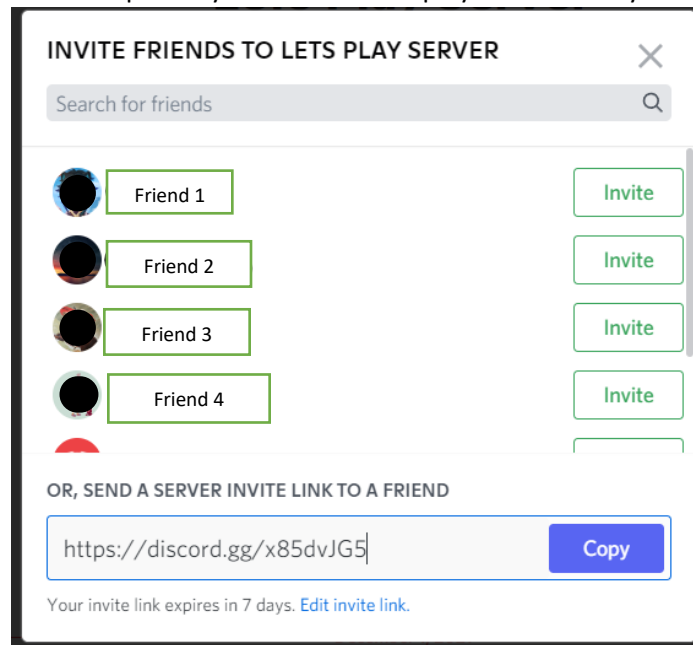


## Invites by Emails or Contacts

- Here is the new icon for the example. Notice that though the server is created, it still needs to be customized. First, you can add members to the server that you know. Invite new members by clicking the “Invite your friends” option.



- A screen will pop up displaying any connected friends (if you had an account before). You can search for current friends or pick any of these that display automatically and click “invite”.



If this is your first account, you will not have contacts automatically displayed for you. If this is the case, select and highlight the link at the bottom of the box. In the invite menu that displays next, Discord will present to you a temporary link that can be used on social media. It serves as an invitation. When followers click the link, it will bring them to your server.

OR, SEND A SERVER INVITE LINK TO A FRIEND

<https://discord.gg/x85dvJG5>

Copy

Your invite link expires in 7 days. [Edit invite link.](#)

7. Or email this link to someone. When they click the link, they will be brought to your server.

To: [testemail@gamingplaytest.com](mailto:testemail@gamingplaytest.com);

 Cc & Bcc

New Let's Play Discord

Follow this link to our new Discord server! YAY! GO TEAM!

<https://discord.gg/x85dvJG5>

~Let's Play Team

8. By default, all invite links will expire after 7 days and have an unlimited amount of uses in that time. To change this, press Edit invite link at the bottom of the box.

OR, SEND A SERVER INVITE LINK TO A FRIEND

<https://discord.gg/x85dvJG5>

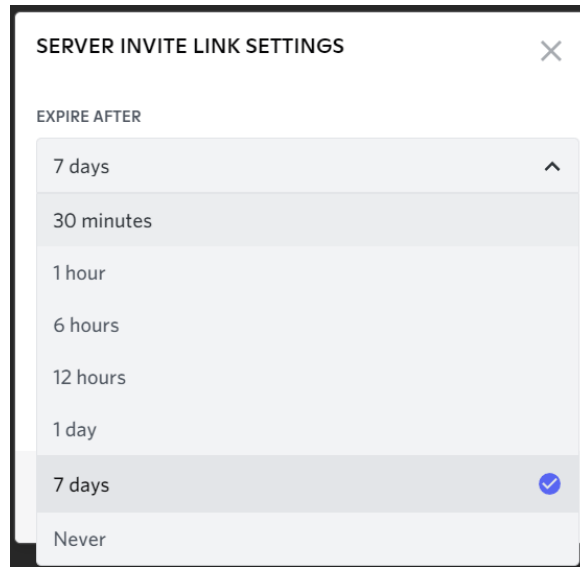
Copy

Your invite link expires in 7 days. [Edit invite link.](#)



### Change Invite Expiration

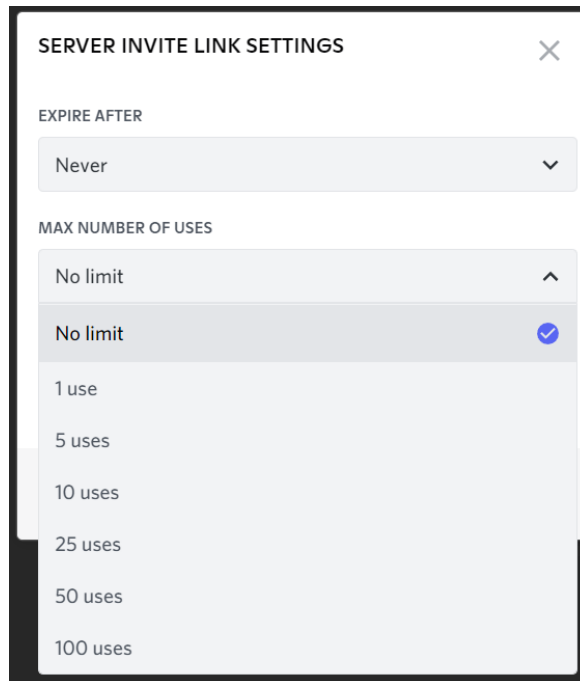
9. A new screen will pop up and ask how you'd like to customize this setting. Here you can see you can pick options ranging from 7 days to never for the invitation expiration date. And you can decide if you prefer a max number of uses from no limit to 100.



SERVER INVITE LINK SETTINGS

EXPIRE AFTER

- 7 days
- 30 minutes
- 1 hour
- 6 hours
- 12 hours
- 1 day
- 7 days
- Never



SERVER INVITE LINK SETTINGS

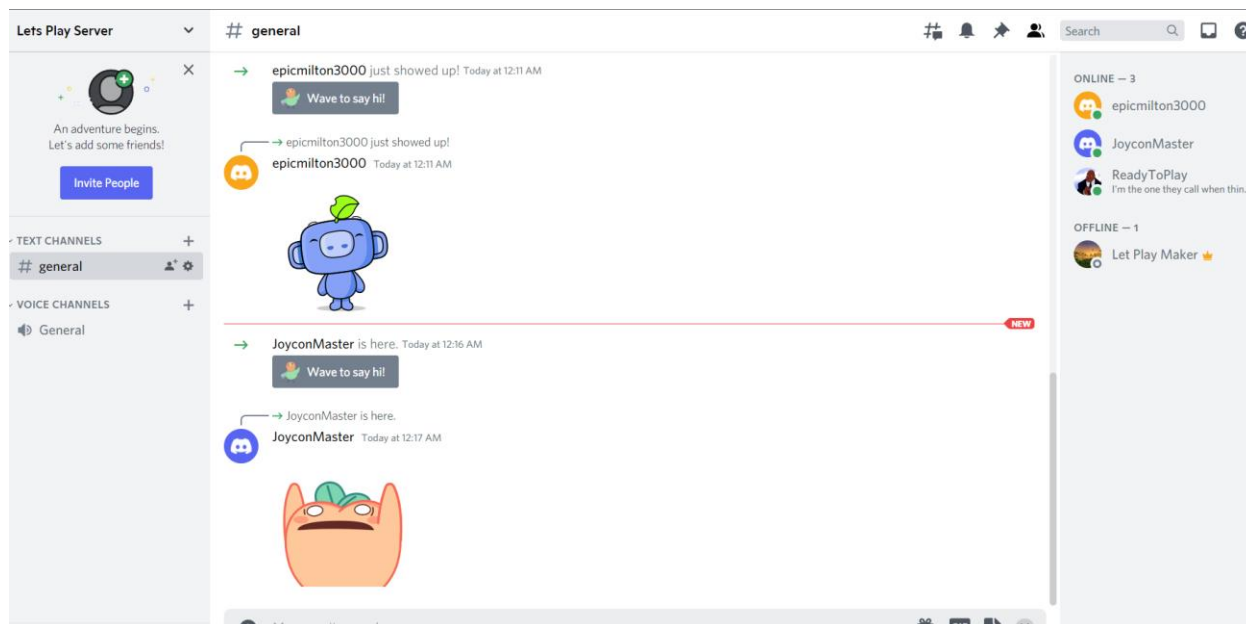
EXPIRE AFTER

Never

MAX NUMBER OF USES

- No limit
- No limit
- 1 use
- 5 uses
- 10 uses
- 25 uses
- 50 uses
- 100 uses

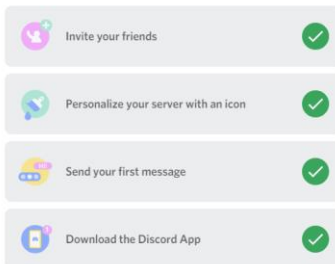
## 10. Welcome your game developing team as they arrive giving greetings.



Good Job!

### Welcome to Lets Play Server

This is your brand new, shiny server. Here are some steps to help you get started. For more, check out our [Getting Started guide](#).



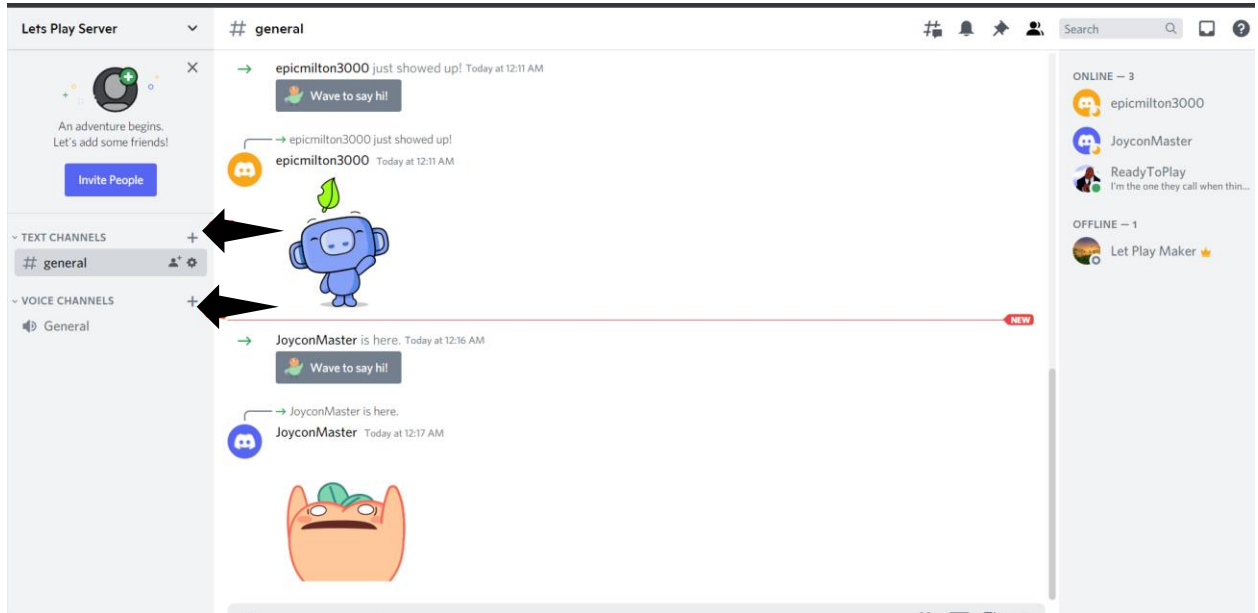
Now that you have your team with you on Discord. It's a good idea to create separate channels.

Channels are sections of chat rooms for different purposes. Each channel can be used however you designate. Continue to **page 10** for instructions on how to create channels.

Only the server creator can create channels.

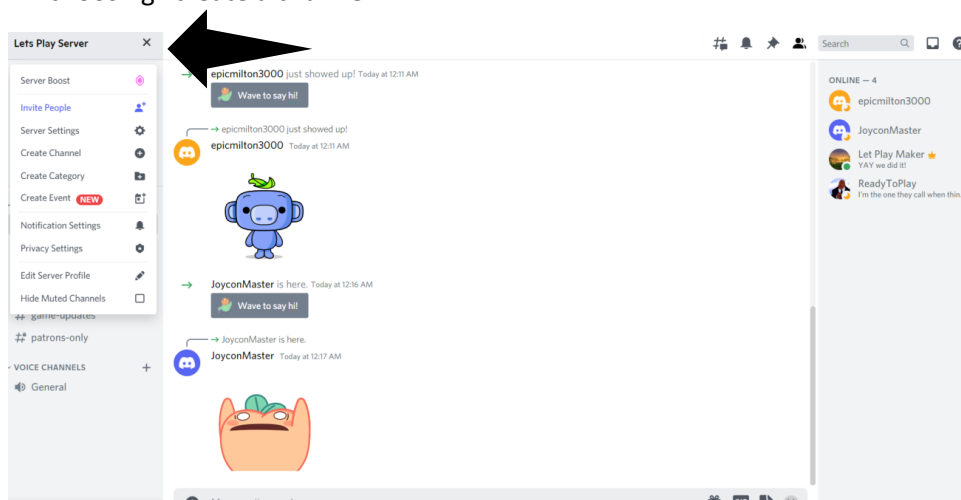
## Channels

1. To create a new channel, click on a plus sign next to the channel options. If you create a voice channel, members of the discord server can speak to each other using audio. For this example, we will be creating a text channel.



- Voice channels are not suggested for family-friendly servers as they can hard to monitor. You can create a channel that is not family-friendly if you want to, but it's advised to warn those coming in beforehand. For instructions on setting up a NSFW (Not Safe for Work), non-family-friendly channel see page 15.

Alternatively, you can create a channel by clicking on the server at the top left of the screen and from the drop down choosing "create a channel".

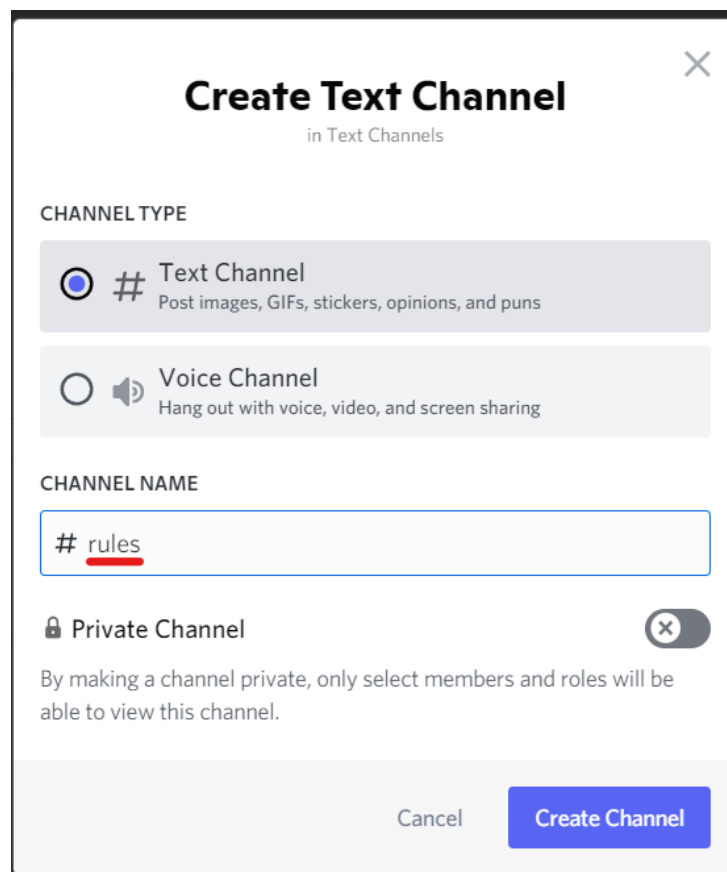


## Creating a Channel

**Common channels in gaming servers are:**

- Rules
- Announcements
- FAQ
- Bug Reporting
- Suggestions/Ideas
- Game Updates
- Patrons Only
- Fan Art

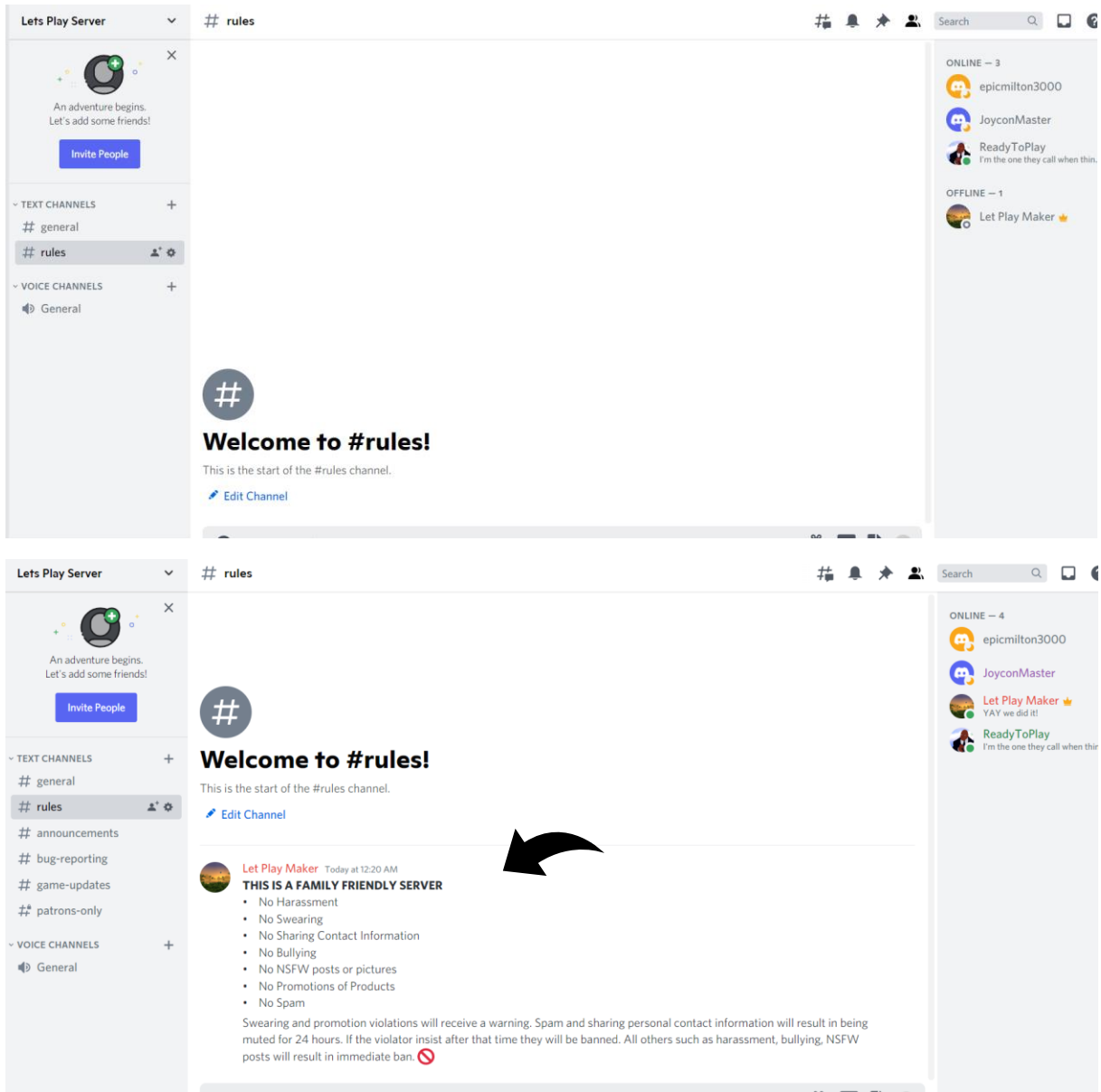
2. Discord will prompt you to type out the title for your new channel. In this example we are setting up a Rules channel. Rule channels are important especially if moderators will be present on the server. For more information of creating moderators, see page 21



The screenshot shows the 'Create Text Channel' dialog box in Discord. The title is 'Create Text Channel' with a close button (X) in the top right corner. Below the title, it says 'in Text Channels'. The 'CHANNEL TYPE' section has two options: 'Text Channel' (selected with a radio button) and 'Voice Channel'. The 'Text Channel' option has a description: 'Post images, GIFs, stickers, opinions, and puns'. The 'Voice Channel' option has a description: 'Hang out with voice, video, and screen sharing'. The 'CHANNEL NAME' section has a text input field containing '# rules'. Below the input field, there is a 'Private Channel' toggle switch, which is currently turned off. A note below the toggle says: 'By making a channel private, only select members and roles will be able to view this channel.' At the bottom, there are two buttons: 'Cancel' and 'Create Channel'.

## Rules Channel

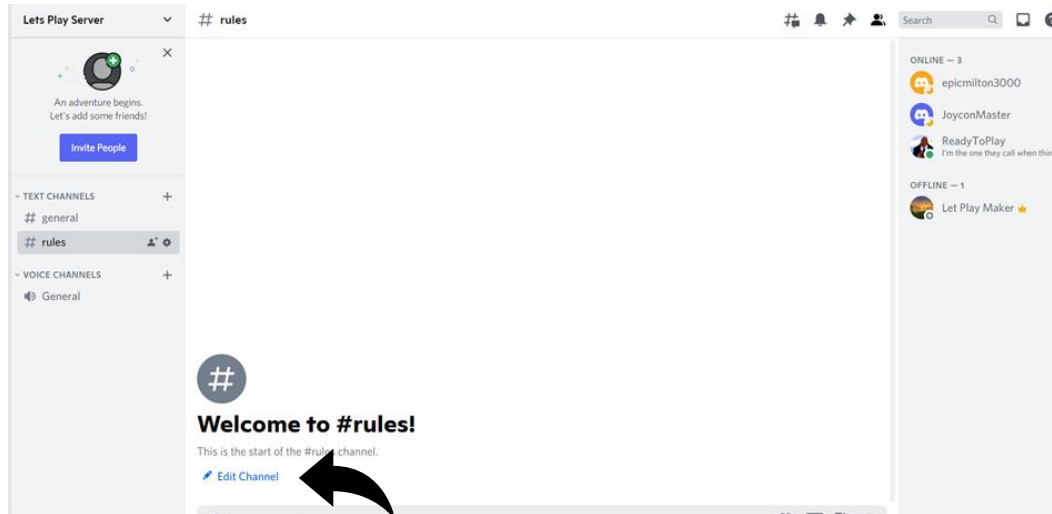
- Rules can now be adding to the channel. To do so, type in the chat box at the bottom of the screen. Add transparent rules along with penalties so that members of your discord clearly understand the rules and what happens when they break them. A moderator can enforce these rules. For instructions on creating a moderator role see page 21.



- Create as many channels as you want/need for your server. Here are channels set up for the example server. You can see general, rules, announcements, bug reporting, and game updates. All these channels are public. This means any member of your server can use/view them. For instructions on creating private channels see page 14

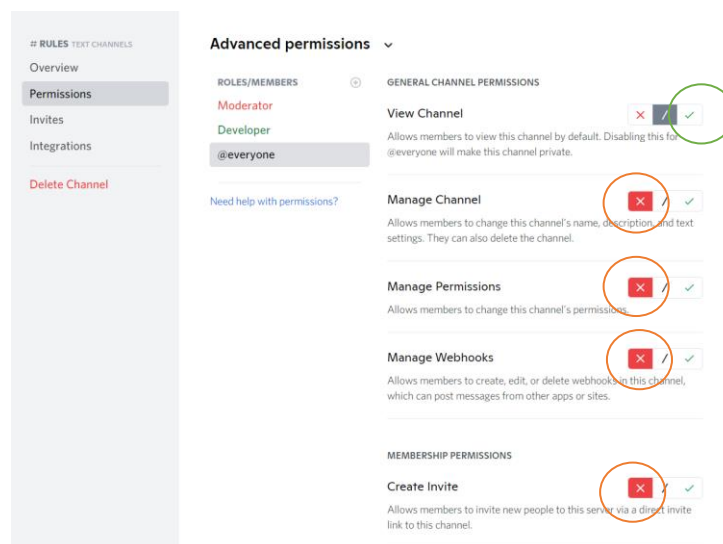
## Editing Channel Permissions

4. Press “Edit Channel” on any channel you like to customize who gets to view or post in a channel.



5. After clicking on “Edit Channel” click on “Permissions”. This will allow you to set up what people can do in the channels. Scroll down through the options and select what you will allow everyone to do. Press X on anything you will not allow. Press the Check mark on anything you will allow. You can decide that you will only allow them to view the channel but not post or create threads. In this example we have done just that.

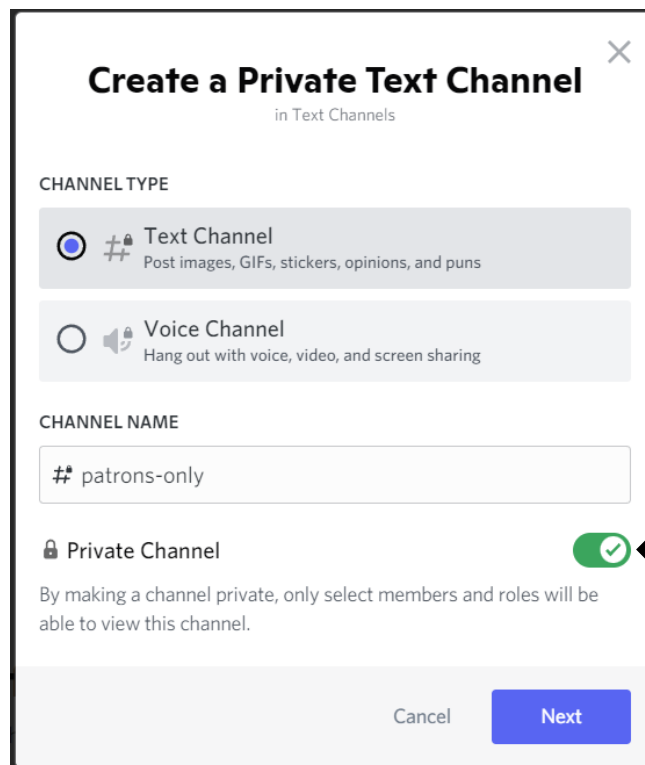
- On the left you can see that roles can be given permissions as well. Each role can have specific permissions. You can customize each as you like. For instructions on creating roles, see page 17.



## How to Make a Channel Private

Private channels can only be used by those that you allow. This permission can be given to only certain roles in the server can use a certain channel. (For instruction of creating roles see page 17).

6. Like before, you create a text or voice channel. This time, toggle the option for “Private Channel”. Then hit “next”. This Patron-Only channel is now private. Only Patrons of the game can use it.



**Create a Private Text Channel** ×  
in Text Channels

CHANNEL TYPE

# Text Channel  
Post images, GIFs, stickers, opinions, and puns

Voice Channel  
Hang out with voice, video, and screen sharing

CHANNEL NAME

# patrons-only

Private Channel

By making a channel private, only select members and roles will be able to view this channel.

Cancel **Next**

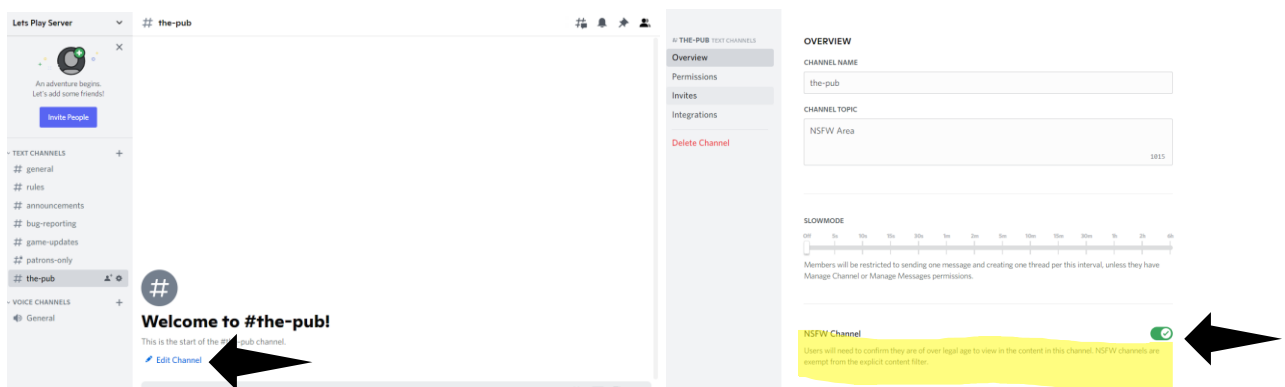
- In this manual when roles are introduced, (on page 17), it is explained how each role can be assigned so that they can be allowed to use a private channel. In this example, a patron role would now need to be applied to members so that they can view and interact in the Patron Only channel.

## NFSW Setting

[Merriam-Webster.com](https://www.merriam-webster.com/dictionary/nsfw) Definition of NSFW

not safe for work; not suitable for work —used to warn someone that a website, email attachment, etc., is not suitable for viewing at most places of employment

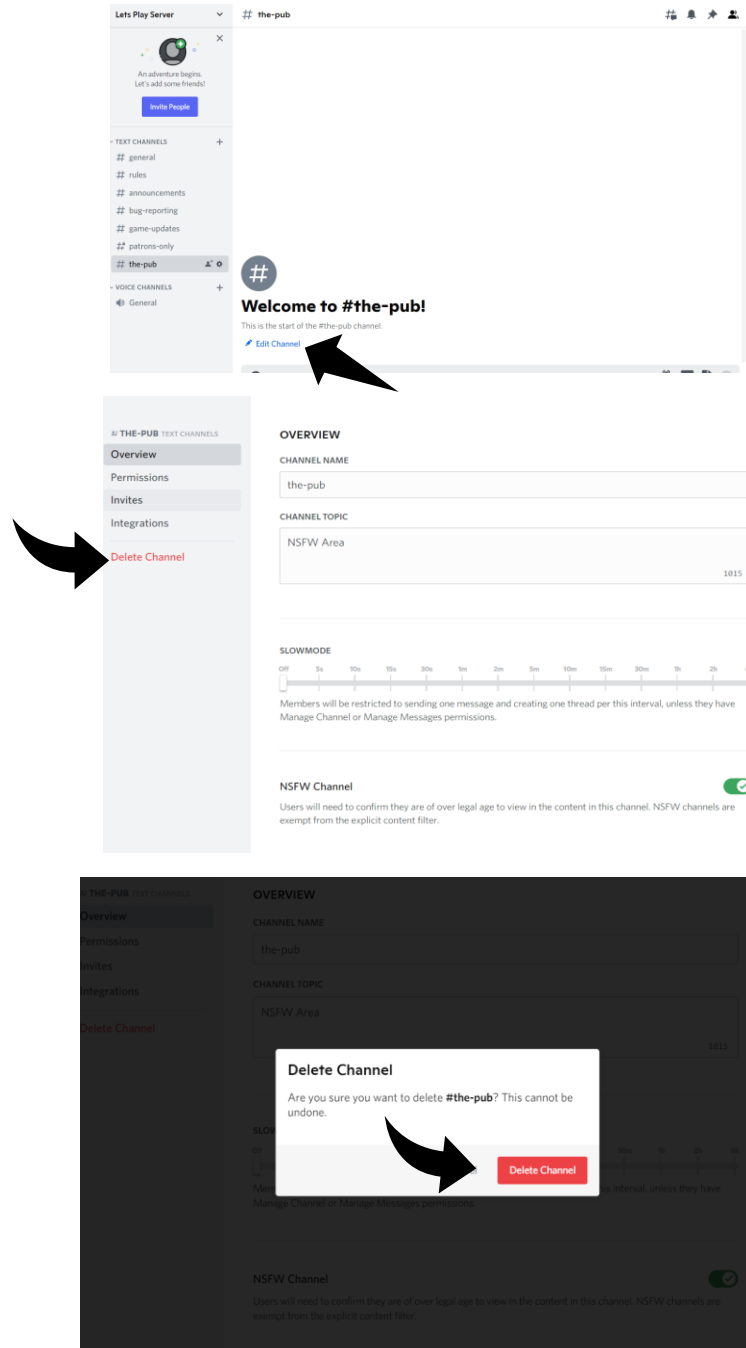
- To set up a channel that is NSFW, click on “edit channel” like before. Once on the new screen, under Overview, you will see an option to toggle “NSFW”.



- Some game developers want their entire server to be family friendly and some don't. There are those who don't mind adding a space for mature audiences. Discord explains, **“users will need to confirm they are over the legal age to view the content in this channel. NSFW channels are exempt from the explicit content filter. See page 30.”**

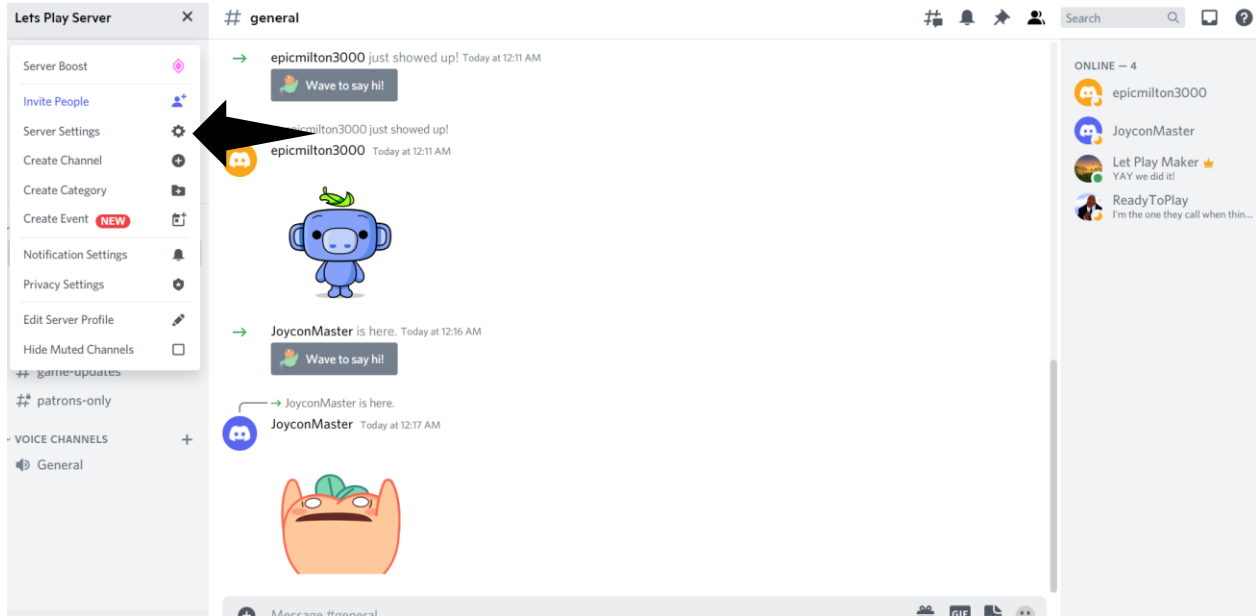
## Deleting a Channel

- To delete a channel, go to “edit channel”. Under “overview” there is an option to “Delete Channel”. Click this. Then confirm that you want to delete the channel.

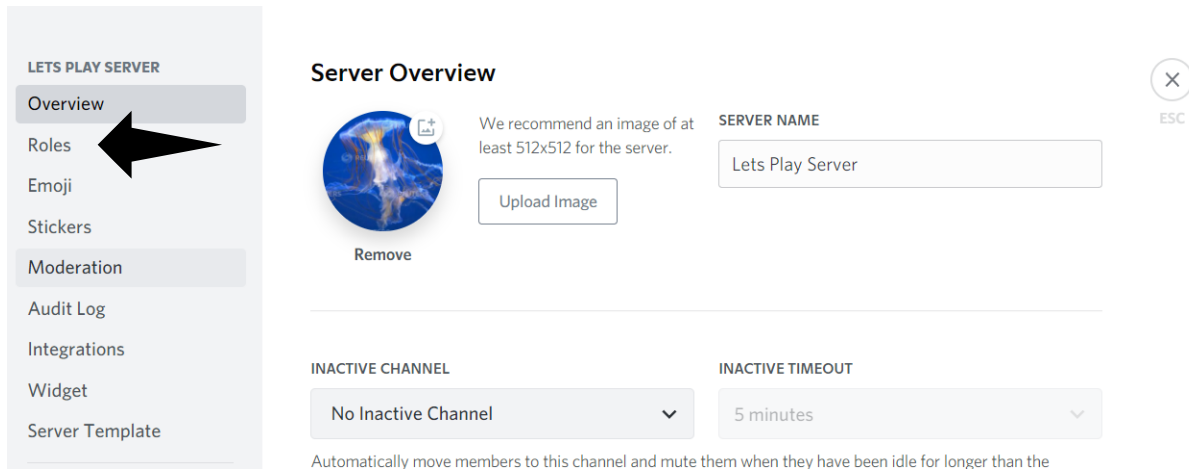


## How to Create Roles

1. Click on the server name at the top left of the screen and scroll down to “Server Settings”.



2. Under “Overview”, click on “Roles”.



## Creating a Role

3. Click “Create Role”. Now you can create server roles. Discord’s banner displays role suggestions. You can go with any of these or create one of your very own.

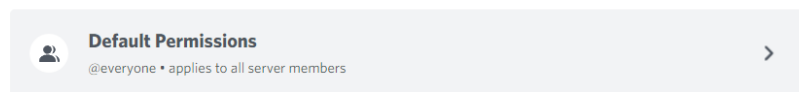
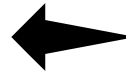
### ROLES



## Organize your members

Use roles to organize your server members and customize their permissions.

Create Role



- You can create formal roles like: Chief, President, Creator, Developer and Writer. Or you can create fun titles like: The Crew, Jazz-Hands, Gamers, Manatees, Special Guests, Summer Lovers or Winter Lovers. You can apply these roles to anyone you would like. You can also start a poll and ask users themselves which of the fun, casual roles they would like that you have set up previously. (Polls will not be discussed in this manual.)
- Be serious or have fun with it. Make any role that applies to your game specifically to an added touch. Users will really like applying roles to themselves that connects them to a game that provides them with hours of joy.

4. Type in a role that you would like to create. You can also pick the color that the role will display as well as an image for the role.

← BACK +

● Designer

● @everyone

### EDIT ROLE — DESIGNER

Display Permissions Manage Members (0)

ROLE NAME \*

Designer

ROLE COLOR \*

Members use the color of the highest role they have on the roles list.

ROLE ICON **PLAN 2**

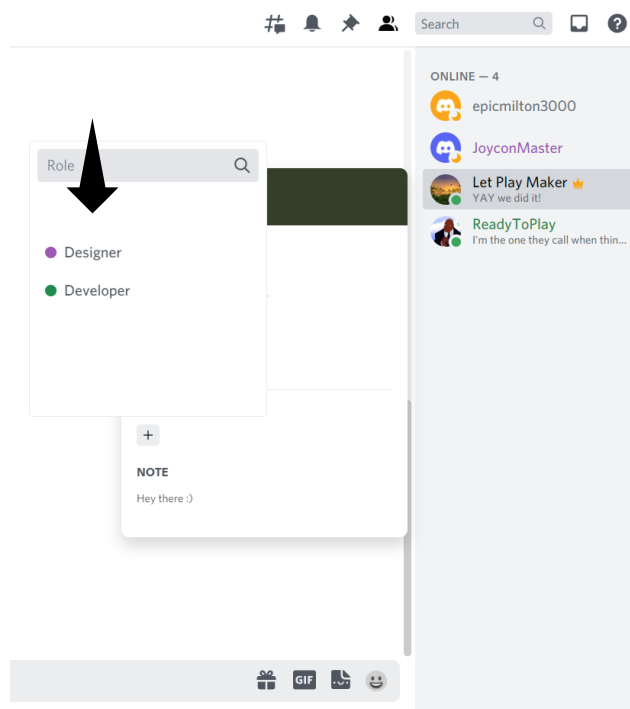
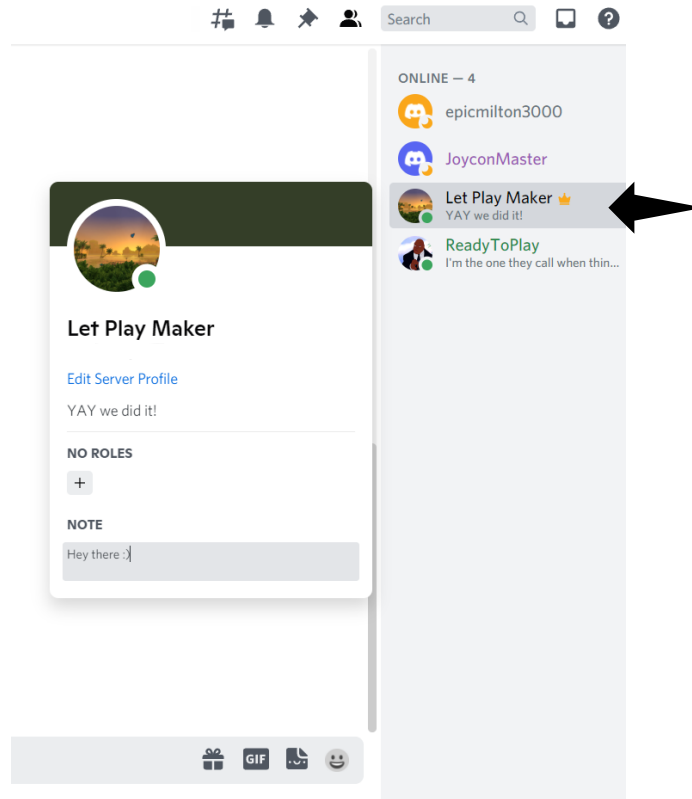
Upload an image under 256kb or pick a custom emoji from this server. We recommend at least 64x64 pixels. Members will see the icon for their highest role if they have multiple roles.

Choose Image

- In this example, we are creating roles that will be given to the development team first. We created a Designer role which will show up as a purple color next to their name.

## Assigning Roles

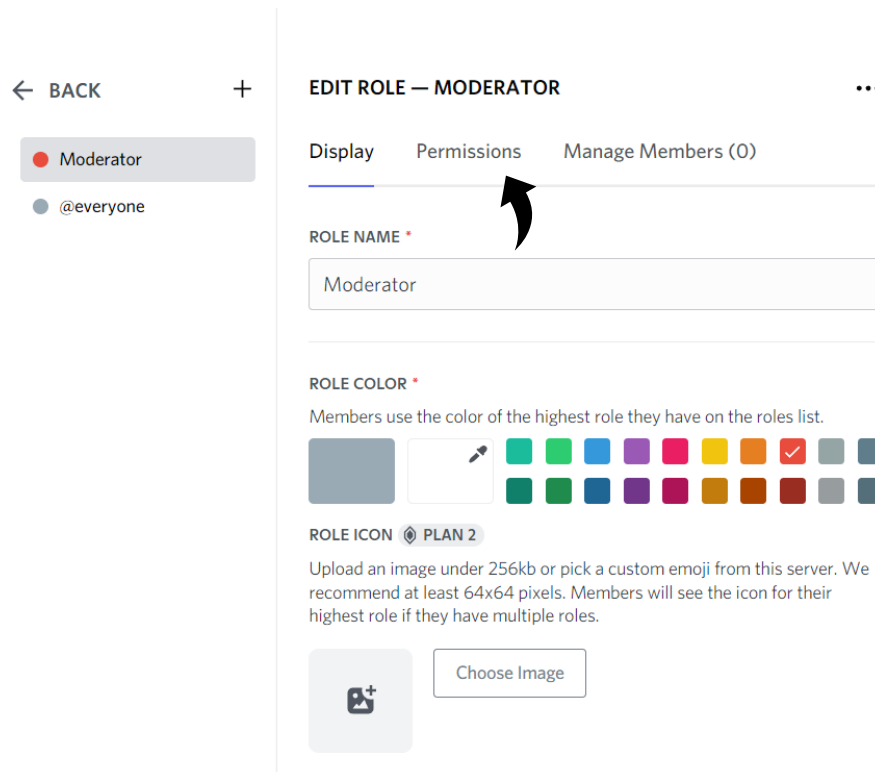
5. After creating roles, you will be able to assign them to members of your Discord server. Click on a username on the right of the screen. Select the plus sign. Then click on the role that you want to assign to that user. Their username will turn the color you set for the role as well.



## Moderator

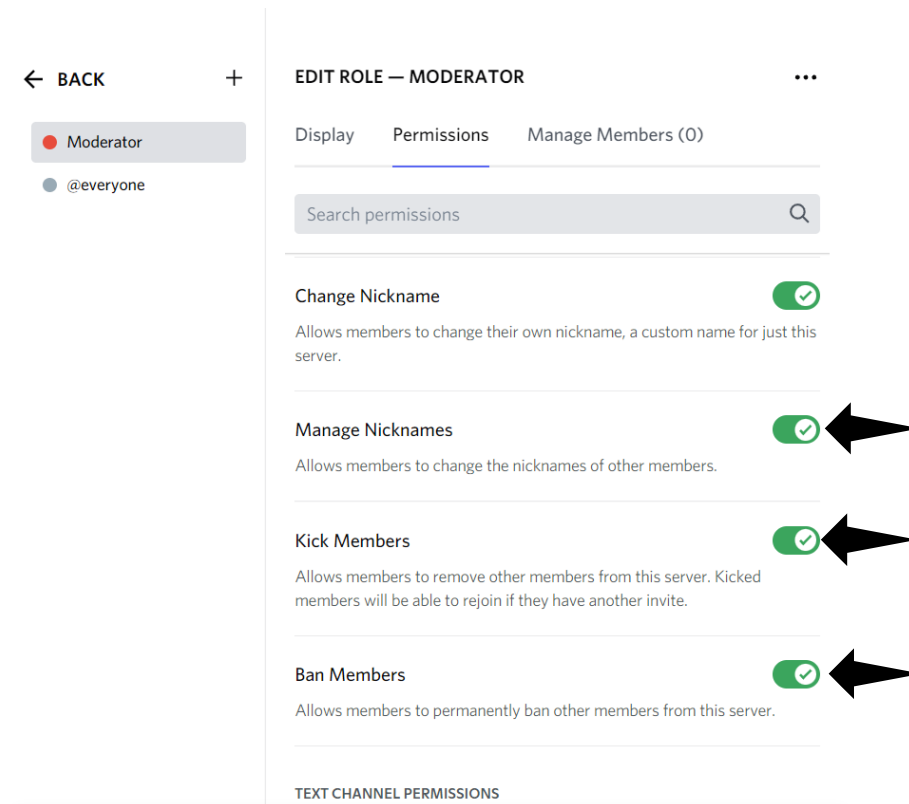
- One of the most important and active roles in a Discord channel can be that of the Moderator. Moderators enforce the rules. On page 12 of this manual, a list of rules can be seen in the Rules Channel that was created.

6. To create a Moderator role, type out the word “moderator” in the text box. Choose a color. Then click on “Permissions.”



## Permissions

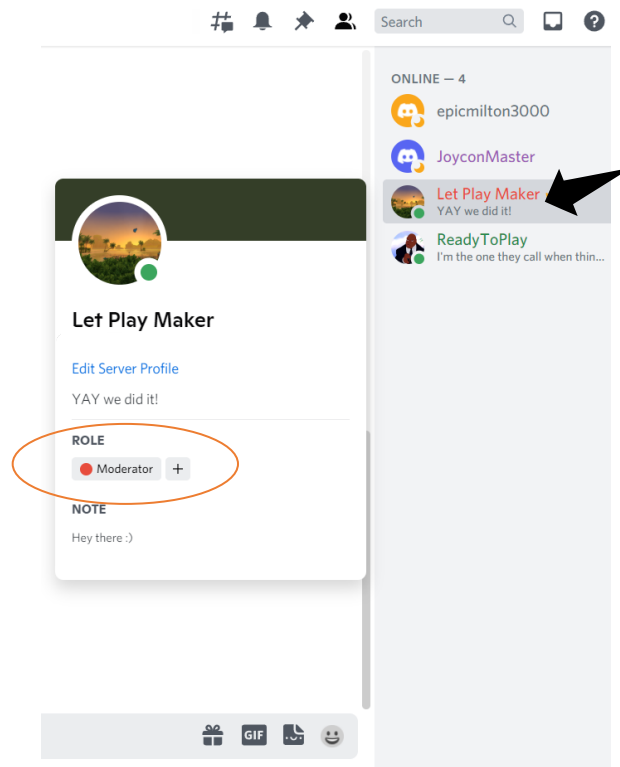
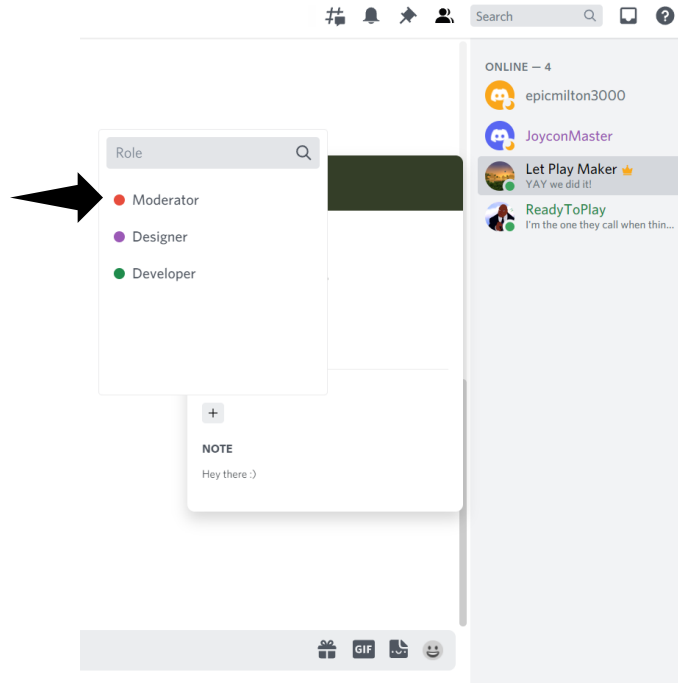
7. Scroll down through the options and toggle any permission that you want this role to have.



- It is important to give permissions to a moderator. If you do not, they will not have access to all that their role entails.
- A moderator usually has the three options with arrows next to them. If someone does something against the rules, the moderator needs to be able to implement whatever penalty you set up. They may need to change a racy username, delete a user's post, mute someone or even ban them.
- Since moderators have so many permissions granted to them, it is important that a trusted dependable person is assigned this role.

## Assigning Moderator Role

- Like previously shown, assign the role by clicking on a user's name. In this case we are assigning the Moderator role. The user's name will change to the color of the role and if clicked on, the role will show under their profile information. You can assign as many moderators as you want.



## Rule Violations

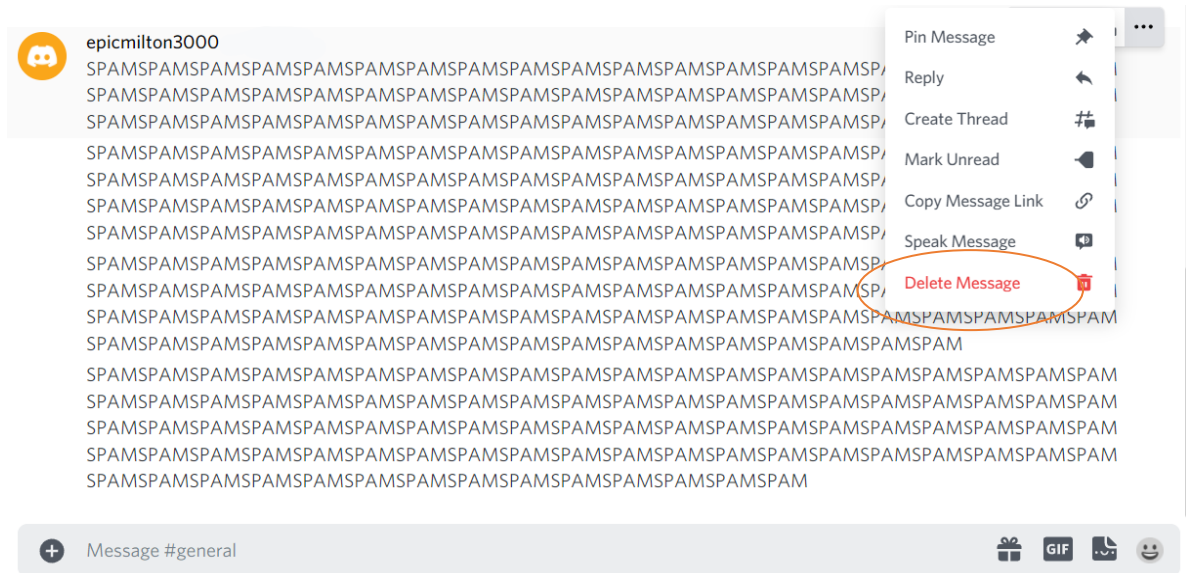
When someone breaks a rule, you or the moderator can delete their message, warn, mute, kick or ban them.

Ideally you or your moderators want to catch these before too many people see it. But not only are you not available 24/7 in all channels of the Discord, many times, it is not that serious. Like the example below, the message may be more annoying than anything. If it is serious though, there is a report feature that members of your discord can use to alert you and moderators to a serious problem.

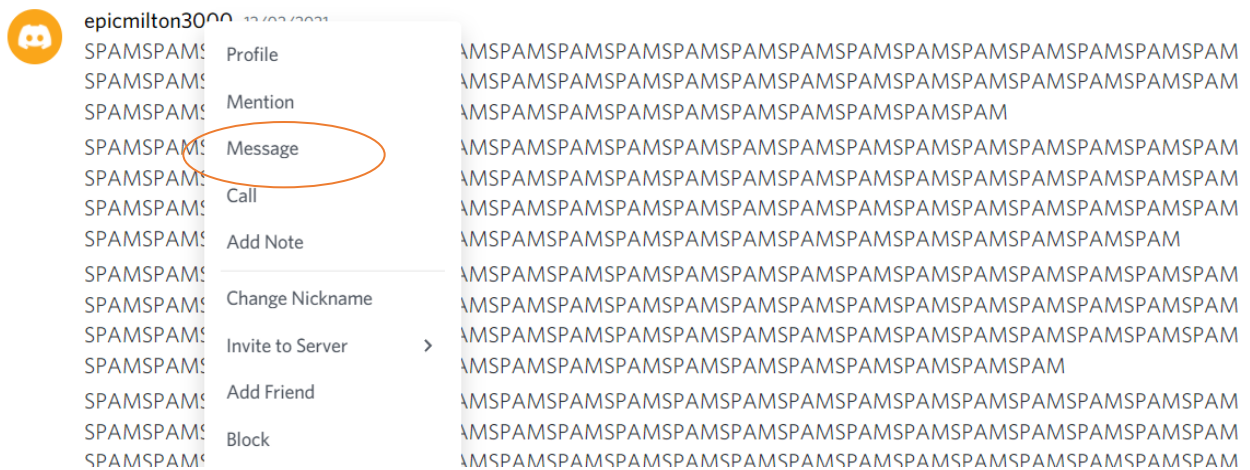


## Deleting Offending Messages and Giving Warnings

9. Right click on the message or messages and scroll to the option “delete.” Repeat for all offending messages.

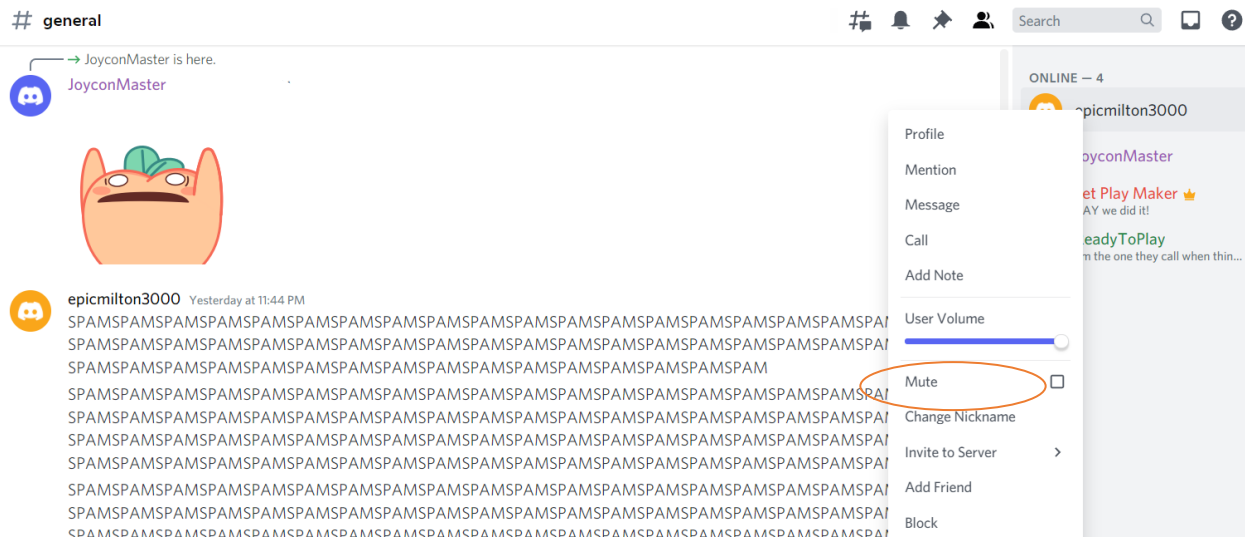


10. Send them a direct message by right clicking on their username and selecting “Message”  
To warn a user, simply type to them directly, letting them know that they have broken a rule in the server and that they are receiving a warning.



## Muting Users

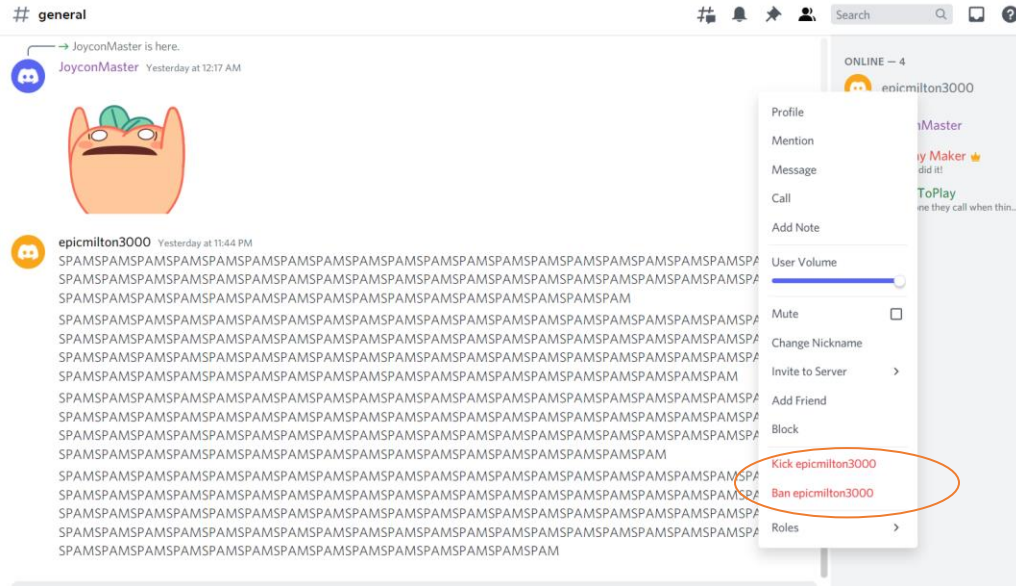
- To mute a user, right click on their username. Then select the “mute” option. This will stop you from viewing their messages. However, others will still see their messages.



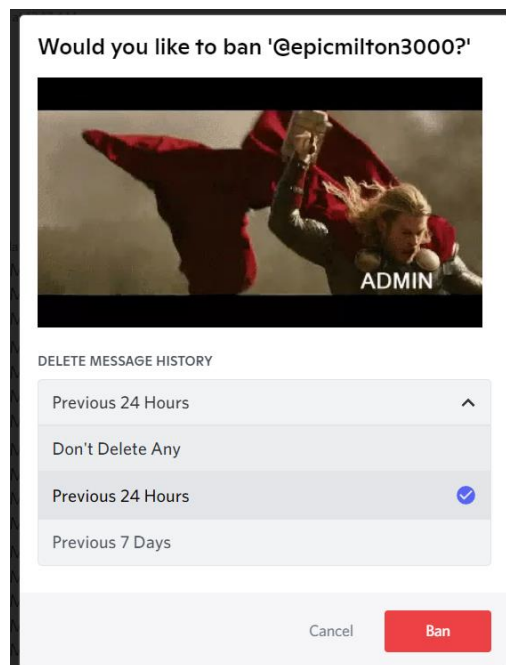
- An alternative to this method is creating a new role that lacks all permissions including being able to use chat and send messages and then assigning it to this user. They then would only allowing them to view content. They would still be a member of your server. (See page 17 on how to create roles).

## Kicking or Banning Users

12. To kick a user from the server, right click on a user's name and select "Kick." Kicking a user from the server will remove them. **They can rejoin the server again if they are reinvited.**



13. To ban someone from the server, select "Ban" in the same menu shown here. Discord will ask if you also want to remove their messages. You can use the drop down to pick one of these options.

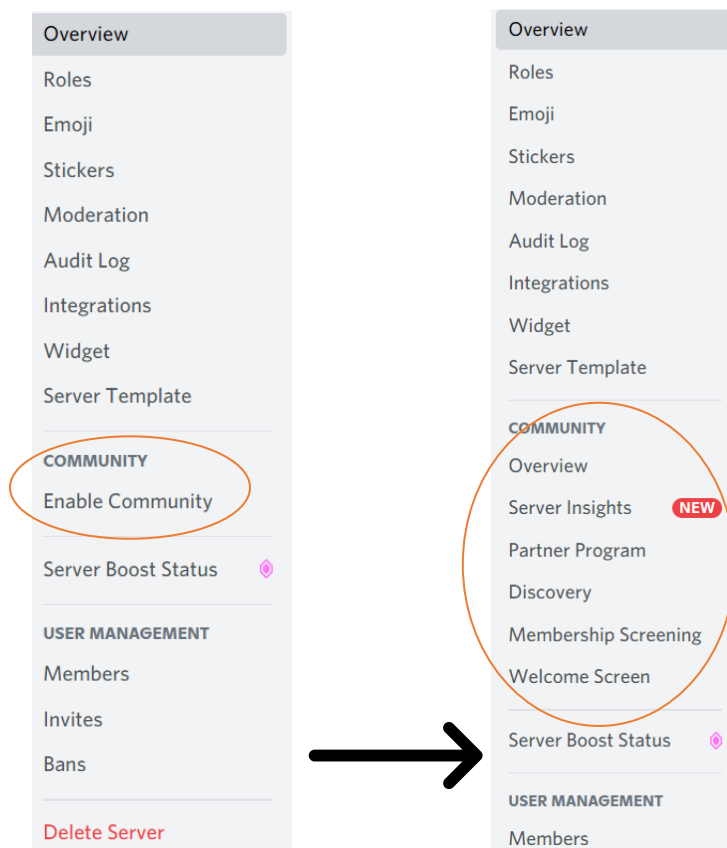


## Building a Community

If you are serious about building a community for your game, consider converting your server officially to a Community server. More options will become available to you that will allow you to run your server more effectively. It will become easier to run and more sustainable. That means, in the long run, it's more enjoyable for you too. Build a community of loyal, fun, and excited gamers.

### To convert your server to a community server:

1. Click on the server settings at the top left of the screen.
2. Choose "Enable Community" and follow the prompts.
3. Select the options you prefer for your server. Some will be decisions gone over already in this manual.



Enjoy an expanded selection of server insights. Converting your server to a community server will open these opportunities seen in the image above.

## Additional Considerations

These are more options highly suggested for public servers.

### Verification Levels

**Avoid spam bots and spam accounts from causing chaos. Add an additional verification requirement.**

1. Go to server setting in the top left corner of the screen (photo #2 on page 10)
2. Select "Moderation"
3. Select the verification level you want for your discord users

The screenshot shows the 'Moderation' settings for a server named 'LETS PLAY SERVER'. The left sidebar lists various settings, with 'Moderation' selected. The main content area is titled 'Moderation' and 'VERIFICATION LEVEL'. It explains that members must meet certain criteria before sending messages or initiating DMs. Five verification levels are listed, each with a radio button and a description:

- None**  
Unrestricted
- Low**  
Must have a verified email on their Discord account.
- Medium**  
Must also be registered on Discord for longer than 5 minutes.
- High**  
Must also be a member of this server for longer than 10 minutes.
- Highest**  
Must have a verified phone on their Discord account.

For more information on **why** to set up low to high verification and a break-down of each level, visit:

[Discord Support](#)

<https://support.discord.com/hc/en-us/articles/216679607-What-are-Verification-Levels->

## Explicit Media Filter

Once again, we touch on an important feature for family friendly servers. If you expect your users to trust that the server is family-friendly, you will need to back up that claim by adding a media filter. If users post media that do not align with the servers standards and others view it before a moderator is able to delete it, there could be a big problem. However, if an explicit media filter is set up, it will screen for explicit content and then delete it automatically.

### **To set your server's filter settings:**

1. Go to server setting in the top left corner of the screen (photo #2 on page 10)
2. Select "Moderation"
3. Scroll down and find Explicit Media Content Filter.
4. Select the level of filtration you need for your server

**LETS PLAY SERVER**

- Overview
- Roles
- Emoji
- Stickers
- Moderation**
- Audit Log
- Integrations
- Widget
- Server Template

---

**COMMUNITY**

- Enable Community

---

**EXPLICIT MEDIA CONTENT FILTER**

Automatically scan and delete media sent in this server that contains explicit content. Please choose how broadly the filter will apply to members in your server. **We recommend setting a filter for a public Discord.**

- Don't scan any media content.**  
My friends are nice most of the time.
- Scan media content from members without a role.**  
Recommended option for servers that use roles for trusted membership.
- Scan media content from all members.**  
Recommended option for when you want that squeaky clean shine.

## 2 Factor Authentication for Moderation

Two factor authentication, or 2FA, is an extra layer of security. When a person creates an account, in most cases the only thing keeping other out of it is not knowing the password. However, some have developed ways to obtain passwords thus making them less secure than before. Adding a second wave of security usually helps keep others out. On Discord, setting up a 2FA requirement on a server will mean anyone assigned the moderator role will have had to set up this extra layer of security.

### **To ensure secure moderator accounts:**

1. Go to server setting in the top left corner of the screen (photo #2 on page 10)
2. Select “Moderation”
3. Scroll down and find 2FA Requirement for Moderation.
4. Click on the wide button that reads “Enable 2FA Requirement”

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#### **2FA REQUIREMENT FOR MODERATION**

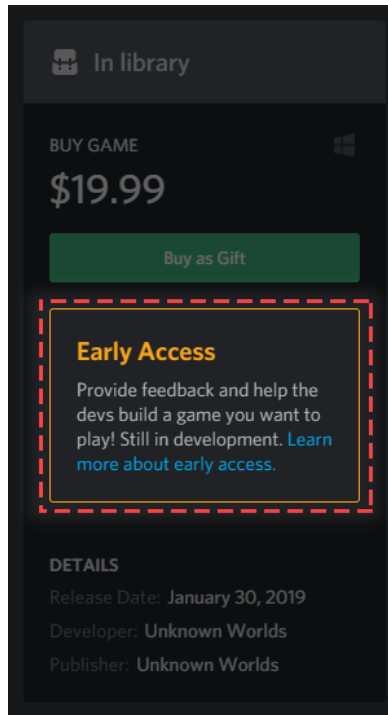
When enabled, this requires members with moderation powers to have two-factor authentication enabled on their account in order to take moderation actions (e.g. kick, ban, and delete message). This can help prevent malicious people who compromise a mod or admin's account from taking destructive actions. **This setting can only be changed by the server owner if they have 2FA enabled on their account.** [Enable on your account.](#)

Enable 2FA Requirement

Server owners may also want to have a 2-factor authentication to keep the server safe.

## The Ending of Early Access Game Purchase Licenses

Previously, Game Developers enjoyed the benefit of being able to buy a license on Discord to sell their games. However, as of December 1<sup>st</sup>, 2021, this privilege is no longer available.



So, the bad news is if you were hoping to use Discord to sell your game directly, this is no longer the way it can be done. You will have to find an alternative way to sell your early access game.

## Help for Discord Servers

From time to time you may need help while running your server. Here are a few Discord help links in case you run into a problems that are not mentioned in this manual.

Discord Help Desk

<https://support.discord.com/hc/en-us/requests/new>

Discord Developer Help

<https://support-dev.discord.com/hc/en-us>

Ask Discord on Twitter

<https://twitter.com/discord>

Discord Voice and Video Trouble

<https://support.discord.com/hc/en-us/articles/360045138471>

NSFW Issues on Discord

<https://support.discord.com/hc/en-us/articles/115000084051-NSFW-Channels-and-Content>

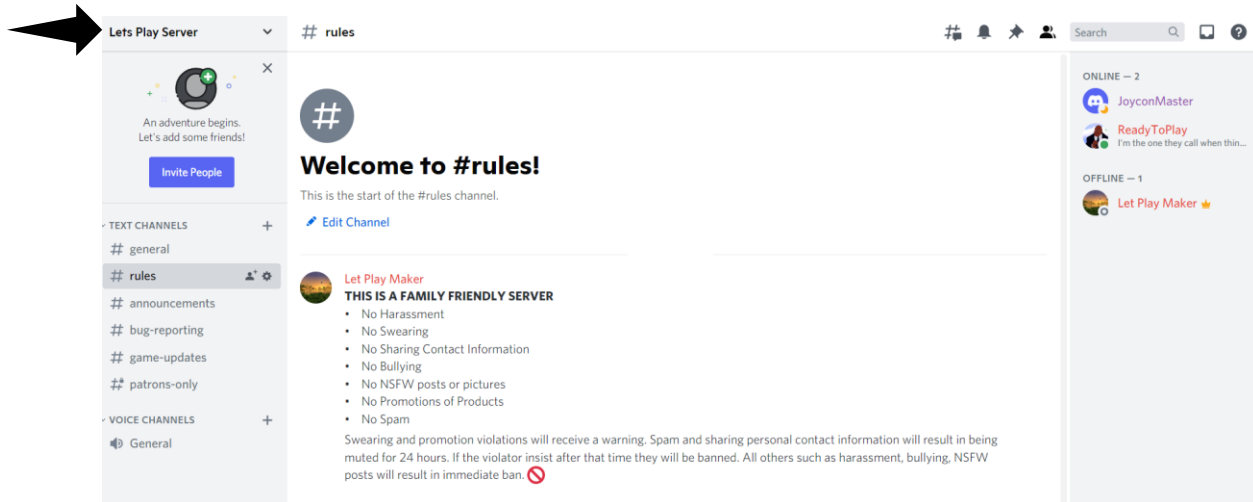
PC Game License Purchase Expiration 2021

<https://support.discord.com/hc/en-us/articles/360027392172-Early-Access-Games>

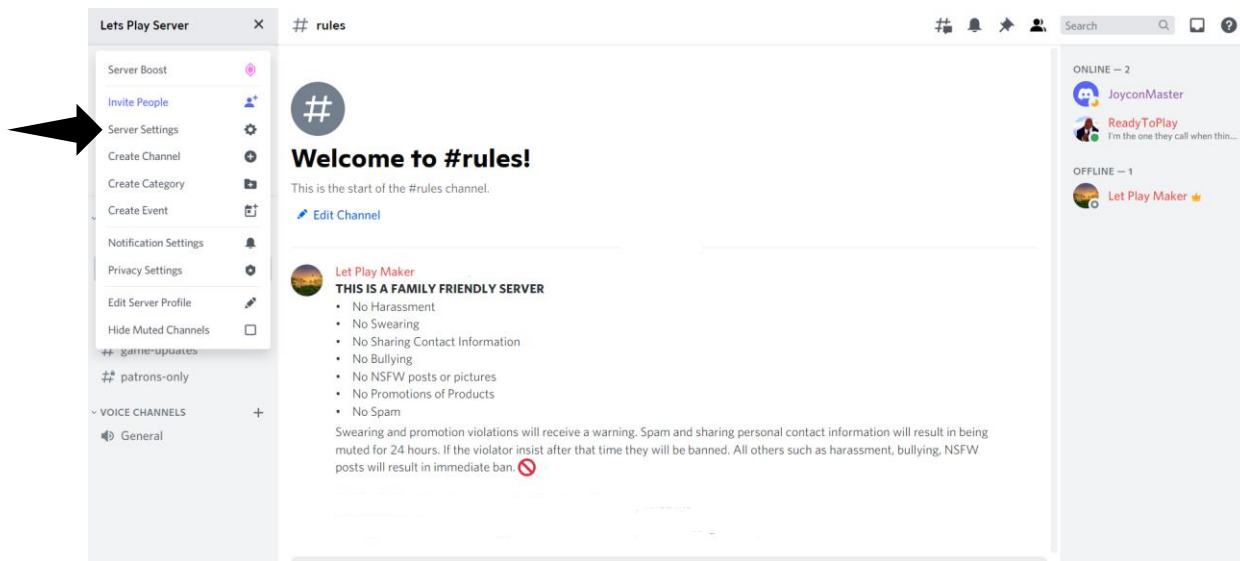
<https://support-dev.discord.com/hc/en-us/articles/4414590563479>

## Deleting the Server

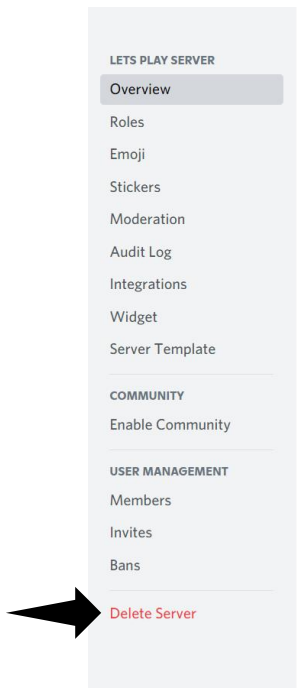
1. To delete a server, click on the server button in the top left corner of the screen.



2. Click "Server settings."

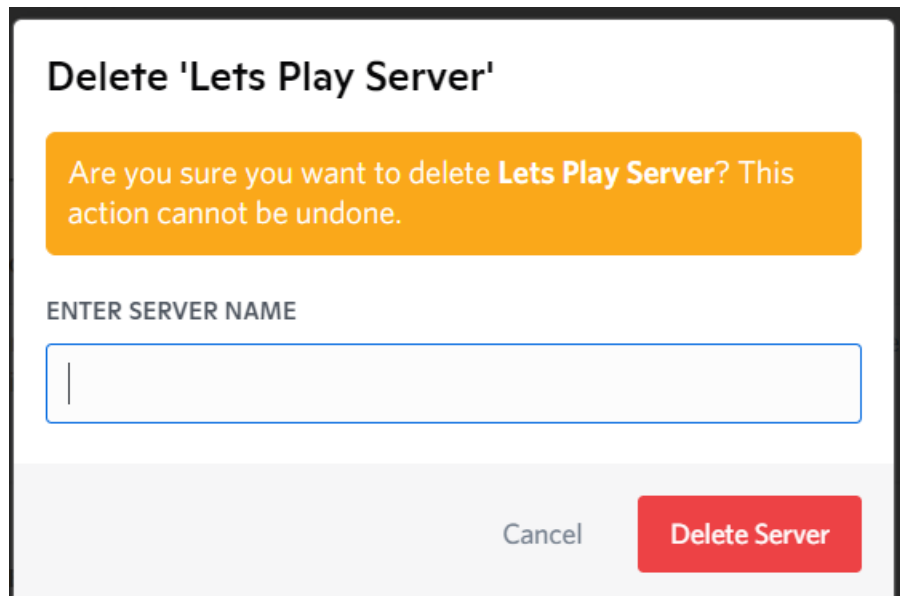


3. Find “Delete Server” at the bottom of the menu.



The screenshot shows the Discord server settings interface. On the left is a sidebar menu for the server 'LETS PLAY SERVER'. The menu items are: Overview (selected), Roles, Emoji, Stickers, Moderation, Audit Log, Integrations, Widget, Server Template, COMMUNITY (Enable Community), and USER MANAGEMENT (Members, Invites, Bans, and Delete Server). A black arrow points to the 'Delete Server' option. The main content area is titled 'Server Overview' and includes a server icon, a server name input field containing 'Lets Play Server', and various configuration options like 'INACTIVE CHANNEL', 'INACTIVE TIMEOUT', and 'SYSTEM MESSAGES CHANNEL'.

4. Type in your server name and press “Delete Server.” Discord asks you to confirm your choice by typing in the actual server name. This way you have made it truly clear that you intended on deleting the server and this was no accident.



The screenshot shows a confirmation dialog box titled 'Delete 'Lets Play Server''. It contains a warning message: 'Are you sure you want to delete Lets Play Server? This action cannot be undone.' Below the message is a text input field labeled 'ENTER SERVER NAME' with a cursor inside. At the bottom right, there are two buttons: 'Cancel' and 'Delete Server'.

## Credit

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### **Featured Discord Games and Mod Server Images**

Pumpkin Days  
Bear & Breakfast  
Coral Island  
Icemunmun  
Little Sim World  
The Lotus Garden

Thank you for your great server examples!

### **Cited**

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