



CHAT GUIDE

October 1-2, 2022

This guide is intended for participants of the NASA International Space Apps Challenge 2022. The instructions contained in this document require users to be signed up and registered for this specific event at spaceappschallenge.org.

FOR MORE INFORMATION:

If you have questions that are not addressed in this guide or in the other guides located on the Resources page (spaceappschallenge.org/resources), contact the Space Apps Global Organizing (GO) Team at info@spaceappschallenge.org.

For technical assistance with any of the content in this document, email web@spaceappschallenge.org with a specific description of your problem.

LAST UPDATED: SEPTEMBER 13, 2022



Space Apps is managed by the Earth Science Division, Science Mission Directorate, at NASA Headquarters in Washington, DC.

Organized in collaboration with Booz Allen Hamilton, Mindgrub, SecondMuse, and the NASA Open Innovation Applied Sciences Program.

For more information, visit spaceappschallenge.org



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SPACE APPS CHAT IS FREE!

This year, we are using Discord as the platform for Space Apps Chat! Please be aware that **Space Apps Chat is completely FREE** for everyone to use. If you are prompted or suggested to purchase something while using Discord, please understand that **NASA is not responsible for any purchases you make**. You **do not need to make any monetary purchases** to fully experience everything Space Apps Chat has to offer!

IF YOU'RE A NEW USER ON DISCORD

When you join Discord for the first time, Discord will start up a tutorial for you. We **recommend you skip the tutorial** and close prompts that involve any form of monetary interaction. You are **not required to purchase anything** to fully experience the Space Apps Chat. All the information you need to successfully navigate through Space Apps Chat can be found in this guide.

THE PURPOSE OF CHAT

Joining Space Apps Chat is optional but highly encouraged. We hope you'll join to connect with other hackathon participants as well as with individuals such as Local Leads, Navigators (formerly "Ambassadors"), Subject Matter Experts (SMEs), and the Space Apps Global Organizing (GO) Team. Find teammates, ask your questions about the challenges and data, and enjoy learning from the Space Apps community!

This guide contains information about the different chat channels that are available to you. It also contains step-by-step instructions for how to access and navigate the chat platform, how to send messages, and who you can expect to find in the chat.

CHAT CODE OF CONDUCT

Space Apps is committed to providing a professional and productive forum for all participants to engage in a robust exchange of ideas. At all times in the chat, participants are responsible for maintaining professional decorum and treating each other with respect and dignity. Bullying, discrimination, or harassment on any basis will not be tolerated. We strive to ensure that Space Apps is a place where every person feels they belong, where they are comfortable being authentic, and where they are empowered to contribute to their fullest.

If you experience or witness discrimination, harassment, or bullying during the Space Apps Challenge, or have any other concerns, you may contact your Local Lead or the GO Team. Local Leads may raise concerns to the GO Team. For any concerns regarding your Local Lead or to contact the GO Team directly, please email conduct@spaceappschallenge.org. The GO Team will take appropriate action, which may include warning or expelling the offending participant from the event. Please also see the “If You See Something, Say Something” section of this guide below to learn about using the !report function within Space Apps Chat to report negative behavior. Please read more about our values at Space Apps [here](#).

HOW TO JOIN THE SPACE APPS CHAT

Before joining Space Apps Chat, we recommend that you first register as a Space Apps 2022 participant [here](#) if you have not done so already.

Once you are a registered participant, you may click on the “Join the Space Apps Chat” link on the homepage or any of the “Launch Chat” buttons located on spaceappschallenge.org. These buttons can be found on the challenge pages, the communications portal under My Account, and the Welcome tab on your location page (example image below). They will take you to Space Apps Chat, where you will either login to Discord or register for an account.

LAUNCH CHAT

CREATING A DISCORD ACCOUNT

If you are new to Discord, you will need to create an account. Please note: Participants who are under the age of 18 are required to have a parent or legal guardian create their Discord account and must be accompanied while in the Space Apps Chat at all times by a parent or legal guardian. **By using Space Apps Chat, you are agreeing to [Discord's Terms of Service](#).** You can either create your account on the [Discord Registration Page](#) or in the app. Once you have created an account, check your email and follow the instructions to verify your account.

WAYS TO ACCESS SPACE APPS CHAT

Once you have a Discord account, feel free to access Space Apps Chat from the Discord apps on your desktop, phone, or browser.

DOWNLOADING THE DISCORD APP ON YOUR COMPUTER

To download Discord to your personal computer, go to the [Desktop Installation Guide – Discord](#) and follow the steps within.

DOWNLOADING THE DISCORD APP ON YOUR PHONE

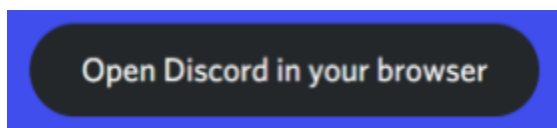
To download Discord to your mobile device, go to [Getting Started on Mobile – Discord](#) and follow the steps within.

USING DISCORD ON A WEB BROWSER

To access the Space Apps Chat via web browser, go to www.discord.com. Login to Discord at the top right of the page:



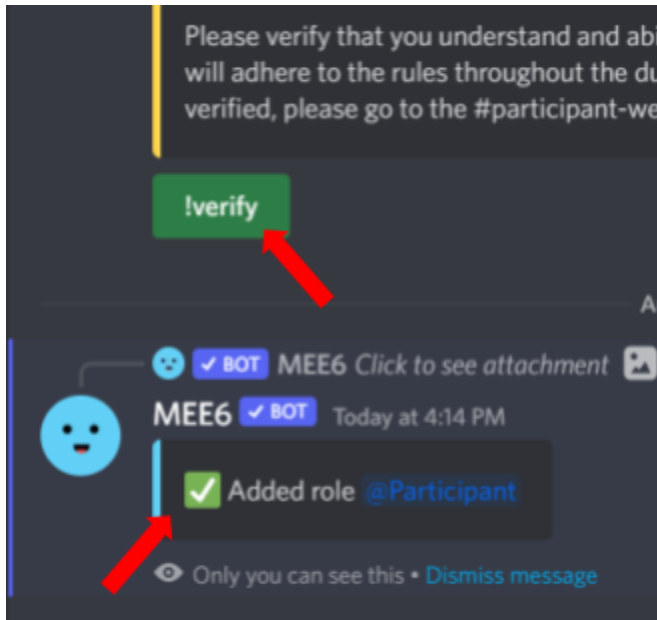
If you are already logged in, simply click the “Open Discord in your browser” button in the lower middle of the page.



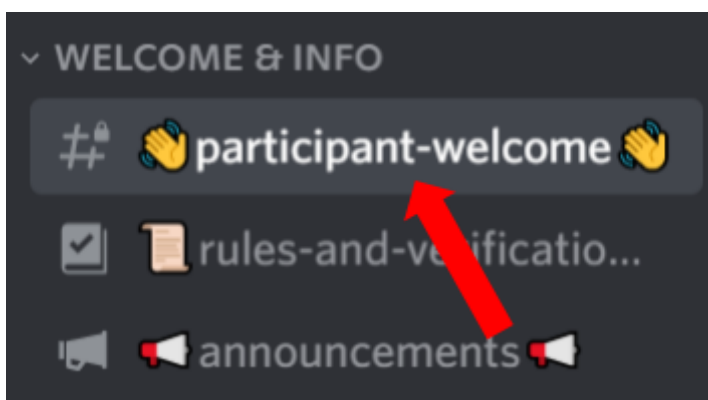
ENTERING SPACE APPS CHAT

When you enter Space Apps Chat for the first time, the only channel you will see will be the #rules-and-verification channel. Please read the contents within this channel and then select the **!verify** button to acknowledge that you understand and abide by the Terms and Conditions and will adhere to the rules throughout the duration of the hackathon.

Once you have clicked on the **!verify** button, you should see a message from the MEE6 Bot saying that you have been given the “participant” role.

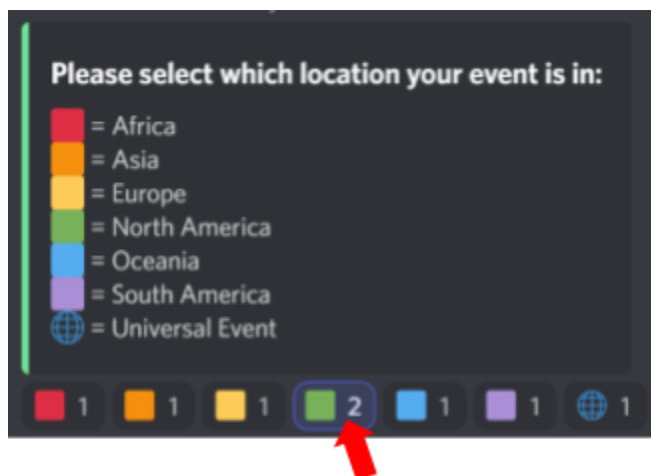


On the left side of the screen, find and click on the **#participant-welcome** channel to continue setting up! This channel will allow you to select which other channels you would like to be a part of. Please continue to read through the Chat Channels section of this guide to better understand the purpose of each channel.



You will be able to select icons for channels you wish to join. If you click the wrong icon or decide you do not want to be in a certain channel, simply click the

same icon again. Channels types that you will be able to select from are: **Locations, Challenges, and Languages**. Below is an example of what selecting a Location will look like:



CHAT CHANNELS

The following chat channels will be available to all registered participants. While most channels open on September 21, some channels, including the challenge channels, will open later. Please note that the channels below are ordered by the category they reside in Space Apps Chat.

Please pay close attention to the details for each channel! We recommend that you join only the channels relevant to you and your team. Various “Moderators” will be available in different channels to provide support. This includes the Local Leads, Navigators, Subject Matter Experts (SMEs), and the Space Apps GO Team. All of these groups will be distinguishable by their colored roles in the server.

Welcome & Info Category

#rules-and-verification channel:

- Opens September 21, 2022
- This channel displays the Terms & Conditions a participant is expected to uphold while in the server.
- New members must read through the Terms & Conditions, and click on the “!verify” button to gain access to the server.
- All participants are automatically added to this channel.
- Participants cannot post in this channel.

#participant-welcome channel:

- Opens September 21, 2022
- The purpose of this channel is to orient participants on how the server works, and also allows participants to select which channels they would like to join.
- All participants are automatically added to this channel.
- Participants cannot post in this channel.

#announcements channel:

- Opens September 21, 2022
 - The Space Apps GO Team uses this channel to provide participants with updates.
 - All participants are automatically added to this channel.
 - Participants cannot post in this channel.
-

General Category

#general channel:

- Opens September 21, 2022
- Participants may use this channel to extend greetings and ask general questions.
- All participants are automatically added to this channel.
- Participants can post in this channel.

#find-a-team channel:

- Opens September 21, 2022
- Although there are multiple ways to find teams ([see the Space Apps Team Formation Guide](#)), this channel is dedicated to helping participants find teammates outside of their local events. Tell other participants what challenge you're working on and what your skills are, or let participants know if you're looking for additional team members!
- All participants are automatically added to this channel.
- Participants can post in this channel.

#faq channel:

- Opens September 21, 2022
- This is where you can find answers to our most frequently asked questions, covering everything from general information to team formation, challenges, project submission, judging and awards, and more.
- All participants are automatically added to this channel.
- Participants cannot post in this channel.

#global-offers channel:

- Opens October 1, 2022
-

- For Space Apps 2022, we are collaborating with certain companies (referred to as our Global Collaborators) to provide participants with free tools and resources that are optional to use when creating your Space Apps project.
- Representatives from some of our Global Collaborators will be available during the hackathon event to answer your questions. They will be marked with the tag “Global Collaborator.”
- All participants are automatically added to this channel.
- Participants can post in this channel.

#project-submission-help channel:

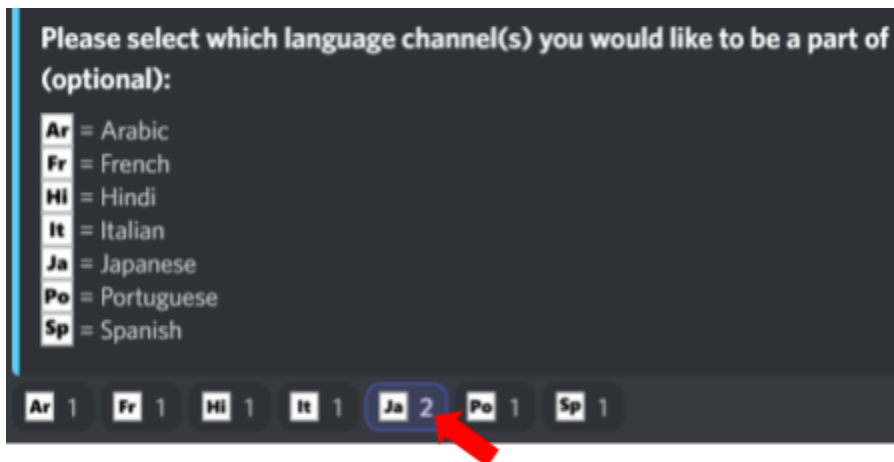
- Opens October 1, 2022 - 9AM local time
- If you have additional questions about project submission after reading the [Space Apps 2022 Project Submission Guide](#), you may ask them in this channel.
- All participants are automatically added to this channel.
- Participants can post in this channel.

#report channel:

- Opens September 21, 2022
 - The purpose of this channel is to provide a place for members to report any negative behavior they witness while in the Space Apps Chat. See the “If You See Something, Say Something” section of the Chat Guide for more information on using the !report command.
 - All participants are automatically added to this channel.
 - Participants can post in this channel.
-

Languages Category

- Open September 21, 2022
- There will be a dedicated channel for each of the following languages: Arabic, French, Hindi, Italian, Japanese, Portuguese, Spanish.
- Participants can join and post in any number of language channels. These channels are not moderated and are **OPTIONAL**.
- The purpose of language channels is to provide all users a place to communicate with one another in that specific language.
- Participants may choose to join a language channel by navigating to the #participant-welcome channel and selecting the icon for the language channel you wish to join. If you click the wrong icon or decide you do not want to be in a language channel, simply click the same icon again.



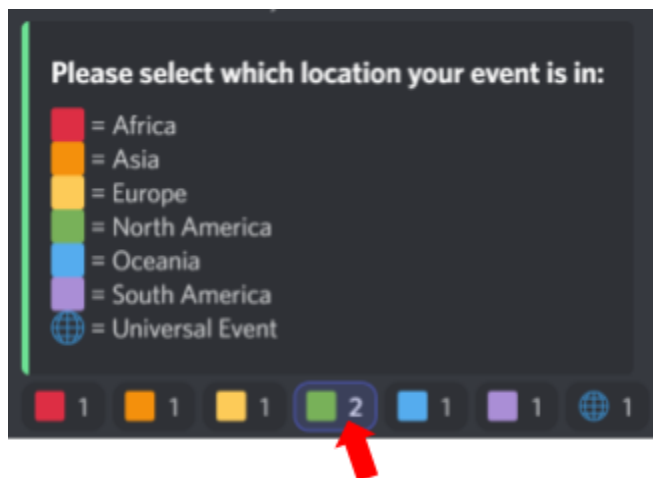
Challenges Category:

- Open October 1, 2022 - 9AM local time
- Each of the Space Apps 2022 challenges will have a dedicated channel. Any participant can join any challenge channels, but we **highly recommend** that they join the challenge channel associated with the challenge their team is addressing. If you would like to review the 2022 challenges, please go [here](#).
- SMEs (Subject Matter Experts from NASA and from our space agency partners) and Navigators (individuals who have experience with various forms of relevant data and technology) will be available to assist you in the challenge channels. These individuals are there to answer your questions about the challenges and the data resources provided.
- Participants can join challenge channels by navigating to the #participant-welcome channel and selecting the icon for the challenge channel(s) you wish to join. If you click the wrong icon or decide you do not want to be in a language channel, simply click the same icon again.

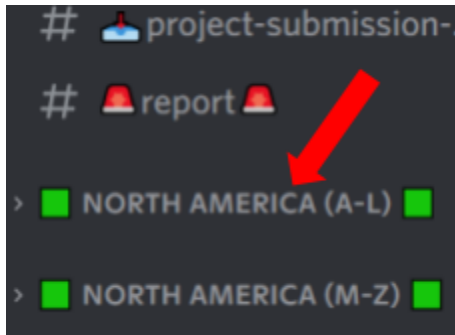


Location Categories:

- Open September 21, 2022
- There will be a channel for each location event participating in Space Apps 2022.
- The purpose of the location channels is to provide a space for participants from the same local event to communicate with one another and with their Local Lead.
- To join a location channel, participants must first navigate to the #participant-welcome channel and select the continent associated with their local event.



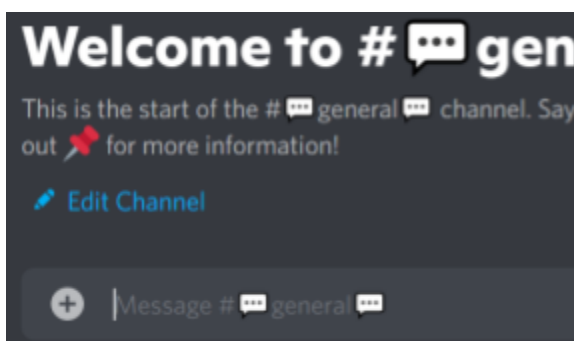
- Once you do that, a new category(-ies) will appear on the left sidebar. To find your exact location channel, select the appropriate category and scroll up or down. Location channels within each continent category are alphabetical. Please note: Some continents have multiple categories that are divided into alphabetical bins (see below image). For example: if your local event is Huntsville, North America, you would click on the North America (A-L) category (example on next page).



Some Local Leads may be using additional communication tools to share information with their registrants. Please defer to your Local Lead for the best communication tools for your local event. You can contact your Local Lead through your Location Page under “Meet the Leads.” Regardless, please join us back in the chat rooms from Oct 1 - Oct 2, 2022, to chat with SMEs in the challenge channels!

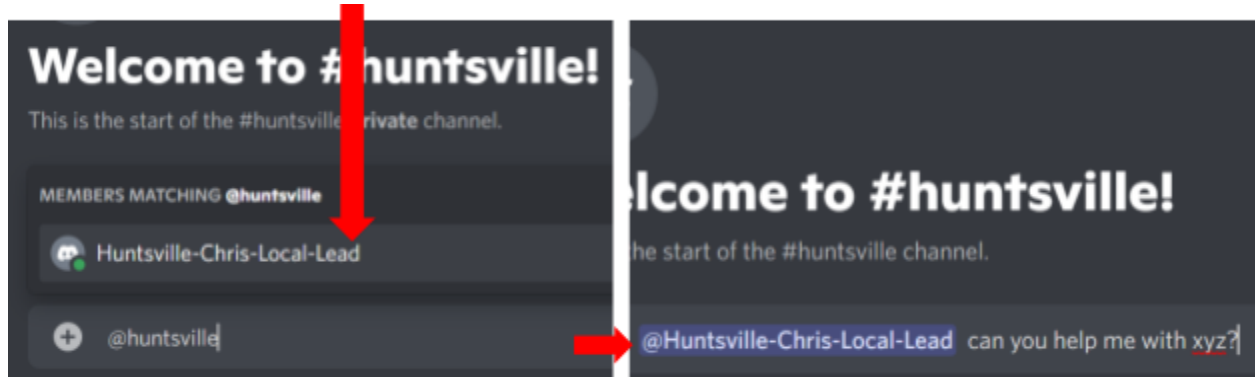
COMMUNICATION & NOTIFYING OTHERS IN CHAT

To post a message in a chat channel, compose your message in the message bar and then hit the “enter” button to post it.



To reach out to your Local Lead in your location channel, type in “@” followed by the name of your location. If your Local Lead is in Space Apps Chat, their name

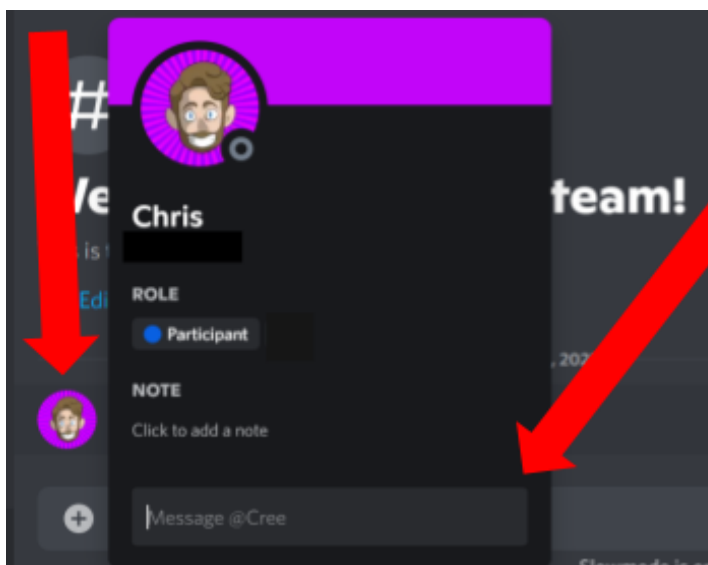
will automatically show up. Click on their name, and continue to write your message to them:



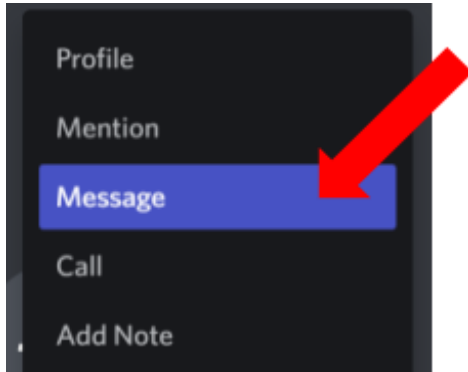
SENDING DIRECT MESSAGES

Here are a couple of ways to send direct messages to someone in the Space Apps Chat:

1. **Left click** their profile icon, then type a message in the **message box**:



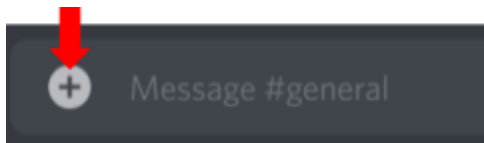
2. Right click their profile icon, then **select the “Message” option**:



Please remember that the Space Apps Server is a professional space. At all times in the chat, users are responsible for maintaining professional decorum and treating each other with respect and dignity. **Bullying, discrimination, or harassment on any basis will not be tolerated.**

UPLOADING FILES

To upload files, click on the “+” symbol near the message prompt. Files can be sent to private messages, group messages, and in some chat channel messages (TBD). The maximum file size that can be sent in Space Apps Chat is 100MB. Private & Group messages maximum file size is 8MB.



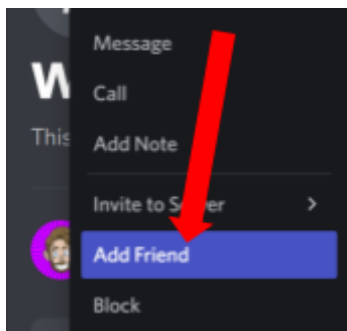
PROTECT YOURSELF

Participants will not be able to post links in the Space Apps Chat channels, but participants can post links to others in direct or group messages. Please **be cautious** and **follow these best practices** when dealing with links outside the server:

- Keep an eye out for typos or content that looks suspicious.
- Be sure to hover over the hyperlink to view the actual URL.
- If you are uncertain about the link, it is better to be cautious and not click on the link.
- Do not give out any private, personal information such as your full name, age, financial information, or passwords.
- If you believe you have received a malicious link, please report it to the Web team at web@spaceappschallenge.org.

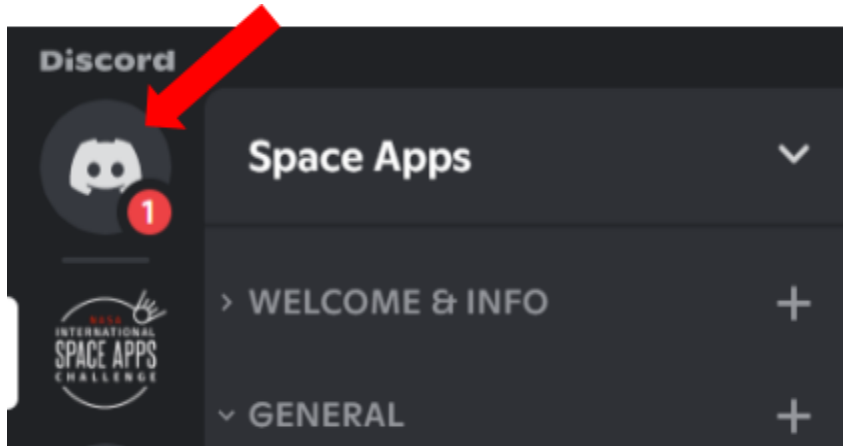
FRIEND REQUESTS

Having friends in Discord comes with great perks! You can create Group Direct Messages with your friends which gives you all access to features like voice chat, video chat, and screen sharing (**ideal as a communication hub for teams**). To send someone a friend request, right click on their profile icon and select “Add Friend.” Once this action is taken, a friend request will be sent to them. They will not be added to your friends list until they accept the friend request.

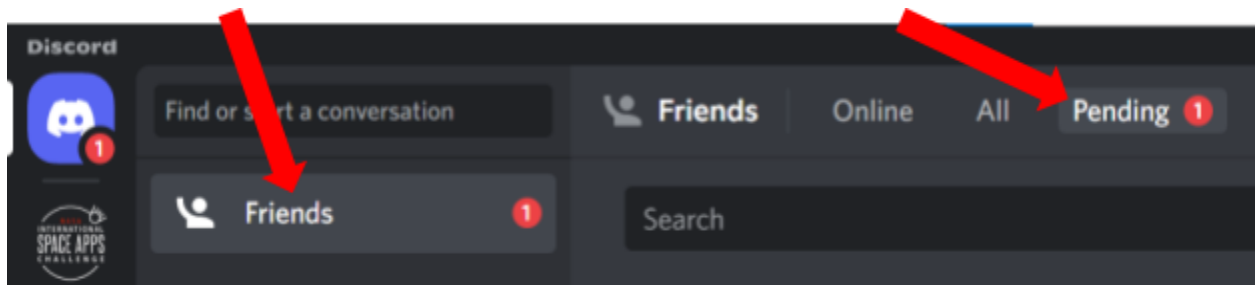


To accept a friend request:

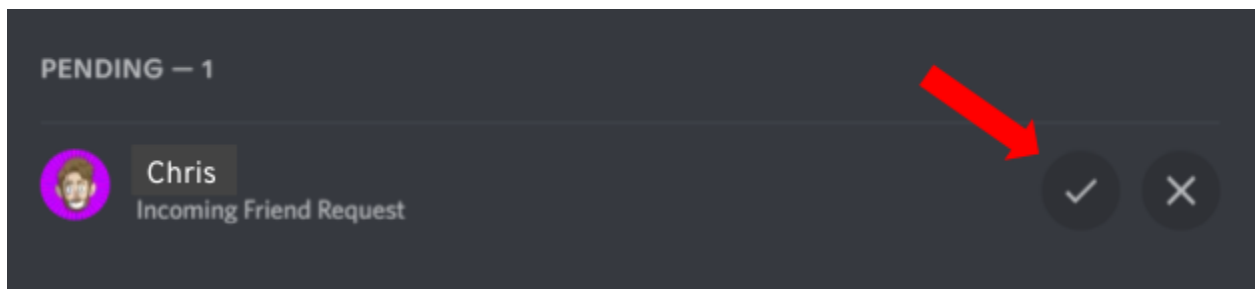
1. Select the “Discord Home” button in the top left corner.



2. Select the Friends Tab, and then click on the “Pending” tab.



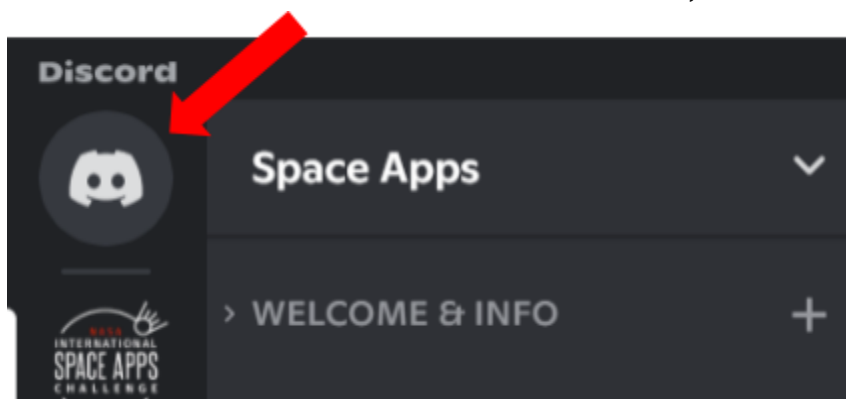
3. Select the check mark to accept the incoming friend request (or the “X” to deny the friend request).



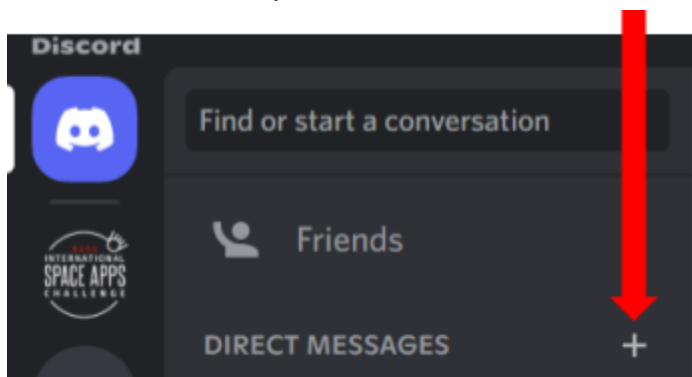
CREATING A SPACE FOR YOU AND YOUR TEAM

If you would like to dedicate a space to communicate with your team in Discord, we recommend that you create a **Group Direct Message (DM)**. Keep in mind that the current limitations of Discord only allow a maximum of 10 people in a Group DM. Some of the prerequisites for inviting people to your Group DM is that you **must already be friends on Discord**. If you are, then follow the steps below to create a Group DM for you and your team:

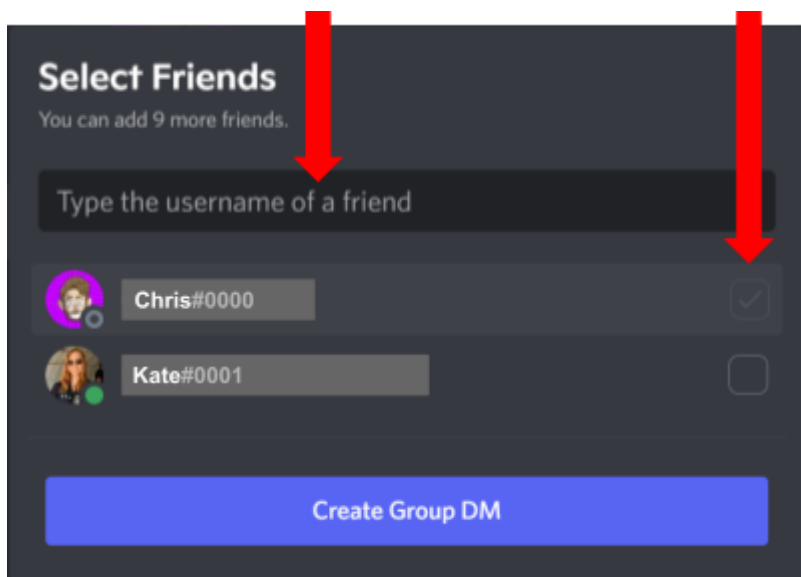
1. Click on the “Discord Home” button in the top left corner.



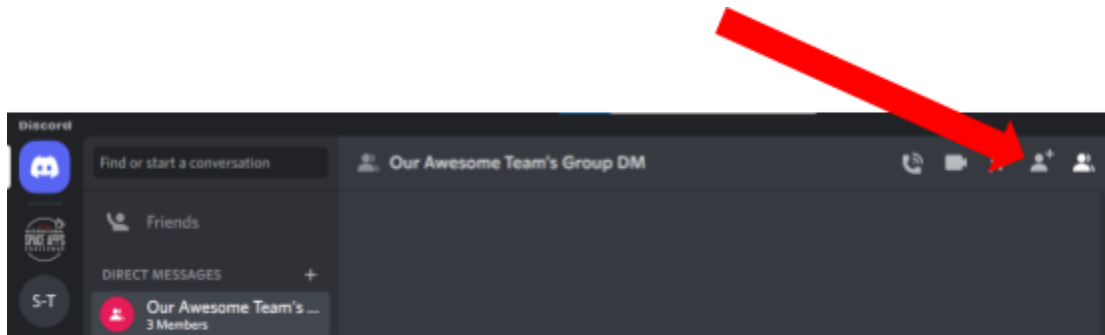
2. Click on the “+” symbol next to “Direct Messages”



3. Type in/select the usernames of friends you want to add to the Group DM. Once you have selected all your group members, click on the “Create Group DM” button.

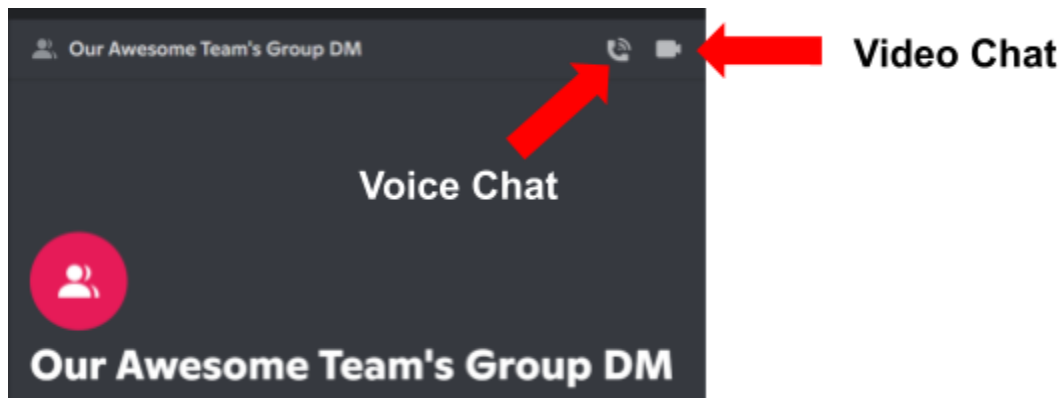


4. If you would like to include others in your Group DM but did not add them when creating it, you can add them in the Group DM by clicking the “+” button in the top right corner of the Group DM.

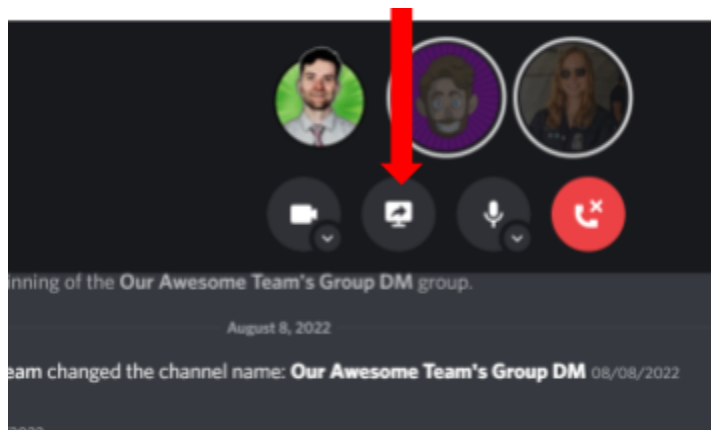


VOICE CHAT, SCREEN SHARING, & VIDEO CALLS

Once you and your team have created a Group DM, you are given access to voice chat, screen sharing, and even video calls with each other! To call your team with either voice or video chat, click the **phone** or **video camera** button, respectively, towards the top right of the Group DM:



To enable screen sharing, you must already be in a call with your group (see above). Once you have initiated the call, press on the **screenshare** button to start sharing your screen with others in the call.



IF YOU SEE SOMETHING, SAY SOMETHING!

Please remember that Space Apps Chat is a professional space. At all times in the chat, **all users** are responsible for maintaining professional decorum and treating each other with respect and dignity. **Bullying, discrimination, or harassment on any basis will not be tolerated.**

If you see anything such as bullying, discrimination, or harassment within chat, we encourage you to use our reporting function, which will alert the GO Team to the situation. Please provide a detailed description so we can investigate and take further action.

To report another user, navigate to the #report channel. Then, post a message using the following formatting:

!report <INSERT THEIR USERNAME HERE> <#channel name> <LIST REASON>

Example: **!report** John90#0001 #general using discriminating language

PLEASE DO NOT TAG THE PERSON YOU ARE REPORTING BY USING THE @ SYMBOL! To find the number associated with their account username, click on the person's username and copy the username with the hashtag and four numbers (format will be similar to: *John90#0001*).

If you **successfully post the report**, the **MEE6 bot will notify you that your report has been submitted**. A report with your message, the user in question, and the channel it happened in will be forwarded to the GO Team for further review and possible consequences.

PLEASE NOTE: Your report will be removed from the channel once you have sent it. Our moderation bot will recognize the report and immediately delete the content of the message before it reaches anyone else.

HAPPY HACKING!
