XXVI International Fair of Practice Enterprises TF FEST 2023 Young Entrepreneur

Trade Deals and Negotiations in the Discord Online Environment

Guidebook

There is an online possibility for commercial transactions between the practice enterprises during the fair which will take place in virtual channels on Discord. All students and trainers must have previously created profiles on the Discord platform and provided their unique username during TF FEST 2023 by filling out the form https://forms.gle/e1zeKorWrAV3hjs3A no later than 06:00 p.m. on April 24, 2023.

In case you don't have registration on the Discord platform, please follow the registration steps at https://discord.com/. To successfully complete your registration, you will also need to reconfirm your registration by following the link in the automated email you will receive from Discord.

You don't need to install the Discord app on your computer - you can work directly in your browser.

1. Initial access to the Fair server

<u>You must complete the steps in this section by 14:00 CET on Tuesday, April 25!</u>

A link to access the fair's server will be sent to the email address you have provided to the administrators.

https://discord.gg/CTSW82tU

This link will take you to the home page to access the server.

If you are not currently logged into your Discord account, the page will look like this:

If you have already created an account, click on "Already have an account" under the "Continue" button.

A new page will open where you need to enter your details.

You will then be taken back to the server prompt.

If you are already logged into your Discord account, you will be taken directly to the server prompt. Click on the "Accept invite" button.
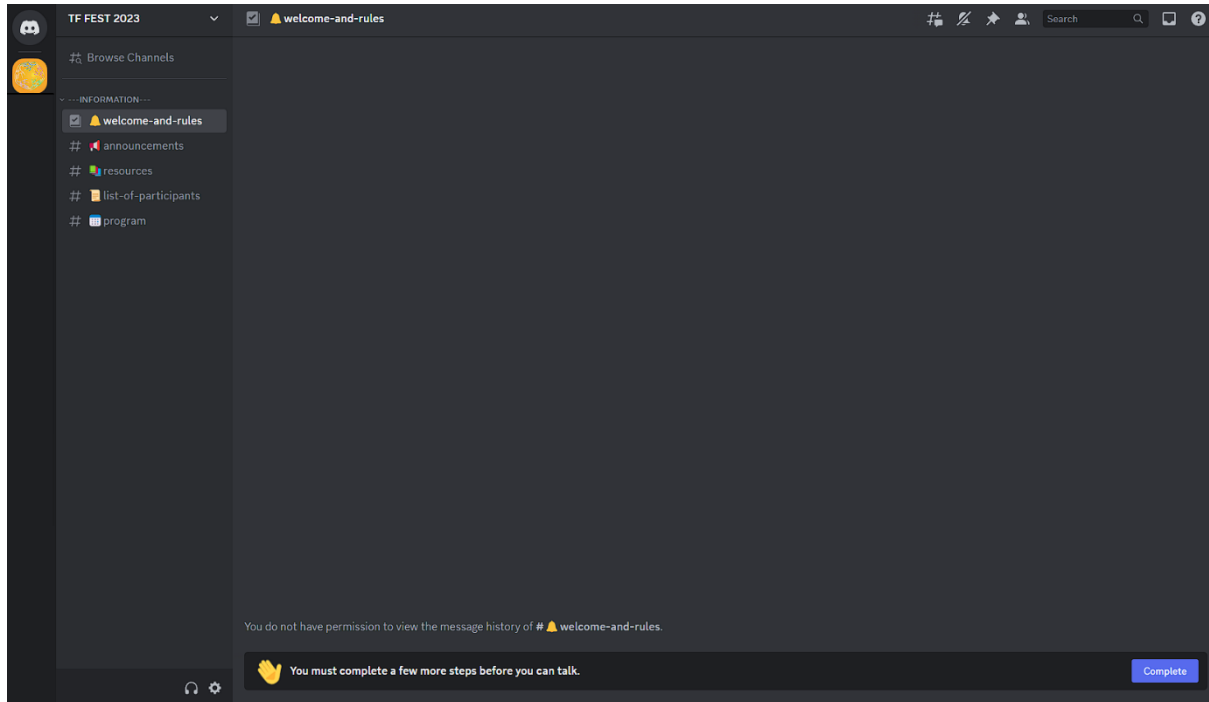
You will be taken to a window to choose a version of Discord - either an app or an online version in your browser.

As the Discord app is bulky and heavy, we advise you to use the online version of Discord in your browser. To do this, select "Cancel" on the pop-up window that asks you if you want to open the application and click "Continue to Discord".
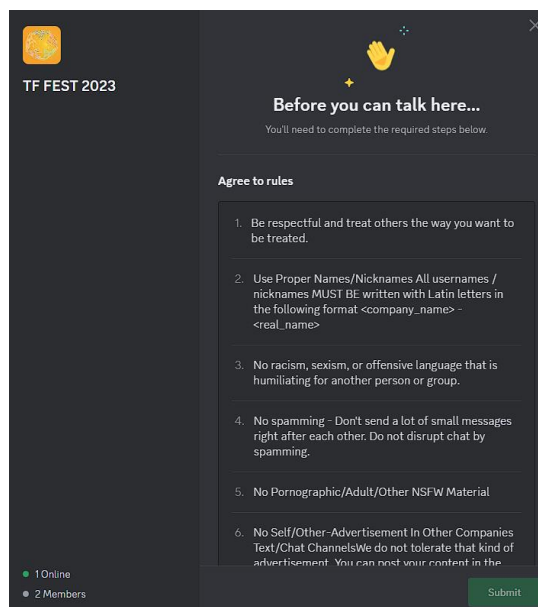
XXVI International Fair of Practice Enterprises TF FEST 2023 Young Entrepreneur

Initially, the Discord server will look like this:

The padlock-shaped icons to the firm names (in the example to the right next to PE-1, PE-2, PE-3) indicate that you do not have full access. In addition, Discord itself sends you messages that you must complete a few more steps for full access in boxes at the bottom and top of the screen saying "You must complete a few more steps before you can start talking in this server".
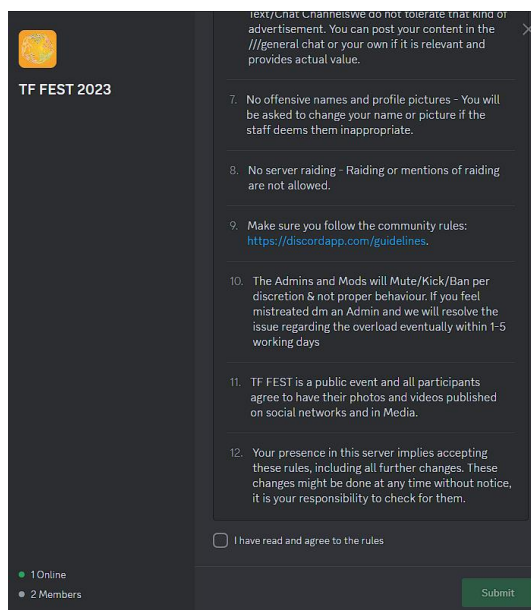
Click on the "Complete" button in one of the two boxes reminding you that you do not have full access and you will be taken to the server's usage rules.

Please read all the rules!

At the bottom of the rules window, check the box next to agree to the rules "I have read and agree to the rules" and click "Submit".

Once you have accepted the rules the administrators will be able to approve you and you will have full access to the server.
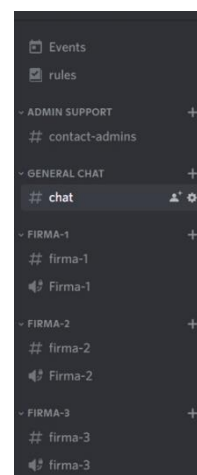
2. Work during the Fair

During the fair, you can visit each of the practice enterprises online in their dedicated and online space, i.e. in their dedicated channels.

At the left end of the screen, you will see a list of the channels you can go to by clicking on them. There are two types of channels - text # and voice 🔊.

In the rules section you can read again the rules for using the server.

In the Admin Support section, you can contact the admins via the #contact-admins text channel.

Each company has a text # and voice channel 🔊.

When you connect to a text channel you can read previous messages at the top of the screen and send new ones from the box at the bottom of the channel.
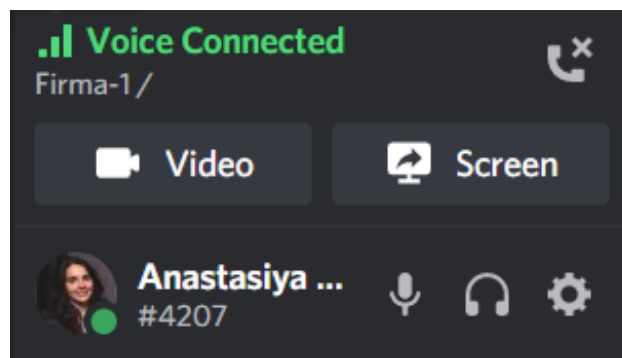
Participants included in a voice channel are visible under its name.

When you connect to a voice channel, a control panel for your call will appear in the lower left channel.
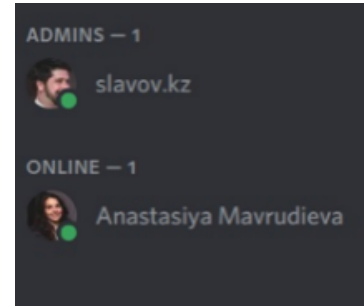

From it you can:

- see the name of the channel you are in Firma-1 /
- open and close your microphone by left-clicking on the icon 🎤
- adjust your microphone by right-clicking on the icon 🎤
- pause and play the call by left-clicking on the icon 🎧
- adjust your sound by right-clicking on the icon 🎧
- stop and start your camera by left-clicking on the icon 📹 Video
- set up your camera by right-clicking on the icon 📹 Video
- share your screen by left-clicking on the icon 🖥 Screen
- leave the voice channel by left-clicking on the icon 📞

XXVI International Fair of Practice Enterprises TF FEST 2023 Young Entrepreneur

- open your profile settings by left-clicking on the icon

At the right end of the screen, you will see a list of participants divided by role (e.g. administrator).

Once you have been granted full access to the TF FEST 2023 server, you can change your name to match the server rules by right-clicking on your name in the participant list and selecting "Edit server profile".