

# Gun Game Admin Guide (JA)

Congratulations on being handpicked to join the gun game admin team. With your new tags comes all the responsibility of a mature well-mannered admin who can not only look after the server when playing but also take care of out of game matters and effectively communicate with the players, other admin and Senior Admin. You have been promoted because of your activity in the server as well as the drive and passion you have. You are now a representative for Gun Game and the DTK community as a whole.

This is a guide for junior admins designed specifically to help you within server #4 GGDM. In this guide will be all the information you need to be the best admin you can and we advise you save this document to your computer for future reference in case it is needed or should questions arise.

## Admin conduct

Becoming an admin means that the rules **MUST** be followed at all times without deviation. We as admin set the example we want the players to follow. You must treat all players, other admins, senior admins, staff and council with respect. Please refer to following points:

- Abusing admin power **WILL NOT** be tolerated
- You have to be mindful of what you say over mic, in chat and through private messages
- You must treat players equally and fairly no matter your personal feelings towards them and be capable of making decisions objectively without bias.
- Please keep in game and forum names to something simple and try not to change too often, players need to be able to find you if they have concerns or questions.
- Communication is important! Please download discord and add yourself to the DTK chat as well as adding the other admins for this server on to your account and in steam. This is important because our admin meetings are held on discord and notices sent in our private steam group chat.
- Admins are required to spend a minimum of 5 hrs per weeks playing ingame.

To check your hours while ingame type **/my\_status** in chat

Or go to the following website and sign in with your steam login details,

<https://dtkbans.com/adminactivity/main.php>

It is well understood in DTK that 'Life' comes first, however...

If for any reason you feel you cannot meet your required minimum hours, you need to make use of the [\[Admin Leave/Inactivity Thread\]](#) which is there for that specific purpose. If you feel your reason for your expected absence is too personal, send Council, Staff or your server SA a Private Message on the forum so that they at least know why you're not around.

Please note, the admin leave/inactivity thread is used for giving **PRIOR** notice of absence, meaning you need to give the heads up.. If you cannot access the forum, you should contact another Admin (Preferably other JA's of your server, SA, Staff, Council) to put in a notification on the thread on your behalf.

Unless there is a plausible explanation via the Admin Leave thread or a PM to the Senior

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Admin, Staff or Council, continued lack of presence on the server from the JA's could result in demotion.

## Admin Communications

We mainly use a private group on steam to communicate between GGDM Server#4 admins. You have already been invited into this private group, (Gun Game Admins Private)

When you are in-game and suspect a player may be breaking the rules but are not 100% sure, please post in this private group to notify other GGDM admin of your suspicions. If you ever ban a player please post in this private group to notify other GGDM admins of the ban. (eg: Player1 has been banned for 30min due to continual team killing)

For longer bans and repeat offenders there is a place on the forums we post, this helps keep all dtk admins and staff up to date on troublesome players.

<https://www.dying2kill.com.au/showthread.php/29195-GGDM-Watchlist-Communications?p=400133&viewfull=1#post400133>

The 2<sup>nd</sup> Steam chat group you may use (DTK CS.S Servers Admin Chat) is used to share information between all DTK counter strike source admins, staff and council.

If you notice a technical use with the server this is a great place to bring it to the attention of staff and council so it can be investigated and fixed.

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## Admin Structure

**The admin structure is as follows:**

**JA – SA – STAFF – COUNCIL**

If there is a question to be asked, then the first place you can go is to a fellow JA. If this is not answered then you should always go and ask your senior admin (TassieDevil). If you have a problem with another admin, you should always try and sort this out with the admin themselves first, if you cannot come to an agreement or deflate the situation you can then go to your senior admin. Please do not bring up any such problems in game either over mic or in chat. These personal issues need to be kept out of the server. If a problem arises in the server, messaging the person to let them know you can talk in private is the best way to deal with this.

**Each admin is expected to join in with the following:**

- Map rotation changes
- Events throughout the year
- Source ban communications (bans, protests etc.)
- Forum communications
- General server use and control
- Making demo's
- Admin meetings
- HOF nominations
- Admin applications

**Things you may also be asked to do:**

- Server vs server league contest
- Admin application and induction
- Mentoring new admin
- Submission of tickets for server improvements
- Reviewing demos
- Taking notes for admin meetings
- Monitoring admin activity in the private gg Forum
- HOF Inductees (if Zarco is otherwise busy or away)

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## DtK Admin Rewards Program

The Admin Rewards Program rewards admins that have good activity on their respective server. Admins are expected to spend at least 5-7 hours each week on the server they are admin on, any admin that meets this expectation for 5 consecutive weeks will be rewarded with a month's access to the DtK Store.

Any missed weeks will reset the 5 week period.

This doesn't change anything for admins that are active, as they are doing what they usually do but get rewards.

For other admins, hopefully it provides an incentive to improve and maintain their activity.

## Forum Guide

Upon receiving admin, you will be given access to the private forums.

The Private Discussion forum is the place for all admins to communicate with each other and to look for any general admin-specific information.

All server-related matters that are unsuitable for the public, need to be posted in your relevant server's section. For example, if you need to make a post or make a thread for #4 GGDM, you will need to post in the 'Server Discussions' private forum section. Then you will need to go into '#4 GGDM Discussion'

Anything that is in the private section on the forums needs to remain private. You cannot discuss private matters to other players either in private message or in server through chat or mic. You may only discuss this with other admin, staff or council.

## How to record a demo

Being able to record a demo is absolutely crucial. This can be done through the CS:S console. Make sure console is enabled in your 'Game Settings' (Console key is ~)

Type in record and add demo name and it will record a demo in your POV. Type in stop to stop your recording of the demo. (example "record Playerdemo123")

You can find your recorded demos in this folder: (If this varies, just search for your 'cstrike' folder  
Steam\SteamApps\common\Counter-Strike Source\cstrike

A basic website to use to upload your demos can be [mediafire.com](http://mediafire.com), feel free to use whichever file host/sharing service you prefer. To view a demo, download the demo and type in **demoui** in the console, alternatively you can press Shift and F2 to load the **demoui**.

Click the load button and find the location of the demo you wish to view.

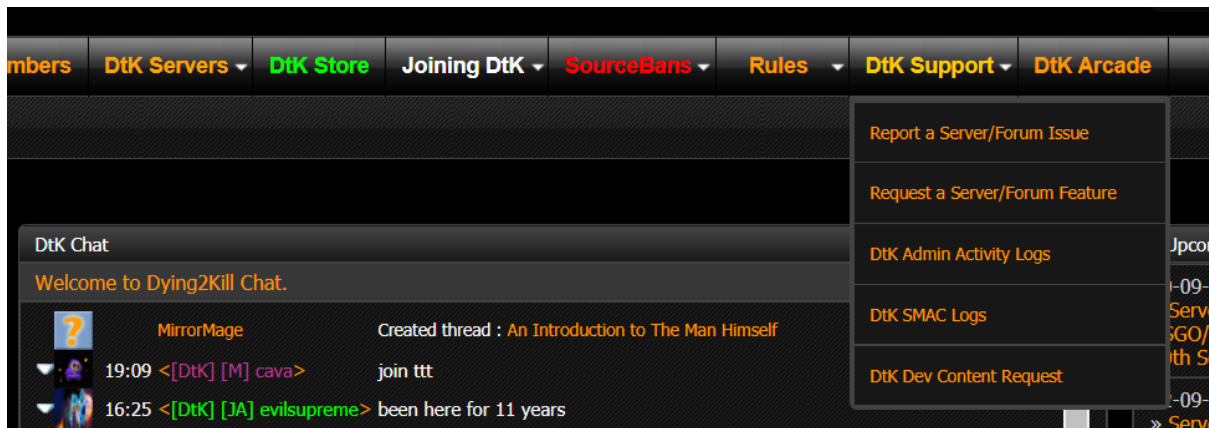
or alternatively type into console "**playdemo**" and the demos name

Another option is to get the demo files from <http://dtkdemos.com/public/GungameDM/> which allow you to check all players

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## The DtK Support Tab

Admins will also be able to access the DtK Support tab. This can be found amongst the other tabs at the top of all the pages.



Here you will find the ticket submission system, SMAC log, Admin Activity Logs and a content request form for the DtK Development Team.

'Report a Server/Forum Issue' and 'Request a Server/Forum Feature' are the same link. This will take you to where you can submit tickets for your respective server. Anything that needs to be done for your server needs to be done through this system. This also includes any forum related things that need to be done for your server's forum section. Example, updating official rules list, updating stickied threads, etc.

To submit a ticket, the 'Submit Ticket' button can be found below the Ticket list. Before submitting a ticket, if your server has an SA, consult with your SA first before submitting a ticket. When submitting a ticket, be sure to give as much information as possible or as needed.

SourceMod Anti-Cheat is a server-side plugin comprised of different modules to help protect the gameserver against common threats, hacks, scripts, exploits, commands, cvars, or cheats currently being used today to cause your servers harm. Anything the system detects will be shown on the 'SMAC Logs' tab.

'Admin Activity Logs' will take you to a page where you will need to sign in with your steam username and password, this page will allow you to view how many hours you have spent actively playing on the server in that week, these Activity logs are reset early Monday morning every week.

Alternatively type you can view your weekly hours by typing `/my_status` in chat.

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## Admin comms

Typing in /admin will bring up the available commands that you can use.

@ <YourMessageHere>

@ Hey Everyone!

This will broadcast your message as an admin message to the entire server.

(TEAMCHAT) u instead of y then @your message here

@ Hi Guys

This will broadcast your message to admins only. Be sure to use team chat.

/cancelvote

This will cancel any votes that have been put up.

/stealth in chat will put you in spectate mode without anyone seeing you there, this is handy for when you are doing demos and don't want the player to know you are doing a demo.

## In Game Admin Commands

In game admin commands can be found by typing into chat **!admin**. This will bring up the following choices: alternatively pressing the letter P may also bring up admin control.

- Player commands
- server commands
- Voting commands
- Comm commands
- Ultimate map chooser

player commands are used for Mutes, kicks, bans, swapping players from teams if uneven or changing inappropriate names.

(warning: using the command to automatically even the teams can cause issues, please ask players to change teams before using this command)

~~Ultimate map chooser is to be used any time a map needs to be changed, this is because when using server commands it sometimes has a problem with replaying maps repeatedly in alternate modes.~~

A recent server update had caused issues with some of server modules, using the admin menu to change maps has the potential to upset the game modes and cause the voting system to fail.

Staff have asked us to refrain from manually change maps through the admin menu,

If a map come on that is too big encourage players to use the rtv command within the first 30 sec to invoke a vote to change maps.

As soon as we are given the OK to use UMC you will be notified via our GGDM private steam group.

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## Player controls and punishment

The following is a guideline for how to appropriately deal with players breaking rules. DO NOT deviate from the guidelines they are set to be fair to all players members and everyone in general in the server. The rules were written specifically for gun game and apply to anyone who enters our server.

### Team killing on purpose

- Issue a warning and explain politely that players CAN NOT shoot through or at their own team mates because of friendly fire. Ask the player to stop.
- Following a warning, if the player does not stop you may kick the player from the server.
- Following a kick, if the player returns and continues to team kill you may issue a ban. For a first-time offence the ban is to be no longer than 4 hrs. This may increase each time you have to ban the SAME player for the SAME offence. If this happens you must collect the players information (name, Steam I.D ect) take that information into the private gun game forum and add the player to the watchlist so all other admin know they're a repeat offender. You will also need to add to this each time the player has been re banned. Only the admin who posts the player on the watch list can edit to update so you may have to edit a post you have made for another admin if they have caught the same player at a later date. Please try and stick to only one post per player for all offences.

### Spamming mic/in game abuse/racist or homophobic comments

- Issue a warning and explain to the player the we either do not spam the mic/ consistently abuse other players or use homophobic and racist comments in our server. Politely let them know that this behaviour is not ok.
- Following a warning, if the player does not stop you can immediately mute them. A mute in your in-game controls can last for a full map or longer depending on the control you use.
- Mutes can be updated or added on source bans. (new admin may not have access to this system) This means that if the player continues you may extend the ban for longer. Players do not need to be able to use the mic to play. Allowing them to use the server without voice will keep people in the server for number purposes without them bothering other people. These mutes can be extended for periods up to and in some cases above 6 months. They do not need to speak to play! Please try and mute before resorting to other punishments
- In severe cases of abuse after muting you are able to administer a ban, as above with team killing this would start as no more than 4 hours for a first time ban.

### !CP Abuse

- When a player starts a !CP vote for reasons like kicking a player off the game, you must cancel the vote if you are playing also. Ask the person why they chose to use the !CP commands and remind them that it is unnecessary when an admin is already in the server. let them know that telling admin what is going on is to be done any time an admin is in the server and the !CP vote commands should not be used unless absolutely necessary.

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## BHOP on Server #4

BHOP is difficult issue on server 4 because it can be exceptionally hard to shoot around someone who may be doing this in spawn or on a small map. This makes things extra tricky because we have friendly fire. Who's fault is it when you team kill someone who was hopping in front of you? This question has no simple answer. Although we don't always intend to shoot team mates this can be unavoidable at times with boppers in the server. This means that a player who accidentally team kills in this situation will still be sent back a gun and lose a kill from their score.

### What are the rules?

Bhopping is classified as a restricted practice.

This will only be allowed on maps that have a lot of room, you can politely ask players to refrain from bhopping on smaller maps, however you cannot take action against them unless their bhopping results in TKs or causing a direct disruption to other players on the server.

This is also explained in the Server #4 GGDM BHOP Clarification in the DTK public forums.  
<https://www.dying2kill.com.au/showthread.php/29826-Server-4-GGDM-BHOP-Clarification>

If someone is bhopping on a small map or the bhopping is causing TKs you can:

- Explain the rules to the player and ask them to stop. Let them know there is a post on the forums to clear up any questions they may have and direct them to the post.
- If the player does not stop and is hindering other players this will fall under the TK rule.

### BHOP Rules as Posted By [C] Squall (Boss of DtK)

- Punishing boppers and punishing players who get in the way are 2 different things. I don't see any issue with admins warning and then taking action against players whose bunnyhopping causes issues for other players i.e the bopper gets in ur face causing TKing - that can be considered disruption to gameplay. However if someone is able to bhop while easy mode has been disabled and are not causing a direct disruption to other players on the server, this should not be anything that is punishable.

For instance, the mode is called GunGame, however we are not punishing players who only use knives. Similarly skills that the game actually supports should not be getting banned on the server unless it disrupts another players ability to play.

In other words, bhopping can't be banned but you can take actions if a player's bhopping causes disruptions to other players.

Source:

<https://www.dying2kill.com.au/showthread.php/29391-Ggdm-4-bhop?p=401885&viewfull=1#post401885>



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## Sourcebans Guide

Every ban, mute and gag is logged in Sourcebans. You can unban, add bans and edit bans through Sourcebans.

### NOTE:

New admins do not automatically get access to Sourcebans,

There is a probation period where you will be taught the admin process, once you have proven yourself to be a responsible admin, DTK [C] Council will issued you with your login details a few weeks after your promotion to JA.

Upon entering Sourcebans, click 'LOGIN' which is on the top right.

Your username should be your forum username.

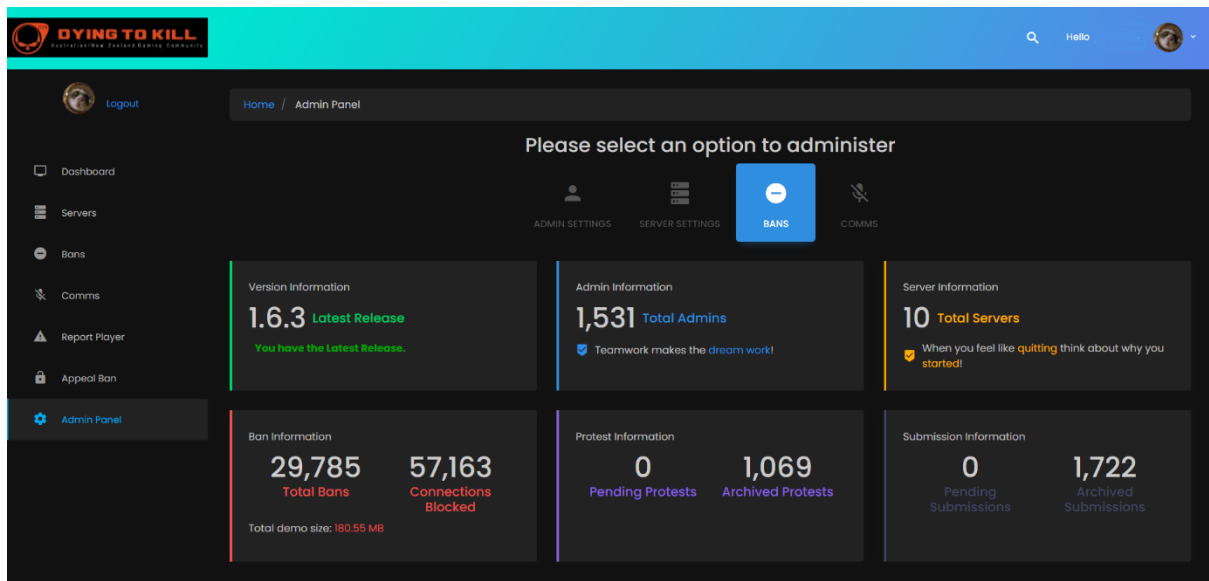
Your password should be your email address that you used to sign up to the forums.

For new admins that have recently joined DTK, you will have a random password given to you instead of the email address as your password.

If you are having trouble logging in, contact Council.

Signing in through Steam does not work.

Once you have logged in, there should be a new tab labelled 'Admin Panel'



The screenshot shows the Sourcebans Admin Panel interface. At the top, there is a navigation bar with the 'DYING TO KILL' logo and a search bar. Below this, a sidebar on the left contains menu items: Dashboard, Servers, Bans, Comms, Report Player, Appeal Ban, and Admin Panel (highlighted). The main content area is titled 'Please select an option to administer' and features several data cards:

- Version Information:** 1.6.3 Latest Release. You have the Latest Release.
- Admin Information:** 1,531 Total Admins. Teamwork makes the dream work!
- Server Information:** 10 Total Servers. When you feel like quitting think about why you started!
- Ban Information:** 29,785 Total Bans, 57,163 Connections Blocked. Total demo size: 180.55 MB.
- Protest Information:** 0 Pending Protests, 1,069 Archived Protests.
- Submission Information:** 0 Pending Submissions, 1,722 Archived Submissions.

This is the main hub for all admin related matters. The important things to take note are the 'Protest Information' and the 'Submission Information' as that will tell you if there are any pending matters to deal with.

The tab that you will be using is the 'Bans' tab.

Do not worry about 'Admin Settings' and 'Server Settings'

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The Ban Management tab brings you to the page that is in the screenshot above. The tabs on the left hand side are ones that you will need to familiarise yourself with.

'Add Ban' tab allows you to ban someone through Sourcebans without having to ban someone whilst on the server.

Make sure you fill out the relevant details. In most cases, do not worry about IP Address. Having the correct steam ID is absolutely crucial.

Use <http://steamidfinder.com/> if you do not have someone's steam ID but you know of their steam profile. Looking through DtK HLStatsX will help you find someone's profile and ID.

For any bans that require a demo, do not use the 'Upload a demo' button, upload the demo through other means such as Mediafire, then post the demo link in the comments section of the relevant ban.



'Group ban' tab allows you to ban all members of a steam group. You generally won't be using it. If a steam group needs to be banned for whichever reason, contact Council (squall).







'Ban protests' allows you to view any pending protests. If an active protest is relevant to your server then be sure to act upon it. If you did not inflict the punishment on the protester, allow for the admin that did to sort it out first.

'Ban submissions' allows you to view any pending ban submissions that have been submitted by the community. If an active submission is relevant to your server then be sure to act upon it. Communicate with other admins of your server, including your SA, if you are unsure about ban lengths or any other issues that may arise.

'Ban list' brings you to the ban list. There are a few new options that are available to you.

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Ban Details	
Player	nick
Steam ID	STEAM_0:1:189067592
Steam3 ID	[u:1378135185]
Steam Community	76561198338400913
IP address	 45.248.77.156
Invoked on	17-09-21 14:08
Banlength	Permanent
Expires on	<i>Not applicable.</i>
Reason	[SourceSleuth] Duplicate account
Banned by Admin	CONSOLE
Banned from	 IDTK #5 DUST2 DM 100TICK
Total Bans	No previous bans
Blocked (4)	nick, nick, nick, nick
Comments	None

- >  Block Comms
- >  No Demos
- >  Add Comment
- >  Show Groups
- >  Edit Details
- >  Unban

If you click on a ban from the ban list, you will be given a list of options on the right hand side.

The 3 most common options you will be using are 'Add Comment', 'Edit Details' and 'Unban'.

'Add Comment' allows you the option to add any necessary comments about a ban, this also gives you the opportunity to post the demo link.

'Edit Details' can be necessary to edit ban length or ban reason.

'Unban' if the player needs to be unbanned.

There are a few rules for bans between admins and servers. We don't ever remove another admin's ban unless you have been asked to by an SA or STAFF member. If yourself or a player has a problem with a ban or any punishment given they have the option to go to the admin who gave it directly and sort it out with them, they may also put in a ban protest or in severe cases escalate to speaking with the server SA. If you are asked by your SA or STAFF to remove a ban you must do this as soon as possible.

If you have any questions or need help with anything do not hesitate to ask another admin or even your SA we would all be glad to assist

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GGDM#4 Admins (25-08-2022)

Admin	SourceBans Web Access
SA: TassieDevil	JA_Web
JA: Chocolate Buddha	JA_Web
JA: Dead_Man	JA_Web
JA: Jamie Luke	JA_Web
JA: Mbalz Izairy	---
JA: Mircan123	JA_Web
JA: Mrs DPR	---
JA: Squat	JA_Web
JA: ZaRcO	JA_Web
JA: miZpOpinZ	---
JA: DirtyDeeds	JA_Web