The guiding values of SONA Share:
Empowerment, Sharing, Respect, Confidentiality, and Inspiration.

Affinity Groups

SONA Share is currently offering the following groups *(as of June 2021):*

1. Athlete Leadership
2. Finance
3. Law Enforcement Torch Run
4. Unified Champion Schools
5. Volunteer Management
6. Health and Fitness
7. Sports
8. Marketing and Communications

How to Access SONA Share

Interested Program staff can request to be added to a SONA Share group using this link.

The SONA Organizational Development team (SONA OD) will gladly help you get connected and start collaborating with your Program colleagues. Expect to receive an email update on your status within no more than five business days of your request. Direct any questions to Kelly Sheehy (ksheehy@specialolympics.org) or Jeremie Ballinger (jballinger@specialolympics.org), SONA Organizational Development.

Navigating SONA Share

Once approved and added to a SONA Share affinity group, SONA OD recommends the following steps to ensure the most effective use of this shared platform.

1. To access SONA Share, you will need to have Microsoft Teams installed on your computer or device. (A free version is available through your preferred app store.)
2. Please review the following common terms used within Microsoft Teams, and their intended use for the purpose of SONA Share.
   a. **Main Menu** – The main menu is the navigation located on the left side of your Microsoft Teams home screen. This menu identifies the core functions of Teams such as Activity, Chat, Teams, Calls, etc.
      i. **Activity** – Any notifications since your last activity will be listed here. For example, if you are mentioned by a colleague or if someone has liked your post, you will be notified here.
         1. To customize your notifications, you can click on your picture in the top right corner of your Teams screen. Select Settings, then the Notifications tab on the left. This allows you to set notifications types and frequencies, as you prefer.
      ii. **Teams** – SONA Share is our team name. Within the SONA Share team you will see the affinity group(s) to which you have access, as well as a General group. New affinity group may be added at a later date. If you wish to be added to an additional group beyond your current access level, use the link above (How to Access SONA Share) to request entry into that group.
         1. **Affinity Groups** allow team members to have focused conversations and sharing.
            a. The General group will consist of updates and information for all SONA Share users, provided by SONA Share moderators. The General group includes tabs dedicated to this how-to guide, as well as basic community

rules which all users are expected to review and observe while using SONA Share.

   b. In addition to the General group, each affinity topic (such as Finance, Volunteers or LETR) will have its own dedicated affinity group within SONA Share.

2. **Tabs** – Located at the top of each group, tabs are categories of communication and sharing. Standard tabs include:

   a. **Posts** – Within Posts, you can engage in ongoing conversation with the group to ask questions or share leading practices. All posts will be seen by the whole group, but you can tag group members (by using @Name) to catch their attention. To start a post, select New Conversation at the bottom of your Posts screen.

   b. **Files** – Within Files you will find stored templates, logos, videos and any other content that Programs can use for their reference. Files will be organized by their intended initiative or purpose (example: Polar Plunge, event logos, 990 guidance).

      i. Submitting Files: To share a file, we ask that you send the file to your affinity group's SONA Share moderator. Your moderator will work with group members to curate relevant leading practices that are both easy to access, and that are best formatted for use by other Programs.

   c. Additional tabs will be included as needed within each group, including any necessary apps such as Smartsheet, polls/surveys, etc.

3. SONA Share is hosted on Special Olympics International's Teams server. If your Program already uses Teams, you can switch from your Program to the SOI network in the top right corner of your Teams screen (see screenshot below). <u>NOTE: You may need to restart Teams for your Teams account to recognize both networks and offer the option to switch.</u>
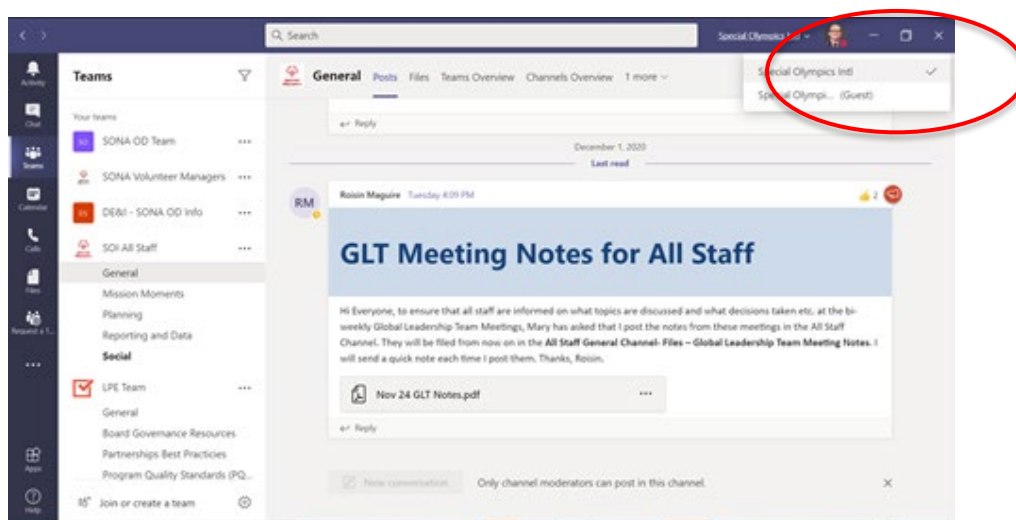
Video Tutorials

Should you need additional assistance with navigating Microsoft Teams we recommend the following videos. Please click on the links below to view the video tutorials on YouTube.

[How to use Microsoft Teams, a demo tutorial](#)
[How to use Microsoft Teams Effectively | Your Complete Guide](#)

Direct any questions to Kelly Sheehy (ksheehy@specialolympics.org) or Jeremie Ballinger (jballinger@specialolympics.org), SONA Organizational Development.