# A QUICK GUIDE TO KEEPING IN TOUCH



As COVID-19 continues to impact our operations and program keeping in touch with each other has never been more important.

This guide outlines a small sample of free tools which can be used by athletes, athlete leaders, families, coaches and leadership teams to keep in touch during these challenging times.







Resources Video Conferencing

**Teleconferencing** 



## 1. Members Resources page

The Members Resources is available to everyone and is a great resource to stay up to date with news and policy. Club leadership teams can log into SOMS and you'll find great resources for governance, leadership teams, athletes, coaches and volunteers.

www.specialolympics.com.au/members





## 2. Facebook Messenger

Facebook Messenger is an all-in-one communication app available on iOS and Android devices. Complete with unlimited text it also includes high-quality voice/video calling and text messaging on mobile, tablet, and desktop. It also gives you the ability to host group video calls with up to 50 people, with high-quality audio, high definition video and the option to send and share files whilst connected.









### 3. Microsoft Teams

Club and State Leadership teams can use their Special Olympics email account sign-in details to log into Microsoft Teams. Microsoft Teams is Office 365's teamwork hub and group chat platform. Teams can be downloaded for Windows, Mac, iOS and Android devices and can be used on both desktop and mobile.

#### Microsoft Teams







## 4. Zoom Conferencing

Free Basic Accounts are limited to 100 participants for up to 40-minute meetings. The tool is popular and easy to use, and can be used to connect with family and friends. It also enables screensharing and a virtual whiteboard.

#### zoom.us







## 5. WhatsApp

WhatsApp is a free tool which allows any user with a mobile phone number to communicate both privately and in group threads with other users. Users can send messages and documents, and post links, photos and videos; and the tool is accessible across mobile, desktop and web browser. You can also keep up to date with the latest COVID-19 news and alerts by subscribing to the Australian Government's WhatsApp service at aus.gov.au/whatsapp

### www.whatsapp.com

All of the above products provide step-by-step setup, troubleshooting guides, online support and LiveChat services for users.

We recommend you contact the providers directly, as unfortunately we are not in a position to provide tech support on third-party products.