Welcome to SonoTalk

Connect with your peers to share information, solve challenges and develop new approaches.

Welcome to SonoTalk, Sonography Canada's online portal for members only. We're so happy to have you on board! This is a great place for you to connect with your peers to share information, solve challenges, and develop new approaches. This is where we want you to **connect**, **explore**, and **engage**.

So let's get started! This can be done in five easy steps!

- Step 1 – Sign into the portal using your Sonography Canada membership login information

- Step 2 – Update your profile.

- Step 3 – Connect with your peers.

- Step 4 – Explore by joining the Open Forum.

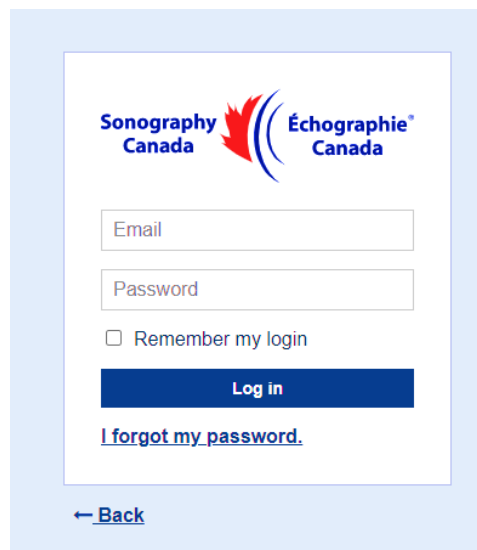- Step 5 – Engage by joining or starting a conversation.

Refer to the easy-to-follow instructions below. Enjoy your new online home for Canadian sonographers!

Let's Get Started! Step 1 - Sign into the portal

1. Go to https://connect.sonographycanada.ca/home.
2. Click the "**Sign In**" button in the top-right corner of the page.
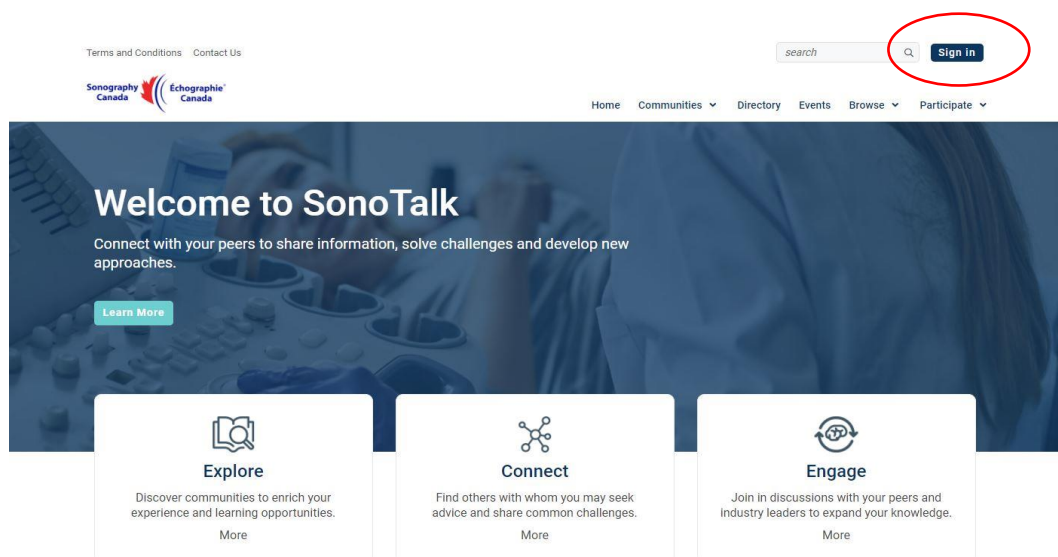
3. This will bring you to the login page. Enter the email address and password you use to access the Sonography Canada members-only website.
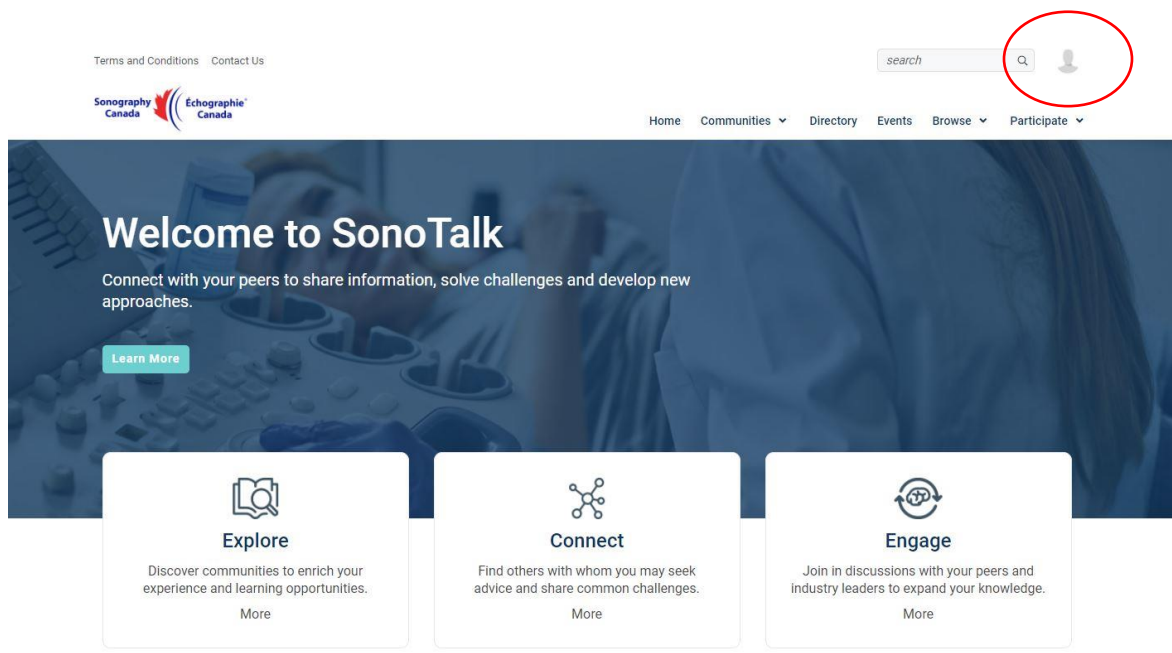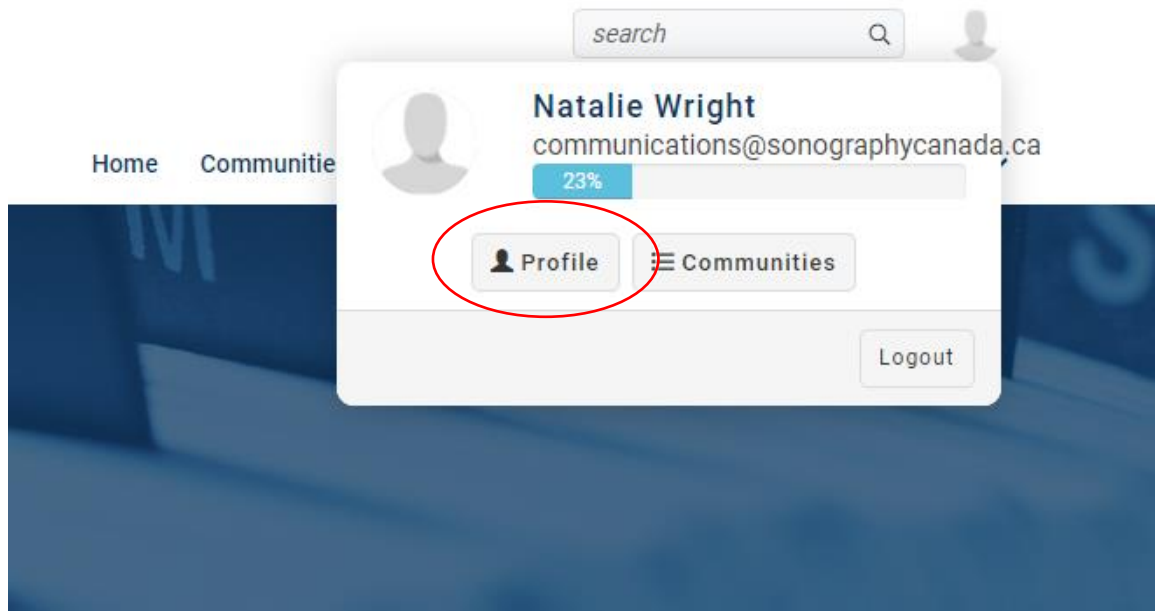

4. The first time you log into SonoTalk, you will be asked to review and agree to the *Code of Conduct*. Once you agree, you will be re-directed to the Home page.
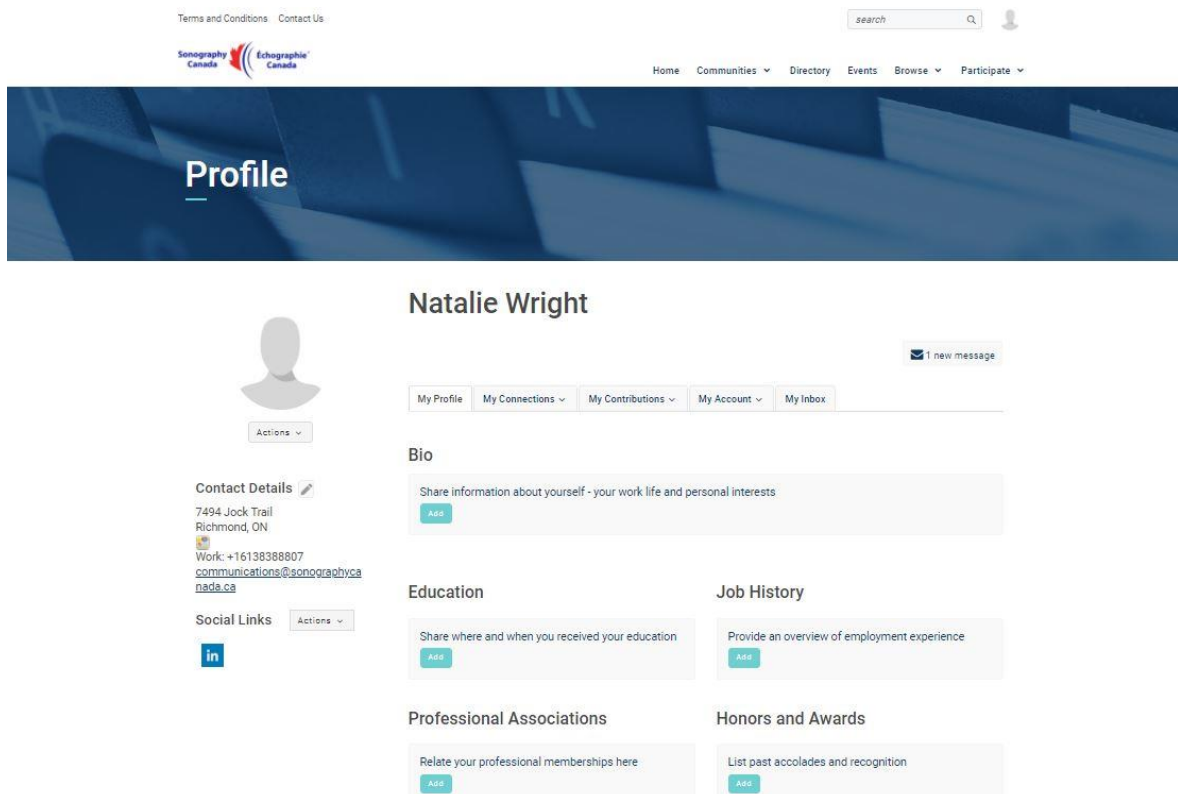
Step 2 – Update Your Profile

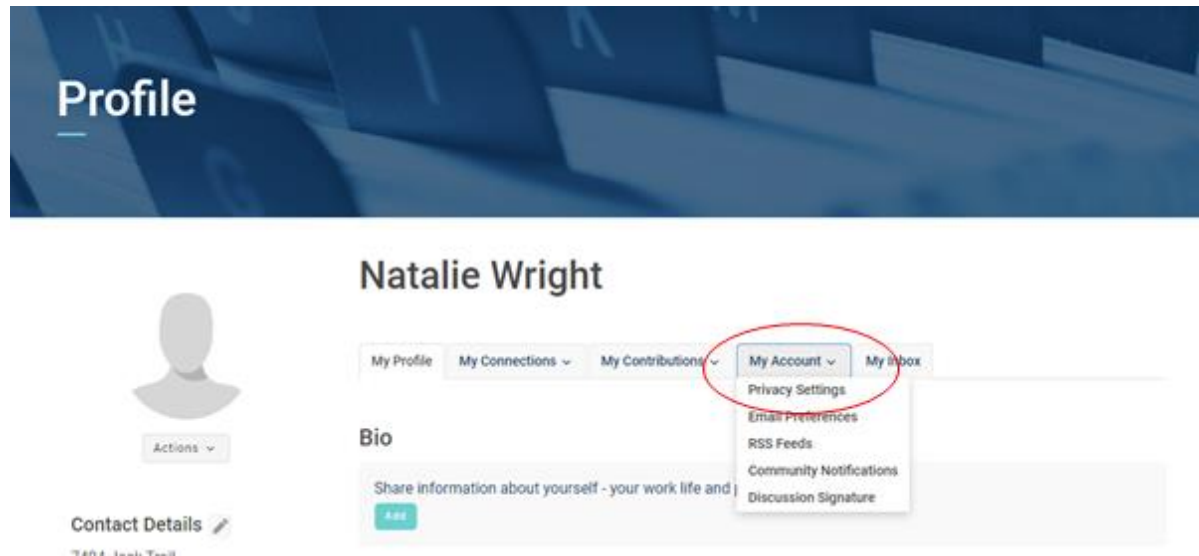1. From the Home page, click on the **profile image icon** in the top right corner of the page.

2. Click on the **Profile button.**


3. This will bring you to your "Profile" landing page**.**

4. First, we recommend that you **adjust your privacy settings**. Click the **"My Account"** menu option and select **"Privacy Settings"** from the drop-down menu.


5. This will take you to a page where you can select how visible you are to other members on the SonoTalk portal. Note that the general public cannot access SonoTalk. Select the appropriate setting from the drop-down menu for each individual information item. Your options include **"Public"** (all Sonography Canada members with access to SonoTalk), **"My Contacts"** (only those individuals that you invited to be part of your personal contact list on SonoTalk), **"Members Only"** (only Sonography Canada members who have opted to join a specific communityof interest on SonoTalk), **"Only Me"** (no one other than you can see the information). Note: The list is exhaustive…if you're unsure, click "Only Me".
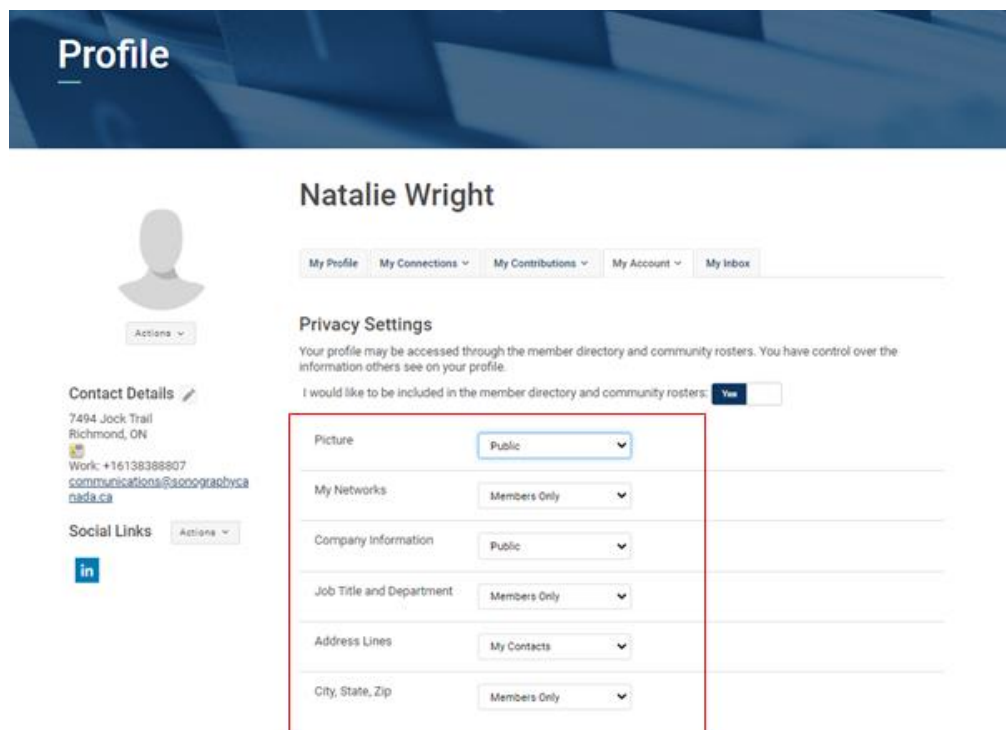
6. Next, **adjust your email preferences**. Click the **"My Account"** menu option and select **"Email preferences"** from the drop-down menu.
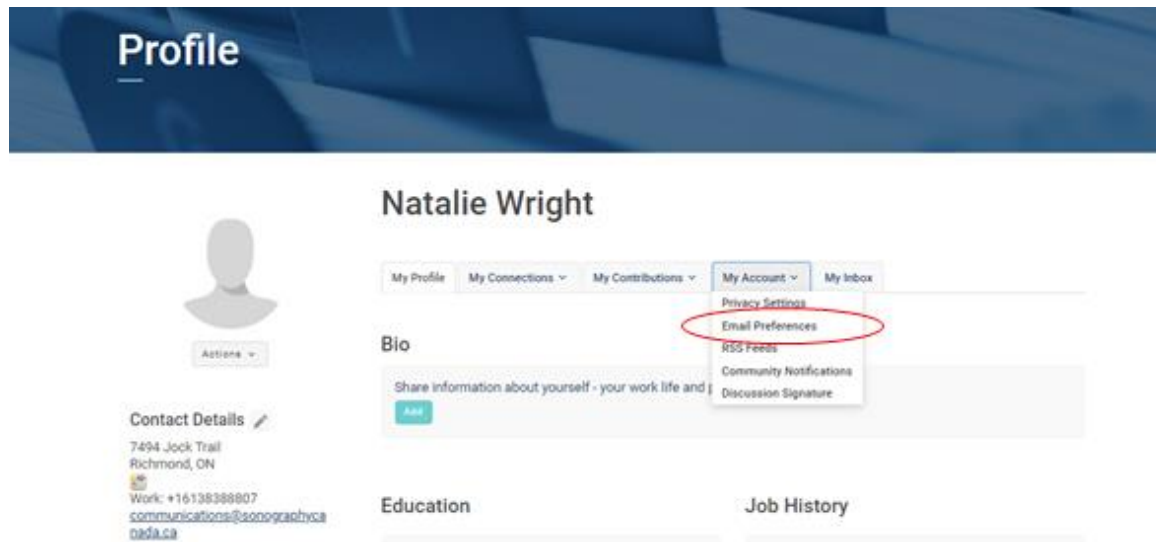
7. This will take you to a page where you can manage the type of email you will receive from the SonoTalk portal. Messages will always be accessible from your SonoTalk inbox (select "My inbox" from the secondary navigation bar of the **"Profile"** page). By default, messages will also be emailed to your preferred work or home email address. You may wish to opt out of this default option for certain types of email messages by changing the selection to **"No"**. Note: You are unable to opt out of system wide messages.
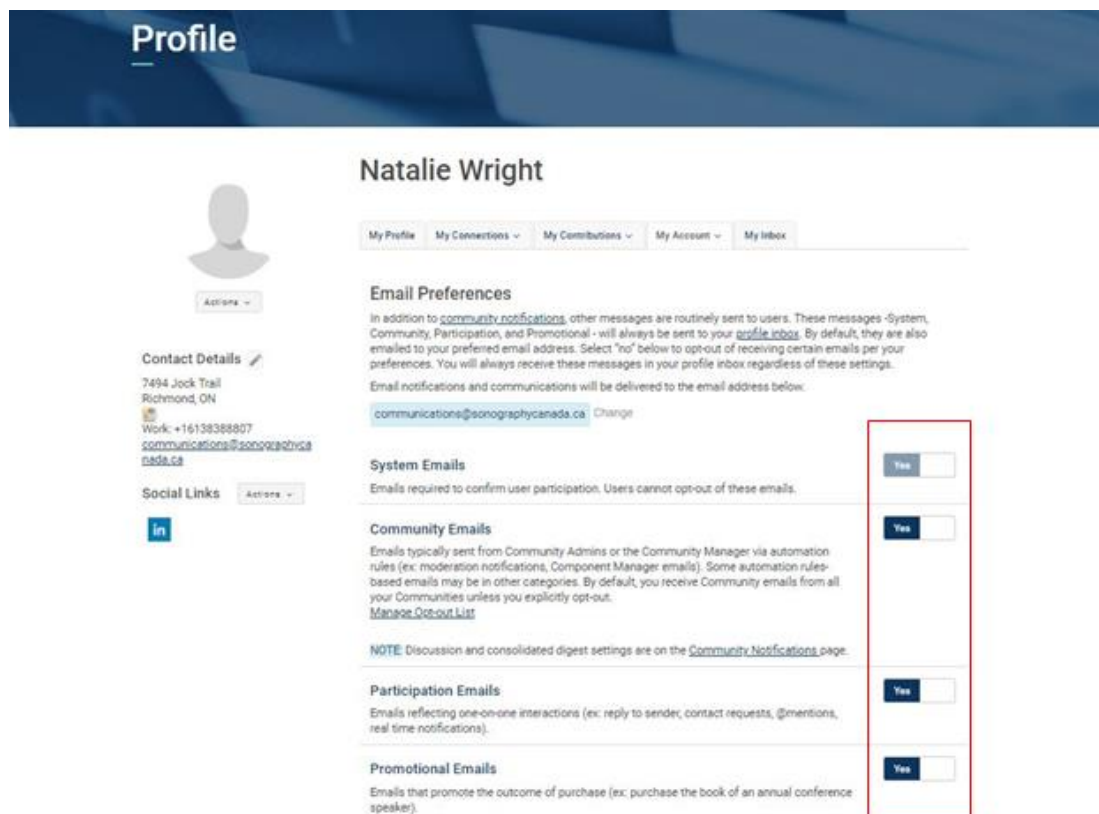
8. **Update your profile photo** by selecting "**Change Picture**" from the "**Actions**" drop-down menu below the profile picture icon on the left side of the page. You can upload an image from your computer, your phone or from other social media platforms you use. You can also take a selfie directly from your device and upload.
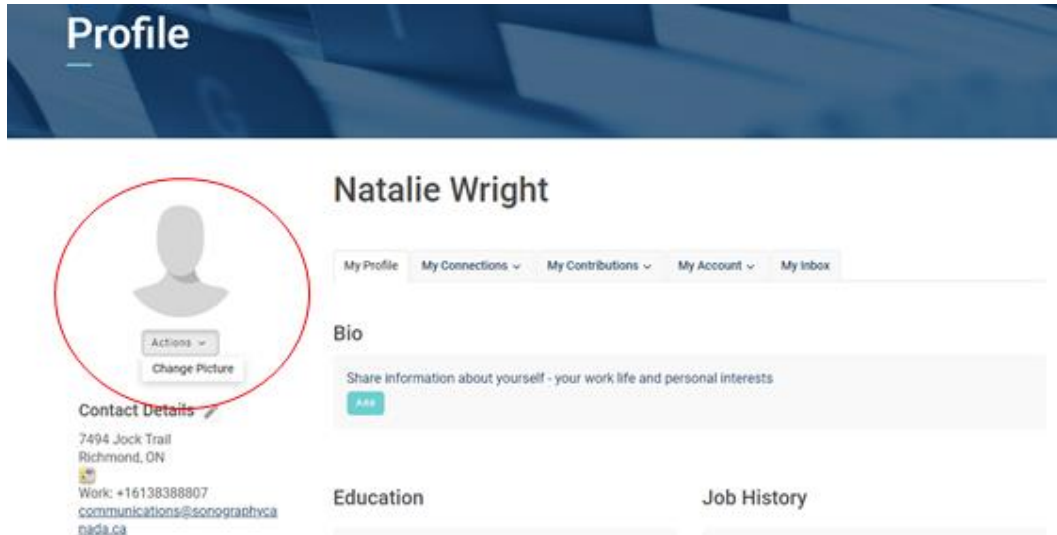
9. To update your other profile information — biographical details, education, credentials/certifications, job history, professional associations, honors and awards — select the **"My Profile"** tab from the secondary navigation bar and click the **"Add"** button related to each profile section.

10. Note that the **"Contact Details"** information found below the profile picture icon on the left side of the "Profile" page is automatically populated from the Sonography Canada membership database. To update this information, please go to your member profile on the Sonography Canada website and make your changes. You can control how visible this information is on SonoTalk via the "Privacy Settings".

1. From the **"Home"** page, select **"Directory"** from the main navigation bar **or** click on the word **"More"** in the **"Connect"** feature box located in the middle of the page.
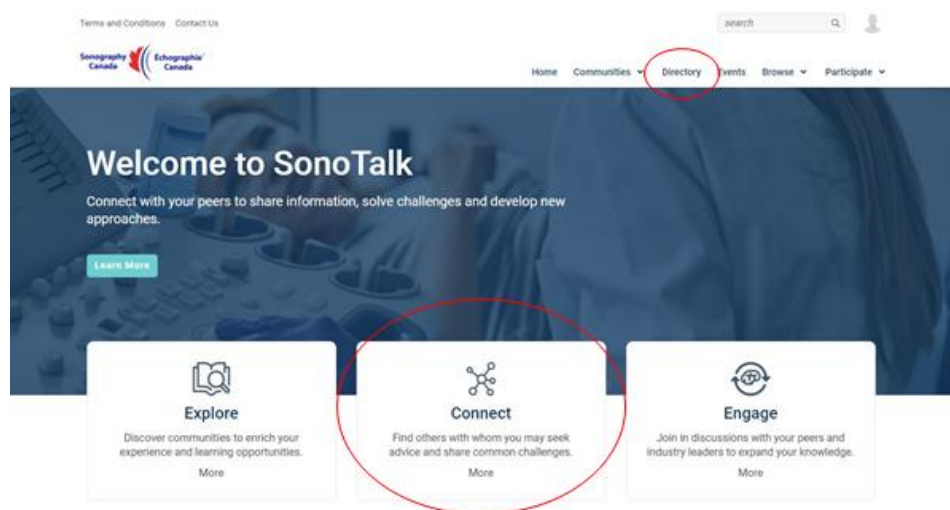

2. This will bring you to the **"Member Directory"** landing page where you can search for fellow sonographers by name, company, city, province, etc.

3. Once you find the individual you are looking for, you can **"Send Message"** or **"Add as Contact"**.

1. From the **"Home"** page, select **"Open Forum"** from the drop-down menu of the **"Communities"** tab on the main navigation bar **or** click on the word **"More"** in the **"Explore"** feature box located in the middle left of the page, which will take you to the **"Suggested Communities"** page where you can select the **"Open Forum"** item.
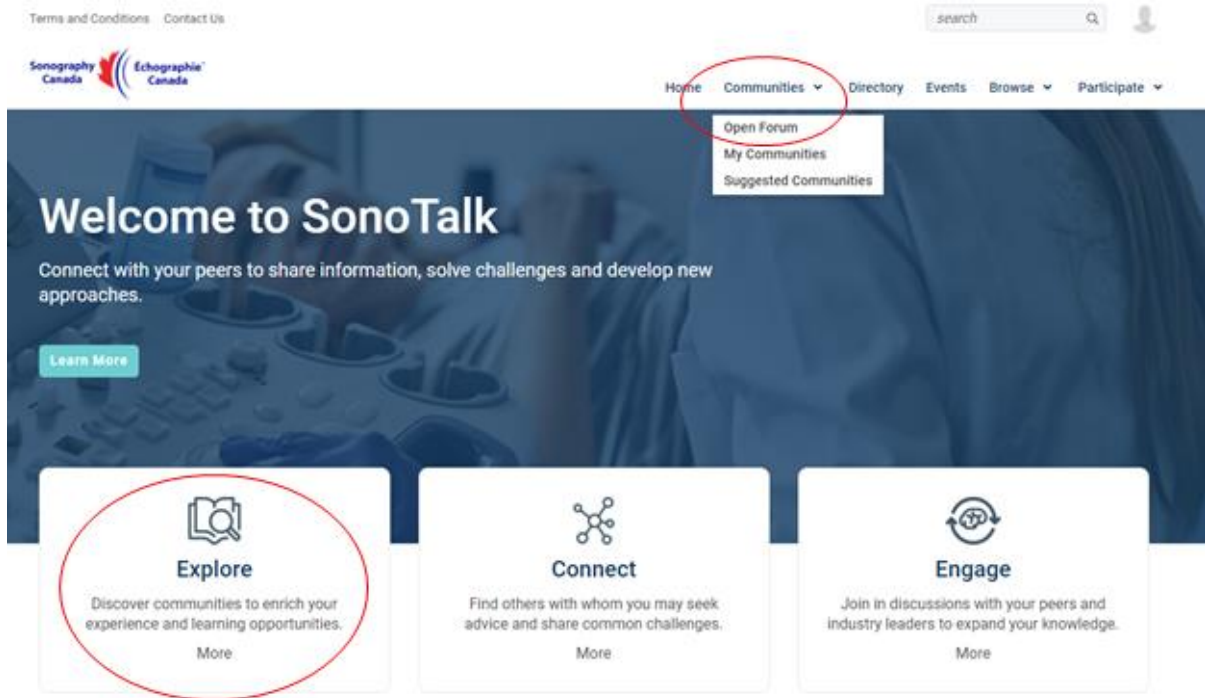
2. Join the Open Forum.

   • Using the "Communities / Open Forum" approach: You will be taken to the Open Forum landing page. Click the **"Join Community"** button located in the middle right portion of the page.
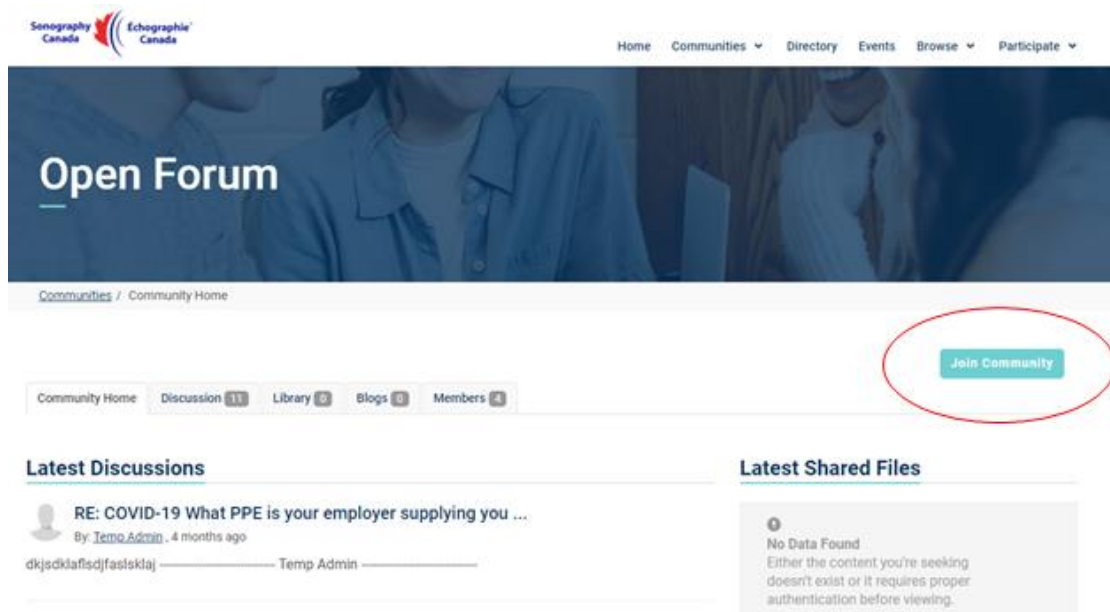
- Using the "Explore" feature box approach: Click the **"Join"** button to the right of the "Open Forum" listing.
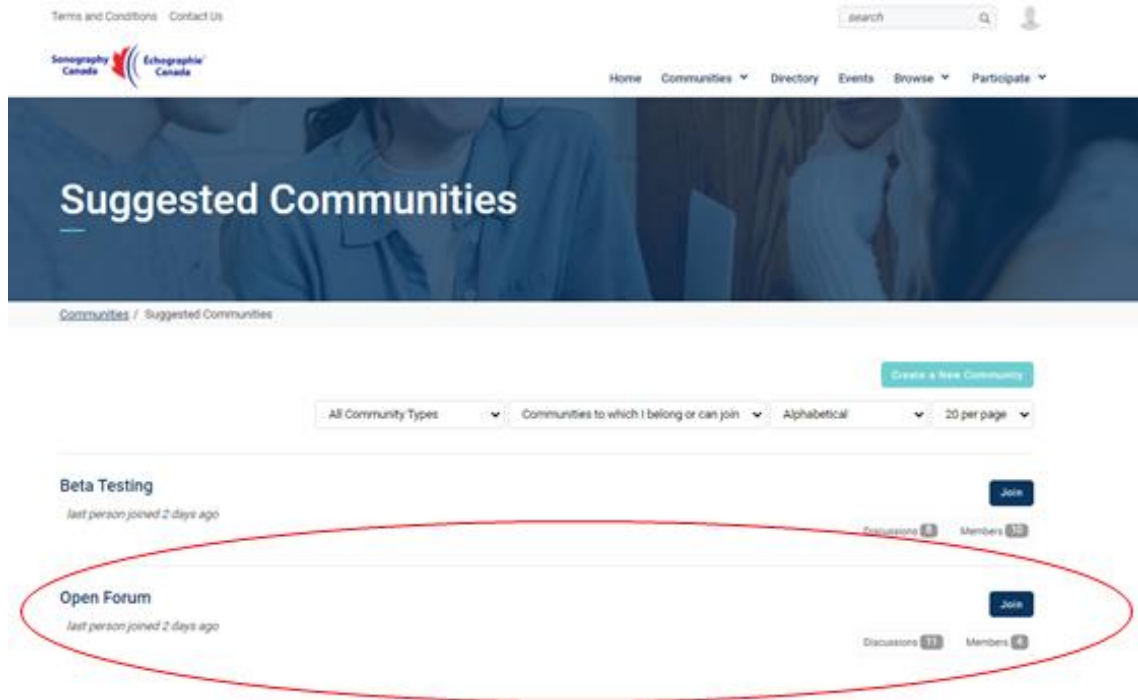
3. You will then be taken to a window that allows you to **select the frequency of notifications you would like to receive** from the Open Forum. You can opt to receive **"Real Time"** notifications (an email each time there is a new post), a **"Daily Digest"** (one message per day listing all the posts uploaded during the day) or **"I would like to opt-out"** (no email notifications, but you can still view and respond to discussions online). Once you have made your selection, click on the **"Yes join the community"** button.
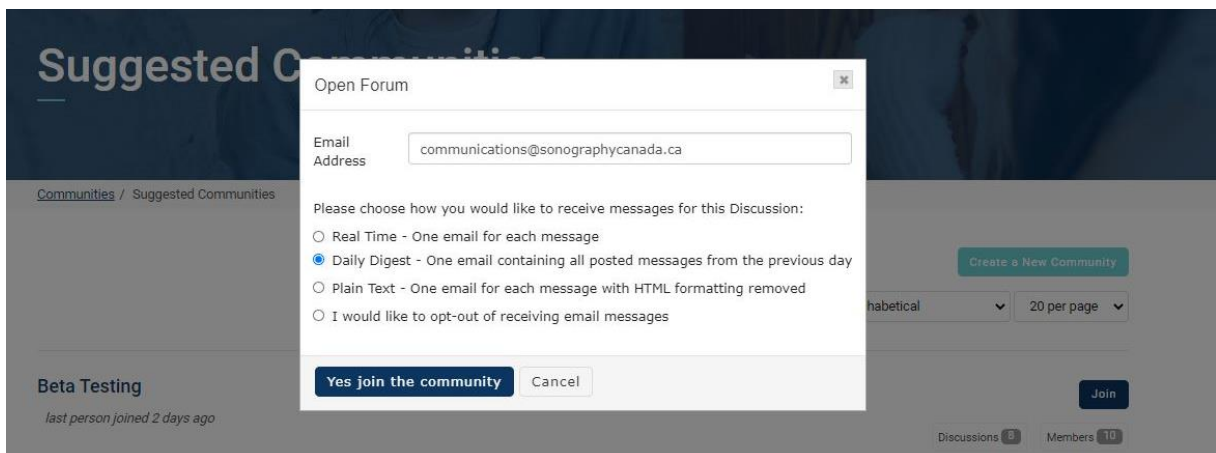
4. Note that you can change your email notification settings at any time by selecting the **"Community Notifications"** option from the **"My Account"** drop-down menu of the **"Profile"** page.
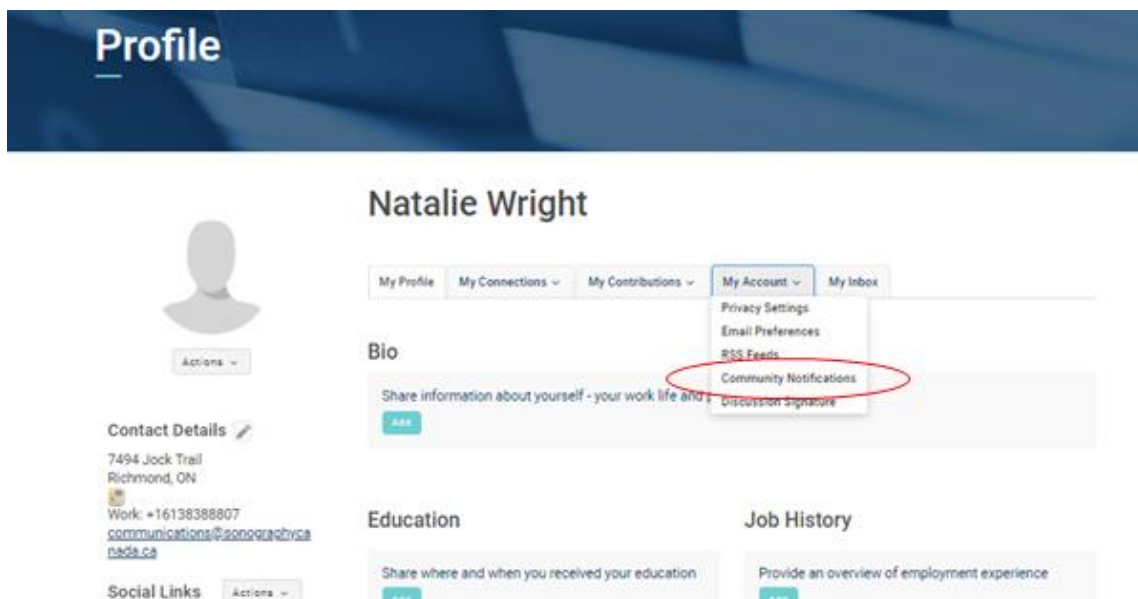
Step 5 – Engage: Join or start a conversation.

1. From the **"Home"** page, select **"Open Forum"** from the **"Communities"** drop-down menu accessible from the main navigation bar.
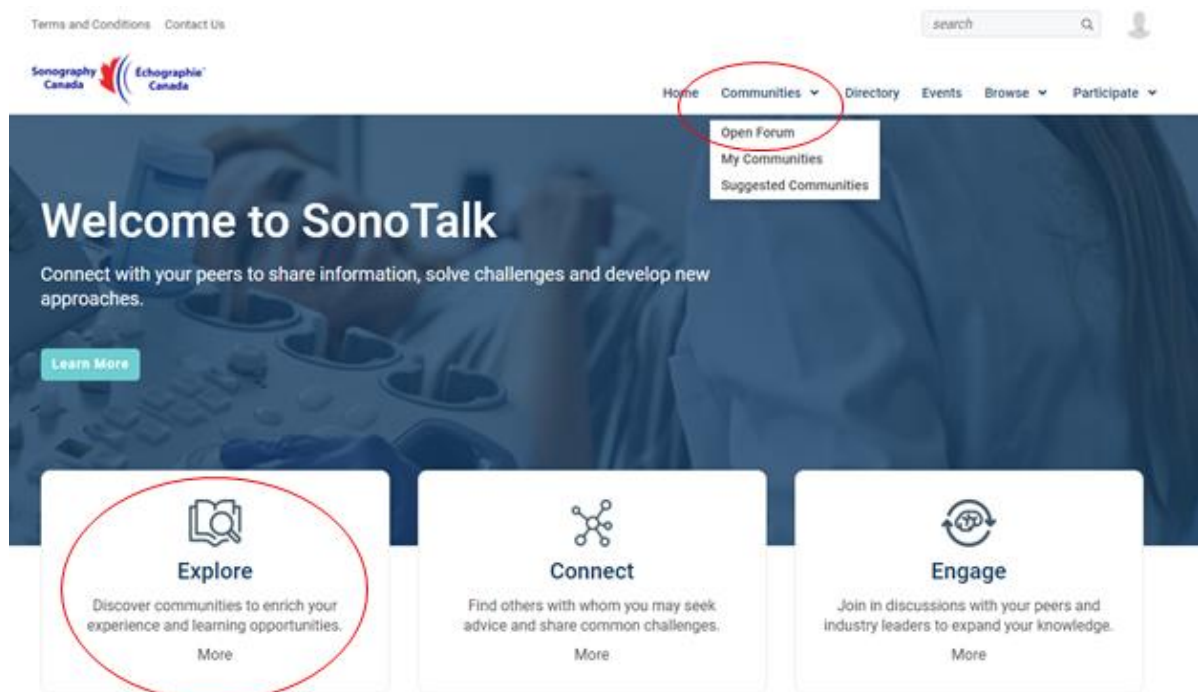
2. **To participate in an existing conversation**, select a discussion item from the **"Latest Discussions"** tab of the Open Forum **"Community Home"** page **or** access a complete list of discussion threads from the Open Forum **"Discussion"** tab, both located in the secondary navigation bar below the Open Forum title banner.

- Option 1: Using the "Community Home" tab
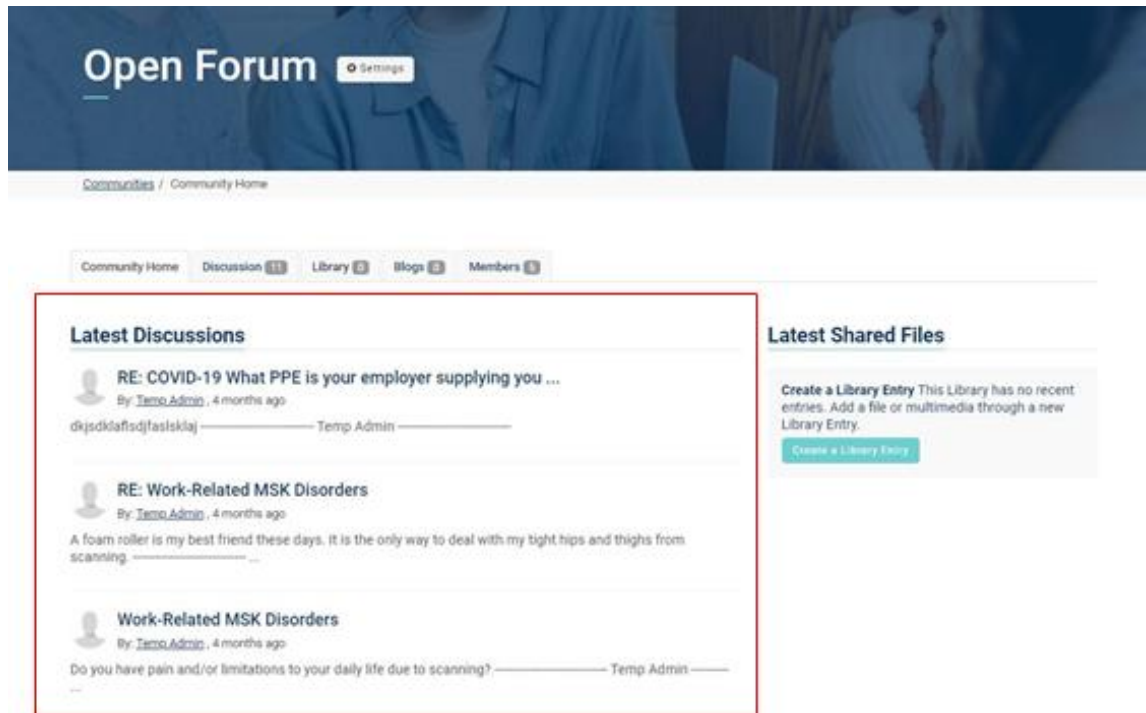
- Option 2: Using the "Discussion" tab
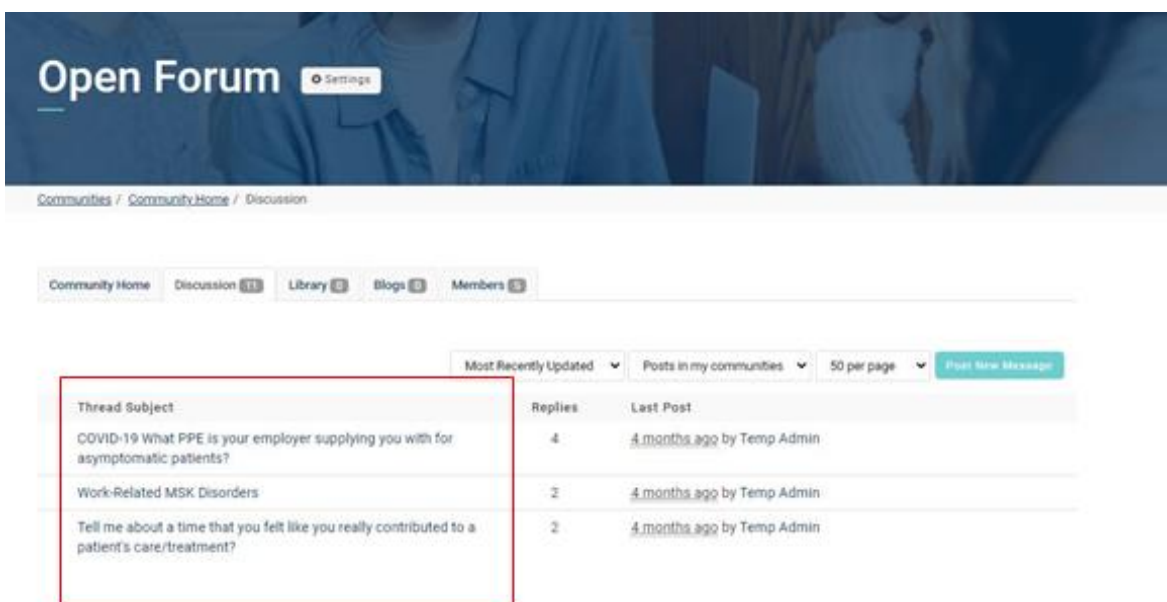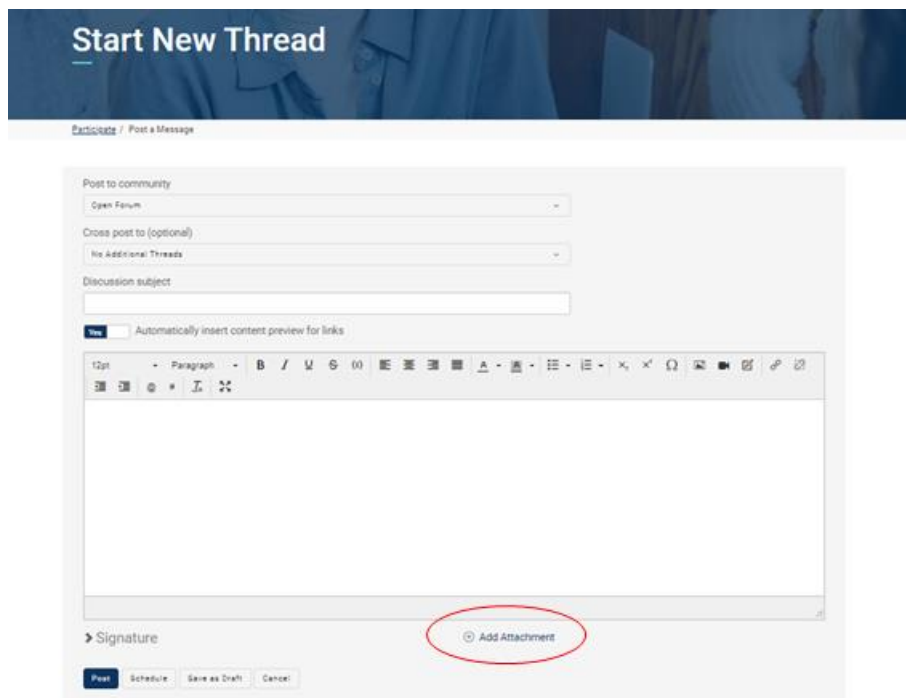
3. **To start a new conversation**, select the **"Discussion"** tab of the secondary navigation bar of the **"Open Forum"** page and click on the **"Post New Message"** button located in the middle right side of the screen.
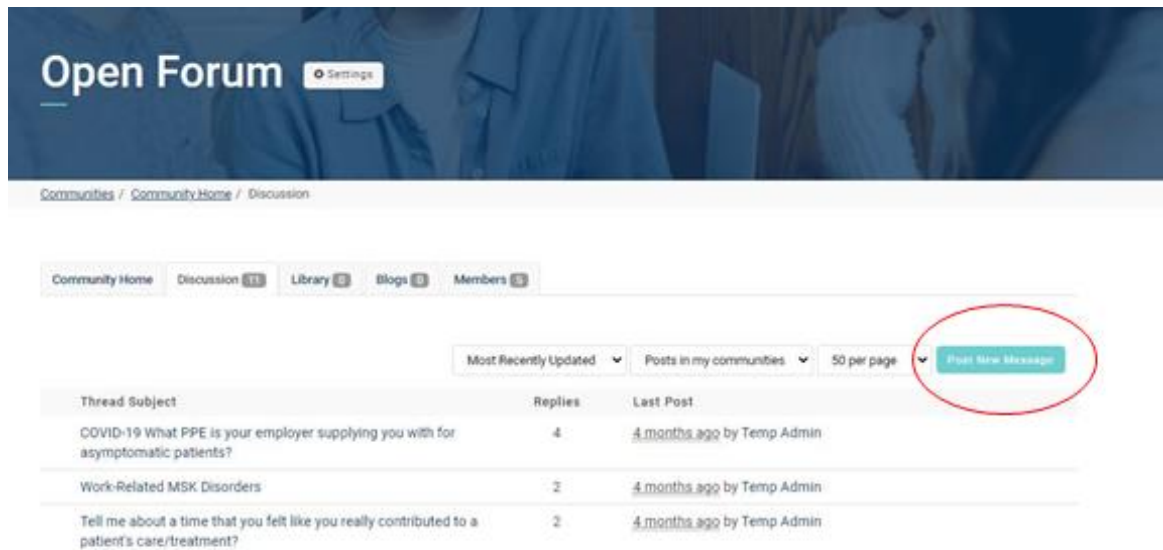
4. Complete the fields the same way as you would in an email message. Note that you can post your message to a second community on SonoTalk by selecting the name of the second community in the **"Cross post to (optional)"** field.

5. You can upload an image, document or video to accompany your post. Click on **"Add Attachment"** in the lower right corner of the page.

6. Select a file, click **"Upload"**, and the file will be listed below "Add Attachment".

7. Once you are satisfied with the content of your message, click on the **"Post"** button located in the bottom left corner of the page. Your message will appear on SonoTalk immediately. Other members will receive a notification that your message has been posted to the community based on their personal notification schedule.
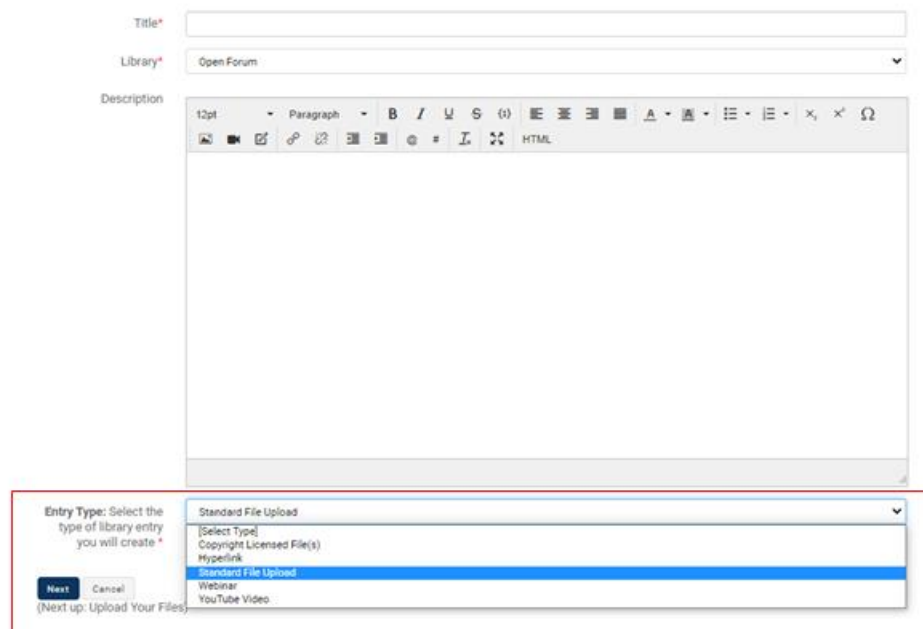
8. SonoTalk also enables members to create libraries of shareable information that others may view. Each community on the site may have its own library. To share a file in a library, go to **"Latest Shared Files"** section located to the right-hand side of the community's home page and click **"Create a Library Entry"**.
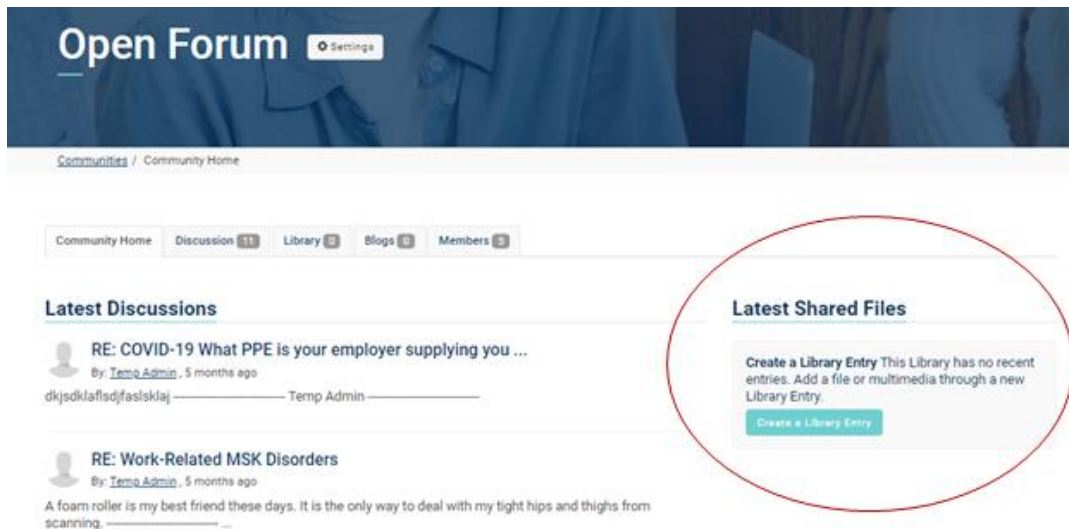
9. This will bring you to the **"Add to a Library"** page. Enter the **"Title"** of your library entry and a **"description"** of your file in the text box, just like you would when writing an email or creating a MS Word document.
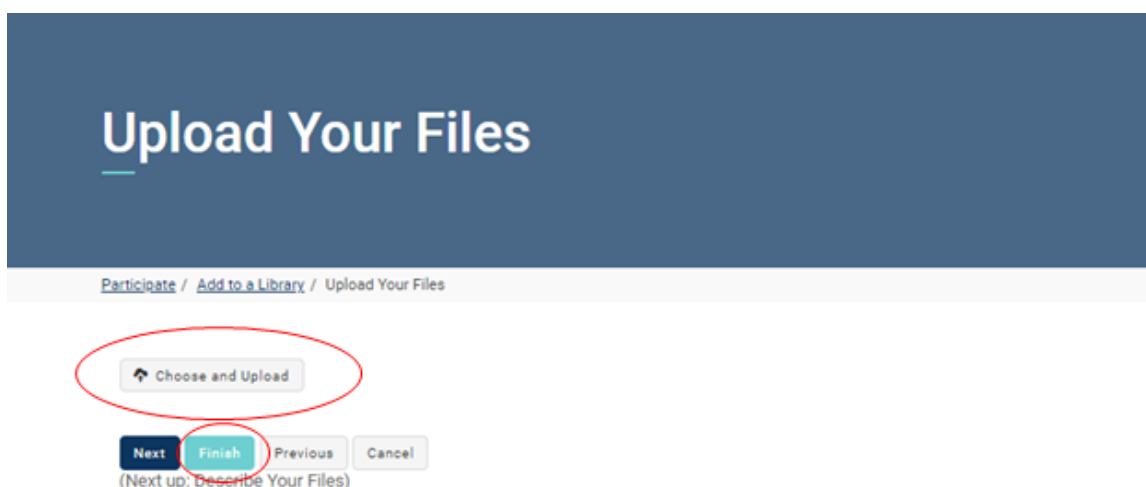
10. Scroll down to the **"Entry Type"** field and click on the arrow on the far right to access the drop down menu. Select the type of file you are uploading – Copyrighted Licensed files, Hyperlink, Standard File Upload, Webinar, or YouTube video.

11. In the **"Owner"** field, add your email address so that others may contact you about the post if they have any questions. Then click **"Next"**.

12. You will be taken to Upload your Files landing page. Select "**Choose and Upload**". Then select the file you want to post and click **"Finish"**. The name of your file will appear here and on the community home page under **"Latest Shared Files"**.