

Today Toastmasters – Easy Speak Website

Logging In

The Today Toastmasters web page is:

<http://today.easy-speak.org>

In the upper left you'll see the "Username" and "Password:" boxes. You will receive an email from the Web Administrator with your Username and your temporary password.

The first time you log in you will be asked to change your password. The site will guide you through the steps.

Your Profile

Please take the time to complete your profile on Easy Speak. On the upper menu bar, to the right, you will see the "Profile" Tab.

Once you click the profile tab, you may then change your username, your password, your email, contact phone numbers, etc. You can also tell us a little more about you, including your online presence, such as Linked in, your website, Facebook, Twitter, etc. You can also upload a picture of yourself. When you have completed your updates, click on the "Save" button located under "My User Profile" in the upper left of your screen.

Signing Up for Member Roles

Toastmasters is a **volunteer** run organization and our success depends on each member being of service to our Toastmaster Community.

To sign up for a member role, click on "My Participation" link on the menu bar. The Sign Up For Meetings page will appear and display the duty roster for the next four meetings.

The role names are located on the left side of your screen. Each role name is a hyperlink to a description for that role if you are unsure of what that role entails.

Available roles will have a green "thumbs up" icon in the slot.



To accept the role simply click on the green thumbs up icon.

If at a later time you will not be able to fulfill your role for that meeting, you may cancel your role by clicking the red "thumbs

The screenshot shows the Easy-Speak website interface. The top navigation bar includes links for Home, Meetings, and My Participation. The 'My Participation' page is active, displaying a table for the meeting on Oct 30, 14. The table lists roles and the participants assigned to them. A yellow arrow points to the 'Profile' tab in the top menu bar. Another yellow arrow points to the 'Sign Up for Meetings' page, which displays a table of roles and participants for the meeting on Oct 30, 14.

Role	Oct 30, 14
Confirm Attendance	request speech (?)
Toastmaster	yes
Table Topics Master	yes
General Evaluator	Kenneth Estes
Speaker	1 Catherine Schwanke 2 Maureen Stroup 3
Grammarian	Patrick Knue, DTM
Meeting Listener	John Hastie
Timer	Ted Paone
Word Provider & Ah Counter	vpriakeline

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down” icon that will appear after you have accepted your role. 
A small dialog box will appear and ask for an explanation. This is optional. There will be two buttons on the bottom to indicate whether you will still be able to attend the meeting. (You may have to enlarge the dialog box to see the buttons.)

Roles that have already been filled will have a person’s name filled in.

Signing Up to Speak

There are 3 speaker slots available for each meeting. If a speaking slot has a name next to it, that slot is no longer available. If there is just a number, that space is available.

To request a speaking slot, click on the “Request a Speech” button in the upper left hand column.

A new dialog box will appear. In this box you will fill in your Speech Title, the Toastmaster’s introduction you would like presented, which workbook speech you will be working on and your preferred dates, please choose 3 preferences from the available dates. You will then click the “Save” button in the upper right hand corner of the dialog box.

An email is then generated to the VP of Education and that person will let you know when you can speak.

Table Topics Master	 yes
General Evaluator	Kenneth Estes
Speaker	1  Catherine Schwanke 2  Maureen Stroup 3
Grammarian	Patrick Knue, DTM

 **Sign Up for Meetings** [Today]

Role	Oct 30, 14
Confirm Attendance	☒ ☐ Y ☐ N ☐ ?
request speech 	
Toastmaster	 yes
Table Topics Master	 yes
General Evaluator	Kenneth Estes
Speaker	1  Catherine Schwanke 2  Maureen Stroup 3

 **Request a Speech** Save Cancel

[Catherine Schwanke at Today Toastmasters]

Title:

Workbook: Select a workbook

Requested: 1st Pref: Missing | 2nd Pref: Missing | 3rd Pref: Missing

Speech Title 

Workbook / Speech 

Preferred Dates 
(Required)

Title:

Speech introduction (for Toastmaster):