

Easy Speak Guide – Rev 1A

From the club home page, select the desired meeting for signing up:

The screenshot shows the Toastmasters International website home page. The 'Meetings' dropdown menu is open, and a yellow arrow points to the 'Meeting on 21 Aug' option. The page features a navigation bar with 'Home', 'Meetings', 'My Participation', 'My Communication', 'This Club', 'Go to ...', 'Help Options', and 'Profile'. The main content area includes 'Member Achievements' with a photo of new members, a 'Toasty-Tip' section, and a 'Why Not Join Us?' section.

Confirm your attendance (or absence) at a meeting by clicking the thumb icon at top of page or click on the “y”, “n” or “?” radio button in the Confirm Attendance column:

The screenshot shows the Toastmasters International website meeting page for Tuesday, September 4th, 2018 at 11:45 am. A yellow arrow points to the 'I AM attending this meeting' button at the top. Another yellow arrow points to the 'y' radio button in the 'Confirm Attendance' column. The page includes a 'Confirm Attendance' table and a 'Sign Up for Roles' table.

Member (2/3)	Confirm Attendance
Dick Poirier	<input checked="" type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Daniel Antoniak	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Aelita Archbold	<input checked="" type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Larry Avtzis	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
James Barry	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Sharon Catania	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Jeffrey Garrison	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Roza Gjorgjevik	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Kimberly Hervi	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Prasad Janamanchi	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Mike Kerr	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Alison Merrick	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Ibby Ottman	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Euridice Oware	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Joanne Roman	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Mike Sadzak	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Sandra Schiller	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?
Tom Serb	<input type="radio"/> y <input type="radio"/> n <input type="radio"/> ?

Role	CL	Presenter	Accept
Greeter		<input checked="" type="checkbox"/> Aelita Archbold	
Joke Master		<input checked="" type="checkbox"/> Aelita Archbold	
1st Speaker		<input checked="" type="checkbox"/> Chirag Shah	
2nd Speaker		<input type="checkbox"/> Elaine Sommer	
3rd Speaker		--- Unassigned ---	
General Evaluator		<input type="checkbox"/> yes	
1st Evaluator		<input checked="" type="checkbox"/> Kimberly Hervi	
2nd Evaluator		<input type="checkbox"/> yes	
3rd Evaluator		<input type="checkbox"/> yes	
Ah Counter		<input type="checkbox"/> yes	
Ballot Counter		<input type="checkbox"/> yes	

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Sign up for a role in the current meeting by clicking the thumb up icon next to the role or sign up for a role in a different meeting by clicking “Sign up for Meetings” on the left side of screen.

If there is a ? next to your name, you need to either accept or decline the assigned role. Accept (or decline) your assigned role by clicking on the appropriate thumb icon (up or down) on the right side of the screen.

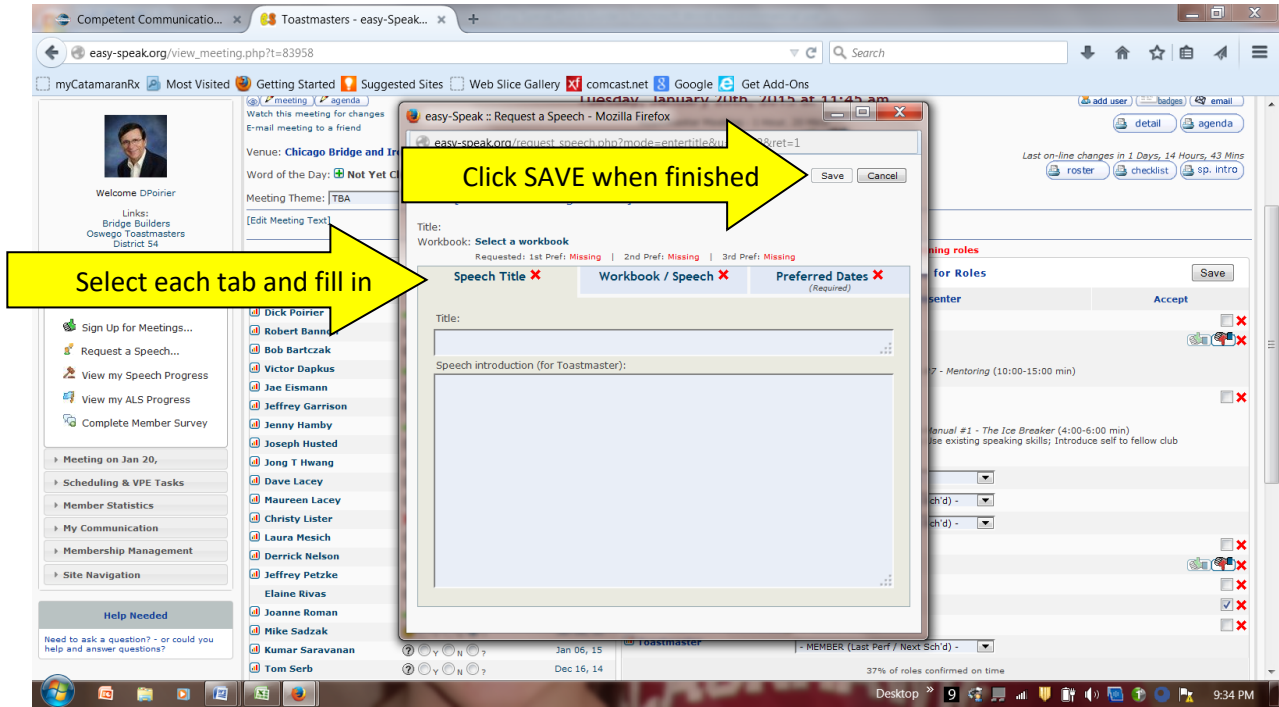
The screenshot shows the 'view_meeting.php' page. The left sidebar contains 'My Participation' with a 'Sign Up for Meetings...' link. The main area is divided into 'Confirm Attendance' (listing members like Dick Poirier, Daniel Antoniak, Aelita Archbold, etc.) and 'Sign Up for Roles' (listing roles like Greeter, Joke Master, 1st Speaker, etc.). Annotations include a yellow arrow pointing to the 'Sign Up for Meetings...' link with the text 'Click to sign up for any meeting role or...', another yellow arrow pointing to a thumbs-up icon next to a role with the text '...Click icon to sign up for role in current meeting', and a third yellow arrow pointing to thumbs-up and thumbs-down icons next to a role with the text 'Accept or Decline'.

To sign up for a speech, select “Request a Speech” on the left side or the “Request Speech” icon on right

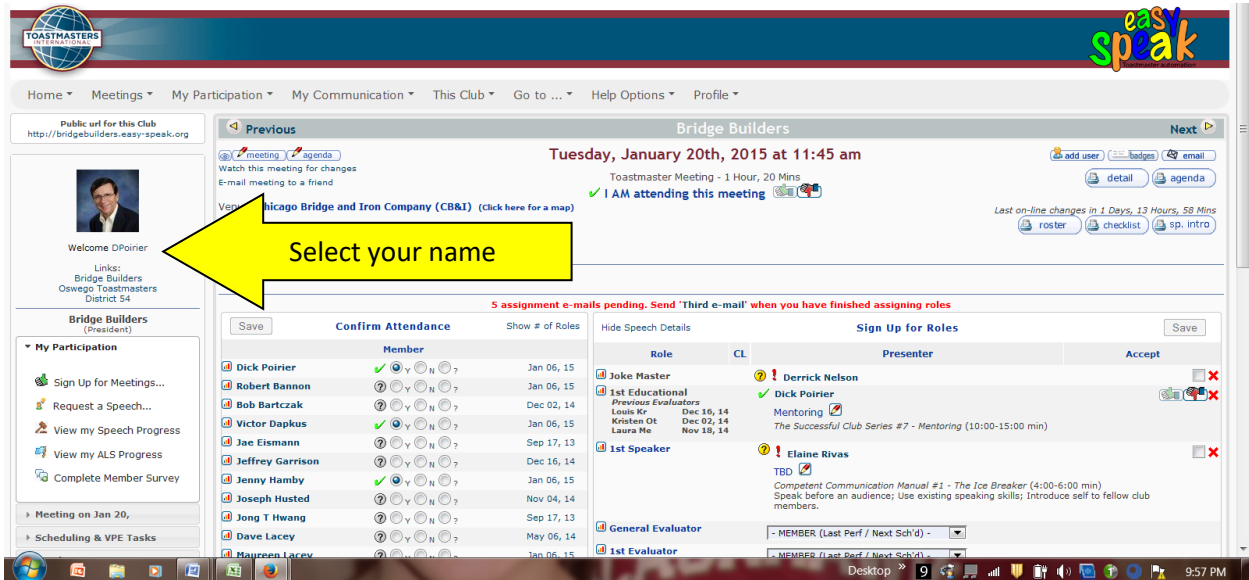
The screenshot shows the same 'view_meeting.php' page. Annotations include a yellow arrow pointing to the 'Request a Speech...' link in the 'My Participation' sidebar with the text 'Request a Speech here...', and another yellow arrow pointing to the 'request speech' icon in the top right corner of the 'Sign Up for Roles' section with the text '...or request a Speech here'.

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After selecting request a speech, the below window appears. Select each Tab (Speech Title, Workbook/Speech, Preferred Dates) and fill in the screen, then **be sure to click Save**. The VPED will receive an email request and then try to schedule you as desired. Depending on availability, you might not be scheduled for your first date preference. The VPED will contact the member if there is a problem with scheduling.



To change your personal information, click on your name on the upper left portion of the screen:



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Select the desired tab to modify:

The screenshot displays the 'My User Profile' page on the Easy Speak website. The navigation menu at the top includes 'Home', 'Meetings', 'My Participation', 'My Communication', 'This Club', 'Go to ...', 'Help Options', and 'Profile'. The 'My User Profile' section has a 'Save' and 'Reset' button. Below this are several tabs: 'Registration', 'Personal', 'Preferences', 'Communication', 'Images', 'Attachments', 'Toastmasters', and 'Watching'. A yellow arrow points to the 'Registration' tab with the text 'Select tab & modify'. The 'Registration Information - DPoirier' form is displayed, with fields for Username, E-mail address, Current password, New password, and Confirm password. The user's profile information is visible on the left side of the page.