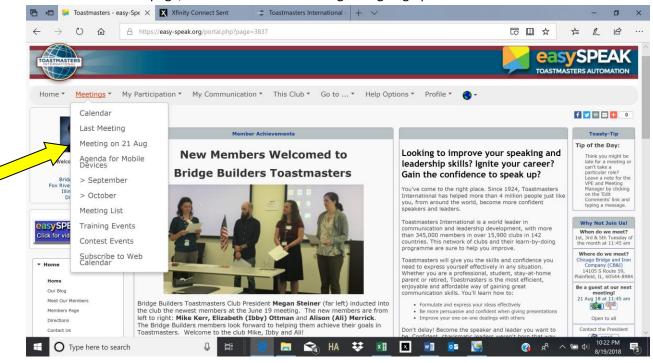
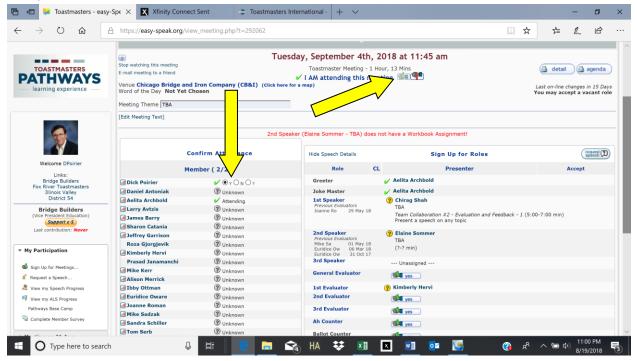
Easy Speak Guide – Rev 1A



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

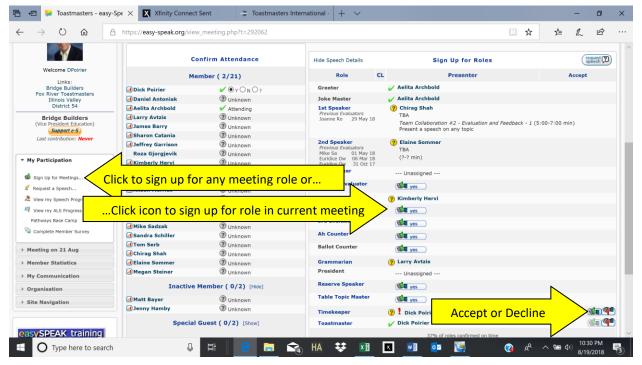
Confirm your attendance (or absence) at a meeting by clicking the thumb icon at top of page or click on the "y", "n" or "?" radio button in the Confirm Attendance column:



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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.

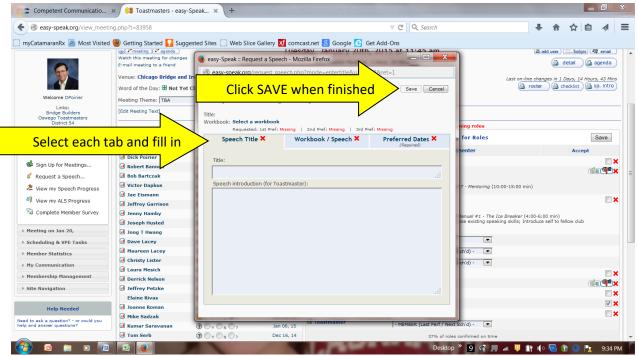


To sign up for a speech, select "Request a Speech" on the left side or the "Request Speech" icon on right

	https://easy-speak.org/view				
	Confirm Attendance		Hide Speech Details Or request a Speech here		
Welcome DPoirier	Me	Member (2/21)		CL Presenter	Accept
Bridge Builders	Dick Poirier	VONO?	Greeter	🧹 Aelita Archbold	
Fox River Toastmasters Illinois Valley	Daniel Antoniak	O Unknown	Joke Master	🧹 Aelita Archbold	
District 54	Aelita Archbold	V Attending	1st Speaker	(?) Chirag Shah	
Bridge Builders (Vice President Education)	Larry Avtzis	() Unknown	Previous Evaluators Joanne Ro 29 May 18		
	James Barry	() Unknown	Team Collaboration #2 - Evaluation and Feedback - 1 (5:00- Present a speech on any topic		k - 1 (5:00-7:00 min)
Support e-S	A Sharon Catania	Unknown		Present a speech on any topic	
Last contribution: Never	Jeffrey Garrison	Unknown	2nd Speaker	(?) Elaine Sommer	
	Roza Gjorgjevik	() Unknown	Previous Evaluators TBA Mike Sa 01 May 18		
Ay Participation	Kimberly Hervi			(?-? min)	
Sign Up for Meetings	Prasad Janamanchi	Unknown			
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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:

Public url for this Club http://bridgebuilders.easy-speak.org	Previous Previous Previous Watch this meeting for chan			Bridge Bu	uldore	
					Next	
	E-mail meeting to a friend	-		day, January 20th, 2 Toastmaster Meeting - 1 H I AM attending this mee	pur, 20 Mins	(and user) (== badges) (ar email) (and user) (== badges) (ar email) (ar email) (ar email) (ar email) (ar email) (ar email) (ar email) (ar email) (ar email) (
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Select the desired tab to modify:

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Public url for this Club tp://bridgebuilders.easy-speak.org	My User Profile	1
	Save Reset	
S	Registration Personal Preferences Communication Images Attachments Toastmasters Watching	Select tab & modify
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Welcome DPoirier	Items marked with a * are required unless stated otherwise.	1
Links: Bridge Builders	Username: * DPoirier	
Oswego Toastmasters District 54	E-mail address: * r_poirier@comcast.net	
Bridge Builders (President)	Current password: * You must confirm your current password if you wish to change it or aller your e-mail address	
ly Participation	New password: * You only need to supply a password flyou want to change it	
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