

easy-Speak in 5 easy steps

By Joanne Keevers

2013



TOASTMASTERS
INTERNATIONAL®

This document will take you through, in 5 steps, how to confirm your attendance at club meetings and accept or decline assigned roles.

Hornsby District Toastmasters
PO Box 703
Hornsby NSW 1630



Welcome to easy-Speak

The easy-Speak software allows Toastmaster clubs to automate their meeting planning and to track and support members' development. It provides full data management system, automating the agenda and freeing the VPE's time to do what is important - **support and encourage** the members.

The system is designed to minimise human effort in the administration of the club and maximise the data available to run the club effectively.

What's in this document?

easy-Speak in 5 Easy Steps	3
Step 1. Login into easy-Speak - http://easy-speak.org	3
Step 2. Confirm your attendance at upcoming meeting	5
Step 2a. Confirm your attendance for several meetings at one time	6
Step 3. Sign up for roles.....	7
Step 3a. Sign up for roles for several meetings at one time	8
Step 4. Request a speech.....	9
Step 5. Exit easy-Speak	9
How to be a Toastmaster/Chairperson on easy-Speak	10
Review your Competent Communicator (CC) progress	15
View your Competent Leadership (CL) progress	15
Update your profile	16
Upload a photo (optional).....	17

easy-Speak in 5 Easy Steps

Step 1. Login into easy-Speak - <http://easy-speak.org>

- Log into easy-Speak with the user name and password provided to you from the VPED.
 - Your user name and password can be changed at any time (see step 3 of *Update your profile and upload a photo (optional) at the end of this document*).

easy-Speak - Toastmaster Automation!

The screenshot shows the homepage of the easy-Speak website. At the top, there is a blue header with the Toastmasters International logo on the left and the easy-Speak logo on the right. Below the header is a navigation bar with links: Home, Meetings, My Communication, Go to ..., Help Options, Register, and Log in. On the left side, there is a login box with fields for Username and Password, a 'Remember me' checkbox, and a 'Log in' button. Below the login box, there is a link for 'I forgot my password' and a registration link 'Don't have an account yet? You can register for FREE'. A sidebar on the left contains a 'Select a District' dropdown menu and a list of links: Club search, Site Map & club list, Find a club - maps, Calendar, Quality Clubs resource, Other Information, and Using This Site. The main content area features a 'Welcome' section with a photograph of a group of people clapping. The text explains that the easy-Speak software allows Toastmaster clubs to automate their meeting planning and track support members' development. It also mentions that the system gives a full web-site to each club, which is updated automatically as meetings are planned or club officers change. To the right of the welcome section is a 'Speaking Tips' box with a list of bullet points about Toastmasters meetings. At the bottom right, there is a 'Register a new Club on easy-Speak' section with a green circular icon.

Username:

Password:

☐ Remember me

Log in

[I forgot my password](#)

Don't have an account yet?
You can [register](#) for FREE

Toastmaster Automation!

Home

Welcome

Getting Started

Our Blog

Select a District ▼

Club search

Site Map & club list

Find a club - maps

Calendar

Quality Clubs resource

Other Information

Using This Site

Welcome

The easy-Speak software allows Toastmaster clubs to automate their meeting planning and to track and support members' development. It provides full data management system, automating the agenda and freeing the VPE's time to do what is important - **support and encourage** the members.

The system also gives a full web-site to each club - much of which is updated automatically as meetings are planned or club officers change. There is a large menu of pre-prepared Toastmaster content available and it is all controlled by the current club officers - who may easily add or change content or re-arrange the pages, using drag-and-drop.

Speaking Tips

Everyone in a Toastmasters meeting was once at the level you are now. The environment is friendly and supportive, and the self-paced programme allows you to build confidence with each speaking assignment.

- A typical club has between 20 to 40 members who meet either weekly, biweekly or monthly. An evening meeting normally lasts around 90- 120 minutes.
- There is no instructor in a Toastmasters meeting. Instead, members evaluate one another's presentations, pointing out the strengths and suggesting improvements. This feedback process is a key part of the program's success. Members also give impromptu talks on assigned topics, conduct meetings and develop their leadership skills.
- Members learn communication skills by working through manuals such as the Competent Communication manual, a series of 10 self-paced speaking assignments designed to instill a basic foundation in public speaking. There are then 15 Advanced Communications manuals to choose from, covering areas from humorous speaking to Speeches by Management.

One thing that you'll love at Toastmaster meetings is the applause. At first you'll be applauded for your effort; later you'll be applauded for your skill.

Register a new Club on easy-Speak

- At the home page, if you are a member of only one club on easy-Speak, your screen would look something like this;

easy-Speak - Hornsby District Toastmasters

Welcome back Joanne Keevers [joanneskeevers]



[Home](#) [Meetings](#) [My Participation](#) [My Communication](#) [This Club](#) [Go to ...](#) [Help Options](#) [Profile](#) [Log out](#)



Welcome joanneskeevers

Links:
Hornsby District
Toastmasters

Toastmaster Automation!

[Home](#)
Home
[Our Blog](#)
[Meet Our Members](#)
[Members Page](#)
[Directions](#)
[Contact Us](#)

Hornsby District
Meeting on 15 Oct

[View Meeting](#)

[District 70](#)

[Division H](#)

[Area 16](#)

Hornsby District

[Neighbouring Clubs](#)

[Find a club - maps](#)

[Calendar](#)

[Quality Clubs resource](#)

[Other Information](#)

[Using This Site](#)

Home

515

Quote of the Day

"All footballers who take recreational drugs should be hammered"
Andy Gray

[View More Quotes](#)

About Our Club

Hornsby District Toastmasters (HDTM) is where ordinary people become extraordinary leaders and speakers. We offer the opportunity to develop professionally and personally in a safe learning environment. Come along and be our guest! We'd love to have you join us every 1st, 3rd and 5th Tuesday, 7:30 PM, at Beatrice Taylor Hall, next to Willow Park on Edgeworth David Drive in Hornsby.

See you at the next meeting!

Newest Picture



The Toastmasters Mission A statement of shared values

Every Toastmasters club shares the same mission, clearly defined in the following mission statement:

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Future Meetings

Tuesday 15th October 2013, 7:25 pm
Tuesday 29th October 2013, 7:25 pm
Tuesday 5th November 2013, 7:25 pm
Tuesday 19th November 2013, 7:25 pm
Tuesday 3rd December 2013, 7:25 pm

(Click on a date to see the detail)

Committee Contact Info

President



Melinda Sydenham [email](#)

Mobile 0450 006 951

Vice President - Education



Stephen White [email](#)

Evening Phone 02 8411 1081

Mobile 0431 453 288

Vice President - Membership

Why Not Join Us!

When do we meet?
1st, 3rd & 5th Tuesday
of the month at 7:25
pm

Where do we meet?
Willow Park Community
Centre
25 Edgeworth David
Road,
Hornsby,
NSW, 2077,
Australia

Be a guest at our next meeting!
15 Oct 13 at 7:25 pm



Open to all

Contact the President
[email](#)

Mobile
0450 006 951

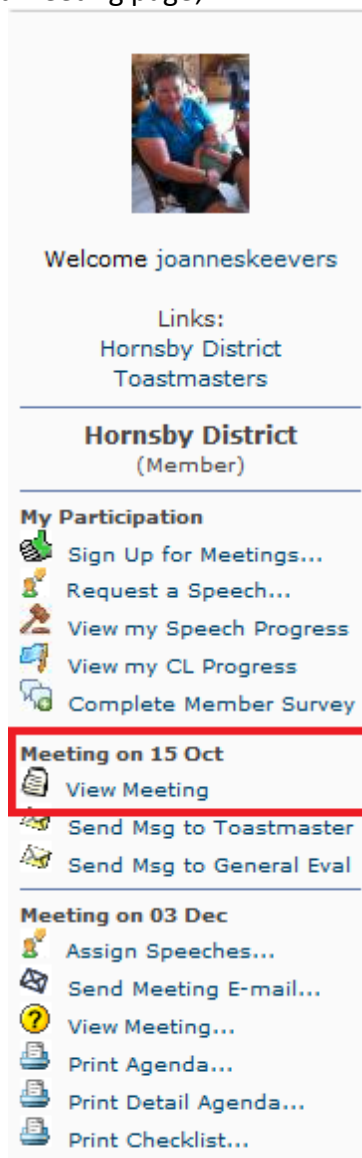
Download a
TMI Application Form

Club Affiliations

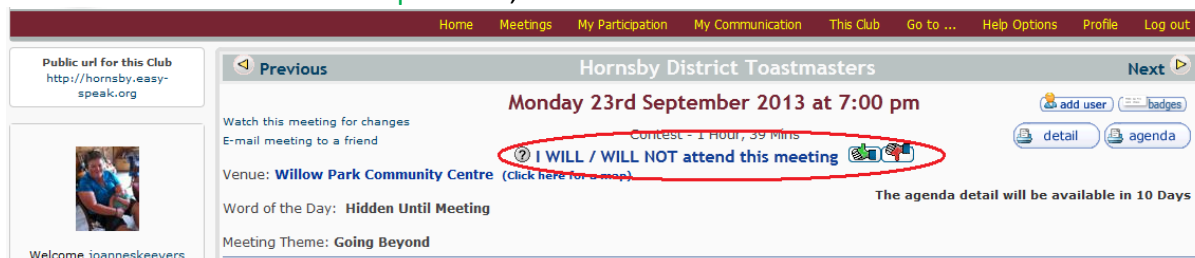
**Hornsby District
Toastmasters**
Club Number 4140

Step 2. Confirm your attendance at upcoming meeting

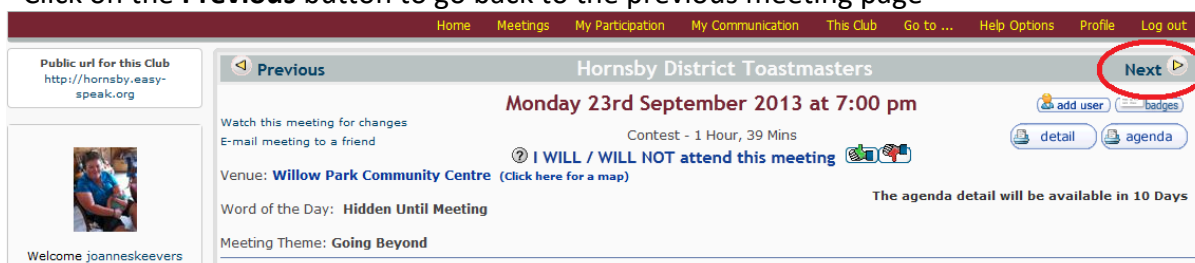
- On the left hand side of the screen, to view the agenda for the upcoming meeting, click on **View Meeting**
- This will take you to the latest meeting page;



- Click on the **Green Thumbs up for Yes**, and **Red Thumbs Down for No**



- Confirm your attendance at the next meeting by clicking on the **Next** button
- Click on the **Previous** button to go back to the previous meeting page



Step 2a. Confirm your attendance for several meetings at one time

- You can also sign up for several meetings at one time by clicking on **Sign Up for Meetings**



- Click on the **Green Thumbs up for Yes**, and **Red Thumbs Down for No** for the meetings you will be attending. (You can change this at any time up to 12 hours before the start of the meeting. Anytime within 12 hours of the start of the meeting, you should contact the meeting Chairperson to let them know of your situation.)

Sign Up for Meetings [Hornsby District] Date Range: 15 Oct 13 - 19 Nov 13 [sign up sheet](#)

Role	15 Oct 13	29 Oct 13	05 Nov 13	19 Nov 13
Confirm Attendance	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?	<input type="radio"/> ? <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?	<input type="radio"/> ? <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?
request speech (?)				
Spotlight moment				
Educational		Paran Panicker		
Speaker	1 Karan Sian 2 <input checked="" type="radio"/> Ali Sarami 3 <input checked="" type="radio"/> Mohammad Ali 4 <input checked="" type="radio"/> Cathy (LEI) Wang	1 <input checked="" type="radio"/> Kenneth Hargreaves 2 Eden Clarke 3 Joanna Kazmirowicz	1 <input checked="" type="radio"/> Joanne Keevers 2 Silvia Lomaca 3 Claire Copland 4 Mohammad Ali	1 Kenneth Hargreaves 2 <input checked="" type="radio"/> Don Low 3 4
General Evaluator	1 <input checked="" type="radio"/> --- Assigned --- 2	1 2	1 2	1 2
Evaluator	1 --- Assigned --- 2 <input checked="" type="radio"/> --- Assigned --- 3 <input checked="" type="radio"/> --- Assigned --- 4 <input checked="" type="radio"/> --- Assigned ---	1 2 <input checked="" type="radio"/> --- Assigned --- 3	1 <input checked="" type="radio"/> --- Assigned --- 2 3 4	1 2 3 4 <input checked="" type="radio"/> --- Assigned ---
Chairperson	<input checked="" type="radio"/> --- Assigned ---			
Table Topics Master	--- Assigned ---			
Toastmaster	--- Assigned ---			
Ah Counter		<input checked="" type="radio"/> --- Assigned ---		
Grammarians	<input checked="" type="radio"/> --- Assigned ---			
Guest Welcome	<input checked="" type="radio"/> Joanne Keevers 			



Step 3. Sign up for roles

- After clicking on the **View Meeting** link, if you have been assigned a role, find your name in the **Sign Up for Roles** section and click on the **Green Thumb** to **ACCEPT** this role, or **Red Thumb Down** to **DECLINE** this role.

Show Speech Details


Sign Up for Roles

request speech ?









Role	CL	Assigned	Accept
1st Speaker		✓ Kenneth Hargreaves	
2nd Speaker		✓ Don Low	
3rd Speaker		? Karan Sian	
General Evaluator	CL#3	? Paran Panicker	
General Evaluator		✓ Joanne Keevers	 
1st Evaluator	CL#1	✓ Roslyn Host	
2nd Evaluator		? Tahli Rowe	
3rd Evaluator		✓ Ethleen Low	
Chairperson	CL#4	? Andrew Host	
Table Topics Master	CL#5	✓ Petr Kodat	
Toastmaster		? Thomas Peillon	
Ah Counter		--- Unassigned ---	
Grammarian		✓ Nicola Gifford	
Guest Welcome		? Sumita Kumar	
Sergeant at Arms		--- Unassigned ---	
Timer	CL#4	? Ruth Turner	
Toast		? Joanna Kazmirowicz	
CL Evaluator		--- Unassigned ---	
CL Evaluator		--- Unassigned ---	
47% of roles confirmed on time			

Step 3a. Sign up for roles for several meetings at one time

- Also on the **Sign up for Meetings...** page, you can sign up for roles for several meetings at one time.
- You can **accept** or **decline** any roles already assigned to you; or
- Any roles that are available and you are interested in taking up, can be accepted by clicking on the **Green Thumb**.


Sign Up for Meetings [Hornsby District]

Date Range: 17 Sep 13 - 15 Oct 13
 [sign up sheet](#)

Role	17 Sep 13	23 Sep 13	01 Oct 13	15 Oct 13
Confirm Attendance	✓ <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?	✓ <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?	✓ <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?	✓ <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?
request speech (?)				
Spotlight moment				
Educational				
Speaker	1 ✓ Kenneth Hargreaves 2 ✓ Don Low 3	1 2 3	1 Thomas Peillon 2 ✓ Nicola Gifford 3 ✓ Claire Copland 4 ✓ Tahli Rowe	1 2 3
General Evaluator	1 ✓ Paran Panicker 2 ✓ Joanne Keevers 		1 2	1 --- Assigned --- 2
Evaluator	1 ✓ Roslyn Host 2 ✓ Tahli Rowe 3 ✓ Ethleen Low		1 --- Assigned --- 2 --- Assigned --- 3 4	1 --- Assigned --- 2 3
Awards		 yes		
Chairperson	✓ Andrew Host			
Competition Chief Judge		--- Assigned ---		
Table Topics Master	✓ Petr Kodat		--- Assigned ---	--- Assigned ---
Toastmaster	✓ Thomas Peillon		--- Assigned ---	
Ah Counter	✓ Ali Sarami		--- Assigned ---	
Competition Chairperson		✓ --- Assigned ---		
Competition Counter		1  yes 2  yes		
Competition Judge		1  yes 2  yes 3  yes		
Competition Timekeeper		1 --- Assigned --- 2  yes		

Step 4. Request a speech

- Under **My Participation**, click on **Request a Speech...**
- In the window that appears, enter your **Speech Title and Introduction**¹;
- Select which **workbook and speech number** you are doing;
- Select the **preferred dates** you want to complete your speech in 1st, 2nd and 3rd preferences.
 - You can request speeches even when the preferred meeting is full.

easy-Speak :: Request a Speech - Mozilla Firefox

easy-speak.org/request_speech.php?mode=choosedate

Request a Speech

[Joanne Keevers at Hornsby District Toastmasters]

Title:

Workbook: **Select a workbook**

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

Date	Meeting Theme	Already Scheduled	My 1st, 2nd & 3rd Meeting Prefs
17 Sep 13	3 Speakers [Meeting Full] "Business Meeting"	☹☹☹	1st 2nd 3rd
23 Sep 13	3 Speakers "Going Beyond"		1st 2nd 3rd
23 Sep 13	3 Speakers "Area Contest"		1st 2nd 3rd
01 Oct 13	4 Speakers [Meeting Full] "TBA"	☹☹☹☹	1st 2nd 3rd
15 Oct 13	3 Speakers "TBA"		1st 2nd 3rd
29 Oct 13	3 Speakers [Meeting Full] "TBA"	☹☹☹☹	1st 2nd 3rd
05 Nov 13	4 Speakers "TBA"	☹	1st 2nd 3rd
19 Nov 13	4 Speakers "TBA"		1st 2nd 3rd
03 Dec 13	4 Speakers "TBA"		1st 2nd 3rd
17 Dec 13	4 Speakers "TBA"		1st 2nd 3rd

javascript: tabDate();

- A notification will be sent to the VPED, who will review your speech request and try to accommodate you within your preferred dates.

Step 5. Exit easy-Speak

- That's it! You have successfully signed up for the upcoming Toastmasters meeting.
- You can now **log out** of Easy-speak.

Home Meetings My Participation My Communication This Club Go to ... Help Options Profile **Log out**

Public url for this Club
http://hornsby.easy-speak.org

Hornsby District Toastmasters

Previous Tuesday 17th September 2013 at 7:25 pm Next

Stop watching this meeting
E-mail meeting to a friend

Toastmaster Meeting: #911 - 2 Hours, 11 Mins
✓ I AM attending this meeting

Venue: **Willow Park Community Centre** (Click here for a map)

Word of the Day: **Hidden Until Meeting**

Meeting Theme: **Business Meeting**

add user badges
detail agenda
Last on-line changes in 11 Days

¹ Entering your **speech title and introduction is important**, as it allows for the Toastmaster of the meeting to use this information when they are introducing you when it is your turn to conduct your speech in the meeting.

How to be a Toastmaster/Chairperson on easy-Speak

- There will be times when you are chairperson of a meeting. You will be assigned as **Meeting Manager** of that meeting and your screen on easy-Speak for that meeting will look something like this.
- While the screen below does not have many people assigned to roles, come closer to the meeting date, the members themselves should have logged in, confirmed their attendance and accepted or declined their roles.

[Previous](#)

Hornsby District Toastmasters

[agenda](#)
[Stop watching this meeting](#)
[E-mail meeting to a friend](#)

Tuesday 3rd December 2013 at 7:25 pm

[badges](#)
[email](#)

Toastmaster Meeting: #916 - 2 Hours, 9 Mins

[detail](#)
[agenda](#)

? I WILL / WILL NOT attend this meeting

Venue: **Willow Park Community Centre** ([Click here for a map](#))

Word of the Day: [+](#) **Not Yet Chosen**

The agenda detail will be available in 54 Days

Meeting Theme:

[\[Edit Meeting Text\]](#)

1 assignment e-mails pending. Send 'Third e-mail' when you have finished assigning roles

[Save](#)
[Confirm Attendance](#)
[Show # of Roles](#)

	Joanne Keevers	? Y N ?	23 Sep 13
	Inactive Member [Hide]		
	Judy Recher	? Y N ?	07 May 13
	Member [Hide]		
	Mohammad Ali	? Y N ?	01 Oct 13
	Meachael Benitez	? Y N ?	03 Sep 13
	Eden Clarke	? Y N ?	01 Oct 13
	Claire Copland	? Y N ?	01 Oct 13
	Nicola Gifford	✓ Y N ?	01 Oct 13
	Kenneth Hargreaves	? Y N ?	17 Sep 13
	Koichiro Hideura	? Y N ?	03 Sep 13
	Andrew Host	? Y N ?	23 Sep 13
	Roslyn Host	? Y N ?	23 Sep 13
	Joanna Kazmirowicz	? Y N ?	01 Oct 13
	Petr Kodat	? Y N ?	17 Sep 13
	Sumita Kumar	? Y N ?	01 Oct 13

Hide Speech Details

[Sign Up for Roles](#)
[Save](#)

Role	CL	Assigned	Accept
Spotlight moment		- MEMBER (Last Perf / Next Sch'd) -	
1st Speaker Previous Evaluators Roslyn Ho 17 Sep 13 Petr Ko 06 Aug 13 Paran Pa 02 Jul 13		Kenneth Hargreaves TBA <i>The Entertaining Speaker (2007-06) #4 - A Dramatic Talk (5:00-7:00 min)</i> Deliver an entertaining dramatic talk about an experience or incident; Use vivid imagery, characters and dialogue; Deliver the talk in an entertaining manner.	
2nd Speaker		--- Not assigned ---	
3rd Speaker		--- Not assigned ---	
4th Speaker		--- Not assigned ---	
General Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
General Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
1st Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
2nd Evaluator		Kathleen O'Rourke	
3rd Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
4th Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
Chairperson		- MEMBER (Last Perf / Next Sch'd) -	

Step 1. Check all members have accepted their roles

- Your job as **Meeting Manager/chairperson** is to check that all members have confirmed their attendance, accepted their roles and then print copies of the agenda to bring to the meeting.

Confirm Attendance Show # of Roles

Name	Attendance	Date
Joanne Keevers	? Y N ?	23 Sep 13
Inactive Member [Hide]		
Judy Recher	? Y N ?	07 May 13
Member [Hide]		
Mohammad Ali	? Y N ?	01 Oct 13
Mechael Benitez	? Y N ?	03 Sep 13
Eden Clarke	? Y N ?	01 Oct 13
Claire Copland	? Y N ?	01 Oct 13
Nicola Gifford	✓ Y N ?	01 Oct 13
Kenneth Hargreaves	? Y N ?	17 Sep 13
Koichiro Hideura	? Y N ?	03 Sep 13
Andrew Host	? Y N ?	23 Sep 13
Roslyn Host	? Y N ?	23 Sep 13
Joanna Kazmirowicz	? Y N ?	01 Oct 13
Petr Kodat	? Y N ?	17 Sep 13
Sumita Kumar	? Y N ?	01 Oct 13

Sign Up for Roles

Role	CL	Assigned	Accept
Spotlight moment		- MEMBER (Last Perf / Next Sch'd) -	
1st Speaker		? Kenneth Hargreaves TBA <i>The Entertaining Speaker (2007-06) #4 - A Dramatic Talk (5:00-7:00 min)</i> Deliver an entertaining dramatic talk about an experience or incident; Use vivid imagery, characters and dialogue; Deliver the talk in an entertaining manner.	<input type="checkbox"/> ✗
2nd Speaker		--- Not assigned ---	
3rd Speaker		--- Not assigned ---	
4th Speaker		--- Not assigned ---	
General Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
General Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
1st Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
2nd Evaluator		✓ Kathleen O'Rourke	<input checked="" type="checkbox"/> ✗
3rd Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
4th Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
Chairperson		- MEMBER (Last Perf / Next Sch'd) -	
Table Topic Master			

Step 2. Chase up members that have not confirmed their roles

- Using the **Contact Other Members** link under **My Communication**, this will take you to the **User List** screen, where it will show you contact phone numbers (blocked out on this image) and allow you to send emails to members through the easy-Speak system.

My Communication

- Discussion Forum
- Photo Album
- Send Msg to President
- Send Msg to VPE
- Send Msg to Treasurer
- Contact Other Members...**

Site Navigation

- Toastmaster Automation!

User List [Hornsby District Toastmasters]

☒ Contact Info ☐ Attendance Info

Sorted by: **Membership status** Order: **Ascending**

☒ Show members ☐ Officers only ☐ Show non-members ☐ Show 'past' users

Name	Last online	Last note	Paid until	Contact Numbers	E-mail
Mohammad Ali Member	21st September 13, 7:59 pm	-			[M]
Mechael Benitez Member	17th September 13, 8:09 am	-			[M]
Eden Clarke Member	15th September 13, 8:57 pm	-			[M]
Claire Copland Treasurer	16th September 13, 11:18 am	-			[M] [H]
Nicola Gifford Vice President - Membership	25th September 13, 4:27 pm	-			[M] [W]
Kenneth Hargreaves Member	25th September 13, 10:56 pm	-			[M] [H]
Koichiro Hideura Member	28th August 13, 12:13 pm	-			[H]
Andrew Host Member	30th September 13, 11:37 am	-			[M] [H] [W]
Roslyn Host, ACS Member	4th September 13, 8:01 pm	-			[M] [H] [W]
Joanna Kazmirowicz Member	16th September 13, 5:10 pm	-			[M] [H]
Joanne Keevers Member	2nd October 13, 8:23 am	edit	31 Mar 14		[M] [H] [W]
Petr Kodat Member	22nd September 13, 9:51 pm	-			[M] [H] [W]
Sumita Kumar Member	10th September 13, 12:58 pm	-			[M]

Step 3. Confirm member's attendance and accept roles for them

- There is a time limit for members to confirm their roles on easy-Speak. The agenda gets closed to the regular members 12 hours before the start of the meeting.
- In the red box below, there would be a message saying **"This agenda is closed for online changes"**.
- The only people that can make changes to the agenda after it has closed are:
 - Meeting Manager
 - VPE
 - President
 - Secretary

[Previous](#)

Hornsby District Toastmasters

[Next](#)

Tuesday 15th October 2013 at 7:25 pm

[Watch this meeting for changes](#)[E-mail meeting to a friend](#)

Toastmaster Meeting: #912 - 2 Hours, 17 Mins

[agenda](#)

☒ **I AM attending this meeting**

Venue: **Willow Park Community Centre** [\(Click here for a map\)](#)

Word of the Day: **Hidden Until Meeting**

Meeting Theme: **TBA**

The agenda detail will be available in 5 Days, 22 Hours, 34 Mins

- Using the radio buttons under **Confirm Attendance** and the check boxes under **Sign Up for Roles** you can confirm their attendance and accept their roles.
- Click the **Save** button to confirm the changes.

Confirm Attendance Show # of Roles

Name	Attendance	Date
Joanne Keevers	? Y N ?	23 Sep 13
Inactive Member [Hide]		
Judy Recher	? Y N ?	07 May 13
Member [Hide]		
Mohammad Ali	? Y N ?	01 Oct 13
Mechael Benitez	? Y N ?	03 Sep 13
Eden Clarke	? Y N ?	01 Oct 13
Claire Copland	? Y N ?	01 Oct 13
Nicola Gifford	✓ Y N ?	01 Oct 13
Kenneth Hargreaves	? Y N ?	17 Sep 13
Koichiro Hideura	? Y N ?	03 Sep 13
Andrew Host	? Y N ?	23 Sep 13
Roslyn Host	? Y N ?	23 Sep 13
Joanna Kazmirowicz	? Y N ?	01 Oct 13
Petr Kodat	? Y N ?	17 Sep 13
Sumita Kumar	? Y N ?	01 Oct 13

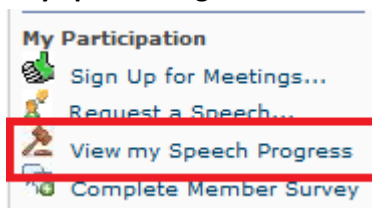
Sign Up for Roles

Role	CL	Assigned	Accept
Spotlight moment		- MEMBER (Last Perf / Next Sch'd) -	
1st Speaker		? Kenneth Hargreaves TBA <i>The Entertaining Speaker (2007-06) #4 - A Dramatic Talk (5:00-7:00 min)</i> Deliver an entertaining dramatic talk about an experience or incident; Use vivid imagery, characters and dialogue; Deliver the talk in an entertaining manner.	<input type="checkbox"/> ✗
2nd Speaker		--- Not assigned ---	
3rd Speaker		--- Not assigned ---	
4th Speaker		--- Not assigned ---	
General Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
General Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
1st Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
2nd Evaluator		✓ Kathleen O'Rourke - MEMBER (Last Perf / Next Sch'd) -	<input checked="" type="checkbox"/> ✗
3rd Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
4th Evaluator		- MEMBER (Last Perf / Next Sch'd) -	
Chairperson		- MEMBER (Last Perf / Next Sch'd) -	
Table Topics Master		- MEMBER (Last Perf / Next Sch'd) -	

Review your Competent Communicator (CC) progress

Step 1. View your speech progress

- Under **My Participation** click on **View My Speech Progress**

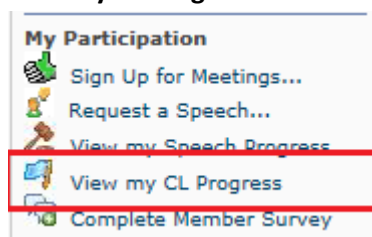


- On this page, you can view:
 - ✓ **Requested Speeches** – shows when you are scheduled to give your next speech;
 - ✓ **Workbook Matrix** – an overview of when each of your speeches have been completed;
 - ✓ **Workbook History** – shows the project name, the name of your speech, date it was completed and who evaluated it;
 - ✓ **Communicator Goals** – set yourself a goal to, for example, achieve your Competent Communicator award by 01 Jul 14.

View your Competent Leadership (CL) progress

Step 1. View your Competent Leadership progress

- Under **My Participation**, click on **View my CL Progress**



Step 2. Enter your Leadership role progress

- As you progress through the manual and your leadership roles are evaluated, click on the **pencil icon** and record the date that role was completed.
- When all your required roles are completed, the VPED will verify your roles as completed on easy-Speak.

CL Progress			
(Click on name to record completed Leadership assignment)			
Assignment	Completion Date	Verified?	
1 Listening and Leadership (Requires 3)			
Ah-Counter	✓ Completed 14 Apr 13	NO	
Speech Evaluator	✓ Completed 19 Mar 13	NO	
Grammarian			
Table Topic Speaker			
2 Critical Thinking Completed 20-May-13			
Speech Evaluator	✓ Completed 21 May 13	NO	
General Evaluator	✓ Completed 30 Apr 13	NO	
3 Giving Feedback (Requires 3)			
General Evaluator	✓ Completed 21 May 13	NO	
Speech Evaluator	✓ Completed 06 Aug 13	NO	
Grammarian			

Update your profile

Step 1. View your profile

- On the left hand side of the screen, click on **your name**



Step 2. My User Profile page

- In the **My User Profile** page, you can:
 - ✓ Change your username;
 - ✓ Update your email address;
 - ✓ Change your password;
 - ✓ Add/update your address and contact details in the **Personal** tab;
 - ✓ Add/update other ways people can contact you, eg, via facebook, in the **Communication** tab;
 - ✓ Add a profile picture in the **Images** tab;
 - ✓ See an overview of the different Toastmasters clubs you may be a member of, when you last visited that club and what speeches you have completed at each club in the **Toastmasters** tab;
 - ✗ **Watching** tab is not used.

My User Profile

Registration Personal Preferences Communication Images Attachments Toastmasters Watching

Registration Information - joanneskeevers

Items marked with a * are required unless stated otherwise.

Username: *	<input type="text" value="joanneskeevers"/>
E-mail address: *	<input type="text" value="jskeevers@dodo.com.au"/>
Current password: * <small>You must confirm your current password if you wish to change it or alter your e-mail address</small>	<input type="password"/>
New password: * <small>You only need to supply a password if you want to change it</small>	<input type="password"/>
Confirm password: * <small>You only need to confirm your password if you changed it above</small>	<input type="password"/>

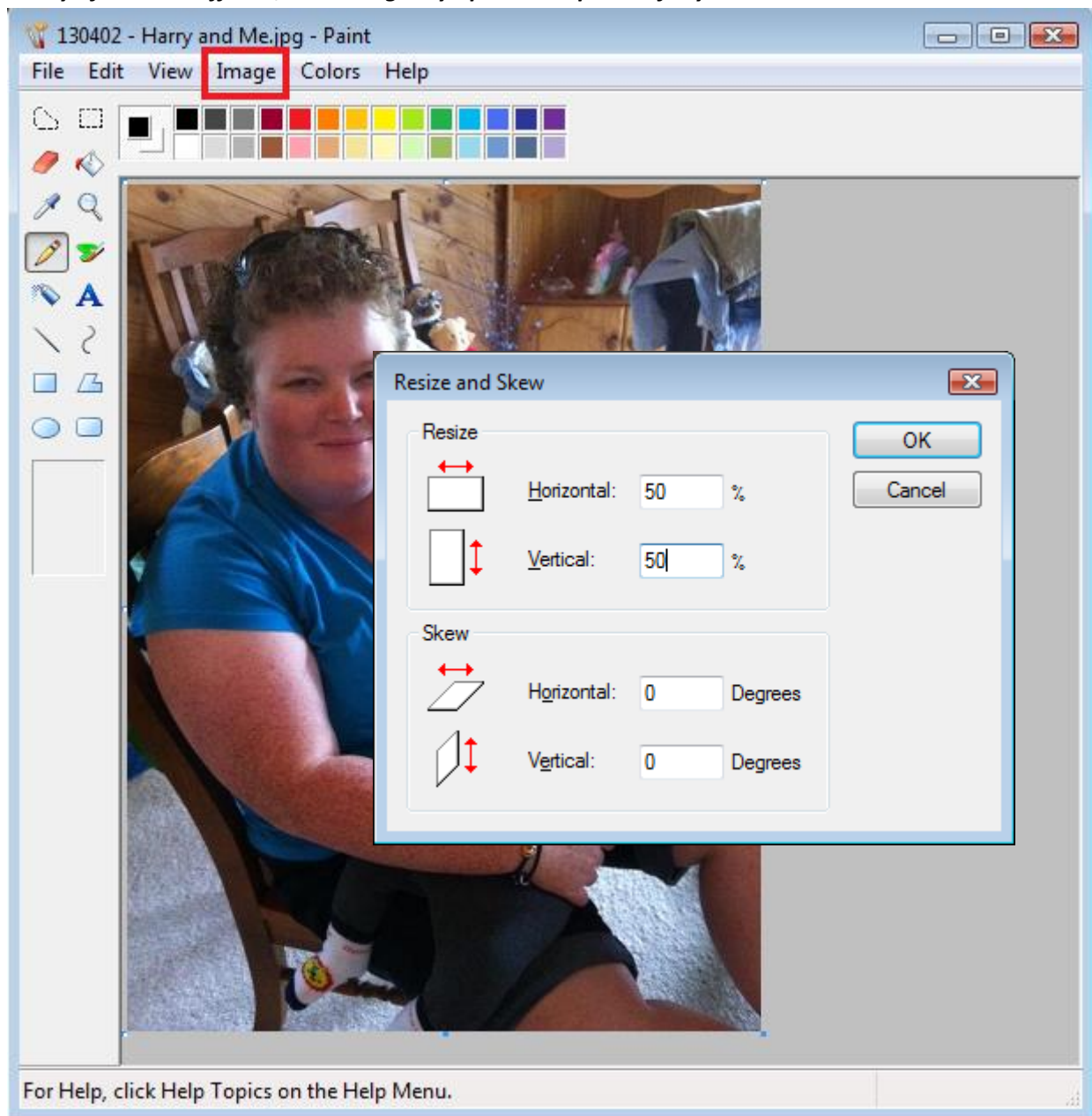
Step 3. Save it!

- Click on the **Save** button to confirm your changes.

Upload a photo (optional)

Step 1. Resize your photo to fit

- Locate a photo of yourself, that you would like to have as your profile picture on easy-Speak;
- Open the picture in the **Paint** program
- Click on the **Image** menu, then on **Resize/Skew...**
- Reduce the **Horizontal** and **Vertical** % to both be 50, and click **OK**;
- Click on **File** and **Save As** the picture under a new name;
- *If you do not know how to resize the picture, or you have trouble with the above steps, you can contact any of the club officers, who will gladly upload the picture for you.*



Step 2. View your profile

- Back in easy-Speak, under your profile picture box, click on **your name**



Step 3. My User Profile page

- In the **My User Profile** page, you can:
 - ✓ Change your username;
 - ✓ Update your email address;
 - ✓ Change your password;
 - ✓ Add/update your address and contact details in the **Personal** tab;
 - ✓ Add/update other ways people can contact you, eg, via facebook, in the **Communication** tab;
 - ✓ Add a profile picture in the **Images** tab;
 - ✓ See an overview of the different Toastmasters clubs you may be a member of, when you last visited that club and what speeches you have completed at each club in the **Toastmasters** tab;
 - ✗ **Watching** tab is not used.

Step 4. Click on Images tab

- Click on the Browse... button and locate your newly saved picture on your computer;


My User Profile

Save **Reset**

Registration Personal Preferences Communication **Images** Attachments Toastmasters Watching

Profile photo control panel

Displays a small graphic image in the Profile. Only one image can be displayed at a time, its width can be no greater than 800 pixels, a height no greater than 800 pixels and a file size no more than 2500kB.

Current Image 

☐ Delete Image

Upload Photo from your machine: **Browse...**

Upload Photo from a URL:

Enter the URL of the location containing the Photo image, it will be copied to this site.

Show photo in my navigation box: ☒ Yes ☐ No

Step 5. Save it!

- Click on the **Save** button
- That's it! You have successfully added your photo to your profile!

