Toastmasters - UK and Ireland

easySPEAK — TOASTMASTERS AUTOMATION

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Site Home

Welcome to Toastmasters

Every year, thousands of individuals from across Britain and Ireland visit our network of member clubs, seeking to improve their communication or leadership skills, with such diverse reasons as:

- *Overcome fear of public speaking*
- *Preparing for a speech (e.g. best man)*
- *Self development*
- *Gain self confidence*

- *Build ability to persuade, motivate and inspire*
- *Improve interview skills*
- *Enhance career growth*
- *Have fun and meet friendly new people*

We invite you to explore our pages to find out more about what joining Toastmasters can do for you, and where you can find your nearest club.

A Toastmasters meeting is a learn-by-doing workshop in which participants hone their speaking and leadership skills in a no-pressure atmosphere.

Youth Leadership

Toastmasters Youth Leadership Overview

Every young person has the potential to become a good communicator and leader, but this potential needs to be developed. The Toastmasters Youth Leadership program's unique eight-session, workshop-style design enables participants to develop this potential through practical experience Read More...

Speechcraft

Speech Craft

This is a 6 – 8 week public speaking program which will be run by competent Toastmasters aimed at various organisations who wish to develop their communication and leadership skills. It is based on the Toastmasters Speechcraft Manual Read More

Croydon Communicators

easySPEAK Guide

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Introduction

Most Toastmasters clubs in the UK and Ireland use the Toastmaster automation system easySPEAK to manage meetings, track member progress and schedule speeches and roles.

The system is accessed online at http://toastmasterclub.org/

Knowing how to use your club easySPEAK website will enable you to take ownership of your Toastmasters journey and carry out the following actions:

- ✓ Confirm attendance to meetings weeks in advance
- ✓ Sign up for available roles directly on each meeting page
- ✓ Request speeches several weeks in advance
- ✓ Track your Competent Leadership progress

After reading this reference guide please log in to easySPEAK and spend some time familiarizing yourself with the system.

With easySPEAK your Toastmasters meetings become really easy!

Registration

On joining Croydon Communicators one of the club's easySPEAK administrators will set you up on the system.

You will receive a username and password in an email with the subject **Welcome to the Toastmasters Toastmaster automation site** similar to the example below:
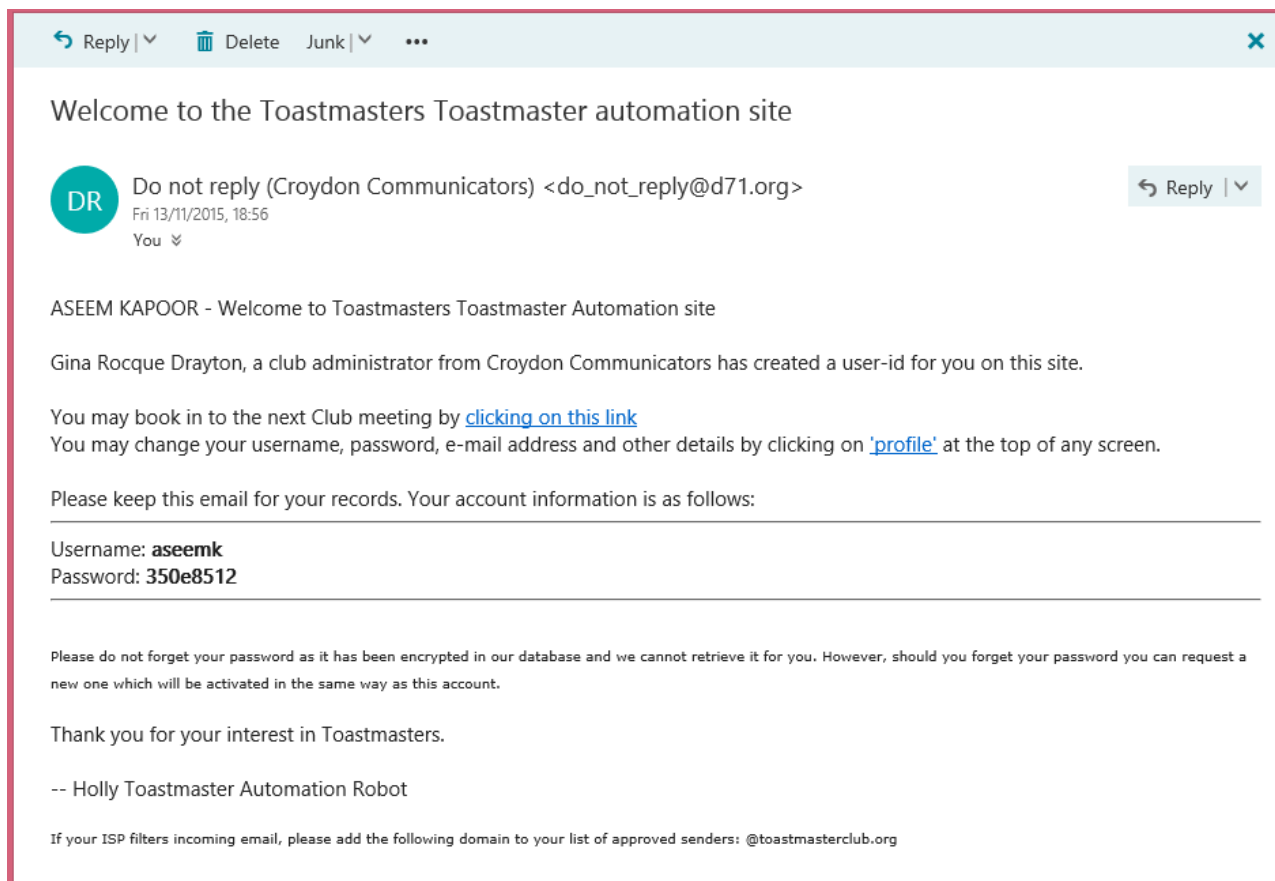
Your username will typically contain part of your name and initials but you can modify this and the password later if you wish.

The links in the email will take you directly to the meeting or profile page where you will see a section to enter your login details.

URL and Logging in to easySPEAK

The easySPEAK site for all UK and Ireland clubs is accessed via the following link (please save as a favourite or bookmark in your browser):

http://toastmasterclub.org/

You can enter your account details into the box located towards the top left of the screen or click the 'Log in' link on the menu to be directed to a separate log in page.

Once you have logged in you will now see the club's very own sub-site within easySPEAK:

Updating Your User Profile

Having logged in, hover over the 'Profile' option on the menu bar and click on the first link to access your user profile:

The various tabs in the profile section will allow you to do several things:

Registration: change your email address or password (it is recommended you change the password you were provided to something memorable)

Personal: contains your contact details (name, phone numbers, address and occupation) and privacy options that lets you control whether you make these visible to other members or public.

Preferences: Language and timezone settings and notification of private messages can be modified here.

Communication: links to your social media such as a personal website, LinkedIn, Skype, Facebook, and Twitter can be added here.

Images: if you want to add a picture to your profile this is the place!

Toastmasters: a list of the clubs you are connected with and your recent and scheduled speeches

Meeting Agenda & Confirming Your Attendance

From any page on easySpeak there will be a navigation box on the left hand side containing a Croydon Communicators link that will direct you to details of the next club meeting:
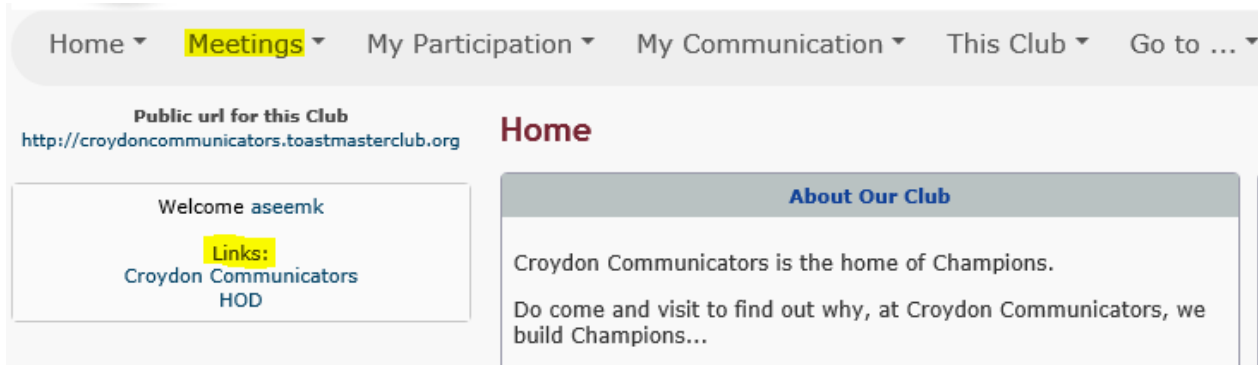
You can also use the menu bar at the top of the page and selecting the appropriate link from the Meetings option to view the calendar, previous meeting and next meeting.

The first page you will reach upon clicking 'Croydon Communicators' under links will look something like the following image and will contain the date/time and venue of the meeting and the agenda:

The 'Previous' and 'Next' links at the top will allow you to navigate to other past or future scheduled meetings.

If you are planning on attending the meeting please click the green thumbs-up button to confirm.

If you are unable to attend the meeting please click the red thumbs-down button.

If you are unsure whether you will or will not be able to make a meeting you can mark yourself as tentative by clicking the '?' option next to your name (and then confirming when you are certain):

It is very important that members log in to easySPEAK and register that they will or will not attend each meeting (whether or not they are speaking or performing a role) so that the Toastmaster of the day and VP Education can plan accordingly and record attendance.

Occasionally you may also receive automated reminder emails from our Vice President Education that will contain links enabling you to inform us if you will be able to attend the meeting or not:
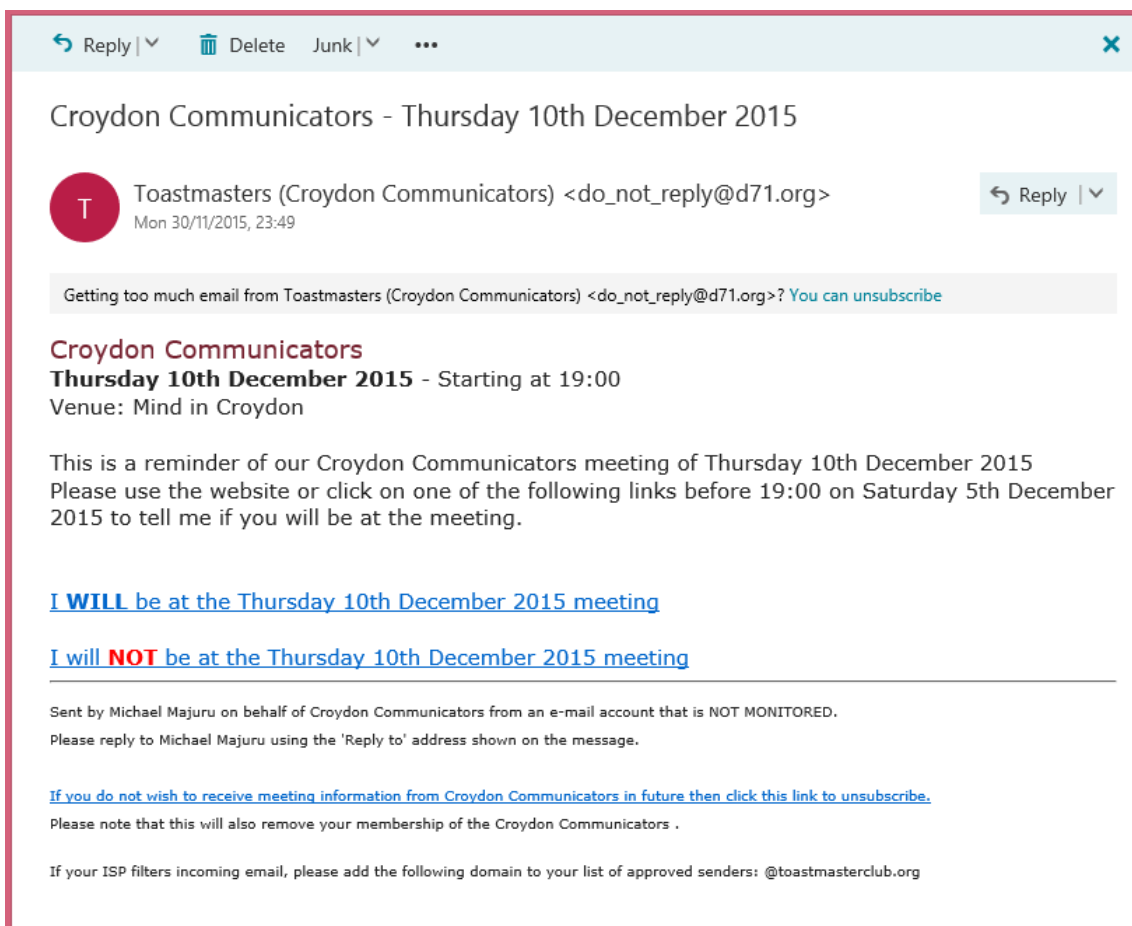
Signing Up For Roles

The Vice President Education will occasionally you a meeting role as a speaker, evaluator or functionary.

Similar to registering your attendance please review the agenda and use the thumbs-up and thumbs-down button next to the role you have been assigned to confirm if you wish to accept or reject the role.

Giving plenty of notice allows roles to be re-allocated so kindly bear that in mind.

It is possible to sign up for roles several weeks in advance without the VP Education volunteering you!

Click on the 'Sign Up for Meetings...' link under the 'My Participation' tab in the navigation bar on the left hand side of the page:
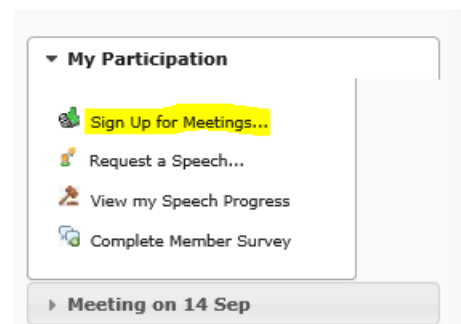
You will see upcoming scheduled meetings and if there is a vacant role you wish to sign up for just click the corresponding thumbs-up button next to it.

Be aware that signing up for a role at a meeting automatically confirms attendance so if you are subsequently unable to attend the meeting please notify as soon as you can by changing your attendance on the system.

Requesting Speeches

Requesting speeches works is a similar way to role requests – just click on the 'Request a Speech…' link in the 'My Participation' menu:
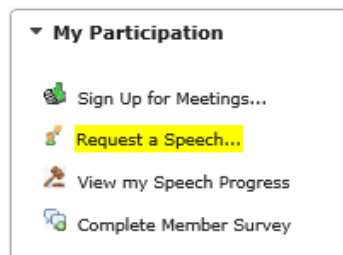
A new window will open allowing you to add you speech title (if known):

Select the 'Workbook / Speech' tab to link to a project in the competent communicator manual:

Now select the 'Preferred Dates' tab to express your first, second and third preferred dates. Whenever possible we will endeavor to accommodate your first preference.

Then click the save button at the top of the screen so that the Vice President Education is notified by email of your request and can schedule your speech accordingly.