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easySPEAK training Click for videos and webinars

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
- Build ability to persuade, motivate and inspire
- Preparing for a speech (e.g. best man)
- Improve interview skills
- Self development
- Enhance career growth
- Gain self confidence
- 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...

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What is Toastmasters
The Club Experience
Educational Program

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

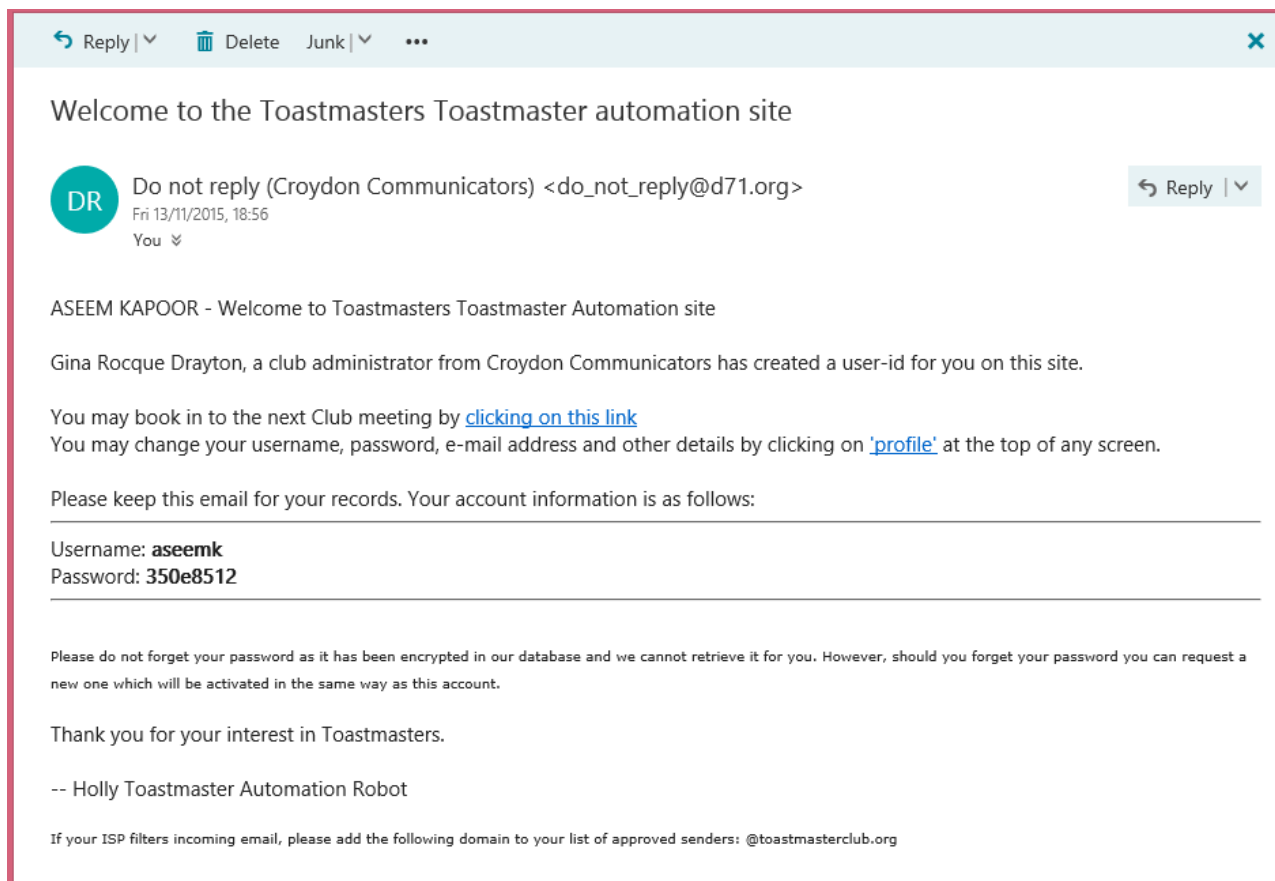
After reading this reference guide please log in to easySPEAK and spend some time familiarizing yourself with the system.

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.

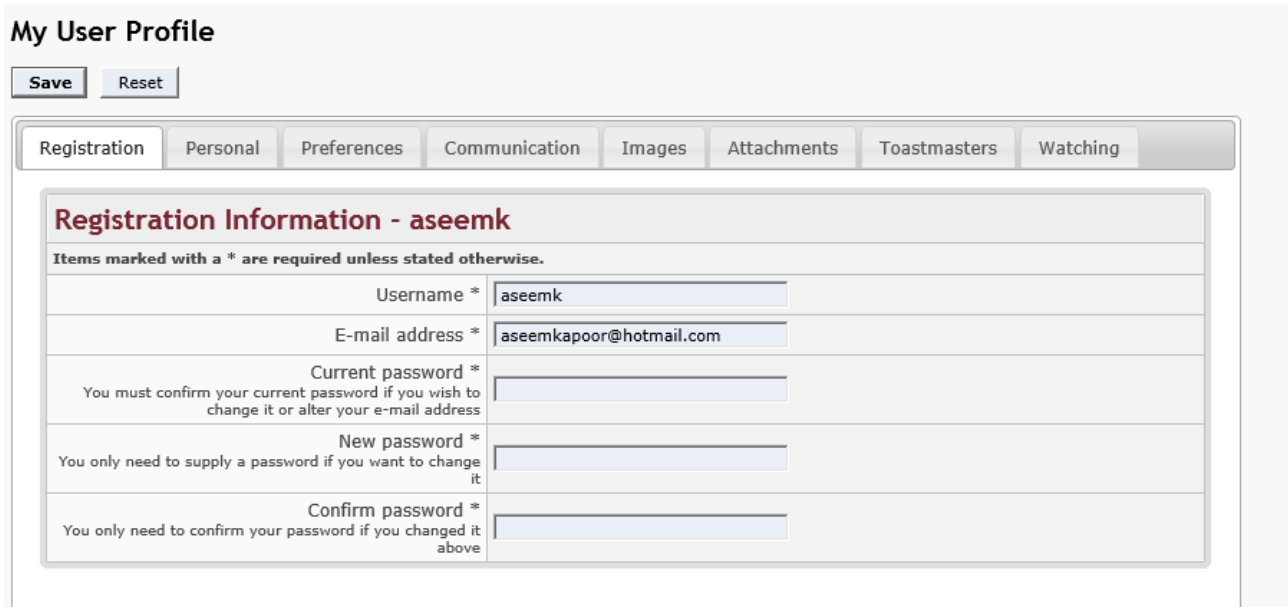
The screenshot shows the 'Toastmasters - UK and Ireland' website. At the top right is the 'easySPEAK TOASTMASTERS AUTOMATION' logo. A navigation bar contains links for 'Welcome', 'Press Room', 'Go to ...', 'Help Options', 'Register', and 'Log in'. On the left, there is a login form with fields for 'Username:' (containing 'aseemk') and 'Password:', a 'Remember me' checkbox, and a 'Log in' button. Below the form is a link for 'I forgot my password' and a note: 'Don't have an account yet? You can register for FREE'. The main content area is titled 'Site Home' and features a 'Welcome to Toastmasters' banner. Below the banner, a paragraph states: '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:'. This is followed by a list of reasons: '- Overcome fear of public speaking', '- Build ability to persuade, motivate and inspire', and '- Preparing for a speech (e.g. - Improve interview skills'.

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

The screenshot shows the 'Toastmasters - Croydon Communicators' club page. At the top right, it says 'Welcome back Aseem Kapoor [aseemk]'. The page features the 'easySPEAK TOASTMASTERS AUTOMATION' logo and a navigation bar with links for 'Home', 'Meetings', 'My Participation', 'My Communication', 'This Club', 'Go to ...', 'Help Options', and 'Profile'. Below the navigation bar, there is a 'Public url for this Club' section with the URL 'http://croydoncommunicators.toastmasterclub.org'. The main content area is titled 'Home' and includes a 'Welcome aseemk' message with a photo of Aseem Kapoor and his title 'Croydon Communicators HOD'. There is also an 'easySPEAK training' link. The page is divided into several columns: 'About Our Club' (describing the club as 'the home of Champions'), 'The Toastmasters Mission' (stating 'A statement of shared values'), 'Club Affiliations' (listing 'Croydon Communicators Club Number 840230'), 'Why Not Join Us?' (providing meeting details), and 'Looking to improve your speaking and leadership skills? Ignite your career? Gain the confidence to speak up?'. The page also features social media icons for Facebook, Twitter, YouTube, and Meetup, and a 'Home' sidebar with links to 'Home', 'Our Blog', and 'Meet Our Members'.

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 screenshot shows a web interface for updating a user profile. At the top left, there is a title 'My User Profile' and two buttons: 'Save' and 'Reset'. Below this is a horizontal navigation bar with tabs: 'Registration', 'Personal', 'Preferences', 'Communication', 'Images', 'Attachments', 'Toastmasters', and 'Watching'. The 'Registration' tab is selected and highlighted. The main content area is titled 'Registration Information - aseemk' and contains a form with the following fields:

- Username ***: aseemk
- E-mail address ***: aseem Kapoor@hotmail.com
- Current password ***: (empty) You must confirm your current password if you wish to change it or alter your e-mail address
- New password ***: (empty) You only need to supply a password if you want to change it
- Confirm password ***: (empty) You only need to confirm your password if you changed it above

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.

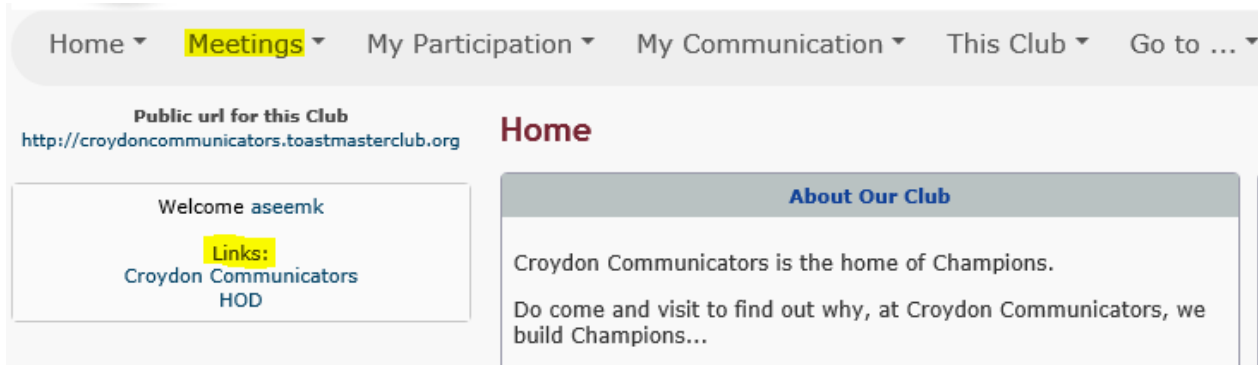
Communication: links to your social media such as a personal website, LinkedIn, Skype, Facebook, and Twitter can be added here.

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.

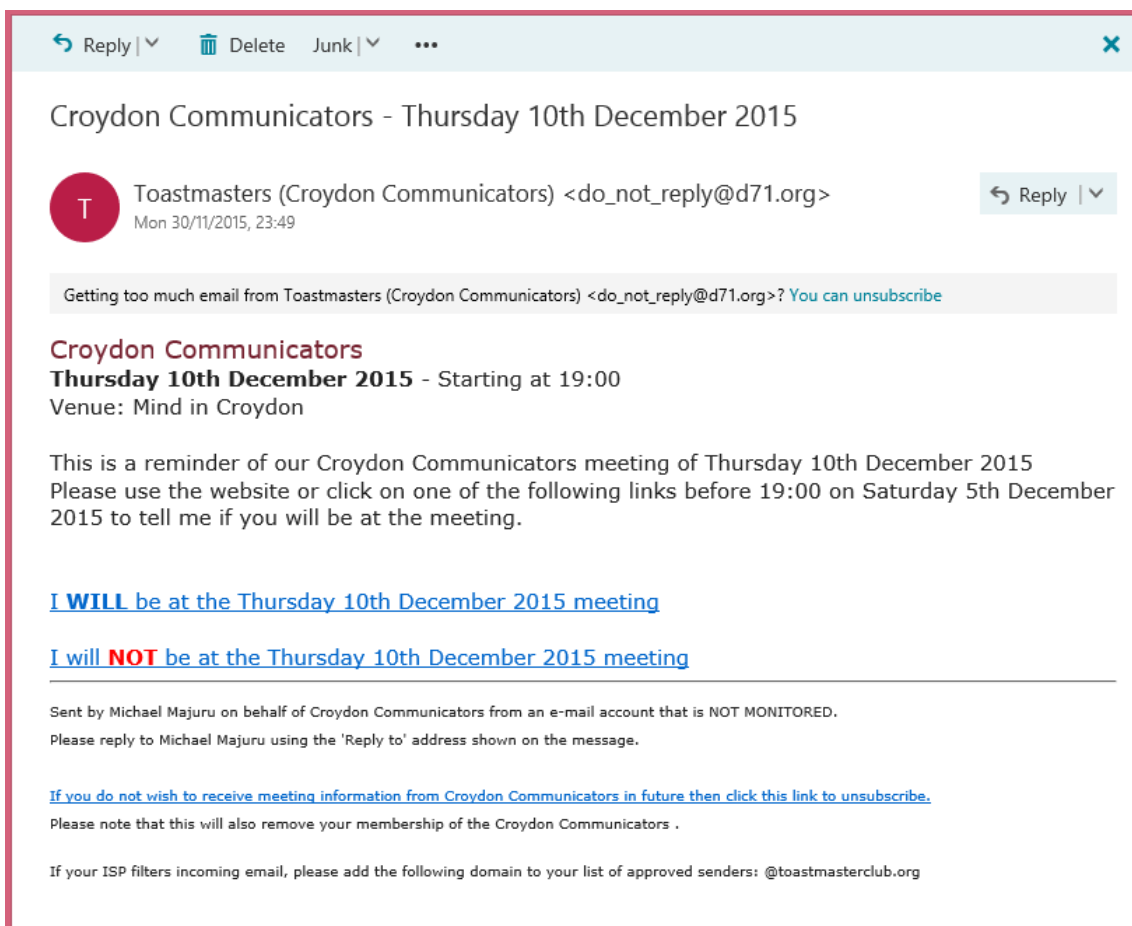
If you are unable to attend the meeting please click the  red thumbs-down button.

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

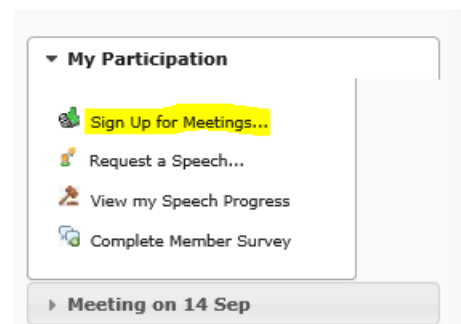
The Vice President Education will occasionally you a meeting role as a speaker, evaluator or functionary.


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.

 **Sign Up for Meetings** [Croydon Communica] Date Range: 28 Sep 17 - 09 Nov 17 [sign up sheet](#)

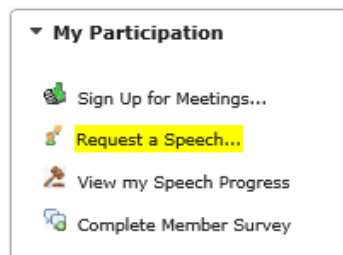
Role	28 Sep 17	12 Oct 17	26 Oct 17	09 Nov 17
Confirm Attendance	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> ?	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?
request speech				
Speaker	1 2 3	1 2 3	1 2 3	1 2 3
General Evaluator	yes	yes	yes	
Evaluator	1 yes 2 yes 3 yes	1 yes 2 yes 3 yes	1 yes 2 yes 3 yes	1 2 3
Topic Evaluator	1 yes 2 yes	1 yes 2 yes	1 yes 2 yes	1 2
Club Business				
Warm up	yes	yes	yes	
Toastmaster	Paul Rhys-Taylor, CC			
Grammarian	yes	yes	yes	
Sergeant at Arms	yes	yes	yes	
Table Topic Master	yes	yes	yes	
Timekeeper	yes	yes	yes	

Click on a name to see Contact Details or on a role to go to the Knowledgebase article.
Click on a meeting date to go to that meeting. Mouse-over the meeting date for the meeting theme.

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 in 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 your speech title (if known):



A screenshot of a 'Request a Speech' form. At the top, it says 'Request a Speech' with a user icon and name '[Aseem Kapoor at Croydon Communicators]'. There are 'Save' and 'Cancel' buttons. Below, it shows 'Title' and 'Workbook' as 'Competent Communication Manual'. It indicates 'Requested: 1st Pref: Missing | 2nd Pref: Missing | 3rd Pref: Missing'. There are three tabs: 'Speech Title' (with a red X), 'Workbook / Speech' (with a red X), and 'Preferred Dates' (with a red X and '(Required)'). The 'Speech Title' tab is active, showing a 'Title' input field and a 'Speech introduction (for Toastmaster):' input field.

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



A screenshot of the 'Request a Speech' form with the 'Workbook / Speech' tab selected. The 'Title' and 'Workbook' are 'Competent Communication Manual #5 - Your Body Speaks'. It indicates 'Requested: 1st Pref: Missing | 2nd Pref: Missing | 3rd Pref: Missing'. The 'Preferred Dates' tab is marked as '(Required)'. A dropdown menu for 'Select a workbook' shows '-- Start a new workbook... --'. Below is a table of assignments:

Workbook	Started	Last spoke	Last Requested	Next Sch'd
Competent Communication Manual	14 Jul 16	13 Jul 17	30 Jul 17	
Assignment	Timing	Status		
<input type="radio"/> #1 - The Ice Breaker	? 4-6 min	✓ Comp 14 Jul 16		
<input type="radio"/> #2 - Organise Your Speech	? 5-7 min	✓ Comp 13 Apr 17		
<input type="radio"/> #3 - Get to the Point	? 5-7 min	✓ Comp 13 Jul 17		
<input type="radio"/> #4 - How to Say It	? 5-7 min	✗ Sch 31 Aug 17		
<input checked="" type="radio"/> #5 - Your Body Speaks	? 5-7 min			
<input type="radio"/> #6 - Vocal Variety	? 5-7 min			
<input type="radio"/> #7 - Research Your Topic	? 5-7 min			
<input type="radio"/> #8 - Get Comfortable With Visual Aids	? 5-7 min			
<input type="radio"/> #9 - Persuade With Power	? 5-7 min			
<input type="radio"/> #10 - Inspire Your Audience	? 8-10 min			

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.

Speech Title ✘		Workbook / Speech ✔		Preferred Dates ✔ <i>(Required)</i>	
Date	Meeting Theme	Already Scheduled	My 1st, 2nd & 3rd Meeting Prefs		
14 Sep 17	5 Speakers "Humorous speech and Table Topics Club Contest "		1st <input type="radio"/>	2nd <input type="radio"/>	3rd <input type="radio"/>
28 Sep 17	3 Speakers		1st <input type="radio"/>	2nd <input type="radio"/>	3rd <input type="radio"/>
12 Oct 17	3 Speakers		1st <input checked="" type="radio"/>	2nd <input type="radio"/>	3rd <input type="radio"/>
26 Oct 17	3 Speakers		1st <input type="radio"/>	2nd <input checked="" type="radio"/>	3rd <input type="radio"/>
09 Nov 17	3 Speakers		1st <input type="radio"/>	2nd <input type="radio"/>	3rd <input type="radio"/>
23 Nov 17	3 Speakers		1st <input type="radio"/>	2nd <input type="radio"/>	3rd <input checked="" type="radio"/>
30 Nov 17	3 Speakers		1st <input type="radio"/>	2nd <input type="radio"/>	3rd <input type="radio"/>
14 Dec 17	<i>Meeting Not Yet Scheduled</i>		1st <input type="radio"/>	2nd <input type="radio"/>	3rd <input type="radio"/>
28 Dec 17	<i>Meeting Not Yet Scheduled</i>		1st <input type="radio"/>	2nd <input type="radio"/>	3rd <input type="radio"/>
11 Jan 18	<i>Meeting Not Yet Scheduled</i>		1st <input type="radio"/>	2nd <input type="radio"/>	3rd <input type="radio"/>

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.