

easy-Speak - Toastmaster Automation!

easy-Speak Guide

Take control of your
Toastmasters journey!

Easy-Speak User Guide - Member

Most Toastmasters clubs use easy-Speak to manage their meetings, keep track of member's progress and schedule speeches and roles.

Knowing how to use the club easy-Speak website well will enable us to take ownership of our Toastmasters journey by using the following tools:

- Confirming attendance to meetings weeks in advance
- Signing-up for available roles directly on each meeting page
- Requesting speeches several weeks in advance
- Tracking the progress of the Toastmaster's journey

Please read this guide thoroughly and familiarise yourself with its contents.

With it easy-Speak becomes really easy!

Registration and Update Profile

Initial username and password to log into the easy-Speak website will be given as soon as you join a club as a member. Please modify it later as you prefer in the [Profile](#) menu.

easy-Speak - Bishopdale



Home ▾ Meetings ▾ My Participation ▾ My Communication ▾ This Club ▾ Go to ... ▾ Help Options ▾ Profile ▾ 

Need to ask a question?

Need to ask a question? - or could you help and answer questions?



My User Profile

[Save](#) [Reset](#)

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

Connected to these Toastmaster clubs

		Show ALL speeches	Joined Date	Last visit	Last role	Last spoke	Mentor
Bishopdale ✖	Vice President - Education		13 Aug 18	06 Jun 19	30 May 19	02 May 19	

Information on Speeches

	Workbook	Assignment	Title	Requested	1st Pref	2nd Pref	3rd Pref	Scheduled
Requested and Scheduled Speeches								
 Request a speech								
Recent speeches								
Bishopdale	Visionary Communication	12 - Connect with Storytelling	My story of a book	Completed	02 May 19			
Bishopdale	Visionary Communication	6 - Understanding Your Communication Style	To be announced	Completed	14 Mar 19			
Bishopdale	Visionary Communication	7 - Introduction to Toastmasters Mentoring	mentoring	Completed	20 Sep 18			

Welcome sunjoong

Links:
Bishopdale

Bishopdale
(Vice President Education)

Last contribution: **Never**

My Participation

-  Sign Up for Meetings...
-  Request a Speech...
-  View my Speech Progress
- Pathways Base Camp
-  Complete Member Survey

Meeting on 13 Jun

easy-Speak - Bishopdale



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Confirming & Amending your attendance

Please expand Meetings and click Meeting List. At top right, you can choose the time span. At the moment, you can indicate your attendance to the end of this year.

Click and confirm your availability for each of the meeting by using the [Previous](#) or [Next](#) buttons. Don't forget to [Save](#) before moving on.

When your plan has changed, please update it, accordingly.

The screenshot shows the 'Meeting List [Bishopdale]' page. The table below represents the data shown in the screenshot:

Date	Attendance	Speakers	Toastmaster	General Evaluator	Topicmaster
#113 12th December 19 at 19:25 TSA	1 0% 4%	/			
#112 5th December 19 at 19:25 TSA	1 0% 4%	/			
#111 28th November 19 at 19:25 TSA	1 0% 4%	/			
#110 21st November 19 at 19:25 TSA	1 0% 4%	/			
#109 14th November 19 at 19:25 TSA	1 0% 4%	/			
#108 7th November 19 at 19:25 TSA	1 0% 4%	1/2			
#107 31st October 19 at 19:25 TSA	1 0% 4%	/			
#106 24th October 19 at 19:25 TSA	1 0% 4%	/			
#105 17th October 19 at 19:25 TSA	1 0% 4%	/			
#104 10th October 19 at 19:25 TSA	1 0% 4%	1/2			
#103 3rd October 19 at 19:25 TSA	1 0% 4%	/			
#102 26th September 19 at 19:25 TSA	1 0% 4%	/			
#101 19th September 19 at 19:25 TSA	1 0% 4%	/			
#100 12th September 19 at 19:25 TSA	2 0% 8%	1/2			
#99 5th September 19 at 19:25 TSA	1 0% 4%	0/2			
#98 29th August 19 at 19:25 TSA	1 0% 4%	0/2			

Typically a week to ten days before a meeting, you will receive an automated e-mail by our Vice President Education if you have not already confirmed your attendance. This e-mail contains links enabling you to inform us if you will be able to attend the meeting or not.

It is very important that you communicate your attendance to club meetings and that you give as much notice as possible if you are unable to attend. This way you won't receive automated reminder e-mails or be chased up by a member of the committee. Giving plenty of notice allows roles to be rescheduled, so kindly bear that in mind.

Signing-up for the Meetings and Roles

It is possible to sign up for roles on the website several weeks in advance of meetings, by clicking on the 'Sign up for Meetings' menu on the left-hand side, in the 'My Participation' tab. You should typically be able to sign up for roles at least four meetings ahead but this could be as three to six months in advance.

To sign up for a role, simply click on **the green thumbs up button** displayed beside each role. If there is no specific role you want to deliver, talk to the **Vice President Education** to create that Role in the list several weeks prior.

The screenshot shows the 'Sign Up for Meetings' page for the 'Bishopdale' club. The page is titled 'Sign Up for Meetings [Bishopdale]' and includes a date range of '27 Jun 19 - 18 Jul 19'. The main content is a table with columns for the meeting dates and rows for various roles. Each role has a list of names and a 'yes' button for signing up.

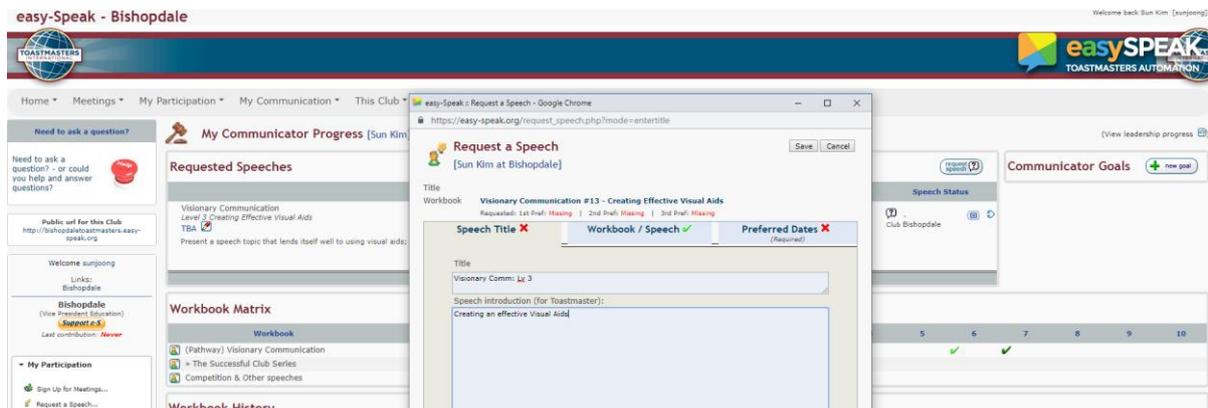
Role	27 Jun 19	04 Jul 19	11 Jul 19	19 Jul 19
Confirm Attendance	✓ * y n ?	✓ * y n ?	✓ * y n ?	✓ * y n ?
Speaker	1 Main clare McKendry 2 Alister Scott	1 2	1 Roger Classens 2	1 2
General Evaluator	✓ John Ballantyne	1 <input type="button" value="yes"/> 2 <input type="button" value="yes"/>	1 <input type="button" value="yes"/> 2 <input type="button" value="yes"/>	1 <input type="button" value="yes"/> 2 <input type="button" value="yes"/>
Evaluator	1 Ross Walker 2 ✓ Nicholas Hawker	1 <input type="button" value="yes"/> 2 <input type="button" value="yes"/>	1 <input type="button" value="yes"/> 2 <input type="button" value="yes"/>	1 <input type="button" value="yes"/> 2 <input type="button" value="yes"/>
Table topics evaluator	1 ✓ Kelvin Gaymne 2 Nigel Powell	1 <input type="button" value="yes"/> 2 <input type="button" value="yes"/>	1 <input type="button" value="yes"/> 2 <input type="button" value="yes"/>	1 <input type="button" value="yes"/> 2 <input type="button" value="yes"/>
Table Topics Master	<input type="button" value="yes"/>	<input type="button" value="yes"/>	<input type="button" value="yes"/>	<input type="button" value="yes"/>
Toastmaster	Gerald Kennedy	<input type="button" value="yes"/>	<input type="button" value="yes"/>	<input type="button" value="yes"/>
Grammarian	Joanne Frampton	<input type="button" value="yes"/>	<input type="button" value="yes"/>	<input type="button" value="yes"/>
Sergeant at Arms	Michelle Kelly	<input type="button" value="yes"/>	<input type="button" value="yes"/>	<input type="button" value="yes"/>
Timer	Gill Goldsmith	<input type="button" value="yes"/>	<input type="button" value="yes"/>	<input type="button" value="yes"/>
Bard / Soap Box	Jonas Sekulla	<input type="button" value="yes"/>	<input type="button" value="yes"/>	<input type="button" value="yes"/>
Joke master		<input type="button" value="yes"/>	<input type="button" value="yes"/>	<input type="button" value="yes"/>
Mission statement		<input type="button" value="yes"/>	<input type="button" value="yes"/>	<input type="button" value="yes"/>
Quizmaster		<input type="button" value="yes"/>	<input type="button" value="yes"/>	<input type="button" value="yes"/>
Recipe Master		<input type="button" value="yes"/>	<input type="button" value="yes"/>	<input type="button" value="yes"/>

If for any reason you are unable to attend this meeting, **please notify us as soon as you can** by changing your attendance on the system.

Should you wish not to sign up for roles on the system, you may be assigned roles by the Vice-President Education if you have confirmed that you are able to attend a meeting. An e-mail will be sent to you at some point, notifying you of your role and offering you the possibility to accept or to reject the role.

Requesting Speeches

Requesting speeches works in a similar way to role requests, as you need to click on the 'Request a Speech' link of the 'My Participation' menu. Doing so will open a new popup windows, containing three tabs, 'Speech Title', 'Workbook/Speech' and 'Preferred Dates'.



Once this process is completed, the Vice-President Education will be notified by e-mail and will schedule your speech accordingly.

Should you need to add or amend the title of your speech before a meeting, you can do so by clicking on the pencil circled in green below which will pop up the 'Speech Title' tab. You can additionally formally accept the role of speaker for that speech by clicking on the green thumbs-up button.

Measuring the Progress

There is a link on the 'My Participation' tab, called 'View my Speech Progress.' This link will open a page enabling you to see your progress on the communication track, recalling the titles and dates of your previous, and upcoming speeches.

The screenshot displays the 'My Communicator Progress' page for user Sun Kim. The interface includes a navigation menu on the left with options like 'Home', 'Our Blog', and 'My Participation'. The main content area is divided into several sections:

- Requested Speeches:** Shows a speech titled 'Visionary Communication' with the assignment 'Level 3 Creating Effective Visual Aids' and a 'TBA' date.
- Workbook Matrix:** A table with columns for 'Workbook', 'Started', 'Last spoke', and 'Next Sch'd'. It lists various communication levels and their completion dates.
- Workbook History:** A section for '(Pathway) Visionary Communication' with a list of levels and their status.

A modal window titled 'Request a Speech' is open, showing a list of speech levels and their durations. The table below represents the data shown in this modal:

Assignment	Timing	Status
Level 1 Icebreaker	4-6 min	
Level 1 Evaluation and Feedback - 1	5-7 min	
Level 1 Evaluation and Feedback - 2	5-7 min	
Level 1 Researching and Presenting	5-7 min	
Level 2 Understanding Your Leadership Style	5-7 min	
Level 2 Understanding Your Communication Style	5-7 min	Comp 14 Mar 19
Level 2 Introduction to Toastmasters Mentoring	5-7 min	Comp 20 Sep 18
Level 3 Develop a Communication Plan	5-7 min	
Level 3 Deliver Social Speeches - 1	3-4 min	
Level 3 Deliver Social Speeches - 2	3-4 min	
Level 3 Using Presentation Software	5-7 min	
Level 3 Connect with Storytelling	5-7 min	Comp 02 May 19
Level 3 Creating Effective Visual Aids	5-7 min	Prof
Level 3 Using Descriptive Language	5-7 min	
Level 3 Connect with Your Audience	5-7 min	

When clicking the square icon of your Pathway Workbook Matrix, you will see the details on your progress.

Survey & Goal setting

Under **My Participation**, click the last drop down menu, **Complete Member Survey**. square icon of your Pathway Workbook Matrix, you will see the details on your progress. You don't have to complete all at once. Save it, and continue as much and as often as time allows.

The screenshot shows a web browser interface for a 'Member Survey'. The navigation bar at the top includes 'Home', 'Meetings', 'My Participation', 'My Communication', 'This Club', 'Go to ...', 'Help Options', and 'Profile'. The main content area is titled 'Member Survey [Sun Kim - Bishopdale: 2019 Q2]'. It features a 'Professional Profile' section with a 'Save' button, containing fields for 'Occupation and Employer', 'Accomplishments and Interests', and 'Personal and Career Goals'. A question asks 'Are business presentations, leadership or speaking in front of an audience requirements of your job or profession?' with radio button options for 'Always', 'Often', 'Sometimes', and 'Never'. Below this is a 'Why You Joined Toastmasters' section with a 'Save' button and several text input fields for questions like 'How would you describe your current skill level as a speaker and/or leader', 'Why did you chose to join a Toastmasters Club, and this Club in particular?', 'What objectives do you hope to accomplish as a member of this Club?', and 'List a goal that you want to achieve in the next few months'. The left sidebar contains a 'Need to ask a question?' section, a public URL for the club, a welcome message for 'sunjoong', and a 'My Participation' section with links for signing up for meetings, requesting a speech, viewing speech progress, and completing the member survey.