EASY-SPEAK 101

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EASY-SPEAK.ORG HOME PAGE

- URL: www.easy-speak.org.
- You can access the easy-speak sites for the other clubs that you are part of from the "**Links**" section under your profile photo.

UPDATE YOUR PROFILE

- Click on **Profile->Profile** to view your personal details.
- Verify your data under all the tabs and update as needed. Change Personal details under **Personal** Tab.
- Change your password under **Registration** Tab & Upload your profile picture under **Images**.
- View the list of toastmaster clubs that you are connected with under **Toastmaster** Tab.

E-MAIL A CLUB OFFICER/MEMBER

- Click on **My Communication panel** and use the links to directly communicate to the club officers/members.

- When **Contact Other Members** link is selected, the club member list will be displayed. Click on the **Email** button on the right side of the club member you would like to send a message to.

- Type the message and send the email.

PLAN FOR A MEETING

SIGN-UP FOR A MEETING

- Navigate to the Monthly Calendar via **Meetings->Calendar** and select the date for the upcoming meeting.

- Mark your attendance by clicking on the **Thumbs Up** button. If you cannot make it for a meeting, use the **Thumbs Down** button.

- Try to mark your attendance as early as possible before the meeting. This helps the VP of Education to assign roles and help you in completing your Competent Leadership Manual.

ACCEPT A SPEAKER ROLE

- Accept a speaker role assigned for the upcoming meeting by clicking on the **Thumbs Up** Button. Reject the role using the **Thumbs Down** Button.
- Make sure that that the Competent Leadership (CL) Manual Task # is selected for the role being accepted. This will help you track the progress on CL Manual from 'My Participation->CL Manual Progress' Link..
- Work with VP of Education to plan for your speeches.

ACCEPT A LEADERSHIP ROLE

- Accept a particular role assigned for the upcoming meeting by clicking on the **Thumbs Up** Button. Reject the role using the **Thumbs Down** Button.
- These buttons are going to be available only against the role that was assigned to you.
- Make sure that that the Competent Leadership (CL) Manual Task # is selected for the role being accepted. This will help you track the progress on CL Manual from 'My Participation->CL Manual Progress' Link.
- These roles are assigned to you by the VP Education or Toastmaster. Speak to them for any change in roles.

UPDATE THEME OF THE WEEK

- Theme is typically suggested by the Table Topics Maser of the Day.
- Theme will be updated by Table Topics Master or Toastmaster.
- Click on the Text field next to **Meeting Theme** and enter the Theme.

UPDATE WORD OF THE DAY

- This task is to be performed by the Grammarian for the day. Select a word that is inline with the Theme of the day.
- **Step 1**: Click on **+** Sign near by label "Word of the Day". Select word and click on OK.
- **Step 2**: Once the word of the day is updated, click on "Edit Meeting Text"
- **Step 3**: Enter and format the definition of the "Word of the Day" and click on SAVE.

PLANNING YOUR SPEAKER / LEADERSHIP ROLES

REQUEST A SPEECH

- **Step 1**: Click on **Request A Speech** on the left side navigation pane. Enter your speech title, speech introduction (*This can be entered any time before the meeting*).

- **Step 2**: Select the **Workbook/Speech.**

- **Step 3**: Select 3 preferred dates. Click on **SAVE**.

- Once VP of Education accept your speech request, accept the speaker role by clicking the **Thumbs Up** button as explained in the slide "Accept a Role".

VIEW COMMUNICATION PROGRESS

- Click on **My Participation->View My Speech Progress.**
- The progress report will show
  - List of scheduled speeches on the top section.
  - Matrix for the all the workbooks that you are working on (CC, Advanced Series Manuals) in the middle section.
  - List of All the Speeches delivered by you in the bottom section.

VIEW LEADERSHIP PROGRESS

- Click on **My Participation->View My CL Progress**
- The progress report will show the status of Leadership Track activities along with the status.
- Make sure that you work with the VP of Education to work on roles that will help you in completing the Competent Leadership Tasks in a planned manner.

REFERENCES

Visit our club web page link
http://www.2changeu.org/easy-speak-tutorials to view
the additional training information available on Easy-
Speak Tool.