easy-Speak in 5 easy steps

By Joanne Keevers

2013

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

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*).

- 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

Home

515

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

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!

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 selfconfidence and personal growth.

Looking to improve your speaking and

Newest Picture

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

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2013

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 lastest 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.*)

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		⑦ Karan Sian	
General Evaluator	CL#3	⑦ Paran Panicker	
General Evaluator		✔ Joanne Keevers	👍 👎
1st Evaluator	CL#1	✔ Roslyn Host	
2nd Evaluator		⑦ Tahli Rowe	
3rd Evaluator		✔ Ethleen Low	
Chairperson	CL#4	⑦ Andrew Host	
Table Topics Master	CL#5	✔ Petr Kodat	
Toastmaster		⑦ Thomas Peillon	
Ah Counter		--- Unassigned ---	
Grammarian		✔ Nicola Gifford	
Guest Welcome		⑦ Sumita Kumar	
Sergeant at Arms		--- Unassigned ---	
Timer	CL#4	⑦ Ruth Turner	
Toast		⑦ Joanna Kazmirowicz	
CL Evaluator		--- Unassigned ---	
CL Evaluator		--- Unassigned ---	
		47% of roles confirmed on time	

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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.

Role	17 Sep 13	23 Sep 13	01 Oct 13	15 Oct 13
Confirm Attendance	✔ ⦿ Y ○ N ○ ?	✔ ⦿ Y ○ N ○ ?	✔ ⦿ Y ○ N ○ ?	✔ ⦿ Y ○ N ○ ?
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		

Sign Up for Meetings [Hornsby District] Date Range: 17 Sep 13 - 15 Oct 13 — sign up sheet

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.

- A notificiation 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.

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[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.

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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.

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.

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

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- 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.

Review your Competent Communicator (CC) progress

Step 1. View your speech progress

- Under **My Participation** click on **View My Speech Progress**
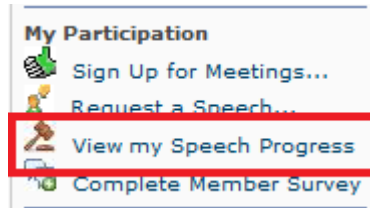
- On this page, you can view:
  - ✓ **Requested Speeches** – shows when you are scheduled to give your next speech;
  - ✓ **Workbook Matrix** – an overview of when each of your speeches have been completed;
  - ✓ **Workbook History** – shows the project name, the name of your speech, date it was completed 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**
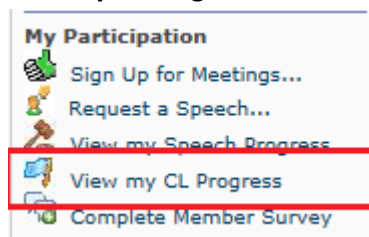
Step 2. Enter your Leadership role progress

- 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**

Welcome joanneskeevers
Links:
Hornsby District Toastmasters
Hornsby District
(Secretary)

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 lasted visited that club and what speeches you have completed at each club in the **Toastmasters** tab;
  - ✗ **Watching** tab is not used.

My User Profile

Save   Reset

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

Registration Information - joanneskeevers

Items marked with a * are required unless stated otherwise.

|	
Username: *	joanneskeevers
E-mail address: *	jskeevers@dodo.com.au
Current password: * You must confirm your current password if you wish to change it or alter your e-mail address	
New password: * You only need to supply a password if you want to change it	
Confirm password: * You only need to confirm your password if you changed it above	

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.*
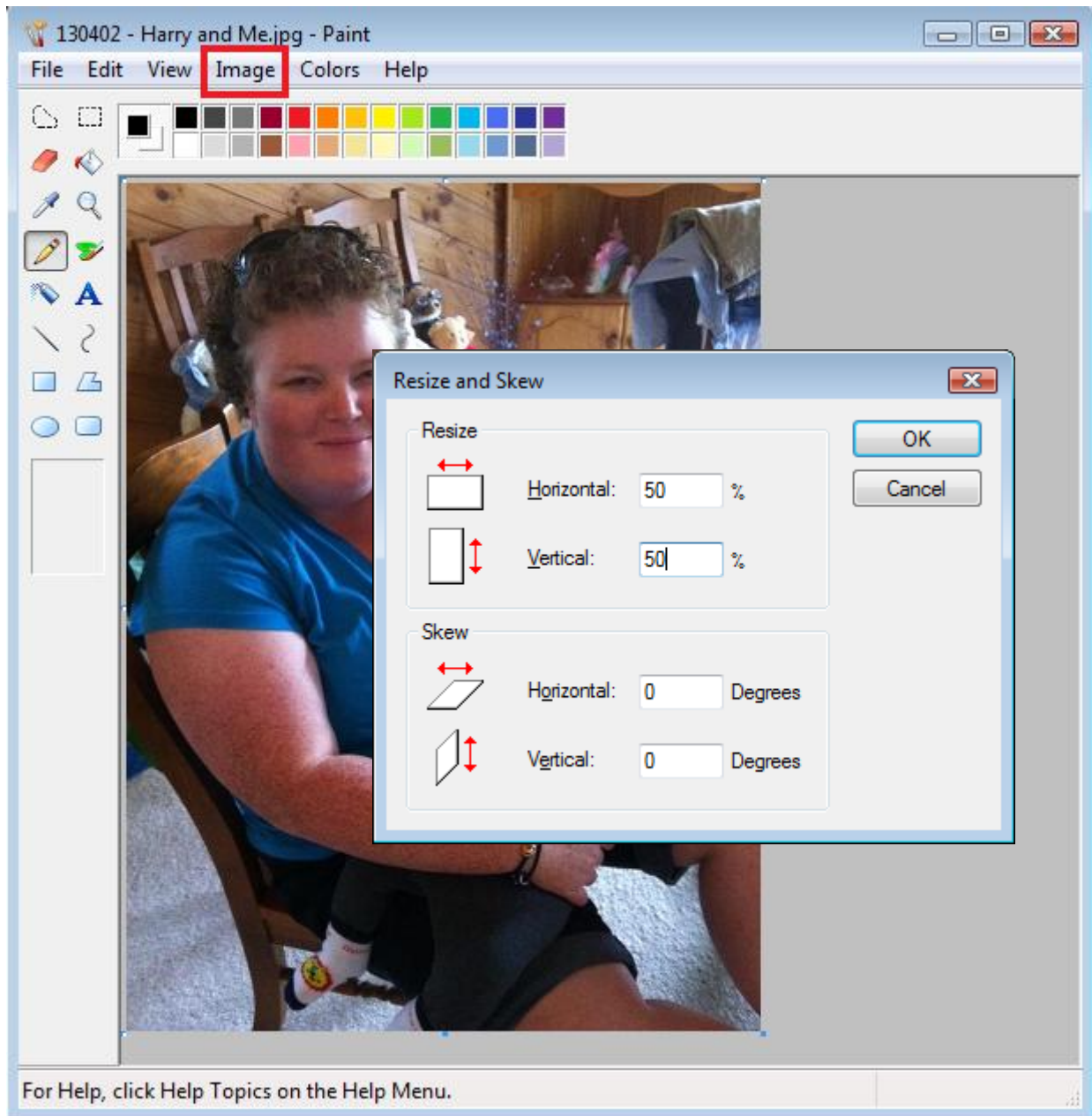
Step 2. View your profile

- Back in easy-Speak, under your profile picture box, click on **your name**
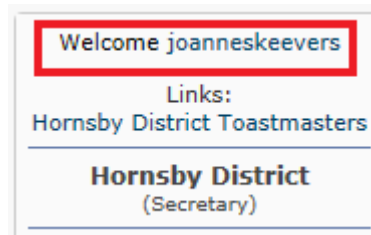
Step 3. My User Profile page

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  - ✓ Add a profile picture in the **Images** tab;
  - ✓ See an overview of the different Toastmasters clubs you may be a member of, when you lasted 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;

Step 5. Save it!

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

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