

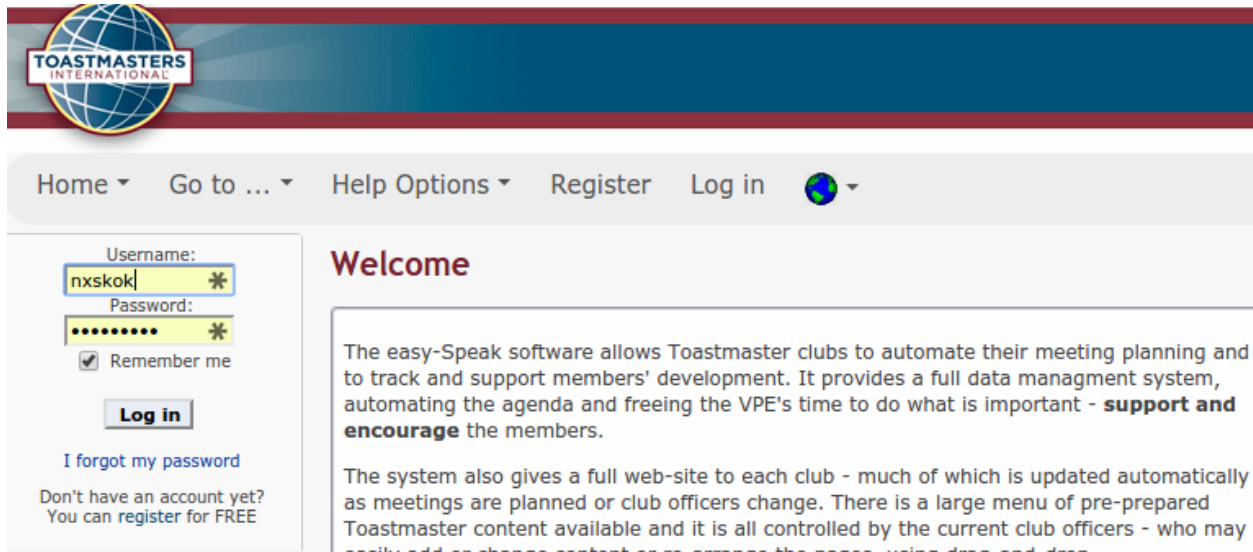
Easy-Speak: a how-to for members

Ken Butler


July 1, 2015

Logging In

You have a username and a password. The initial password is the same as the username (and you will probably want to change that: see later for how). If you already have an Easy-Speak username and password from another club, use that. (Two of our members, that I know about, already do.) Go to <http://easy-speak.org>, and look in the top-left corner, to the left of Welcome:



TOASTMASTERS INTERNATIONAL

Home ▾ Go to ... ▾ Help Options ▾ Register Log in 

Username:
nxskok *

Password:
..... *

Remember me

Log in

[I forgot my password](#)

Don't have an account yet?
You can [register](#) for FREE

Welcome

The easy-Speak software allows Toastmaster clubs to automate their meeting planning and to track and support members' development. It provides a 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 also gives a full web-site to each club - much of which is updated automatically as meetings are planned or club officers change. There is a large menu of pre-prepared Toastmaster content available and it is all controlled by the current club officers - who may easily add or change content or re-arrange the pages using drag-and-drop.

Fill in your username and password, and click Log in. At the top right, you'll see a welcome message, and below that some information about our club (you are already affiliated with our club). This is what mine looks like:

Welcome back Ken Butler [nxskok]



Why Not Join Us!

When do we meet?
Every Tuesday at 7:00 pm

Where do we meet?
Scarborough Civic Centre
150 Borough Drive
Scarborough
ON

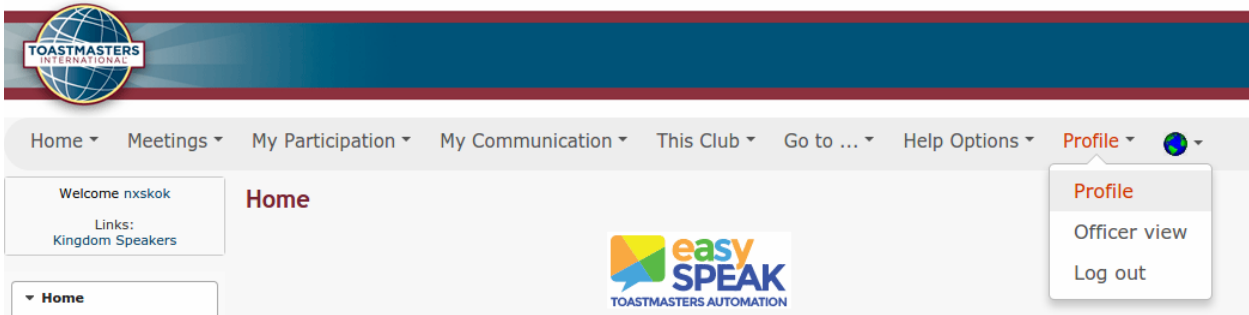
Be a guest at our next meeting!
Jul 7, 15 at 7:00 pm



Open to all

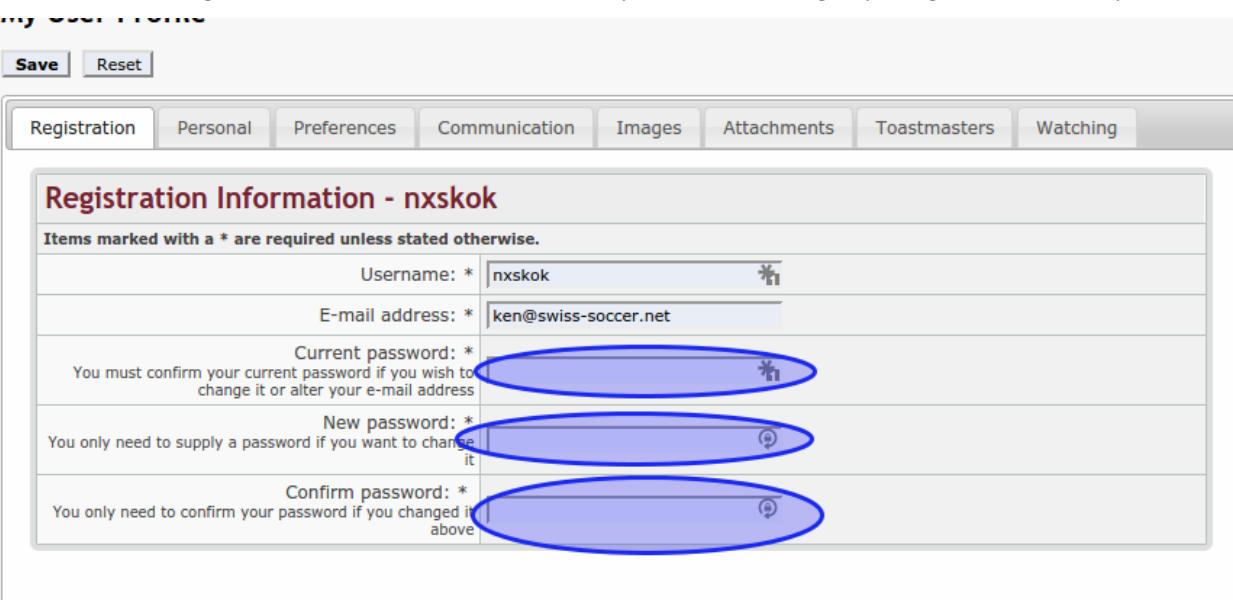
Changing your password and other personal information

There is a menu bar, that looks like this:



Look for the Profile item, towards the right. Click it. Within Profile, select Profile. This brings you to where you can change your personal information. (If you want to log out after you're done, you can do so here, but there is no need to: if you don't log out, you'll be automatically logged in the next time you visit <http://easy-speak.org>. Also, you probably won't see Officer View unless you *are* a club executive officer.)

The first tab is Registration. This is mine. Don't worry, I'm not sharing anything sensitive with you!



This is where you change your password. Use the three circled boxes for this:

- in the top one, enter your old password (your original password is the same as your username).
- in the second one, enter your new password
- in the third one, enter your new password again (to be sure that you typed it correctly).


You can change your password whenever you want.

Should you wish to change your e-mail address, you can do that here as well. Just delete your old one, and type the new one into the box.

You can even change your username if you wish to, but you probably don't. (Two of our members have Easy-Speak usernames from other clubs; I found out what they were, so they have the same username and password with Kingdom Speakers.)

I don't know what your password is. If you forget it, click "I forgot my password" where you log in:

TOASTMASTERS INTERNATIONAL

Home ▾ Go to ... ▾ Help Options ▾ Register Log in 

Username: *

Password: *

Remember me

[I forgot my password](#)

Don't have an account yet?
You can register for FREE

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and enter your username and e-mail address (the one that you gave Toastmasters). Check your e-mail for instructions. If you forget your *username*, ask me. I have that.

Other parts of the Profile

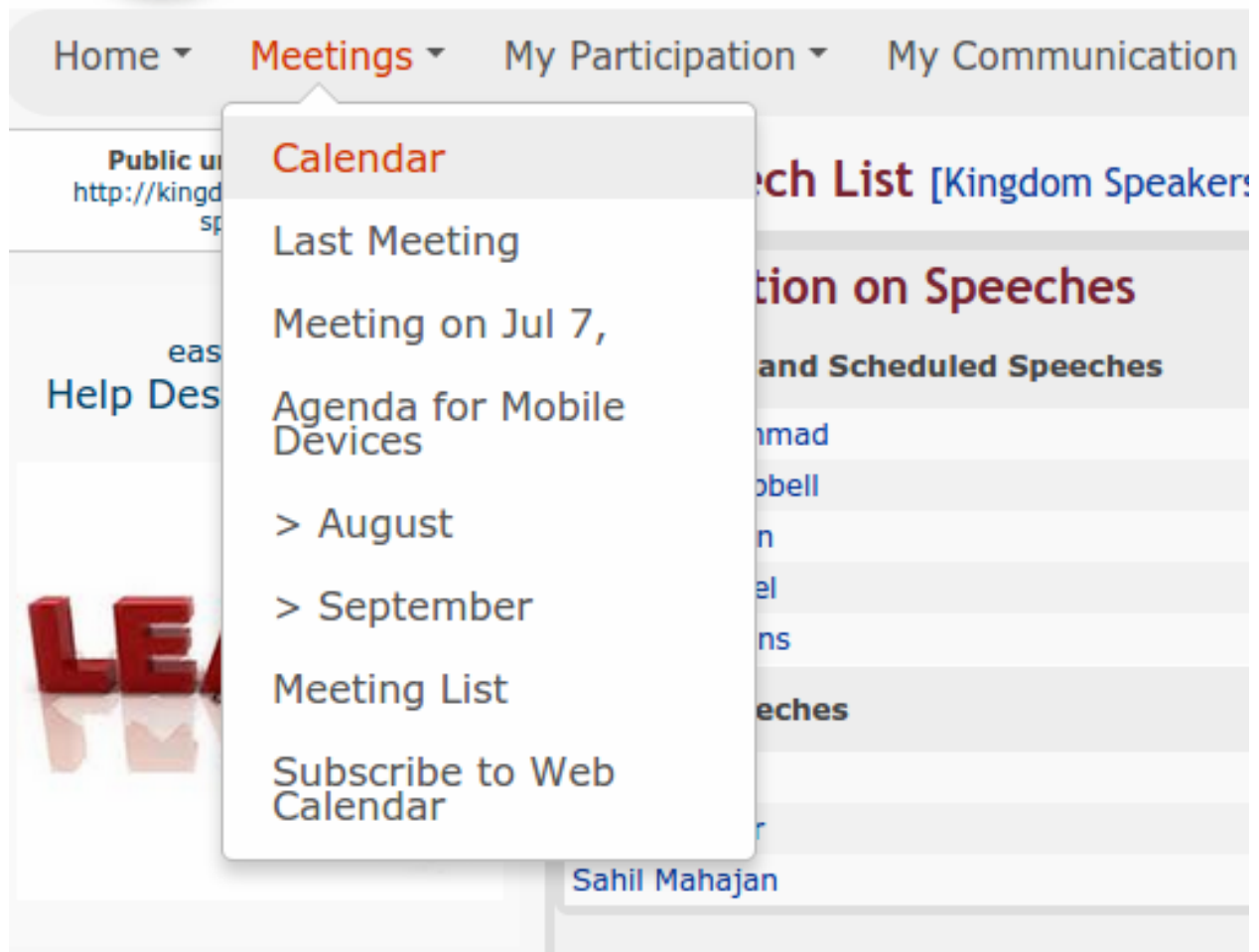
The other tabs on the Profile page, briefly, are these. Information on them is available only to other club members:

- Personal: your name, address and phone number. Any of this can be changed, but if you do, you should probably change it with Toastmasters International as well, so that they can still get a hold of you.
- Preferences: Language, timezone and dates. Unlikely that you'll want to change this.
- Communication: social media addresses, any of them that you want to share (no obligation).
- Images: you can upload a photo of yourself.
- Attachments: ignore.
- Toastmasters: your club(s) and your speeches, the ones that Easy-Speak knows about. This latter is likely to be an ongoing process, so don't worry if it's not up to date yet.
- Watching: Easy-Speak has discussion forums. If you post in any of them, that will be recorded here. Unlikely to be of concern to you now.

Upcoming meetings

The Meetings menu bar item:

easy-Speak - Kingdom Speakers



From here you can get to:

- the last meeting
- the next meeting
- a list of recent and forthcoming meetings (“Meeting List”)
- in Calendar, a list of all the Toastmasters meetings in your District, by day (and time).

Here is a sample “next meeting”:

| Confirm Attendance | | Sign Up for Roles | | |
|--|--|--------------------------------|----------------------------------|---|
| Member | | Role | CL | Presenter |
| <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> ? | | 1st Speaker | <input type="radio"/> | TBA <i>Competent Communication Manual #1 - The Ice Breaker</i> (4:00-6:00 min) Speak before an audience; Use existing speaking skills; Introduce self to fellow club members. |
| <input type="radio"/> Unknown | | 2nd Speaker | <input type="radio"/> | tba <i>Humorously Speaking (1998) #3 - Make Them Laugh</i> (5:00-7:00 min) Speech opens and closes with humorous stories; Jokes included in speech body to illustrate points or maintain audience interest; Jokes and stories delivered smoothly and effectively. |
| <input type="radio"/> Unknown | | General Evaluator | <input checked="" type="radio"/> | |
| <input type="radio"/> Unknown | | 1st Evaluator | <input type="radio"/> | |
| <input type="radio"/> Unknown | | 2nd Evaluator | <input type="radio"/> | |
| <input type="radio"/> Unknown | | Grammarian | --- Unassigned --- | |
| <input type="radio"/> Unknown | | Sergeant at Arms | --- Unassigned --- | |
| <input type="radio"/> Unknown | | Table Topics Master | --- Unassigned --- | |
| <input type="radio"/> Unknown | | Timer | <input type="radio"/> | |
| <input type="radio"/> Unknown | | Toastmaster | <input type="radio"/> | |
| <input type="radio"/> Unknown | | Joke Master | --- Unassigned --- | |
| <input type="radio"/> Unknown | | Quiz Master | <input type="radio"/> | |
| <input type="radio"/> Unknown | | View Point Master | --- Unassigned --- | |
| <input type="radio"/> Unknown | | 12% of roles confirmed on time | | |

On the left is a list of all your club's members, along with an indication of whether they have confirmed their attendance at the next meeting. As you see, almost nobody has here. You can confirm your own attendance (the top line here is me): click on the button next to the Y or the N as appropriate. This is polite, since it lets the VP-Education know that you can be scheduled for a role.

On the right is the proto-agenda for the meeting, indicating which roles have been filled and which not. I have blanked out the names here. The major roles, including Toastmaster and GE and speakers and evaluators, have been filled by the VP-Education. Note that the speakers' objectives are shown, since I know which project they are working on.

Roles can be filled in two ways: you can volunteer for them, or the VP-Education chooses who is going to fill them. On this agenda, the VP-Education has assigned me General Evaluator, which I have accepted (by clicking the green thumbs-up, previously), so I cannot sign up for any other roles.

Meeting roles

Signing up for a meeting role

The roles marked Unassigned can be volunteered for, up until some amount of time before the meeting. You can expect that the VP-Education will assign the roles if no-one has volunteered for them, with enough time that the members concerned can know what they are doing and get prepared.

Let me decline General Evaluator, by clicking on the red thumbs-down next to it, and show you what happens then:

| | |
|----------------------------|---|
| General Evaluator |  <input type="checkbox"/> yes |
| 1st Evaluator |  <input type="checkbox"/> |
| 2nd Evaluator |  <input type="checkbox"/> yes |
| 3rd Evaluator |  <input type="checkbox"/> yes |
| Grammarian |  <input type="checkbox"/> yes |
| Table Topics Master |  <input type="checkbox"/> yes |
| Timer |  <input type="checkbox"/> |
| Toastmaster |  <input type="checkbox"/> |
| Joke Master |  <input type="checkbox"/> yes |
| Quiz Master |  <input type="checkbox"/> |
| View Point Master |  <input type="checkbox"/> yes |

Now that I am no longer General Evaluator I can choose one of the other open roles. You see how the open roles now have a green thumbs-up and a Yes next to them. I can choose any *one* of those, and as soon as I do, the other roles go back to being marked Unassigned and I can't sign up for them. Let's suppose I want to be Grammarian:

| | | | |
|----------------------------|-----|-------------------|-----|
| General Evaluator | --- | Unassigned | --- |
| 1st Evaluator | ? | | |
| 2nd Evaluator | --- | Unassigned | --- |
| 3rd Evaluator | --- | Unassigned | --- |
| Grammarian | ✓ | Ken Butler | |
| Table Topics Master | --- | Unassigned | --- |
| Timer | ? | | |
| Toastmaster | ? | | |
| Joke Master | --- | Unassigned | --- |
| Quiz Master | ? | | |
| View Point Master | --- | Unassigned | --- |

Having chosen one role I can't also choose any others. If I change my mind, I can un-accept Grammarians, and then I am open to choose another role, and so on.

Confirming or refusing meeting roles

If the VP-Education has chosen a role for you, as was done for me for General Evaluator at this meeting, you'll see a thumbs-up and thumbs-down on the right. Click on the thumbs-up to accept this role ("I will be there and ready to do the role"), or the thumbs-down to refuse it. You can see that I originally accepted this role (also shown below), since the thumbs-up is a bit greyer, and there is a green check mark to the left of where my name would be. The other people with roles haven't confirmed them yet, since there is a ? next to where their names are.

Scheduling a speech

Let's go back to our future meeting:

| Confirm Attendance | | Sign Up for Roles | | |
|--|--|--------------------------------|----------------------------------|---|
| Member | | Role | CL | Presenter |
| <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> ? | | 1st Speaker | <input type="radio"/> | TBA <i>Competent Communication Manual #1 - The Ice Breaker</i> (4:00-6:00 min) Speak before an audience; Use existing speaking skills; Introduce self to fellow club members. |
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| <input type="radio"/> Unknown | | General Evaluator | <input checked="" type="radio"/> | |
| <input type="radio"/> Unknown | | 1st Evaluator | <input type="radio"/> | |
| <input type="radio"/> Unknown | | 2nd Evaluator | <input type="radio"/> | |
| <input type="radio"/> Unknown | | Grammarian | --- Unassigned --- | |
| <input type="radio"/> Unknown | | Sergeant at Arms | --- Unassigned --- | |
| <input type="radio"/> Unknown | | Table Topics Master | --- Unassigned --- | |
| <input type="radio"/> Unknown | | Timer | <input type="radio"/> | |
| <input type="radio"/> Unknown | | Toastmaster | <input type="radio"/> | |
| <input type="radio"/> Unknown | | Joke Master | --- Unassigned --- | |
| <input type="radio"/> Unknown | | Quiz Master | <input type="radio"/> | |
| <input type="radio"/> Unknown | | View Point Master | --- Unassigned --- | |
| <input type="radio"/> Unknown | | 12% of roles confirmed on time | | |

At the top right, there is a Request Speech button. Clicking on that pops you up this box:

easy-Speak :: Request a Speech - Google Chrome

easy-speak.org/request_speech.php?mode=entertitle&u=113936&requestedclub=6585&ca

Request a Speech

[Ken Butler at Kingdom Speakers]

Save Cancel

Title

Workbook **Select a workbook**

Requested: 1st Pref: Jul 7, 15 | 2nd Pref: Missing | 3rd Pref: Missing

| Speech Title ❌ | Workbook / Speech ❌ | Preferred Dates ✔ |
|--|---------------------|-------------------|
| Title | | |
| Speech introduction (for Toastmaster): | | |

Here you can enter your speech title (if you have one yet) and any instructions for the Toastmaster about how to introduce you. On the next tab you choose which manual and project you are working on. This will get printed on the agenda. I'm doing the Competent Communicator manual (again), and my next project is the third one, so let's schedule this:

easy-Speak :: Request a Speech - Google Chrome

easy-speak.org/request_speech.php?mode=selectworkbook

Request a Speech

[Ken Butler at Kingdom Speakers]

Save Cancel

Title

Workbook **Competent Communication Manual #3 - Get to the Point**

Requested: 1st Pref: Jul 7, 15 | 2nd Pref: **Missing** | 3rd Pref: **Missing**

| Speech Title ❌ | Workbook / Speech ✔️ | Preferred Dates ✔️ |
|---|-------------------------------|--------------------|
| Select a workbook | -- Start a new workbook... -- | |
| Workbook | Started | Last spoke |
| Competent Communication Manual | Jun 2, 15 | Jun 2, 15 |
| Assignment | Timing | Status |
| <input type="radio"/> #1 - The Ice Breaker | ? 4-6 min | |
| <input type="radio"/> #2 - Organise Your Speech | ? 5-7 min | ✔️ Comp Jun 2, 15 |
| <input checked="" type="radio"/> #3 - Get to the Point | ? 5-7 min | |
| <input type="radio"/> #4 - How to Say It | ? 5-7 min | |
| <input 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 | |

The window opens up with the manual you are currently working on. If you're starting a new manual, find it in the "start a new workbook" dropdown. Click the project you're going to do. The project title appears in bold. Easy-Speak knows about previous speeches you have done (if the VP-Education has been able to enter them).

Last, the preferred dates:

easy-Speak :: Request a Speech - Google Chrome

easy-speak.org/request_speech.php?mode=choosedate

Request a Speech

[Ken Butler at Kingdom Speakers]

Save Cancel

Title

Workbook **Competent Communication Manual #3 - Get to the Point**

Requested: 1st Pref: Jul 7, 15 | 2nd Pref: **Missing** | 3rd Pref: **Missing**

| Speech Title ❌ | Workbook / Speech ✅ | Preferred Dates ✅ |
|----------------------|---|-------------------|
| Show Schedule Speech | | |
| Date | Meeting Theme | Already Scheduled |
| Jul 7, 15 | 3 Speakers [Meeting Full] "Keep Pressing Forward" | ☹️☹️☹️ |
| Jul 14, 15 | 3 Speakers "TBA" | ☹️ |
| Jul 21, 15 | 2 Speakers "TBA" | |
| Jul 28, 15 | 3 Speakers "TBA" | |
| Aug 4, 15 | 3 Speakers "TBA" | |
| Aug 11, 15 | 3 Speakers "TBA" | |
| Aug 18, 15 | 3 Speakers "TBA" | |
| Aug 25, 15 | 3 Speakers "TBA" | |
| Sep 1, 15 | 3 Speakers "TBA" | |
| Sep 8, 15 | Meeting Not Yet Scheduled | |

My 1st, 2nd & 3rd Meeting Prefs

1st 2nd 3rd

1st 2nd 3rd

1st 2nd 3rd

1st 2nd 3rd

1st 2nd 3rd

1st 2nd 3rd

1st 2nd 3rd

1st 2nd 3rd

1st 2nd 3rd

1st 2nd 3rd

This shows all the meetings in the future. The July 7th meeting has three speakers already scheduled (the maximum), so I can't schedule my speech for then. July 14th I am not attending, so let's make my first, second and third choices the meetings after that.

Clicking Save brings up your Communicator Progress screen:

My Communicator Progress [Ken Butler]

Requested Speeches

| Assignment | Speech Status |
|--|-----------------------------|
| Competent Communication Manual #3 - Get to the Point TBA | - Club: Kingdom Speakers |

Organize speech to achieve general and specific purpose; Reinforce purpose with beginning, body, and conclusion; Project sincerity and conviction; Control nervousness; Strive to not use notes.
1st Pref: Jul 21, 15 | 2nd Pref: Jul 28, 15 | 3rd Pref: Aug 4, 15

Communicator Goals

[+ new goal](#)

Workbook Matrix

| Workbook | Started | Last spoke | Next Sch'd | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|--------------------------------|-----------|------------|------------|---|---|---|---|---|---|---|---|---|----|
| Competent Communication Manual | Jun 2, 15 | Jun 2, 15 | | | ✓ | | | | | | | | |

Workbook History

Competent Communication Manual

| Assignment | Title | Speech Status |
|---------------------------|-------|--|
| #1 - The Ice Breaker | | |
| #2 - Organise Your Speech | TBA | ✓ Completed 1st Pref. 15 Evaluator: |
| #3 - Get to the Point | TBA | 1st Preference Date |
| #4 - How to Say It | | |
| #5 - Your Body Speaks | | |

with a summary of your request, and a summary of your speeches so far, including who evaluated you. Your VP-Education will receive your request and will schedule you according to your preferred dates and those of anyone else who has requested a speech.

Doing the above by e-mail

Easy-Speak has a number of canned e-mails that the VP-Education will send out from time to time. These come with links that you can click on to confirm things, rather than going via the website. They are:

- reminder of the next meeting and invitation to confirm that you will/will not be there.
- indication that you do not have a role in the next meeting
- indication that you *do* have a role, and invitation to accept it or refuse it
- asking for volunteers for roles that have not been filled yet
- final agenda (close to the meeting date).