

Easy-Speak quick reference

- Website: <http://easy-speak.org/>
- To change password or other personal details: Profile, Profile. First tab is password.
- Next meeting: Meetings, select by date. From there, go to future meetings by clicking Next top right.
- To confirm attendance at meeting: click green thumbs up at top of meeting screen.
- To accept/decline role you have been assigned, click thumbs up/down on *right*.
- If you do not have a role, can volunteer for one: click one of the green thumbs up with “yes” by it. Can only volunteer for one role per meeting.
- To request a speech, click on Request a Speech next to “sign up for roles”. Fill in speech project, title and preferred dates. Message goes to VP-Ed, who will schedule you in.
- To contact club member: This Club, User List. Click “email” button on right of line, or use phone number(s) near that.
- Expect to receive e-mails from VP-Ed during week. These contain links for you to confirm attendance, willingness to do roles, etc.
- Problems: me at ken@swiss-soccer.net, 416-574-2162.