

Member Tutorial – Guidelines to easy-SPEAK-101

Welcome to easy-SPEAK!

These guidelines are an introduction to Members on how to use the easy-SPEAK software for your Toastmasters club. A lot of functionality has been built into this software tool, which makes it very useful to keep track of all our club's needs.

It also can make it a little overwhelming for you as a member.

In order to simplify your introduction as a member, I would like you to focus on the following features when first using the software:

1. How do I log in?
2. Where do I view/edit my profile information?
3. How do I confirm my attendance (sign up for meetings)?
4. How do I request a speech slot?
5. Where do I view my speech progress?
6. Where do I view my leadership progress?

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Member Tutorial – Guidelines to easy-SPEAK-101

Start your Internet browser and go to the site: www.easy-speak.org

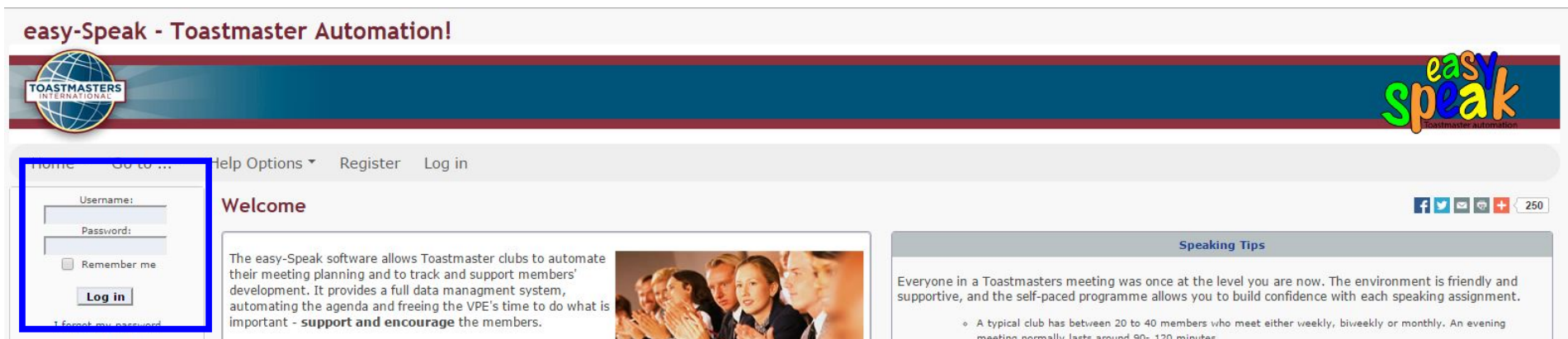


Figure: 1: Log In Area on the Main Window

1. Signing In to easy-SPEAK

Caution: Do NOT use “Register” on Easy-Speak. Your admin will set up your account and an e-mail will be sent to you through “easy-Speak”. This e-mail will contain your username and password.

Note: When I help set club up on easy-SPEAK, I try to make their user name/password as easy to remember as possible.

- **User Name:** First 2 letters of their first name — followed by first 2 letters of their last name — followed by their Club abbreviation. (i.e. **JiFaEEO**)
- **Password:** **welcome**

Note: both are NOT case sensitive.

Step 1. Enter your User Name and Password.

Step 2. Click [Log In].

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2. Entering your Profile Information

- Step 1.** Move your mouse over the menu bar to: **Profile** and wait for the drop-down list to appear.
- Step 2.** Click on “**Profile**”.

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

Public url for this Club
<http://eastendorators.easy-speak.org>

My User Profile

7 club(s) are waiting registration.
Last backup: 05 Jan 16, 21:03
Total of 43 users online:
27 Registered, 16 Guests Registered Users:
Comet1, david.marinzaplen, Heidi1, jdeedy,
jfay, jimmyfernandez, joshw1, JVasquez,
koryteller, laurence.michael, majella.pi,
michael150, Naima.Maj, Nykeemam, P.Rak,
peerapol, rgerring, rktomkin, sarah.waller,
sashatsirkel, shimmeringspirit, skato1,
smullani, StasB, SylviaWatson, Vinaykk,
vivekc
[View complete list]

Welcome jfay

Links:
All About Photography
Bits 'N Speeches
Capitol Captivators
Carmichael
East End Orators

Registration Personal Preferences Communication Images Attachments Toastmasters Watching

Registration Information - jfay

Items marked with a * are required unless stated otherwise.

Username: *

E-mail address: *

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

There are 8 tabs here:

1. **Registration** (Change your password).
2. **Personal** (Enter your contact information etc.).
3. **Preferences** (leave this set to 'English US' please).
4. **Communication** (other registrations to social media sites).
5. **Images** (your profile picture can be downloaded here).
6. **Attachments**.
7. **Toastmasters** (Clubs you are connected to and information on Your Speeches and leadership progress).
8. **Watching** (Topics in the forum you subscribe to).

Note: On tab 4 (**Communication**) you can indicate who may view your information by selecting “Club Members only”.
When making any changes to your Profile, don't forget to click on **[Save]** to save your changes!

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3. Member Participation

These guidelines discuss “My Participation” located on Figure: #1, for members of the club. This is actually the main area to use if you are a member! Just 4 links :

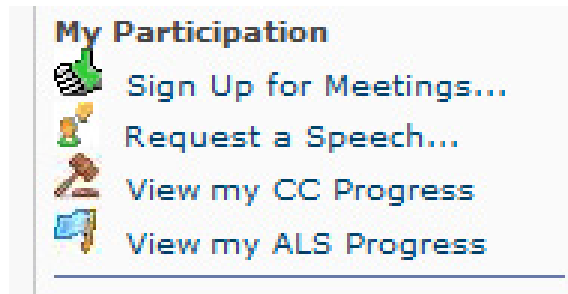
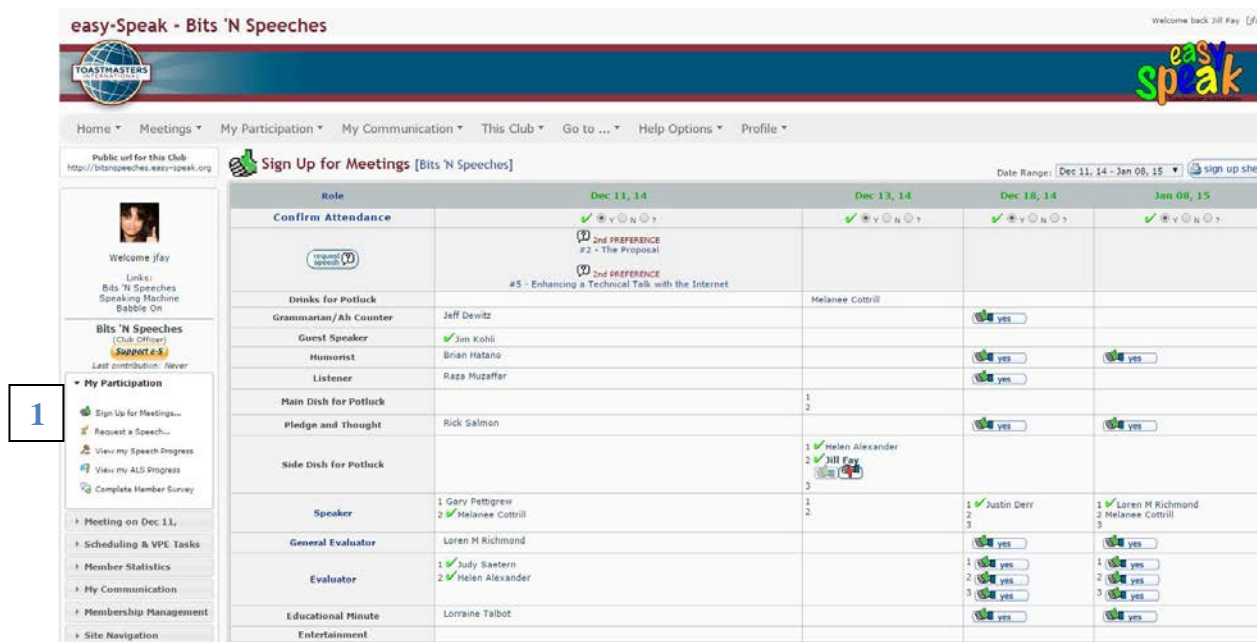


Figure 1: These are the most important links you will use



easy-Speak - Bits 'N' Speeches

Welcome back Jill Fay [fay]

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

Public url for this Club: <http://bitsnspeeches.easy-speak.org>

Sign Up for Meetings [Bits 'N' Speeches] Date Range: Dec 11, 14 - Jan 08, 15 sign up sheet

Welcome jfay
Links:
Bits 'N' Speeches
Speaking Machine
Babble On

Bits 'N' Speeches
(Club Officer)
Support e.s.
Last contribution: Never

My Participation

- Sign Up for Meetings...
- Request a Speech...
- View my Speech Progress
- View my ALS Progress
- Complete Member Survey

Meeting on Dec 11, 14

Scheduling & VPE Tasks

Member Statistics

My Communication

Membership Management

Site Navigation

Role	Dec 11, 14	Dec 13, 14	Dec 18, 14	Jan 08, 15
Confirm Attendance	✓ y n ? #2 2nd PREFERENCE #3 - The Proposal #5 - Enhancing a Technical Talk with the Internet	✓ y n ?	✓ y n ?	✓ y n ?
Drinks for Potluck		Melanie Cottrill		
Grammarians/Ah Counter	Jeff Dewitz		yes	
Guest Speaker	✓ Jim Kohli			
Humorist	Brian Hatano		yes	yes
Listener	Raza Muzaffar		yes	
Main Dish for Potluck		1		
Pledge and Thought	Rick Salmon		yes	yes
Side Dish for Potluck		1 ✓ Helen Alexander 2 ✓ Jill Fay		
Speaker	1 Gary Pettigrew 2 ✓ Melanie Cottrill	1 2	1 ✓ Justin Derr 2 3	1 Loren M Richmond 2 Melanie Cottrill 3
General Evaluator	Loren M Richmond		yes	yes
Evaluator	1 ✓ Judy Saxtern 2 ✓ Helen Alexander		yes yes yes	yes yes yes
Educational Minute	Lorraine Talbot		yes	yes
Entertainment				

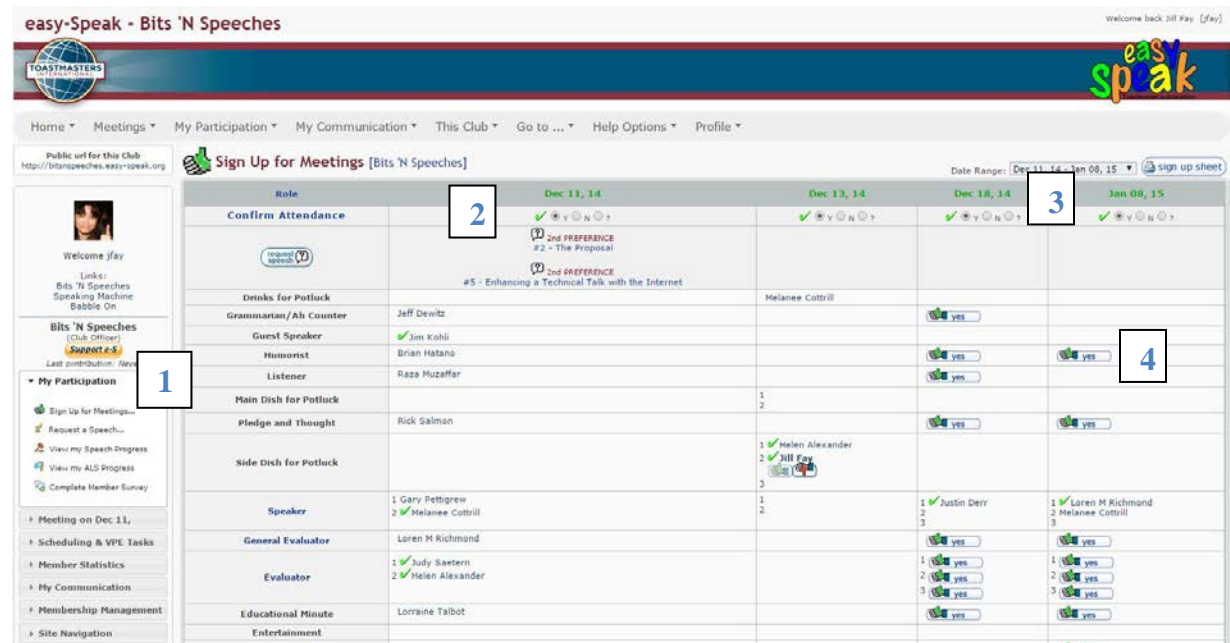
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3.1 Sign up for Meetings

Step 1. On the LEFT Panel, under “My Participation”:

Click:  “Sign Up for Meetings...”

The Sign Up for Meetings dialog box appears.



The screenshot shows the 'easy-Speak - Bits 'N' Speeches' website. The left sidebar has a 'My Participation' section with a link 'Sign Up for Meetings...'. The main content area is titled 'Sign Up for Meetings [Bits 'N' Speeches]'. It features a table with columns for dates (Dec 11, 14; Dec 13, 14; Dec 18, 14; Jan 08, 15) and rows for various roles (Confirm Attendance, Drinks for Potluck, Grammarian/Ah Counter, Guest Speaker, Humorist, Listener, Main Dish for Potluck, Pledge and Thought, Side Dish for Potluck, Speaker, General Evaluator, Evaluator, Educational Minute, Entertainment). The table contains status indicators (Y, N, ?) and 'thumbs-up' icons for each role and date combination.

Confirm Attendance

Step 2. Select “Y”, “N” or “?” to indicate your attendance in the top row is “**Confirm Attendance**” where the meeting dates are specified.

For EACH (green) meeting date:

Step 3. Find the date and the role you would like to accept.

Step 4. Click on the green “thumbs-up” to indicate that you want this role.

Member Tutorial – Guidelines to easy-SPEAK-101

3.2 Request a Speech Slot

Step 1. Click:  **Request a Speech...**

The “Request a Speech” dialog box appears.

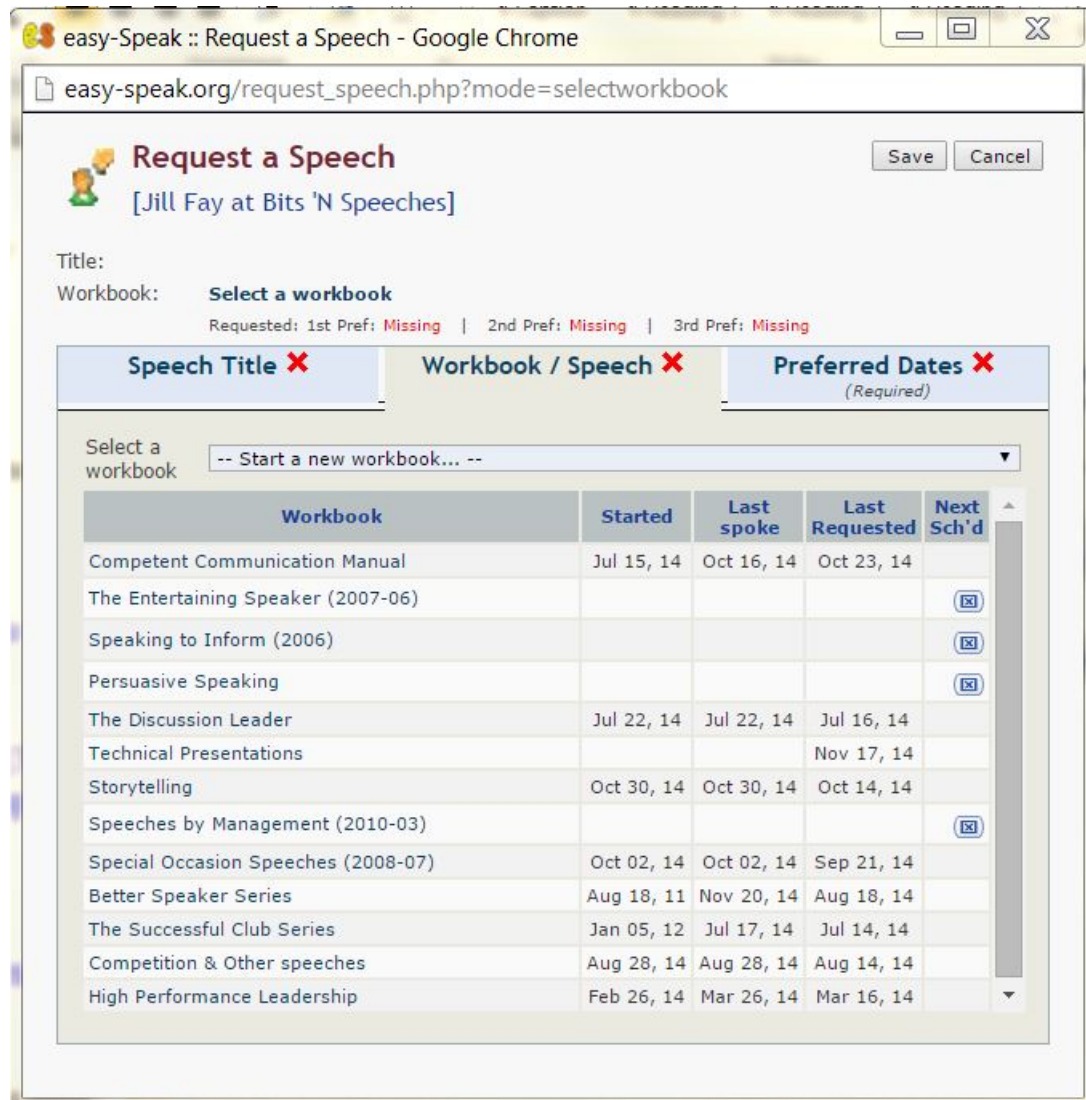
Note: If you are a new member, the **Competent Communication Manual** is selected.

Note: When you need to select another manual, this is where it's done!

Step 2. Click on: “Workbook / Speech” tab:

1. If your workbook is NOT listed in the table then click on the “Select a workbook” drop-down field and select your Workbook.
2. Locate your Workbook in the list and click on it.
3. Select the correct project you need to request a speech slot for.

You will now see a **green check mark** on the tab.



Workbook	Started	Last spoke	Last Requested	Next Sch'd
Competent Communication Manual	Jul 15, 14	Oct 16, 14	Oct 23, 14	
The Entertaining Speaker (2007-06)				<input checked="" type="checkbox"/>
Speaking to Inform (2006)				<input checked="" type="checkbox"/>
Persuasive Speaking				<input checked="" type="checkbox"/>
The Discussion Leader	Jul 22, 14	Jul 22, 14	Jul 16, 14	
Technical Presentations			Nov 17, 14	
Storytelling	Oct 30, 14	Oct 30, 14	Oct 14, 14	
Speeches by Management (2010-03)				<input checked="" type="checkbox"/>
Special Occasion Speeches (2008-07)	Oct 02, 14	Oct 02, 14	Sep 21, 14	
Better Speaker Series	Aug 18, 11	Nov 20, 14	Aug 18, 14	
The Successful Club Series	Jan 05, 12	Jul 17, 14	Jul 14, 14	
Competition & Other speeches	Aug 28, 14	Aug 28, 14	Aug 14, 14	
High Performance Leadership	Feb 26, 14	Mar 26, 14	Mar 16, 14	

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Go to: "Preferred Dates" tab:

Step 1. Specify the Preferred Dates (3 preferences possible) when you will be ready to give your speech.

You will now see a green check mark on the tab.

Note: if there is a clock shown in the "Already Scheduled" column, then other members have speeches on that date too.

easy-Speak :: Request a Speech - Internet Explorer
http://easy-speak.org/request_speech.php?mode=choosedate

Request a Speech [Jill Fay at Power Talkers] Save Cancel

Title
Workbook **Competent Communication Manual #9 - Persuade With Power**
Requested: 1st Pref: **Missing** | 2nd Pref: **Missing** | 3rd Pref: **Missing**

Speech Title ✖ **Workbook / Speech** ✔ **Preferred Dates** ✔ (Required)

Select a club: Power Talkers Show Schedule Speech

Date	Meeting Theme	Already Scheduled	My 1st, 2nd & 3rd Meeting Prefs
Feb 29, 16	3 Speakers "TBA"		1st <input type="radio"/> 2nd <input checked="" type="radio"/> 3rd <input type="radio"/>
Mar 07, 16	3 Speakers "TBA"		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input checked="" type="radio"/>
Mar 14, 16	3 Speakers "TBA"		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input checked="" type="radio"/>
Mar 21, 16	3 Speakers "TBA"		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
Mar 28, 16	3 Speakers "TBA"		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
Apr 04, 16	3 Speakers "TBA"		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
Apr 11, 16	Meeting Not Yet Scheduled		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
Apr 18, 16	Meeting Not Yet Scheduled		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
Apr 25, 16	Meeting Not Yet Scheduled		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
May 02, 16	Meeting Not Yet Scheduled		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>

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Go to: "Speech Title" tab:

Step 1. Enter your speech title.

Note: If you do not know your title, do not enter any, but don't forget to enter the title before the meeting!

Step 2. Enter your "Speech Introduction" (for the Toastmaster (written in the 3rd person)

Step 3. Repeat for all your speeches


Step 4. Click [Save] when you are done.

Note: if your speech is NOT "requested" by the time the meeting is planned, the Meeting Manager **cannot** assign you the role of speaker!

The screenshot shows a web browser window titled "easy-Speak :: Request a Speech - Internet Explorer". The address bar shows the URL "http://easy-speak.org/request_speech.php?mode=entertitle". The page content includes a "Request a Speech" header with a user icon and the name "[Jill Fay at Power Talkers]". Below this, there are three tabs: "Speech Title" (marked with a red X), "Workbook / Speech" (marked with a green check), and "Preferred Dates" (marked with a green check). The "Speech Title" tab is active, showing a "Title" text box and a "Speech introduction (for Toastmaster):" text area. The "Workbook" section shows "Competent Communication Manual #9 - Persuade With Power" and "Requested: 1st Pref: Feb 29, 16 | 2nd Pref: Mar 07, 16 | 3rd Pref: Mar 14, 16". There are "Save" and "Cancel" buttons in the top right corner.

Member Tutorial – Guidelines to easy-SPEAK-101

3.3 View My Speech Progress

Step 1. Click  View My Speech Progress.

The “My Communicator Progress” dialog box appears.

Here you can see:

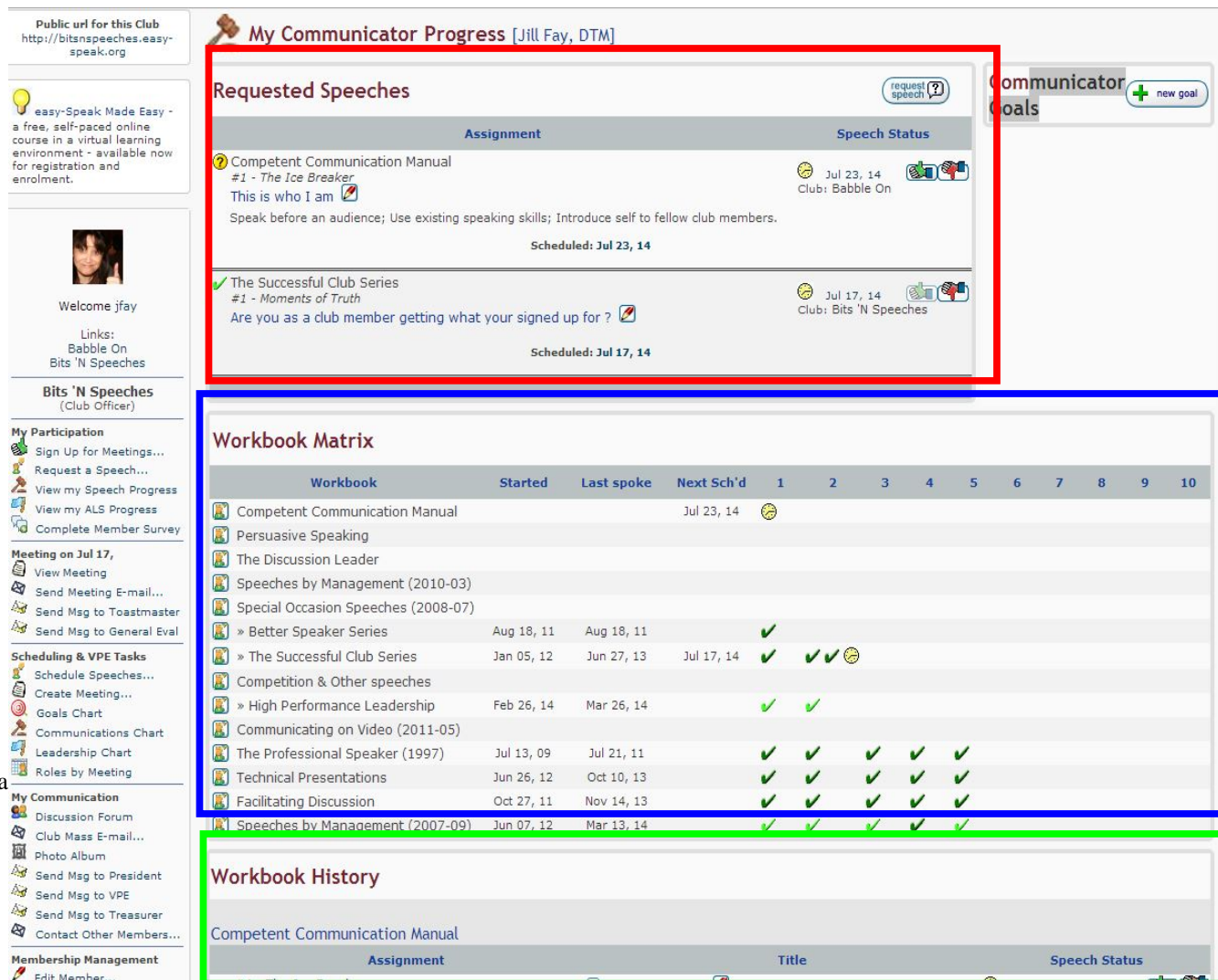
1. Your Requested Speeches
2. Your Work Book Matrix
3. Your Work Book History

Communicator Goals

You can also specify your “Communicator Goals” here.

Note: this feature automatically calculates the number of speeches you should give in order to reach your goal.

Note: Your VPE should discuss your goals with you during the “New Member Introduction” and after that it's a tool for you to see if you are 'on track'.



Public url for this Club
<http://bitsspeeches.easy-speak.org>

easy-SPEAK: Made Easy - a free, self-paced online course in a virtual learning environment - available now for registration and enrollment.

Welcome jfay

Links:
Babble On
Bits 'N Speeches

Bits 'N Speeches
(Club Officer)

My Participation

- Sign Up for Meetings...
- Request a Speech...
- View my Speech Progress
- View my ALS Progress
- Complete Member Survey

Meeting on Jul 17,

- View Meeting
- Send Meeting E-mail...
- Send Msg to Toastmaster
- Send Msg to General Eval

Scheduling & VPE Tasks

- Schedule Speeches...
- Create Meeting...
- Goals Chart
- Communications Chart
- Leadership Chart
- Roles by Meeting

My Communication







- Discussion Forum
- Club Mass E-mail...
- Photo Album
- Send Msg to President
- Send Msg to VPE
- Send Msg to Treasurer
- Contact Other Members...

Membership Management



- Edit Member...

My Communicator Progress [Jill Fay, DTM]

Requested Speeches

Assignment	Speech Status
 Competent Communication Manual #1 - The Ice Breaker This is who I am  Speak before an audience; Use existing speaking skills; Introduce self to fellow club members. Scheduled: Jul 23, 14	 Jul 23, 14 Club: Babble On
 The Successful Club Series #1 - Moments of Truth Are you as a club member getting what your signed up for ?  Scheduled: Jul 17, 14	 Jul 17, 14 Club: Bits 'N Speeches

Workbook Matrix

Workbook	Started	Last spoke	Next Sch'd	1	2	3	4	5	6	7	8	9	10
Competent Communication Manual			Jul 23, 14										
Persuasive Speaking													
The Discussion Leader													
Speeches by Management (2010-03)													
Special Occasion Speeches (2008-07)													
» Better Speaker Series	Aug 18, 11	Aug 18, 11		✓									
» The Successful Club Series	Jan 05, 12	Jun 27, 13	Jul 17, 14	✓	✓	✓							
Competition & Other speeches													
» High Performance Leadership	Feb 26, 14	Mar 26, 14		✓	✓								
Communicating on Video (2011-05)													
The Professional Speaker (1997)	Jul 13, 09	Jul 21, 11		✓	✓	✓	✓	✓					
Technical Presentations	Jun 26, 12	Oct 10, 13		✓	✓	✓	✓	✓					
Facilitating Discussion	Oct 27, 11	Nov 14, 13		✓	✓	✓	✓	✓					
Speeches by Management (2007-09)	Jun 07, 12	Mar 13, 14		✓	✓	✓	✓	✓					

Workbook History

Assignment	Title	Speech Status
Competent Communication Manual		

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3.4 View My ALS Progress

Step 1. Click:  **View My ALS Progress...**

The “My Communicator Progress” dialog box appears.

Here you can see:

- Your Leadership roles per Leadership project.

This feature automatically calculates the number of roles you should give in order to reach your goal.

Step 2. Click: .


Step 3. Fill in when you want to reach this goal.

Note: Easy-Speak will calculate and track your progress. If you have a green color, you are on track. If it is red (as in this example) you are no longer on track.

Note: You need to make sure that you communicate to your VPE when you fulfill a leadership role at the meeting!! The VPE needs to take note of this separately in order for this to be entered in easy-Speak.

Public url for this Club
<http://bitsnspeeches.easy-speak.org>

easy-Speak Made Easy - a free, self-paced online course in a virtual learning environment - available now for registration and enrolment.


Welcome jfay
Links:
Babble On
Bits 'N Speeches

Bits 'N Speeches
(Club Officer)

My Participation

- Sign Up for Meetings...
- Request a Speech...
- View my Speech Progress
- View my ALS Progress
- Complete Member Survey

Meeting on Jul 17,


- View Meeting
- Send Meeting E-mail...
- Send Msg to Toastmaster
- Send Msg to General Eval

Scheduling & VPE Tasks

- Schedule Speeches...
- Create Meeting...
- Goals Chart
- Communications Chart
- Leadership Chart
- Roles by Meeting

My Communication

- Discussion Forum
- Club Mass E-mail...
- Photo Album
- Send Msg to President
- Send Msg to VPE
- Send Msg to Treasurer
- Contact Other Members...

 **My Leadership Progress** [Jill Fay, DTM]



[Hide Details]


CL Progress Save

(Click on name to record completed Leadership assignment)

Assignment	Completion Date	Verified?
1 Listening and Leadership (Requires 3)		
Ah-Counter		
Speech Evaluator	✓ Completed May 07, 14	YES
Grammarian	⚠ Not Yet Replied Aug 06, 14	
Table Topic Speaker		
2 Critical Thinking Completed 6/13/2014		
Speech Evaluator	✓ Completed Jun 12, 14	YES
General Evaluator	✓ Completed May 01, 14	YES
3 Giving Feedback (Requires 3)		
General Evaluator	⚠ Confirmed Jul 30, 14	
Speech Evaluator		
Grammarian		
4 Time Management (Requires 1 + 1)		
Toastmaster	✓ Completed Apr 24, 14	YES
Speaker		
Table Topic Master		
Grammarian		
AND		
Timekeeper		
5 Planning and Implementation (Requires 3)		
Speaker		
General Evaluator		
Toastmaster	✓ Completed May 08, 14	YES
Table Topics Master	✓ Completed Jun 18, 14	YES
6 Organising and Delegating (Requires 1)		
Help organise a Speech Contest		
Help organise a Special Event		
Help organise a Membership Campaign		
Help organise a PR Campaign		
Help produce Newsletter		
Assist Club Webmaster		
7 Develop Your Facilitation Skill (Requires 2)		
Toastmaster	✓ Completed Jun 05, 14	YES
General Evaluator		
Table Topic Master		
Guest Hospitality		
8 Motivating people (Requires 2* + 1)		

Leadership Goals + new goal

Achieve Competent Leadership  

Current Status:  At Risk
Target Set On: Jun 12, 14
Target Date: Nov 01, 14

	Plan	Actual	Remain
Projects Needed	10	1	9
Weeks per Project	2.0	4.6	1.7

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.