



## **easySPEAK – Toastmasters Automation**

Information for easySPEAK Support Manager of District 95

September 2019

# easySPEAK - Features

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- ▶ Automate meeting planning (club, Officer Training, ...)
- ▶ Membership list and club, area, division, district membership lists
- ▶ Track and support members' development
- ▶ Mass E-Mail to member and functions/roles
- ▶ Full web-site for each club, area, division and district
- ▶ pre-prepared Toastmaster content
- ▶ Knowledge Base
- ▶ Online discussion and voting
- ▶ Member surveys
- ▶ Candidates Corner, Conferences, Calendar, ...

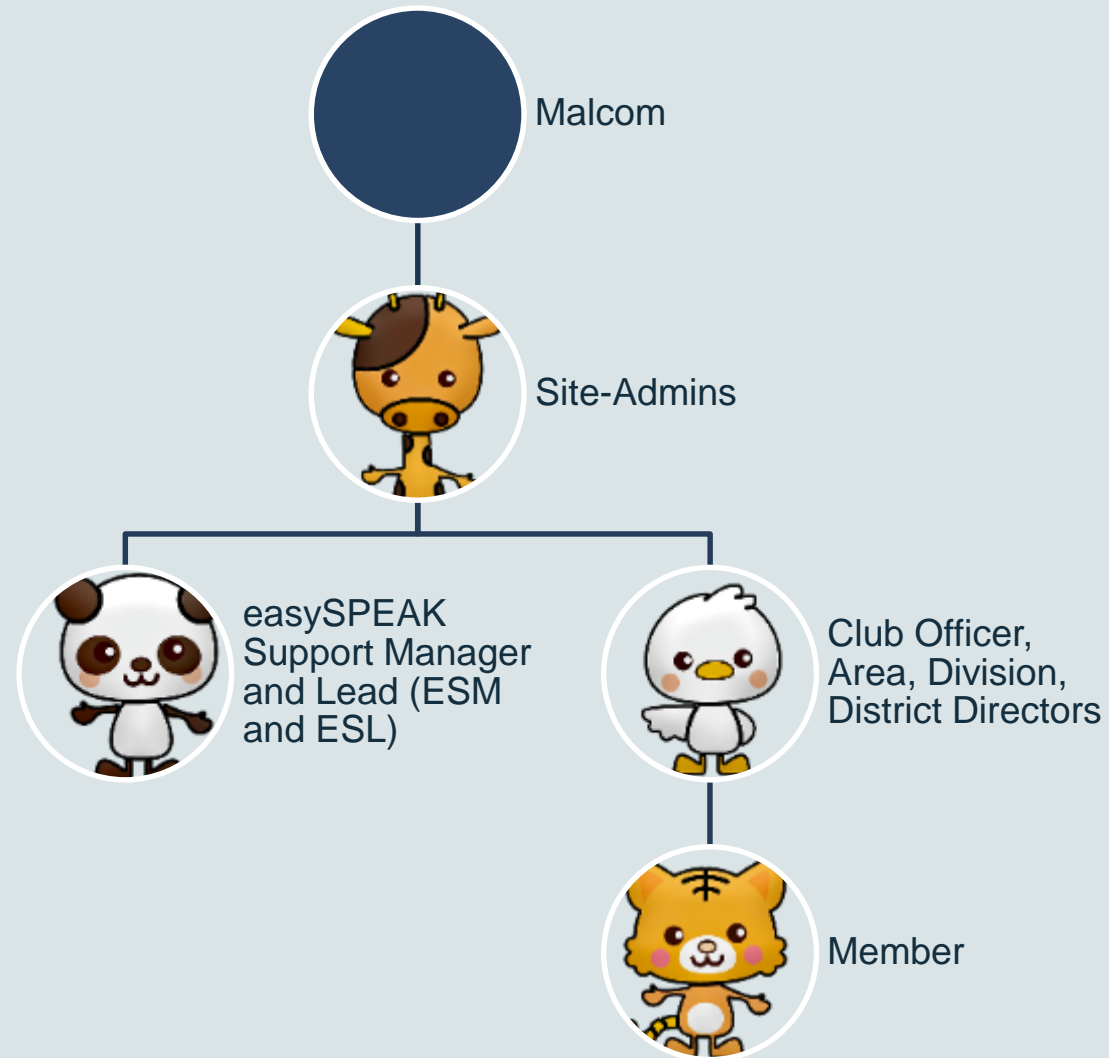
# easySPEAK Knowledge Base

<https://tmclub.eu/kb.php>

About: using easySPEAK, quality clubs resource, and Toastmasters

# access rights level

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# member rights

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- ▶ Attend a meeting
- ▶ Take a role
- ▶ Apply for a speech
- ▶ Manage his/her own profile
- ▶ Send eMails to other member

# admin rights

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*Can be configurate in the club control panel*

- ▶ Manage Club Officer
  - Add / change Officer roles
  - Edit meeting agenda, dates, and time and VPE tasks
  - Change member data, set new password
  - Change welcome and news page
  - Alter and add portal pages
  - conduct survey and view results

# admin rights

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- ▶ Manage Club Setup
  - Name, Admin, Subdomain
  - Language, timezone, date format
  - Meeting default location
  - regular club appointments
  - Area, division, district

# admin rights

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## ▶ Other

- Gmap Locations
- Meeting Awards
- Meeting Roles
- Member Survey
- Member Status
- Realign District - with special appointed rights (be careful!)



# Site-admin rights

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- ▶ Connect / disconnect club/area/division site to the district site
- ▶ Add a new Club
- ▶ Add / change pre-prepared Toastmaster content
- ▶ Unlock blocked IP/Addresses Users
- ▶ Add/change new Areas / Divisions / Districts
- ▶ Assign (District)Admin rights
- ▶ Move/Realign clubs to other Districts

# ESM duties

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- ▶ Realign clubs
- ▶ Contact person for the district (know your division, areas, and clubs, inform and be informed by your division director)
- ▶ Second level support for club board member, area directors and division director (not for all members)
- ▶ Listen to easySPEAK webinars
- ▶ Optional: Hold a webinar about an easySPEAK aspect
- ▶ Find your successor for the next TM year

## Whom to ask:

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### Who can be asked by the ESM & ESL in case of questions or problems?

1. Please check first at the »**Help Options**« menu and the discussion forum <https://tmclub.eu/forum.php>
2. Then ask your ESM colleagues via e-mail.
3. Then create your own post in the Support Forum. <https://tmclub.eu/forum.php> (»**How do I...?** « or »**Knowledge Base**«)
4. Finally contact the ESL ([esl@tm95.org](mailto:esl@tm95.org)), who can contact Malcom by the known email address.