

Easy Speak



Easy as 1-2-3

Both the Vienna Toastmasters and the Vienna Speakers club have adopted the Easy Speak tool, a software for organizing Toastmasters meetings online. Easy Speak allows members to request speech slots and sign up for meeting roles in the web.

Why Easy Speak? Easy Speak helps to simplify the organization of meetings and club business. It makes it easier for club members to apply for roles and speeches. Members can also track their progress with ease. Easy Speak also helps the VP of Education, by being able to focus on helping members with their projects instead of having to manage membership data in spreadsheets (which is a very time consuming task).

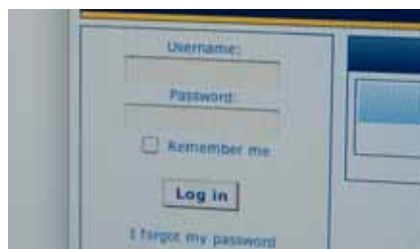
New tools can be very intimidating at first. While being easy to use, they may seem complicated at first glance. This is an easy guide to Easy Speak that helps you get the best out of it.

1 Visit the website



Visit <http://easy-speak.district59-toastmasters.org/> in your browser.

2 Login



Enter your login: E.g. name "John Doe"
User: JohnD, Password: John
(Case sensitiv!)

3 Select a club



Select a club to view the meeting agenda, track your progress and more!

Easy Speak 101

After successfully logging in you can easily start using Easy Speak for various activities:

Top Navigation

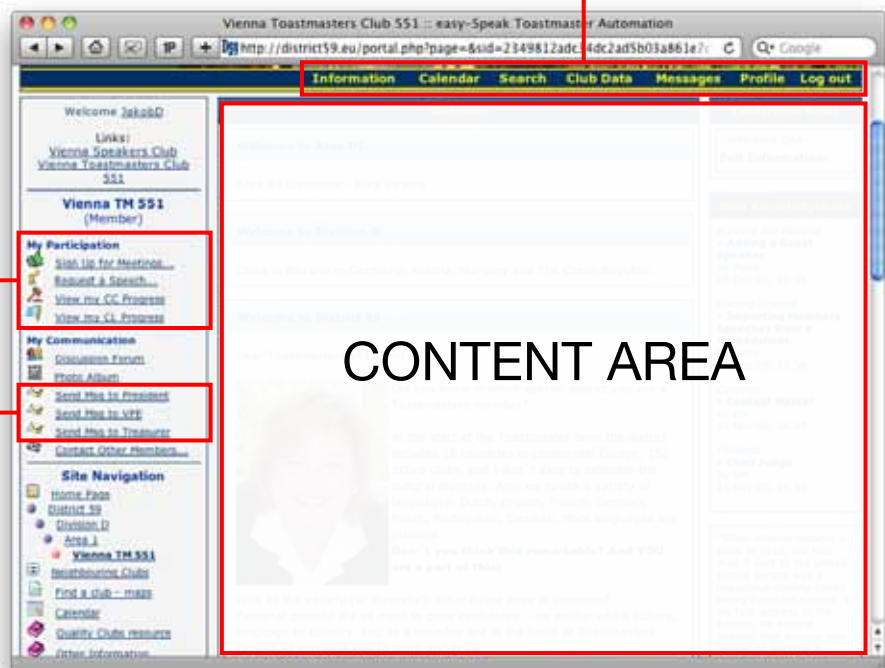
- Calendar:** Look at previous and next meetings
- Club Data:** View member list, club officers, speeches and more
- Messages:** Send and receive messages from others
- Profile:** Change passwords and other personal information
- Log out:** Log out of your profile in Easy Speak

Participate

- Sign up for meetings
- Request a speech slot
- Track your progress

Communicate

- Send messages to President, VP Education or Treasurer



Request a speech slot

When you are ready to give a speech, press "Request a Speech..." from the menu and choose the appropriate manual and project from the upcoming window. You can choose an existing manual or start a new workbook.



Sign up for meetings & roles

You can easily confirm attendance of a future meeting by pressing the green thumbs-up symbol . The same way you can sign up for other roles like Ah Counter by using the panel "Sign up for roles".

Confirm Attendance			
Name	Attend	Last attended	Last role
Member			
✓ Martha Auer		10 Nov 09	10 Nov 09
✓ Christoph Martin		10 Nov 09	No record
✓ Thomas Puntus		10 Nov 09	10 Nov 09
? Wolfgang Ammer		No record	No record
? Ivan Berlakovich		No record	No record
? Karl Biedermann		No record	No record