

Hamwic Speakers

How to confirm meeting attendance (or inform about nonattendance) in 4 easy steps

Step 1 – visit the website: <http://d71.org/portal.php?marknow=0> (see picture T1)

Step 2 – enter your user name and password on the left-hand side (see picture T2)

Step 3 – On the left hand side under ‘Hawic Speakers’ click on ‘view meeting’ (see picture T3)

Step 4 – In the ‘confirm attendance’ section on the left click on ‘yes’ or ‘no’ buttons next to your name (see picture T4).

Don’t forget to press ‘save’ button in the left-hand upper corner of the section

How to sign up for a role in 4 easy steps

Follow the first 3 steps as indicated above

Step 4 – in the ‘Sign up for roles’ section click on the little arrow to open the dropdown menu next to the specific role. **Find and click on your name on the drop-down list** (see picture T5 – an example of me signing up for the ‘timekeeper’ role).

Don’t forget to press the ‘save’ button in upper the right hand corner of the section.

How to request a speech in 5 easy steps

Follow the first 3 steps as indicated above

Step 4 – on the left-hand side in ‘my participation’ section, **click on ‘request a speech’** – a pop up ‘request a speech’ will appear.

Step 5 – there are 3 essential pieces of information that you should provide (see picture S1):

- **Speech title** - in the ‘Title’ bar type in your speech title (you may also want to write a brief speech introduction for the Toastmaster of the evening which can be used to announce your speech).
- **Workbook/Speech** – tick a button on the left side next to the ‘Assignment’ (see picture S2)
- **Preferred date** – in this section you can choose the dates for your speech – you can state your 3 preferred dates in the columns on the right hand side. If there are already 3 speeches scheduled on a particular date you may not be able to request a speech on this date (see picture S3).

Don’t forget to click on the ‘save button’ in the right-hand corner!