

easy-Speak - Toastmaster Automation!



easy **SPEAK** **10**TH **ANNIVERSARY**
TOASTMASTERS AUTOMATION

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Username:

Password:

☐ Remember me

Log in

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Welcome



Speaking Tips

Everyone in a Toastmasters meeting was once at the same place. The environment is friendly and supportive, and the self-confidence you build with each speaking assignment.

- A typical club has between 20 to 40 members who meet weekly. An evening meeting normally lasts around 90- 120 minutes.
- There is no instructor in a Toastmasters meeting. Instead, members give presentations, pointing out the strengths and suggestions for improvement, which is a key part of the program's success. Members also give presentations to learn to conduct meetings and develop their leadership skills.
- Members learn communication skills by working through a series of speaking assignments.

easy-Speak Guide

Take control of your
Toastmasters journey!



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Introduction

Most Toastmasters clubs in the United Kingdom use easy-Speak to manage their meetings, keep track of member's progress and schedule speeches and roles.

This system is also known as D71 or toastmasterclub.org

Knowing how to use your club toastmasterclub.org website well will enables you to take ownership of your Toastmasters journey by using the following tools:

- ▶ Confirming attendance to meetings weeks in advance
- ▶ Signing-up for available roles directly on each meeting page
- ▶ Requesting speeches several weeks in advance
- ▶ Tracking your *Competent Leadership* progress

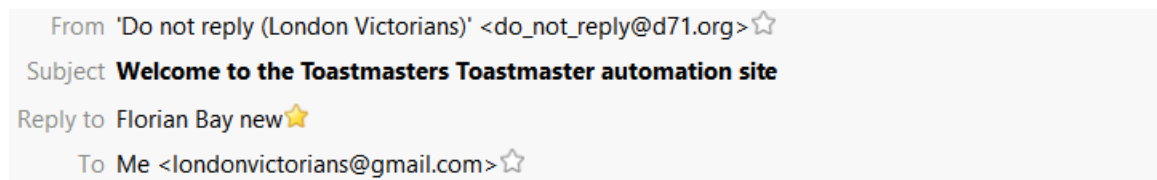
Please read this guide thoroughly and familiarise yourself with its contents.

With it easy-Speak becomes really easy!

Registration

You will be given a username to use to log into the website as soon as you join a club as a member. This will be emailed to you with the subject line **Welcome to the Toastmasters automation site**. Your username will typically contain part of your name or family name, but it could also be initials. It is worth remembering that you can modify it later if you wish.

For the purpose of this guide we'll be Victoria Brown. Victoria has recently joined London Victorians Toastmasters in London and is keen to get going!



Victoria Brown - Welcome to Toastmasters Toastmaster Automation site

Florian Bay, a club administrator from London Victorians has created a user-id for you on this site.

You may book in to the next Club meeting by [clicking on this link](#)

You may change your username, password, e-mail address and other details by clicking on '[profile](#)' at the top of any screen.

Please keep this email for your records. Your account information is as follows:

Username: **VictoriaBrown**

Password: **eb0232e0**

Click on '[profile](#)' and you will be prompted for the log in details you have just been emailed and you will be sent to the profile page where you can change your password.

A screenshot of a web application titled 'My User Profile'. At the top, there are two buttons: 'Save' and 'Reset'. Below them is a horizontal tab bar with eight tabs: 'Registration', 'Personal', 'Preferences', 'Communication', 'Images', 'Attachments', 'Toastmasters', and 'Watching'. The 'Registration' tab is highlighted with a yellow border. The main content area is titled 'Registration Information - VictoriaBrown'. Below this title is a note: 'Items marked with a * are required unless stated otherwise.' There are four input fields: 'Username: *' with the value 'VictoriaBrown'; 'E-mail address: *' with the value 'londonvictorians@gmail.com'; 'Current password: *' with a placeholder text 'You must confirm your current password if you wish to change it or alter your e-mail address'; and 'New password: *' with a placeholder text 'You only need to supply a password if you want to change it'. Below the 'New password' field is a 'Confirm password: *' field with a placeholder text 'You only need to confirm your password if you changed it above'. Both the 'New password' and 'Confirm password' fields contain the text 'Your New Password here'.

Each of the tabs circled in yellow in the image enables you to do several things.

Personal: You can change your details such as your name, contact phone numbers, occupation and address here. Several privacy settings are available, ranging from making your information public, to showing it to club members or to officers only. The default privacy setting is "club officers only".

Preferences: Timezone settings and language settings can be modified here.

Communication: Links to LinkedIn, Facebook or Twitter profiles can be added here.

Images: Want to add a picture to your profile? This is the place!

Toastmasters: A recap of clubs where you are a member and of your recent speeches.

It might be useful the next time you log back in to click 'remember' me so that you don't have to input your password again.

Once you are signed in you will be presented with the page below. In order to access more options you will need to click on the London Victorians link on the left hand side.

Toastmasters - London Victorians Prospective Club

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

Public url for this Club
<http://londonvictorians.toastmasterclub.org>

Welcome VictoriaBrown

Links:
[London Victorians](#)

Home

[About Our Club](#)

London Victorians is the newest Toastmasters Club in town, focused on bringing skills of all m
Founded by experienced Toastmasters from other Clubs in London, we started meeting in Sep

Confirming & Amending your attendance

The first page you will reach upon clicking 'London Victorians' will be showing several things but the most pre-eminent of them will be the agenda of the next meeting.

[Previous](#) **London Victorians** [Next](#)

Tuesday 20th January 2015 at 18:30

Watch this meeting for changes
E-mail meeting to a friend

Toastmaster Meeting - 2 Hours, 20 Mins

[agenda](#)

[I WILL / WILL NOT attend this meeting](#)

Venue: **Windsor Castle Pub (Upstairs)** [\(Click here for a map\)](#)

Last on-line changes in 25 Days
You may accept a vacant role

Confirm Attendance		Hide Speech Details	Sign Up for Roles
Member		Role	CL
Victoria Brown	<input type="radio"/> ? <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?	1st Speaker	<input type="radio"/> ? Marina Lussich, ALB
Anne Gastone	<input type="radio"/> ? Unknown		Toastmasters in your company?
Ayokunle Sangoyomi	<input type="radio"/> ? Unknown		Persuasive Speaking #2 - Conquering the 'Cold Call' (10:00-14:00 min)
Daniela Ortner	<input type="radio"/> ? Unknown		

The fields circled in green allow you to confirm your attendance. Clicking on the green thumbs-up confirms your attendance and the red thumbs-down signals that you are not coming.

It is also possible to use the boxes under the 'confirm attendance' column. Clicking the circle to the right of Y signals that you are coming ✓, the one to the right of N that you are not coming ✗. You can also say that you might come by clicking next to the question mark.

Clicking 'Previous' or 'Next' will move you to the agendas of the following or previous meetings where you can perform the same operations.

Typically a week to ten days before a meeting, you will receive an automated e-mail by our Vice President Education if you have not already confirmed your attendance. This e-mail contains links enabling you to inform us if you will be able to attend the meeting or not.

From 'Toastmasters (London Victorians)' <do_not_reply@d71.org> ☆
 Subject **London Victorians - Tuesday 6th January 2015**
 Reply to Florian Bay new ☆
 To Undisclosed-recipients; ☆

London Victorians
Tuesday 6th January 2015 - Starting at 18:30
 Venue: Windsor Castle Pub (Upstairs)

This is a reminder of our London Victorians meeting of Tuesday 6th January 2015

Full details of the agenda were available on the website from 18:30 on Tuesday 11th November 2014.

Please use the website or click on one of the following links before 18:30 on Tuesday 30th December 2014 to tell me if you will be at the meeting.

[I WILL be at the Tuesday 6th January 2015 meeting](#)

[I will NOT be at the Tuesday 6th January 2015 meeting](#)

It is very important that you communicate your attendance to club meetings and that you give as much notice as possible if you are unable to attend. This way you won't receive automated reminder e-mails or be chased up by a member of the committee. Giving plenty of notice allows roles to be rescheduled, so kindly bear that in mind.

Signing-up for roles

It is possible to sign up for roles on the website several weeks in advance of meetings, by clicking on the 'sign up for roles' menu on the left hand side, in the 'My Participation' tab. You should typically be able to sign up for roles at least three meetings ahead but this could be as many as five meetings in advance. As per club rules, remember that you should strive to do two roles between doing prepared speeches.

To sign up for a role, simply click on the green thumbs up button displayed beside each role.

Public url for this Club
<http://londonvictorians.toastmasterclub.org>

Welcome VictoriaBrown

Links:
 London Victorians

London Victorians
 (Member)

▼ My Participation

- Sign Up for Meetings...
- Request a Speech...
- View my Speech Progress

Meeting on 06 Jan

Member Statistics

Sign Up for Meetings [London Victorians] Date Range: 06 Jan 15 - 03 Feb 15 [sign up sheet](#)

Role	06 Jan 15	08 Jan 15	20 Jan 15	03 Feb 15
Confirm Attendance	✓ Y O N ?	? O Y N ?	? O Y N ?	? O Y N ?
Speaker	1 2 ✓ Kohinoor Mukherjee 3 ✓ Sergey Karassov		1 Marina Lussich, ALB 2 3 4	1 2 3 4
General Evaluator	Paul Walsh [thumbs up] yes	[thumbs up] yes	[thumbs up] yes	✓ Neil Coleman [thumbs up] yes
Evaluator	2 Warren Sheng 3 ✓ George Chiesa [thumbs up] yes	[thumbs up] yes	1 [thumbs up] yes 2 [thumbs up] yes 3 [thumbs up] yes 4 [thumbs up] yes	1 [thumbs up] yes 2 [thumbs up] yes 3 [thumbs up] yes 4 [thumbs up] yes

Be aware that signing up for a role at a meeting, automatically confirms your attendance at this meeting. If for any reason you are unable to attend this meeting, **please notify us as soon as you can** by changing your attendance on the system.

Should you wish not to sign up for roles on the system, you may be assigned roles by the Vice-President Education if you have confirmed that you are able to attend a meeting. An e-mail will be sent to you at some point, notifying you of your role and offering you the possibility to accept or to reject the role.

From: 'Toastmasters (London Victorians)' <do_not_reply@d71.org> ☆
 Subject: **London Victorians - Thursday 8th January 2015**
 Reply to: Florian Bay new ☆
 To: Me <londonvictorians@gmail.com> ☆

London Victorians
Thursday 8th January 2015 - Starting at 16:45
 Venue: Cardinal Place Atrium

Meeting Theme: Demonstration Meeting

Dear Victoria
 Thank you for telling me that you will be coming to this meeting.

I have assigned you the role of 'Evaluator'.
 If this role is new to you, [there is information available on the website](#).

Please use the website or click on one of the following links as soon as possible, but before 14:45 on Thursday 8th January 2015, to confirm that you can accept this role.

[I ACCEPT the 'Evaluator' role](#)


[I will NOT be at the Thursday 8th January 2015 meeting](#)

A final way to sign-up for roles is to look at the agenda of any meeting and to click on the green thumbs-up button of the available role you wish to take.

1st Speaker	---	Unassigned ---
2nd Speaker <i>Previous Evaluators</i> JennyTagg CherylB BarryGmn	10 Dec 14 01 Dec 14 20 Nov 14	✓ Kohinoor Mukherjee TBA <i>The Entertaining Speaker (2007-06) #2 - Resources for Entertainment (5:00-7:00 min)</i>
3rd Speaker <i>Previous Evaluators</i> SolomonA Warren Sh PABLO	15 Dec 14 02 Dec 14 27 Nov 14	✓ Sergey Karassov How to create a powerful story <i>The Professional Speaker (1997) #4 - The Professional Seminar (20:00-40:00 min)</i>
General Evaluator	?	Paul Walsh
1st Evaluator		 yes
2nd Evaluator	?	Warren Sheng
3rd Evaluator	✓	George Chiesa
1st Topic Evaluator		 yes

Requesting Speeches

Requesting speeches works in a similar way to role requests, as you need to click on the 'request a speech' link of the 'My Participation' menu. Doing so will open a new popup windows, containing three tabs, 'Speech Title', 'Workbook/Speech' and 'Preferred Dates'.


Request a Speech

Save

Cancel

[Victoria Brown at London Victorians]

Title:

Workbook: **Competent Communication Manual**

Requested: 1st Pref: Missing | 2nd Pref: Missing | 3rd Pref: Missing

Speech Title ✗

Workbook / Speech ✗

Preferred Dates ✗
(Required)

Select a workbook

-- Start a new workbook... --

Workbook

Started

Last spoke

Last Requested

Next Sch'd

You only need to write in your speech title in the first tab, but you do not need to do so right there and then. You can always add your speech title later as we will see.

If the Vice-President Education has not done so already, you must select the Competent Communicator as the workbook in which you will be working on. Alternatively, if you are an advanced speaker, please select the title of the workbook that applies to you.

You will need to express your first, second and third preferred dates in the last tab. Whenever possible, we will endeavour to accommodate your first preference, but should it not be possible we may have to reschedule your speech to your second or third preferred dates.



Request a Speech

Save Cancel

[Victoria Brown at London Victorians]

Title:

Workbook: **Competent Communication Manual #1 - The Ice Breaker**

Requested: 1st Pref: **Missing** | 2nd Pref: **Missing** | 3rd Pref: **Missing**

Speech Title		Workbook / Speech	Preferred Dates (Required)
Date	Meeting Theme	Already Scheduled	My 1st, 2nd & 3rd Meeting Prefs
06 Jan 15	3 Speakers		1st <input checked="" type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
08 Jan 15	1 Speakers "Demonstration Meeting"		1st <input type="radio"/> 2nd <input checked="" type="radio"/> 3rd <input type="radio"/>
20 Jan 15	4 Speakers		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input checked="" type="radio"/>
03 Feb 15	4 Speakers		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
17 Feb 15	4 Speakers		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
03 Mar 15	4 Speakers		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>

Once this process is completed, the Vice-President Education will be notified by e-mail and will schedule your speech accordingly.

Should you need to add or amend the title of your speech before a meeting, you can do so by clicking on the pencil circled in green below which will pop up the 'Speech Title' tab. You can additionally formally accept the role of speaker for that speech by clicking on the green thumbs-up button.

London Victorians

Next

Tuesday 6th January 2015 at 18:30

Toastmaster Meeting - 2 Hours, 33 Mins

I MIGHT attend this meeting


agenda

Last on-line changes in 10 Days

Time?

Hide Speech Details

Sign Up for Roles

Role	CL	Presenter	Accept
1st Speaker	<input type="text"/>	Victoria Brown TBA  Competent Communication Manual #1 - The Ice Breaker (4:00-6:00 min)	

Measuring your progress & Goal setting

There are a further two links on the 'My Participation' tab, called 'View my Speech Progress' and 'View my CL progress'.

The first link will open a page enabling you to see your progress on the communication track, recalling the titles and dates of your previous speeches.

My Communicator Progress [Victoria Brown]

Requested Speeches

Assignment	Speech Status
Competent Communication Manual #1 - The Ice Breaker TBA	06 Jan 15 Club: London Victorians

Scheduled: 06 Jan 15

Workbook Matrix

Workbook	Started	Last spoke	Next Sch'd	1	2	3	4	5	6	7	8	9	10
Competent Communication Manual			06 Jan 15										

Workbook History

Competent Communication Manual

Assignment	Title	Speech Status
#1 - The Ice Breaker	TBA	Scheduled 06 Jan 15
#2 - Organise Your Speech		
#3 - Get to the Point		
#4 - How to Say It		
#5 - Your Body Speaks		
#6 - Vocal Variety		
#7 - Research Your Topic		
#8 - Get Comfortable With Visual Aids		
#9 - Persuade With Power		
#10 - Inspire Your Audience		

The second link will open up a similar page focused on your leadership progress. Completed *competent leadership* manual projects, will be highlighted in green.

My Leadership Progress [Victoria Brown]

[Hide Details]

CL Progress

(Click on name to record completed Leadership assignment)

Assignment	Completion Date	Verified?
1 Listening and Leadership (Requires 3)		
Ah-Counter		
Speech Evaluator		
Grammarian		
Table Topic Speaker		
2 Critical Thinking (Requires 2)		
Speech Evaluator		
Grammarian		
General Evaluator		
3 Giving Feedback (Requires 3)		
General Evaluator		
Speech Evaluator		
Grammarian		
4 Time Management (Requires 1 + 1)		
Toastmaster		
Speaker		
Table Topic Master		
Grammarian		
AND		
Timekeeper		

Leadership Goals [+ new goal](#)

Current Status:
Target Set On:
Target Date:

Plan	Actual	Remain
Projects Needed		
Weeks per Project		

Consider setting yourself goals on both the speaking and leadership fronts. Goals can be set by the buttons circled in green and can be as varied as "completing five speeches by end 2015" or "completing my *competent communicator* manual by June 2016".

By setting yourself goals, you are **taking ownership of your Toastmasters journey** and helping us as committee members to support you in achieving them. **Be proactive, set yourself goals!**

Meeting Management

If you volunteer to become Toastmaster of the meeting in some clubs, you may be asked to help the Vice-President Education in managing the meeting. This will be a great opportunity for you to improve your facilitation skills. With easy-Speak **you'll have plenty of tools at your disposal to ensure that all roles are filled-in.**

You can access the meeting you'll be Toastmastering at any time via the 'My Participation' tab and then clicking on "Meeting on (Date)" circled which will open-up a drop-down menu of options. Click on 'View Meeting' here circled in **red** and this will bring you to the meeting page.

Public url for this Club
http://londonvictorians.toastmasterclub.org

Welcome VictoriaBrown

Links:
London Victorians

London Victorians
(Member)

My Participation

Meeting on 08 Aug

Meeting on 15 Aug

Send Meeting E-mail...

View Meeting...

Print Agenda...

Print Detail Agenda...

Print Checklist...

Member Statistics

My Communication

Organisation

Site Navigation

Need to ask a question? - or could you help and answer questions?

easySPEAK training
Click for videos and webinars

Previous

London Victorians

Tuesday 15th August 2017

Toastmaster Meeting - 2 Hours, 16

I WILL / WILL NOT attend this mee

Venue St. James the Less (Monk Room) (Click here for a map)

[Hide Meeting Text] [Edit Meeting Text]

If you wish to be considered for reserve speaker please

Save Confirm Attendance Show # of Roles Hide Speech Details

Member (12/57)

Victoria Brown	06 Jan 15	1st Speaker	CL#
Alex Liberatore	01 Aug 17	Previous Evaluators Dylan SI	20 Jul 17
Alexandra De Souza	01 Aug 17	2nd Speaker	
Alexandro Gomez	01 Aug 17	3rd Speaker	
Andrew Steavenson	01 Aug 17	Previous Evaluators dbraidwood	11 Jul 17
Andrew Summers	11 Jul 17	stephennice	18 Oct 16
Andy Turner	01 Aug 17	4th Speaker	
Ani Manukyan	30 May 17	Previous Evaluators John Ku	25 Apr 17
Annabel Lamb	01 Aug 17	Prateek Tr	21 Mar 17
Ayokunle Sangoyomi	25 Jul 17	Fahad Al	15 Nov 16
Bruna De Palo	27 Jun 17	General Evaluator	CL#10
Charlotte Wells	13 Jun 17	1st Evaluator	CL#1
Christophe Rosin	27 Jun 17	2nd Evaluator	
Claire Picard	28 Mar 17	3rd Evaluator	CL#8
Claudia Donea	01 Aug 17	4th Evaluator	
Cleo Bispo	25 Jul 17	1st Topic Evaluator	
Dan Spacie	27 Jun 17		

By virtue of **being meeting manager you will have access to extra privileges** on the meeting page. One of which is a detailed attendance page which will tell you who's coming and who's not coming. It looks similar to what've seen before in Confirming & Amending your Attendance. Except that **you are now able to track the attendance of all club's members at the meeting.** While members should update their attendance status themselves, you can if you wish manually update someone's attendance yourself.

The row of dates circled in **green** shows when someone last attended a club meeting. You can switch to the **Show # of Roles** view instead which will show you how many roles members are doing at the meeting. This is a good way to find out if someone isn't doing a role at a meeting. You can switch back to the previous view by clicking on **Show Last Attended.**

Some information regarding the meeting you're managing will be e-mailed to you automatically via notifications.

From 'Toastmasters (London Victorians)' <do_not_reply@toastmasterclub.org> ☆
 Subject **Role Assignment for Tuesday 15th August 2017 meeting at London Victorians**
 Reply to Florian Bay new ☆
 To Undisclosed-recipients; ☆

This message was sent from a notification-only email address that does not accept incoming email.
 Please do not reply to this message.

Hello Victoria,

Florian Bay has Taken the role of Guestmaster at the Tuesday 15th August 2017 meeting of London Victorians.

You can use the following link to [view the full meeting status](#)

These notifications like the one shown above cover the following:

- Someone taking up a role at the meeting.
- A speaker or functionary has cancelled his/her attendance to the meeting.
- Someone marked “unsure to attend” being assigned a role.

You can assign roles to members attending the meeting very easily by going onto the “Sign up for Roles” screen shown below.

Hide Speech Details Sign Up for Roles Save

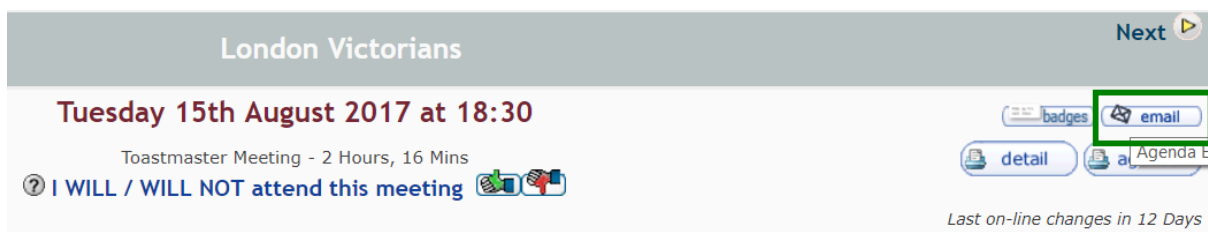
Role	CL	Presenter	Accept
1st Speaker <i>Previous Evaluators</i> Dylan SI 20 Jul 17	CL#5 ✓	Misha Saif TBA <i>Competent Communication Manual #1 - The Ice Breaker (4:00-6:00 min)</i>	<input checked="" type="checkbox"/>
2nd Speaker	---	Unassigned ---	
3rd Speaker <i>Previous Evaluators</i> dbraidwood 11 Jul 17 stephennice 18 Oct 16	? ✓	Gabriele Polenta TBA <i>Competent Communication Manual #4 - How to Say It (5:00-7:00 min)</i>	<input type="checkbox"/>
4th Speaker <i>Previous Evaluators</i> John Ku 25 Apr 17 Prateek Tr 21 Mar 17 Fahad Al 15 Nov 16	? ✓	Terry Pullin My sister <i>The Entertaining Speaker #3 - Make Them Laugh (5:00-7:00 min)</i>	<input type="checkbox"/>
General Evaluator	CL#10 ✓	Linda Esilaba	<input checked="" type="checkbox"/> ✗
1st Evaluator	CL#1 ✓	Claudia Donea	<input checked="" type="checkbox"/> ✗
2nd Evaluator	✓	Annabel Lamb	<input checked="" type="checkbox"/> ✗
3rd Evaluator	CL#8 ✓	Andy Turner	<input checked="" type="checkbox"/> ✗
4th Evaluator			
1st Topic Evaluator			
Club Business			
Grammarians	CL#2 ✓	Alexandra De Souza Alexandro Gomez Andrew Summers Ani Manukyan Ayokunle Sangoyomi Bruna De Palo Christophe Rosin Claire Picard Dan Spacie Danielle Reeve Ed Garland	<input checked="" type="checkbox"/> ✗
Guestmaster			
Harkmaster			
Meeting Reporter			
President's Introduction			
Sergeant at Arms	✓	Eddie Forson Eleanor Gelston Hannah Thomas Helena Augustyn	<input checked="" type="checkbox"/> ✗
Table Topic Master	✓		<input checked="" type="checkbox"/> ✗

Select the member you wish to assign a role to from the drop-down menu and the role will be allocated to the member.

When assigning roles in a meeting remember to follow these guidelines:

- Bear in mind the experience level of the member in question.
- Try not to assign a junior evaluator to a more advanced speaker.
- Prioritise members attending who haven't attended in a while.
- All roles require prior preparation especially Table Topics Master or speech Evaluator.

You have the possibility of sending an automated e-mail to anyone you've assigned a role to. Click on the 'email' tab at the upper right corner of a meeting page circled in **green** below.



The first and the second emails will typically be sent out by the Vice-President Education. But do assist him/her by sending out the third e-mail when you're assigning roles to someone.

First e-mail

Send first meeting e-mail to members who have not yet advised attendance and whose status with the club is:

Member	<input checked="" type="radio"/> Yes	<input type="radio"/> No	(57 Member, 57 in recent contact)
New Joiners	<input checked="" type="radio"/> Yes	<input type="radio"/> No	(1 Member, 1 in recent contact)
Mailing List	<input checked="" type="radio"/> Yes	<input type="radio"/> No	(1 Member, 1 in recent contact)
Guest Functionary	<input type="radio"/> Yes	<input checked="" type="radio"/> No	(59 Member, 50 in recent contact)
Speechcraft Student	<input type="radio"/> Yes	<input checked="" type="radio"/> No	(0 Member, 0 in recent contact)

Message

London Victorians
Tuesday 15th August 2017 - Starting at 18:30
Venue: St. James the Less (Monk Room)

This is a reminder of our London Victorians meeting of Tuesday 15th August 2017
Please use the website or click on one of the following links before 18:30 on Tuesday 8th August 2017 to tell me if you will be at the meeting.

Customise as needed

Path: Words: 54

(Previously sent 23:29 Wednesday 2nd August 2017) First e-mail

E-mail 2-5

Message

London Victorians
Tuesday 15th August 2017 - Starting at 18:30
Venue: St. James the Less (Monk Room)

Customise as needed

Path: Words: 14

Second e-mail

Thank you for confirming/not confirming... I have NOT assigned you a role

(Not previously sent) Second e-mail

Third e-mail

Thank you for confirming/not confirming... I HAVE assigned you a role

Send reminder to users who confirmed their roles more than two weeks ago ☒ Yes ☐ No

Resend e-mail to users who have not replied in Hours ☐ Yes ☒ No

(Previously sent 23:17 Monday 31st July 2017) Third e-mail

Send to people you've assigned roles to

Fourth e-mail

Asking for volunteers for vacant roles

Also send e-mail to members who have not replied ☒ Yes ☐ No

(Not previously sent) Fourth e-mail

Use to ask for last-minute volunteer role takers

Combine sending out meeting e-mails with asking members individually to help out if needed or by sing your club's WhatsApp group. It is often the case that **individual approaches are better** than mass or group approaches when requesting assistance.

Most importantly, **remember to be proactive when helping organise a meeting as Toastmaster, leaving things to the last minute is very often a bad idea!**