

Setting Up Your Own Toastmasters Agenda Generator

The purpose of this document is to walk through the steps of setting a Toastmaster Agenda Generator for your own club.

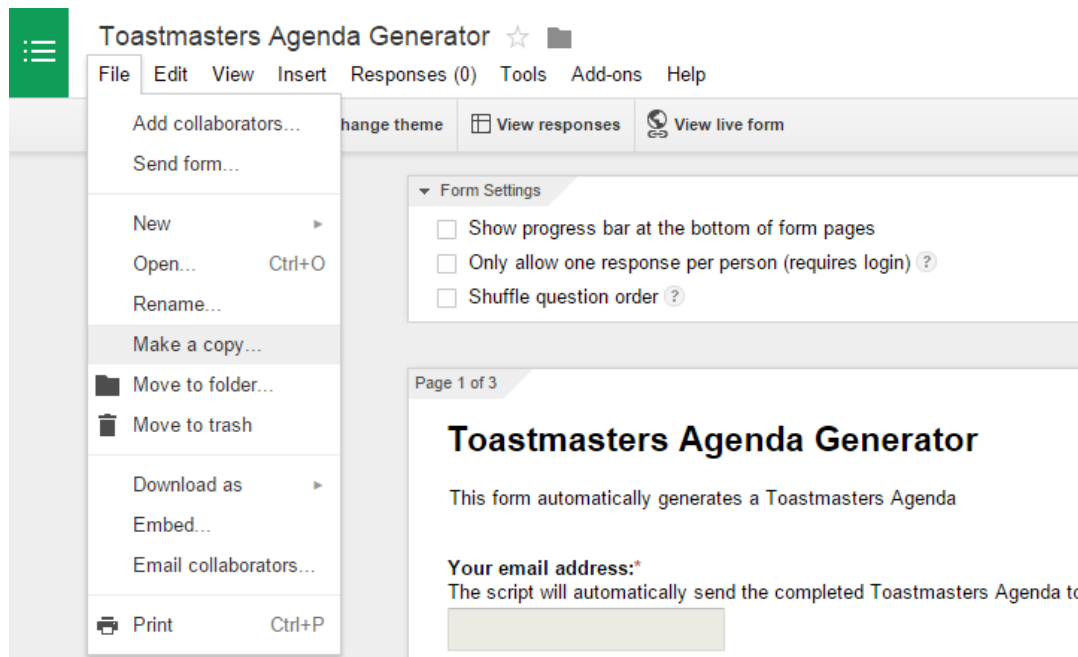
Prerequisites:

Before you create your own agenda generator, you must have:

- Created a Google Account
- Copied the Agenda Generator Form
- Created Toastmasters Agenda Templates
- (Optional) Created an Agenda Trailing Greeting Letter

Copying the Agenda Generator Form:

- 1) To copy the Toastmasters Agenda Generator Form, go to the following link:
<https://docs.google.com/forms/d/1sX6GYNEtHoR1WFdjHBaMx29defxx4hvJRs7crdb-nr/o/edit?usp=sharing>
- 2) Select “File->Make a copy...” to copy the document into your personal Google Drive.



- 3) Access your newly created form by going to drive.google.com

Creating Toastmasters Agenda Templates

The agenda generator works by copying your Toastmaster Agenda Template and replacing tags within the template with the responses from the form.

The tags used, and their respective replacements are listed below:

{DATE}	- Date of the next meeting		
{THEME}	- The theme of the next meeting		
{SAA}	- Sergeant at Arms		
{TMOD}	- Toastmaster of the Day		
{JKM}	- Jokemaster		
{GE}	- General Evaluator		
{TMR}	- Timer		
{AC}	- Ah Counter		
{GRA}	- Grammarian		
{WOD}	- The Word of the Day		
{TTM}	- Table Topics Master		
{TTMH}	- Table Topics Starting Time (hours)		
{TTMM}	- Table Topics Starting Time (minutes)		
{SP#}	- Name of Speaker where # is replaced by the speaker number		
{PN#}	- Project Numbers	""	""
{ST#}	- Speech Titles	""	""
{DR#}	- Speech Duration	""	""
{EVL#}	- Evaluators	""	""

The text formatting of the tags (bold, italics, underline) carries over to the replacement text. So if you would like the Timer's name to be in bold, simply insert the tag **{TMR}** where ever you want that name to appear.

Not all tags need to be present in the template for the program to work.

Document and Folder IDs:

In order for the script to work, it must know a couple of things

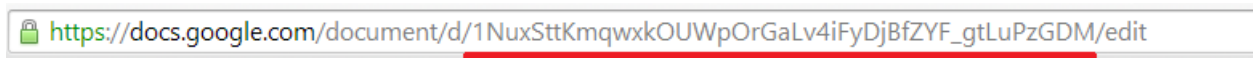
- The templates to use
- Where it should place the completed agendas

Google drive does not have a directory structure, so when you refer to a document or folder, you cannot refer to it by its location inside the directory structure. Instead you use their unique ID.

The easiest way to find the ID of a document or a folder is by looking at the URL of the document or folder:

Documents:

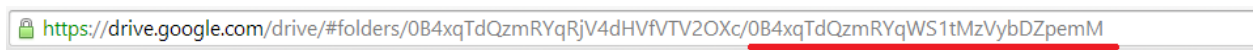
To get the document ID, first open up the document you intend to use. The document ID is the string of characters between the ".../d/" and the "/edit" tags located in it's URL.



https://docs.google.com/document/d/1NuxSttKmQwxkOUWpOrGaLv4iFyDjBfZYF_gtLuPzGDM/edit

Folders:

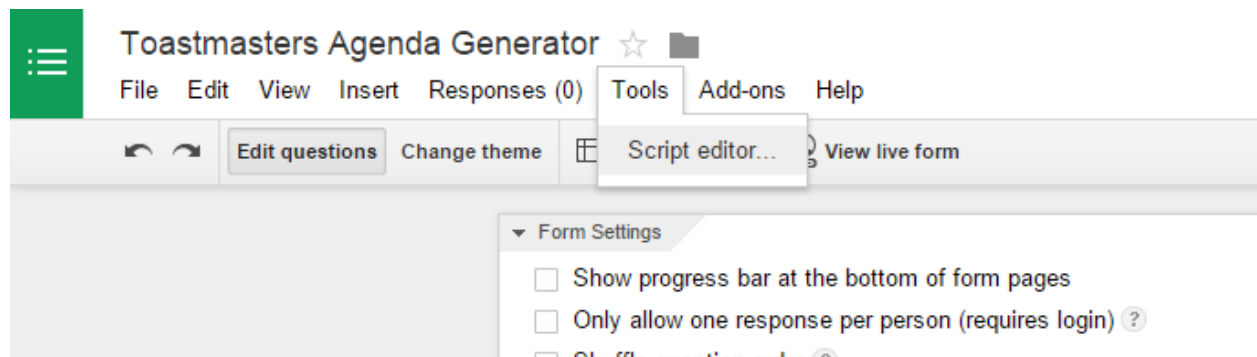
Getting the folder ID of a folder is similar to getting the document ID of a document. First open the folder you intend to use. The folder ID is the last string of characters in the URL. Note, that folders can be contained within other folders. it is very important that when grabbing the ID you only grab the characters at the end of the URL AFTER the last '/' character.



<https://drive.google.com/drive/#folders/0B4xqTdQzmRYqRjV4dHVfVTV2OXc/0B4xqTdQzmRYqWS1tMzVybDZpemM>

Accessing the form's script:

- 1) Open the Toastmasters Agenda Generator Form Editor
- 2) Goto Tools->Script editor



A quick overview about the editor can be found here:

<https://developers.google.com/apps-script/overview>

Customizing the Agenda Script:

To customize the Agenda Script to your particular Toastmaster's club, several options need to be changed in the script.

```
//-----  
//                               Sergeant at Arms Declaration  
//-----  
  
// Open Flying Toaster's Meeting Roles Spreadsheet  
var sheet = SpreadsheetApp.openById(  
    '<INSERT_DOC_ID_HERE>'  
);  
  
// Get the values into the data Array.  
var data = sheet.getDataRange().getValues();  
  
// Set the name of current Sergeant at Arms  
var SERGEANT_AT_ARMS = data[3][0];  
  
//-----  
//                               Set Agenda Folder  
//-----  
  
// These variables define the folder where the generated  
// agendas will be sent.  
  
// The ID for the Folder where all the generated agendas will go  
var FOLDER_ID = '<INSERT_FOLDER_ID_HERE>';  
// set agenda folder for later use  
var AGENDA_FOLDER = DriveApp.getFolderById(FOLDER_ID);  
  
//-----  
//                               Set Agenda Templates  
//-----  
  
// Agenda Templates are the templates used to generate Agendas.  
// They are separated based off of how many speakers each meeting  
// has.  
// To change the number of speakers, you need to change  
// - The number of options in the Google Form  
// - The number of template options below  
// - The number of speaker indicator variables  
// - The options in setTemplateID()  
// - The value of MAX_NUM_SPEECHES if necessary.  
  
// The ID for the file that will be used as a template  
var NO_SPEAKERS = '<INSERT_DOC_ID_HERE>';
```

```

var ONE_SPEAKER   = '<INSERT_DOC_ID_HERE>';
var TWO_SPEAKERS  = '<INSERT_DOC_ID_HERE>';

// Speaker Indicator variables
// These variables code the indicator used as a response
// for the question "How many speakers are there"
var NO_SPEAKER_INDICATOR = 'None';
var ONE_SPEAKER_INDICATOR = 'One Speaker';
var TWO_SPEAKER_INDICATOR = 'Two Speakers';

// Set max number of speeches that is ever possible
var MAX_NUM_SPEECHES      = 2;

//-----
//                                     Set Greeting Letter Template
//-----

// Set Greeting Letter Template
var GREETING_LETTER_ID = '<INSERT_DOC_ID_HERE>';

//-----
//                                     Set Response Array Indices
//-----

// Constants for response array indices
// --- The numbers for each index is determined by the question
// --- number in the survey. There is a 1 to 1 correlation between
// --- the question number, and the index number.
// --- (0 based counting of course)
var EMAIL_INDEX          = 0;
var DATE_INDEX           = 1;
var THEME_INDEX          = 2;
var TMOD_INDEX           = 3;
var JOKEMASTER_INDEX     = 4;
var GE_INDEX             = 5;
var TIMER_INDEX          = 6;
var AH_COUNTER_INDEX     = 7;
var GRAMMARIAN_INDEX     = 8;
var WORD_OF_THE_DAY_INDEX = 9;
var TTM_INDEX            = 10;
var NUM_SPEAKERS_INDEX   = 11;

//-----
//                                     Set Speaker Offset
//-----

// The speaker offset is the number of items required to define a speech
// In this case, this script counts:

```

```

//      - Speaker Name
//      - Speech Title
//      - Project Number
//      - Evaluator
// This is used to calculate the speaker's Response Array index.
var SPEAKER_OFFSET      = 4;

//-----
//                                     Table Topics Start Time
//-----

// To calculate the table topics start time, we simply take the maximum
// time allotted for each speech, add the appropriate number of
// minutes for evaluation, then add the resultant minutes to the starting
// time of speeches.

// Starting time of Speeches, rounded to nearest minute
var SPEECH_START_HOUR    = <SPEECH_START_HOUR>;
var SPEECH_START_MIN     = <SPEECH_START_MINUTES>;

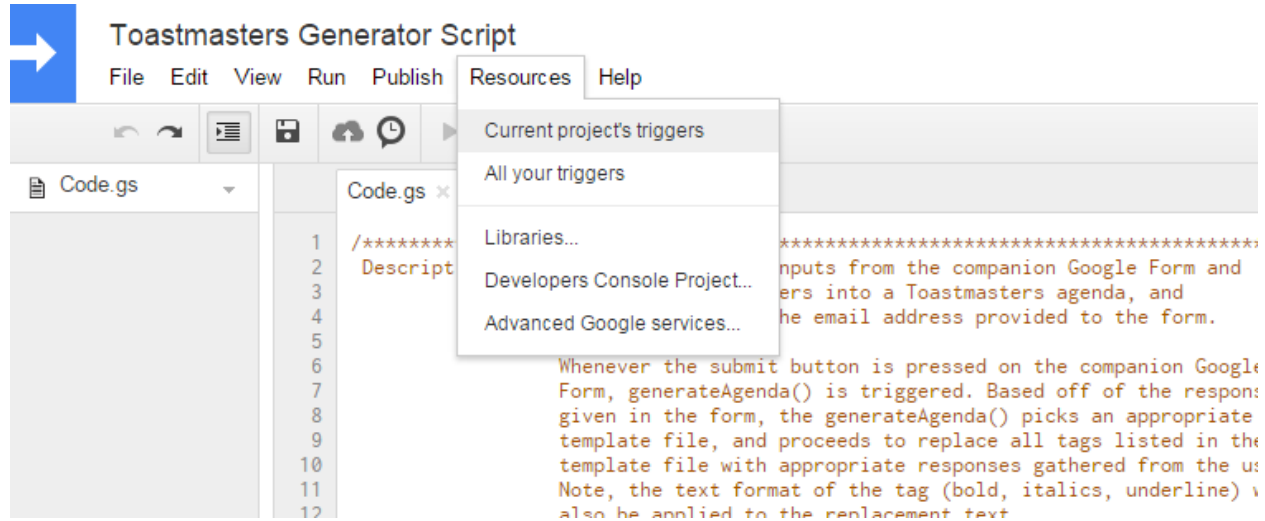
// Time given to do evaluation, rounded up to nearest minute.
// --- These are applied ONCE PER SPEECH
var EVALUATION_TIME      = <TIME_FOR_EVALUATIONS>;
var INTRODUCTION_TIME    = <TIME_FOR_INTRODUCTIONS>;
// --- Buffer time is applied ONCE
var BUFFER_TIME          = <EXTRA_TIME>;

```

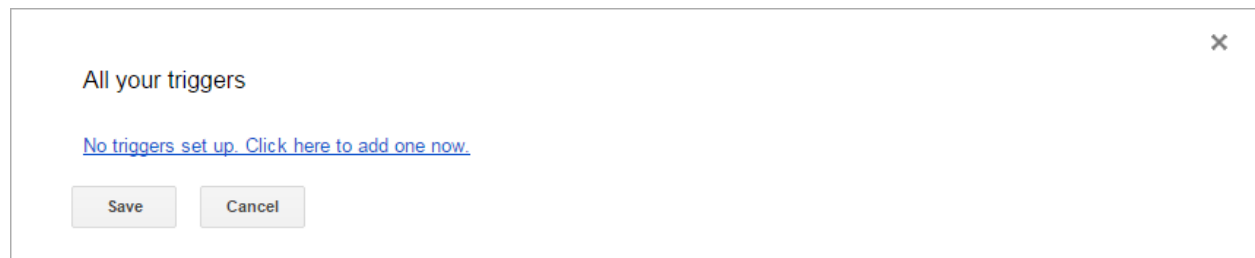
Set the trigger:

Triggers determine when the script will run. For this, we want to set up the form so the script runs after the submit button is pressed. To setup this trigger:

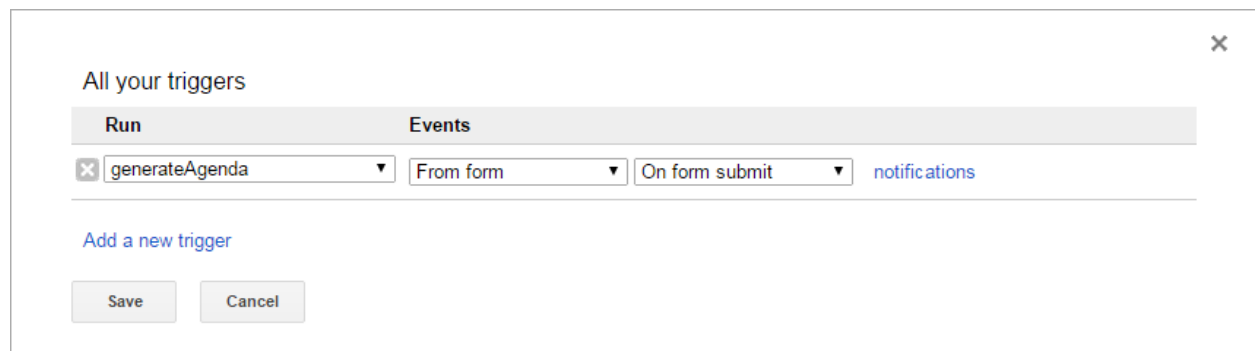
- 1) goto Resources->Current project's triggers



- 2) Click on the “No Triggers set up...” link



- 3) By default the form should have the following fields filled in correctly. If the fields do not match, adjust the options until they match the picture below.



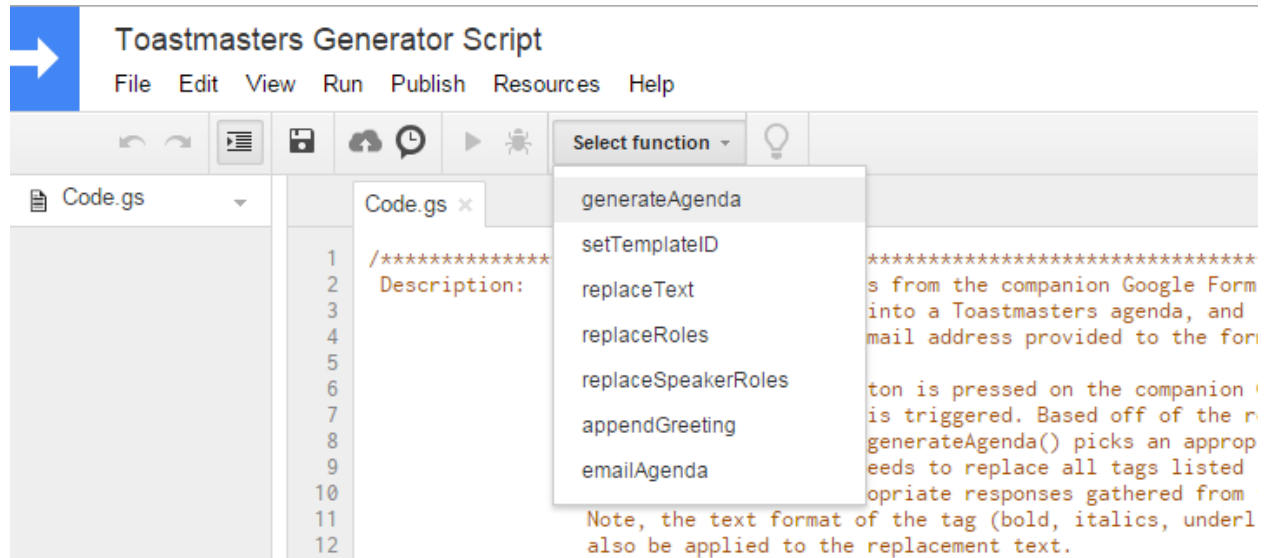
Clear up permissions:

Before your script can run, it needs permissions to access:

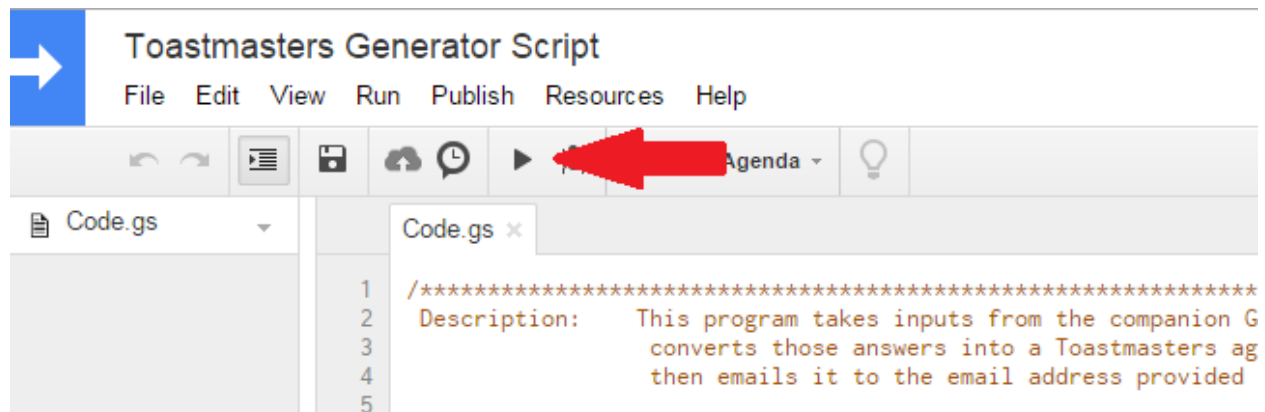
- Email (To send emails to the people using your script generator using your account)
- Spreadsheets (To read the results spreadsheet for your scripts inputs)
- Documents (To copy, create and edit the toastmaster's template into the finished agenda)
- Forms (To access the form we will use to trigger this script)

Permissions are automatically requested on your first run of the script. Note, if you publish your script without first running it, the permissions will not be granted and thus your users will not be able to access the script.

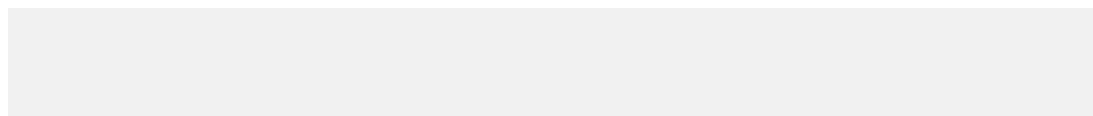
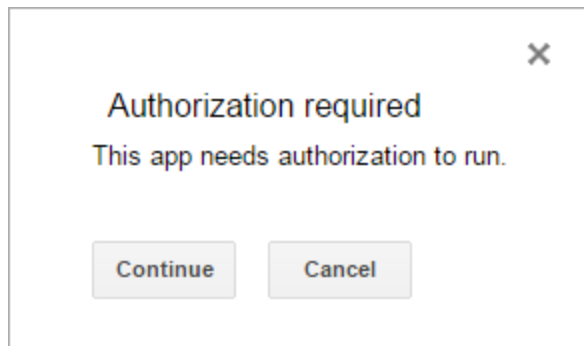
To run your script initially, first select the function to be run. For this script, you should select the function generateAgenda to run.















After selecting it, press the play button to run the script.



This will cause the following prompt to appear before taking you to Google's permissions page



▼ Toastmasters Generator Script would like to:

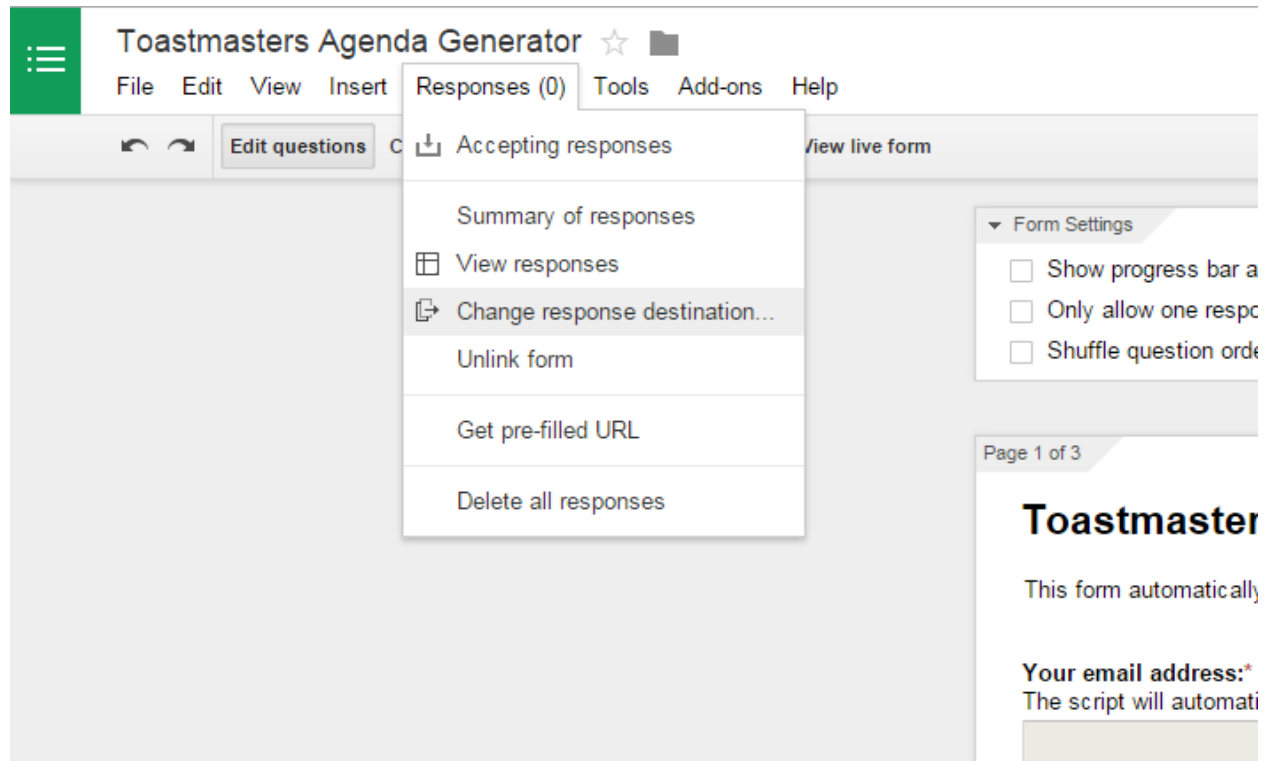
-  View and manage your mail 
-  View and manage your spreadsheets in Google Drive 
-  View and manage the files in your Google Drive 
-  View and manage your documents in Google Drive 
-  Send email as you 
-  View and manage your forms in Google Drive 

By clicking Accept, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other [Account Permissions](#) at any time.

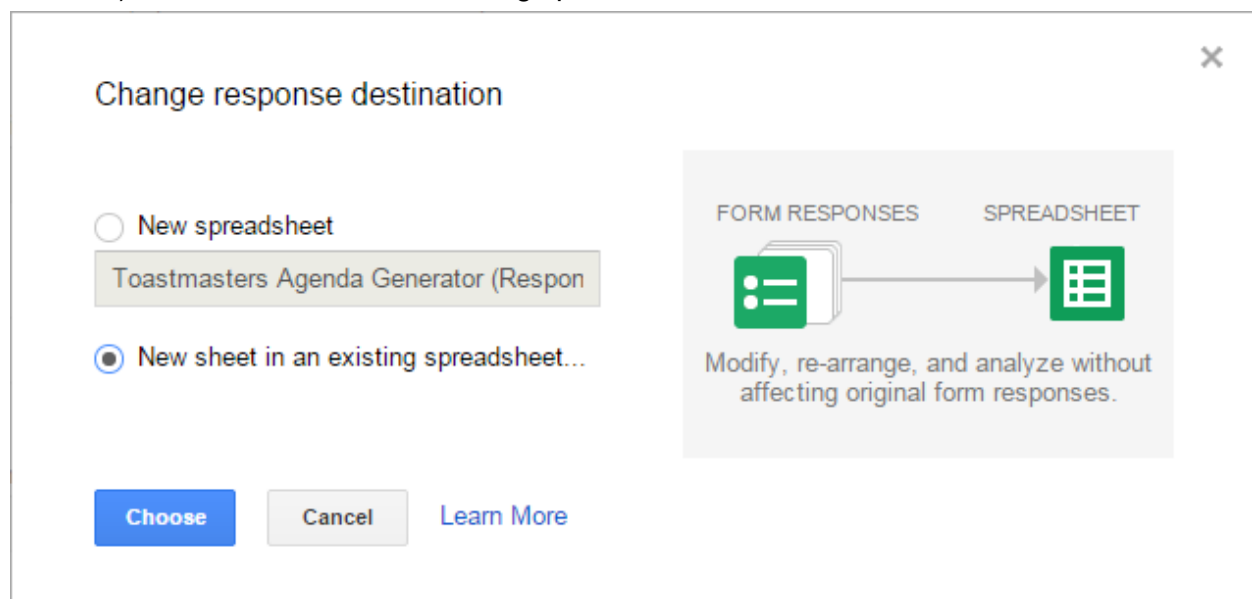
Setting up the response destination:

The final step to setting up your Toastmaster's agenda generator is to setup the Toastmaster's meeting roles sheet.

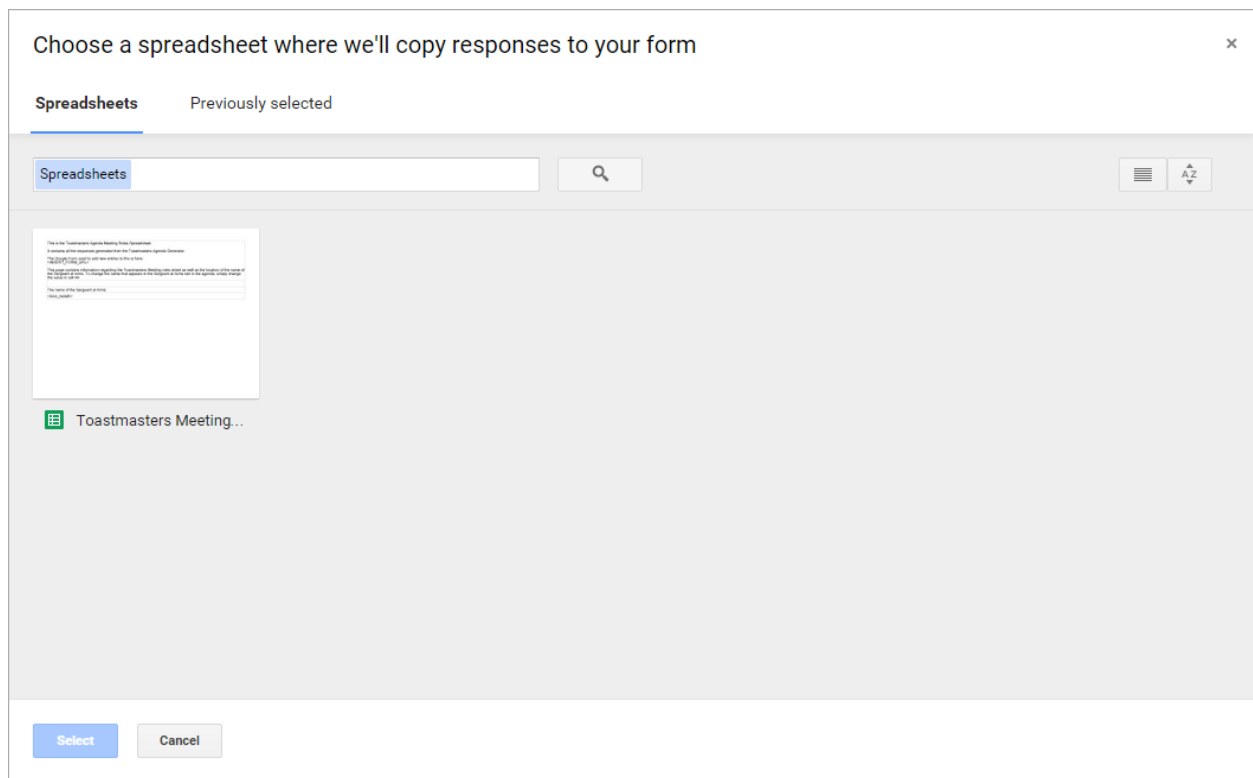
1) Link the existing response sheet included with the Toastmaster's Agenda Generator Kit by going to Responses->Change response destination



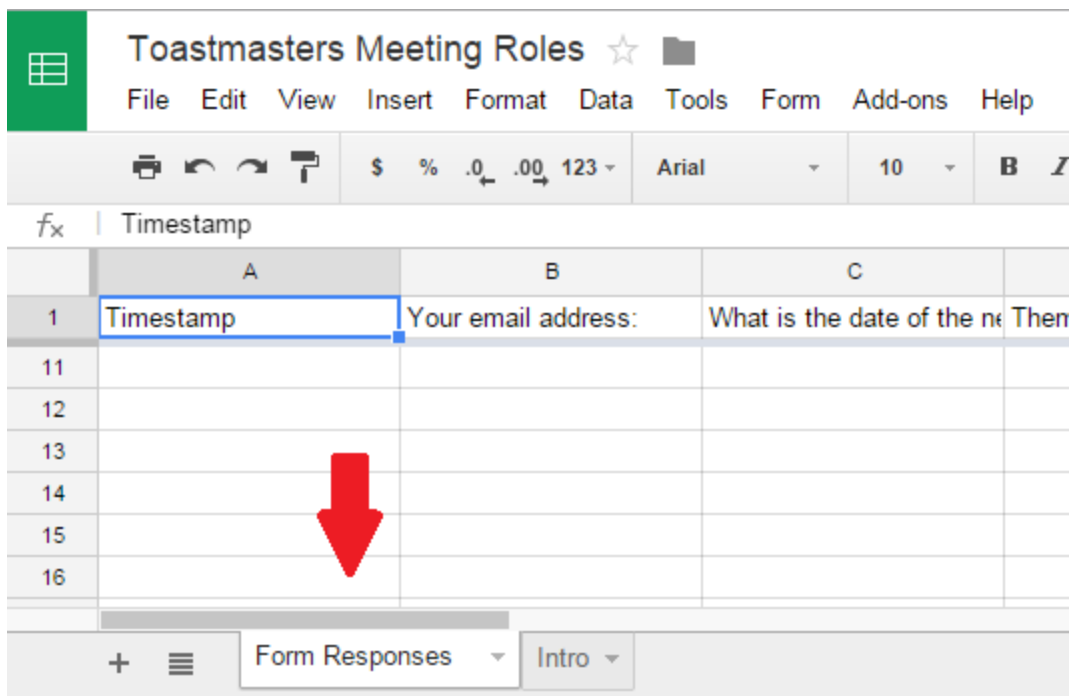
2) Choose New Sheet in Existing spreadsheet



3) select the appropriate spreadsheet from the list provided.



4) Open up the selected Toastmaster's Meeting Roles spreadsheet. This should have created a new spreadsheet page in your spreadsheet.



5) Adjust the order of the forms by clicking and dragging the “Form Responses” tab to the right of the “intro” tab until the “intro” tab snaps into the first position. This is necessary because the script looks for the Sergeant at Arms’ name in the first sheet in cell A4.



Congratulations, you are finished setting up your Toastmaster’s Agenda Generator Script!