

1. How to change meeting details?

Why Not Join Us! (right panel) → Be a guest at our next meeting!

Meetings (top bar) → Meeting on ...

Meetings (top bar) → Calendar

- Change agenda template or add / remove / edit items on agenda
- Change meeting details (time, place)
- Assign functionaries and approve speech requests for a single meeting
- Add meeting subject, description, and word of the day
- Generate agenda and detailed agenda
- Add user (e.g. special guest)

2. How to deal with speech requests?

My Participation (top bar) → Schedule Speeches

- Grant speech requests
- Request speeches for Members and Special Guests

3. How to see speech progress?

This Club → Club Charts → Communication Chart

4. How to see leadership progress?

This Club → Club Charts → Leadership Chart

- Open CL track for a new member

5. How to see mentoring status?

This Club → Club Charts → View Mentors

EasySpeak Extras

(<http://tmclub.eu/>)

1. How to record a speech delivered outside the club?
 - a. Create a speech request (details are not important – they will be edited later)
 - b. Go to a member Communicator progress page and click an arrow on the left side of the request and add the speech details
 - c. Or go to My Participation → Schedule Speeches → Record Speech Made Outside the Toastmaster Meeting → choose the request you created

2. How to add a mentor for a mentee?
 - a. Go to This Club → User List
 - b. Choose Edit User Profile (pencil next to user name) for the mentee
 - c. Choose Club tab and choose Mentor in this tab

3. How to import old speeches?
 - a. Prepare csv file with old speeches in a format:
User_name;manual_number;speech_number;title;date
For example:
HeikeAtMercury;1;1;Happy;19MAY2015
HeikeAtMercury;1;2;Mercury rocks;11AUG2015
 - b. Go to Club Control Panel (at the bottom)
 - c. Choose Import Tools → Speeches (left panel)
 - d. Load file and click on Start Import button

In case of questions my contact details:

TM user: Magdalena_R (Mercury Toastmasters Berlin)

E-mail: rother.magdalena@gmail.com

Phone: 0049 176 3052 4705