EasySpeak Essentials (http://tmclub.eu/)

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)

1. How to deal with speech requests?

My Participation (top bar) 🡪 Schedule Speeches

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

1. How to see speech progress?

This Club 🡪 Club Charts 🡪 Communication Chart

1. How to see leadership progress?

This Club 🡪 Club Charts 🡪 Leadership Chart

* Open CL track for a new member

1. 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?
   1. Create a speech request (details are not important – they will be edited later)
   2. Go to a member Communicator progress page and click an arrow on the left side of the request and add the speech details
   3. 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?
   1. Go to This Club 🡪 User List
   2. Choose Edit User Profile (pencil next to user name) for the mentee
   3. Choose Club tab and choose Mentor in this tab
3. How to import old speeches?
   1. Prepare csv file with old speeches in a format:

**Uer\_name;manual\_number;speech\_number;title;date**

For example:

**HeikeAtMercury;1;1;Happy;19MAY2015**

**HeikeAtMercury;1;2;Mercury rocks;11AUG2015**

* 1. Go to Club Control Panel (at the botton)
  2. Choose Import Tools 🡪 Speeches (left panel)
  3. 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