'easy-Speak' Users Manual

For Tsukuba Toastmasters Club members

Contents

1. Log	in and navigation2
1.1.	Access to easy-Speak2
1.2.	Change your username and password2
1.3.	Useful icons
1.4.	Navigation: Left side menu
2. Sign	n up for meetings, Accept / Reject / Request / Volunteer
assignme	ents (Members)4
2.1.	Submit your attendance / absence (members) 4
2.2.	Submit your acceptance/rejection of assignments (members)
2.3.	Request a speech / Volunteer a role (members) 6
3. Sen	d web mail to a member (member)6
4. Set	up a new meeting / edit and delete a meeting (VPE)7
4.1.	Create a new meeting ('Post a new event' window)7
4.2.	Edit a meeting (Date, Venue, name of TOD, etc.)7
4.3.	Delete a meeting7
5. Ass	ign Speeches and Roles (VPE)8
6. Age	nda e-mail (From VPE or TOD, To Members)9
7. Rea	rrange assignments (VPE, TOD)11
8. Prin	nt meeting materials12
8.1.	Printable Sign up sheet (VPE circulation)12
8.2.	Printable program (TOD)13
9. Mer	nbers' progress chart (Members)14
9.1.	Communication chart14
9.2.	Leadership Chart14

By Atsuko Tanaka, CC CL

1. Login and navigation

1.1. Access to easy-Speak

easy Speak site: http://tsukuba.easy-speak.org

Easy-speak is one of official TMI (Toastmasters International) sites other than TMI.

When you can't access to the site, please let Tsukuba TMC's Webmaster know.

easy-Speak - Toa	astmaster Automation!			
TOASTMASTERS INTERNATIONAL				<u>filik</u>
Username:	Home Meetings My Communication	Go to	Help Options	Register Log in
Remember me	The easy-Speak software allows Toastmaster clubs to automate their meeting planning and to track and support members' development. It provides full data managment system, automating the agenda and freeing the VPI's time to do what is important - support and encourage the members.			

Security: Each member's full name is hidden from outside and secured by encryption. Member's E-mail address is concealed to other members except for officers.

1.2. Change your username and password

(strongly recommended)

Once you login, please change your username and password.

Menu bar -> 'Profile'

Home	Meetings	My Participation	My Communication	This Club	Go to	Help Options	Profile	Log out

1.3.Useful icons

	Accept / Reject assignment	2	Edit any
request ?	Request a speech Member -> VPE	🛛 🖓 email	E-mail
😢 yes	Volunteer a role Member -> VPE, TOD	🚇 agenda	Printable program (TOD)
s 2	Assign a speech VPE -> member	sign up sheet	Printable sign up sheet (VPE)
Gavel	Communication progress	🥒 agenda 🔵	Edit agenda (VPE, IT support)
Flag	Leadership progress	(2 meeting)	Edit meeting (VPE)
(add user)	Add user (VPM)		

1.4. Navigation: Left side menu

Look at Left side menu

When you click links shown in the figure, either one of two side menus will appeal.

Participation & Meeting Cover page easy-Speak - Tsi easy-Speak - Tsi TOASTMASTERS TOASTMA Click and change Welcome Public url for this Club LINKS: http://tsukuba.easy-speak.org Tsukuba Toastmasters Welcome Coastmaster Automation! Home Links: Tsukuba Toastmasters Home Our Blog Tsukuba <----Meet Our Members (Member) Members Page Useful links are in left My Participation Directions side menu. Contact Us Sign Up for Meetings... Different 2 Request a Speech... Tsukuba 🏂 View my Speech Progress menu Meeting on Jul 07, View my ALB Progress View Meeting Complete Member Survey District 76 Division C Meeting on Jul 07, Area 32 View Meeting Tsukub Send Misg to Toastmaster Send Msg to General Eval

3

2. Sign up for meetings, Accept / Reject / Request / Volunteer assignments (Members)

There are two routes to go there:

a. Left side menu -> 'Sign up for meetings'

b. Menu bar -> 'My participation' -> 'Sign up for meetings'

http://easy-speak.org/signup.php (login needed.)



2.1. Submit your attendance / absence (members)

Public url for this Club ttp://tsukuba.easy-speak.org	ogs Sign U	p for Meetings [T	sukuba]
Welcome	Role	Jul 07, 12	1:121,12
Links: Tsukuba Toastmasters	Attendance Information	X ⊙Y ⊙N ⊙?	@ OY ON O?
Tsukuba	request ?		
(Member) y Participation	Toastmaster of The Day	Shigeto Negi, ACS CL	 Hiroichi Kawashima
Sign Up for Meetings Request a Speech	Thought of the day	🗸 Hinsto Yonenah	Toshio Murakami, CC
View my Speech Progress	Ah Counter	Vasutaka Noma	Mikako Nakata

2.2. Submit your acceptance/rejection of assignments (members)



2.3. Request a speech / Volunteer a role (members)

You can request a speech of your convenience. Your request may be accepted or may be declined depending to situations.

1) Request a speech

Go 'Sign up for meetings' window (<u>http://easy-speak.org/signup.php</u> Login needed.)

	Home Meetings	My Participation My Con	
Public url for this Club http://tsukuba.easy-speak.org	or Sign Up for	Meetings [Tsukuba	a
Welcome	Role	Jul 07, 12	
Links:	Attendance Information	✓ () Y () N () ?	-
Tsukuba	request 🔊		
(Member)	Toastmaster of The	Shigeto Negi	
Image: Second Structure Second Structure Image: Second Structure Second Structure		 Speech title: You (When blank, syst announced.') Work book / Spe Schedule speech: cl * When your project can not output priped 	r title or leave blank tem fills it with TBA, 'to be eech: Set your project number. hoose your preferable date. cts is left unknown, easy-Speak
Speeches by Management (2011-05)			ubic ugenda (program).
		3) Schedule speech	: specify your convenient days
		Press 'Save' or 'Can You will back to pre	icel' (top right) evious window.
2) Volunteer roles			

From 14 days before to the next meeting date, members can volunteer vacant seat of role.

Go 'Sign up for meetings' window (<u>http://easy-speak.org/signup.php</u> Login needed.)

When 'yes' icon appears, click it.

3. Send web mail to a member (member)

There are many ways to send mail to ta member.

a) Left side bar -> My Communication -> Contact Other Members...

b) Menu bar -> This Club -> User list <u>http://easy-speak.org/memberlist.php?c=1233</u> (Login needed.)

Choose a member and click an e-mail icon.

Name		Last Online	Last note	Paid until	Contact Numbers	E-mail	- 64
Member	20	Never	edit	No record		pm 🖓 enai	
(American) Vice President - Membership	80 80	Never	edit	No record		m A enal	

4. Set up a new meeting / edit and delete a meeting (VPE)

4.1. Create a new meeting ('Post a new event' window)

3 ways to create a new meeting:

- a) Left side menu -> 'Scheduling & VPE Tasks' -> 🎒 'Create Meeting...'
- b) Top wine colour menu -> 'Meetings' -> 'Create meeting'
- c) Agenda window, click 'new event' icon (top right)



'Post a new event' window

Но	me Meeting	s My Participation	My Communication	This Club	Go to	Help Options	Profile	Log out
Post a nev	v event							
easy-Speak Dis	cussion Inde	x » Calendar						
Subject		Tsukuba Toastmasters	5					
Event Type		Toastmaster meeting	O Committee Meeting	O Other	event			
Calendar Even Start Date	t Single or	15/09/12						
Starting at		14 🛊 : 0 🛊						
Venue		Tsukuba Toastmaster	rs - Onogawa Commun	ity Center				
Club Name		Tsukuba Toastmasters	S					
Meeting Numb	er	538						
Meeting Them								
Select templat	e name	Leave until later	\$					
Meeting Manager		\$						
Message body				Ŧ				
	i≣•j≡ Bzj	• 谭谭"(≡≡ [JABC X, X [*] <u>A</u> ・	Format	• — 📼	Ω (U) (■ :" =, =+ ∞	ν, ,,γ τψ ⊘ κπι	
	Path:						v	Vords: 0
Options	Notify	me when a reply is pos	sted					11.
			Submit					
		Jun	to: Select an area					‡ Go
			Outo Control Panel					
1	The names Toastmast	282510 Attacks bloc ters International, Toestmasters and t	Lead 5197 Spam robots reprind. 61 he Taastmasters - temation - embl	LP. Address + 410 a em are trademarks ;	gents benned. protected by law. U	nauthorised use is strictly p	rchibited.	
			~~					

Subject: default (Tsukuba Toastmasters) Event Type: default (Toastmaster meeting) Calendar Event: default (unless we change) Starting at: default (14:00) Venue: default (unless we change) Club Name: default (Tsukuba Toastmasters) Meeting Number: default Meeting Theme: Blank Select template name: choose one Meeting Manager: Name of TOD Message body: If any (will appear in program header)

When finished, press 'Submit' Then 'Agenda window' will appear.

4.2.Edit a meeting (Date, Venue, name of TOD, etc.) Agenda window

	Home Meetings My Participation My Communication This Club Go to Help Options Profile Log out
Public uri for this Club http://tsukuba.easy-speak.org	Previou: Tsukuba Toastmasters @ new event
Comcast e-mail	Cox watching this meeting
Once again, mail to Comcast users is not being delivered reliably.	Construction to find Construction Construction
Let's hope they resolve this quickly, in the meanwhile I've prevented mail bounces from flagging Comcast e-mail addresses as invalid.	Venue: Onogawa Community Center (Click here for a map) The agenda detail will be available in 29 Days
Welcome	[Hide Meeting Text] [Edit Meeting Text]
Links: Tsukuba Toastmasters	This is the test meessage.
Tsukuba (Club Officer)	Save Attendance InformationShow # of Roles Sign Up for Roles Save
My Participation Sign Up for Meetings	CL Presenter Accept
8 Request a Speech	Atsuko Tanaka, CC CL (2) (V) (2) No record (2) foastmaster of The Day - MEMBER (Last Perf / Next Schid) - +
'Edit post	t' window
Hor	me Meetings My Participation My Communication This ub Go to Help Options Profile Log out
Edit post	4 5 1
easy-Speak Discussio	n Index » Calendar
Subject	Tsukuba Toastmasters
Event Type	Toastmaster meeting Committee Meeting Other event
Calendar Event Sing Start Date	le or 15/09/12

When press 'meeting' icon, you can always edit settings.

4.3.Delete a meeting

Agenda window -> 'meeting' icon (top left) -> 'Edit a post' window -> check 'Delete this event' -> press 'Submit' and confirm

5. Assign Speeches and Roles (VPE)

VPE can assign speeches both manually and automatically.

Easy-speak has automatic assignment function. Given Tsukuba TMC proffered setting, easy-speak assign meeting roles to each member considering individual member's performances of given interval including number of speeches, attended meetings, taken roles and days from the last speech and etc. a) Left side menu -> Meeting on xxx xx th -> View meeting ->

b) Menu bar -> Meetings -> Meeting List -> click target meeting date

Agenda window, Sign up for Roles



[1]. Speakers: a) Manual assignment



'Request a Speech '

[2]. Role takers After speakers done, click 'auto' icon



[3]. Adjustment speakers and role takers When some roles are not filled automatically, You can assign any members using pull down menu.

Note: Clicking 'View assignment audit trail,' you can read the reason why automatic assignment was failed.

[4]. Save any changes

Choose a member from pull down menu. -> Press 'Go'

1) Speech title: blank

(System fills it with TBA: 'to be announced') 2) Work book / Speech: Set project number when you know it. When you don't know, set a dummy project. *

3) Schedule speech: default

* When any projects are left unknown, easy-Speak will not output printable 'agenda (program).'

Press 'Save'. You will back to Agenda window.

6. Agenda e-mail (From VPE or TOD, To Members)

Easy speak prepares e-mail automatically and facilitate smooth meeting arrangement. Just clicking buttons, easy-Speak sends e-mails.

	Timing / Content	From (sender)	То
First	[Before assignment]	VPE / acting VPE	Each member,
E-mail	General reminder of a upcoming	admin@easy-speak.org	guests
	meeting (time, venue, program link)		
Second	[Just after assignment process]	VPE / acting VPE	Each member
E-mail	Apology to those volunteered any	admin@easy-speak.org	
	role and has not been assigned.		
Third	[Just after role assignment]		
E-mail	Notice of assignment and ask		
	confirmation.		
Fourth	[Before meeting]	VPE / acting VPE / TOD	Members
E-mail	Asks for volunteers to visit the		
	web-site and take roles that are not		
	currently assigned		
Fifth	[Before meeting]	admin@easy-speak.org	Attendees
E-mail	Reminder. Provide link to the	(Automatic)	
	program (agenda).		

Firstly, go to Agenda window

- a) Left side menu -> Meeting on xxx xx th -> View meeting
- b) Menu bar -> Meetings -> Meeting List -> click target meeting date

Agenda window



1) 'E-mail' icon click

2) Choose e-mail receivers. (Usually, members and guests.)

3) Mails are sent to members, immediately click 'First e-mail' (or other mail button).

Example e-mail 1: Speech assignment

Subject: Tsukuba Toastmasters Club - 7th July 12

From : admin@easy-speak.org

To: each member

Dear ****

I have assigned you the role of 'Speaker'.

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 *****, to

confirm that you can accept this role.

I ACCEPT the 'Speaker' role

I will NOT be at the Saturday Jul 07, 12 meeting

Example e-mail 2: Reminder

Subject: Tsukuba Toastmasters Club - 7th July 12

From : admin@easy-speak.org

To: each member

Dear ****

This is a reminder of our Tsukuba Toastmasters Club meeting of 7th July 12

Full details of the agenda were available on the website from *****.

Please use the website or click on one of the following links before **** to tell me if you will be at the meeting.

I WILL be at the 14th July 12 meeting

I will NOT be at the 14th July 12 meeting

7. Rearrange assignments (VPE, TOD)

Who will arrange and rearrange assignments?

	~ Previous meeting	After previous meeting ~ the day of meeting
Speakers		VPE
Role takers	VPE	TOD

VPE: Assigns speakers and role takers beforehand. Rearrange speakers vacant sheet.

TOD: Rearrange vacant sheet of role takers, after previous meeting to the day of meeting

a) Left side menu -> Meeting on xxx xx th -> View meeting

b) Menu bar -> Meetings -> Meeting List -> target meeting

Agenda window, 'Sign up for Roles'



For detailed process, please read '5. Assign Speeches and Roles (VPE)'

- 8. Print meeting materials
- 8.1. Printable Sign up sheet (VPE circulation)

Menu bar -> 'My participation' -> 'Sign up for meeting'

TOASTMAST	ERS						
		Но	me Meetings	My Participation		My Communication	My Communication This Club Go to H
ublic url fo ://tsukuba.e	or this Club easy-speak.org	Sign Up fo	or Meetings	[Tsukuba]			Date Range: Jul 07, 12 -
Welcome	atsuko	Role	Jul 07, 1	12		Jul 21, 12	Jul 21, 12 Aug 04, 12
		Attendance	¥ 0. 0	-	0		a
Fop rig le sign	yht 'sign up up sheet'	Sheet' icon (A4 size prin Role Sign Up Si	sign up	PE)	1		
Monday, Ju	ane 1806, 2012 17 (25						
Rate	24 07, 12	3d 21, 13	Aug 04, 12	Aug 18, 12	-		
of The Day	✓ Shigita hep	**Heade Kavashina	Georgina Tola Salatan	Aungrod			
Transfel of the day	* ² throto Yamanah	Teahin Harakami	Hironi Gruppa	V Anigred			
An Counter	Vielan fora	Hitako Nokota	Kastaro Isañara	Anigred			
Grammanan	Part No Tax	Visbucaka Nohikata	Renke Versepulvi	· Anigend ·			
Timar	V Heguni Hitari	Hav Hapeh Due	Hiroto Yamenah	Assigned	_		
Counter	Yeshihire Meana	Rysiehi Drasa	Karstsahi Obara	V Anigned			
Educational Presentation	王化-忠-臣			8-3-6-8			
Table Topics Feature	✓ bee Hebsehime	"Tran Mu Day	■"Koj Yoshiro	··· Ausigned ····			
Spanior	1 Yukiko Homma 2 Dalau ter Statian 3 Thanh 11 Seyyem Theo	1 V ² Chingseni Liu 2 Harami Kan,gana 3 Maasahi Kawakarni 4 V ² Chinji Hanamal 3 V ² NAKA So	5 Teshio Murakami 2 M ² Teshi Nisa Tisy 3 M ² Teshiki Alayama 4 Kalan Kasismi Disula 5	1 Hoko Harsda 2 Hitaka Vakata 3 V Harsdi Kawashin 4 V Has Hapris Dan 5 Isoo Hatsushime 6 V Junise Kavata			
fisserve Speaker	K K K K	₩'Kasutoshi Obers		KOO IE K			
General Pushator	✓Hermi Gruppa	Nako Raduro-Okuda	Vision Falsantin	V dasignad			
Evoluator	s W Ratio Radono-Okud 3 W Notes Yamagunti 3 W Notes An Netwara	 I Kein Araba Vitadati Kanéréber Vitadati Kanéréber Hinte Yananak Vitada Vananak Vitada Kenji Ninjek Kenji Vitada Kenji Vitada Kenji 	1 V Tasutaka Nova 2 rushinya Janawa 3 V Rasundo Matavo 4 Raka Shoyana 5 V Kolyuka Robol 4 V Raka Taraba	1			

To go back previous window, please use browser's back button.

8.2.Printable program (TOD)

1) Menu bar -> Meetings -> Meeting List

Home Meetings	My Participatio	n My Com	munication This Oub	Go to Hel	p Options Profile Log o
Meeting List (Tsukuba 1	'oastmasters]				
Main Roles Meeting Award Winners		De	its Range: (June	2012 5	eptember 🗘 2012
Date	WILL be there	Speakers	Teastmaster	General Evals	ator Table Topics Mas
#537 Saturday, September 1st, 2012	0 0% 0%	5			
#536 Saturday, August 18th, 2012	13 50% 33%	6	Nakiko Herria	Number He	Naculation Norma
#535 Saturday, August 441, 2012	9 50% 21%	5 + 1	Georgina Tella Telecar	Netsus Salur	nito Nig Tastini

2) Click your target date listed in the 'Meeting List'

Home Meetings My Participe	tion My Communication	This Club Go to	Help Options	Profile Log out		
Previous	Tsukuba Toast	masters		Next 🕑		
Watch this meeting for changes E-mail meeting to a friend Venue: Onogawa Community Center (Click here for a map) The agenda detail will be available in 4 Days, 19 Hours, 14 Mins						
Attendance Information	Hide Speech Details	Sign Up for Role	es	(nequest (2))		
	Role CL	Presenter		Accept		
② ⊖ Y ⊖ N ⊖?	1st Speaker	701				

3) Click 'agenda' icon

Then printable program will appear.

Program (Agenda) for Print

Tsukuba Toastmasters vist 76, Division C, Area 32, Club Number 5834 1st 6 3rd Saturday of the month at 14100



Saturday, July 7th, 2012 at 14:00

14:00	Sergeant at a	Green Amber Red
	President - Norman Automation State	
	Thought of the second s	1:30
14:04	President - Norman Automatica State	25:00
14:29	Presiding Office Business Sessi	
14:37	Toastmaster of the Box Bingers Burg, and Bin Educational Se	
	Ah Counter - Tassation Manager	1:00

9. Members' progress chart (Members)

9.1.Communication chart

Menu bar -> this club -> (middle) Communication chart

easy-Speak - Tsukuba Toastmast	ters	_	
TOATTAATTA			2
Home	Meetings My Participation My Commun	ikation 17tis Club Go to H	ielp Options Profile Log out
Public url for this Club http://tsukuba.easy-speak.org	Chart [Tsukuba Toastmasters - Jun Chart: [Communications Chart	18, 12] Sorted by Family Name	Ascending 💌 Printable: 📃 😡
Welcome Name	Action Last spoke 1 2	3 4 5 6 7 8 9 3	0 Workbook
Links: Tsukuba Toastmasters	No record 🖌 🗸	v	Competent Communication Nanual
(Member) Hv Participation	No record V	· · · · · · · · · · · · · · · · · · ·	Nerual Competent Communication
Sign Up for Meetings	No record	<i>v v</i>	Nanual Speaking to Inform (2006)
2 View my Speech Progress			The Discussion Leader
Heeting on Jul 07,	No record 🖌 🖌	 Image: Image: Ima	Competent Communication Nanual
Click ->	Request a	Speech ' windc	w
9.2.Leadership Chart Menu bar -> This club -> (easy-Speak - Tsukuba Toastmaste	middle) Leadersh	ip chart	
TOALTHANKED			*
Home Me	etings My Participation My Communicatio	n This Club Go to Help Op	tions Profile Log out
Public url for this Club http://bukuba.easy-speak.org	kuba Toastmasters - Jun 18, 12]		
Welcome Name	Chart: [Leadership Chart 🕑 5	orted by:[family Name 🔄 Ascen 5 6 7 8	9 10 Award
Links: Tsukuba Toastmasters	I/II 0II III // /I		a -
(Member)	I∕II I∕I √√ ⊝I	11 IIIII IIII III.⁄I	a -
Ny Participation Sign Up for Neetings		~1 00000 0000 0000	a
🕑 Head of your name ->	I Wy Lea	dership Progres	ss" window
Home Meetings	My Participation My Communicat	ion This Club Go to	Help Options Profile
🗳 My Leadership Progress 🕅)		

ன My Leadership Progress 👔]			
[Hide Details]				
ALB Progress			Leadership Goals	+ rev goal
(Click on name to record completed Leadership assignment)			ooais	
Assignment	Completion Date	Verified?	 Achieve Advanced Legitarchic Bronze 	M 💷 📼
1 Club Officer for six months	Completed 6/30/2010 Current Status: / Completed Jul 01, 10 YES Target Set On: Jun Target Set On: Jun		Current Status: @ OK	
🖉 Oub Officer for six months			n 15, 12	
2 Participated in Club Officer Training	Completed 6/21/2010		ranger blette bec at, ta	
			Play	n Actual Remain