

'easy-Speak' Users Manual

For Tsukuba Toastmasters Club members

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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.



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'



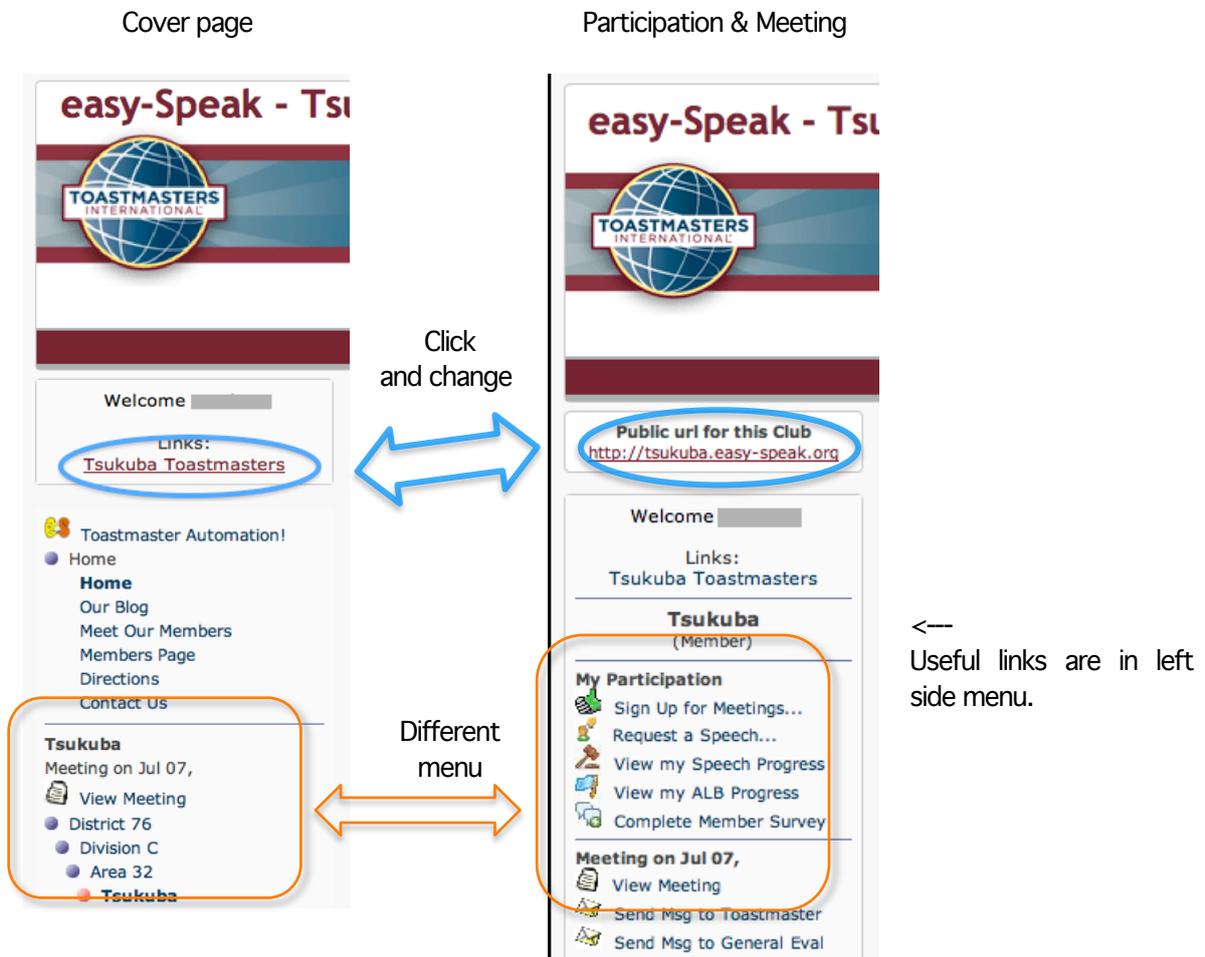
1.3. Useful icons

	Accept / Reject assignment		Edit any
	Request a speech Member -> VPE		E-mail
	Volunteer a role Member -> VPE, TOD		Printable program (TOD)
	Assign a speech VPE -> member		Printable sign up sheet (VPE)
	Communication progress		Edit agenda (VPE, IT support)
	Leadership progress		Edit meeting (VPE)
	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 appear.



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

There are two routes to go there:

- Left side menu -> 'Sign up for meetings'
- Menu bar -> 'My participation' -> 'Sign up for meetings'

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

Public url for this Club
<http://tsukuba.easy-speak.org>

Welcome [Member Name]

Links:
Tsukuba Toastmasters

Tsukuba
(Member)

My Participation

- Sign Up for Meetings...
- Request a Speech...
- View my Speech Progress
- View my ALB Progress
- Complete Member Survey

Meeting on Jul 07,
View Meeting

Role	Jul 07, 12
Attendance Information	✓ <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?
<input type="button" value="request speech"/>	
Toastmaster of The Day	✓ Shigeto Negi
Thought of the day	✓ Hiroto Yanenoh
Ah Counter	✓ Yasutaka Noma
Grammarian	✓ Trinh Nhu Thuy
Timer	✓ Megumi Mitani
Vote Counter	Yoshihiro Arisawa
Educational Presentation	

2.1. Submit your attendance / absence (members)

Public url for this Club
<http://tsukuba.easy-speak.org>

Welcome [Member Name]

Links:
Tsukuba Toastmasters

Tsukuba
(Member)

My Participation

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

Meeting on Jul 07.

Role	Jul 07, 12	Jul 24, 12
Attendance Information	✗ <input type="radio"/> Y <input checked="" type="radio"/> N <input type="radio"/> ?	<input type="radio"/> ? <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?
<input type="button" value="request speech"/>		
Toastmaster of The Day	✓ Shigeto Negi, ACS CL	✓ Hiroshi Kawashima
Thought of the day	✓ Hiroto Yanenoh	Toshio Murakami, CC
Ah Counter	✓ Yasutaka Noma	Mikako Nakata

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

Evaluator

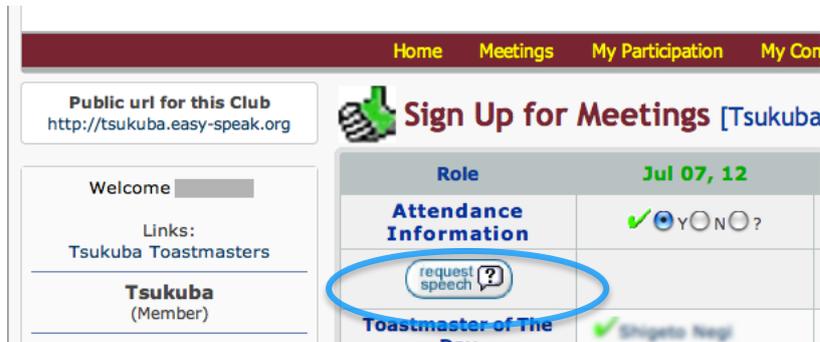
1	✓ Koko Kadono-Chuda, CC	✓ Yasutaka Noma
2	✓ Noriko Yamaguchi	✓ Yoshihiro Arisawa
3	✓ Nobutaka Horikata	✓ Kazuhito Matsui
4		✓ Kikuko Shoyama
5		✓ Shigeto Negi, ACS CL
6		✓ Hiroshi Kawashima

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 (<http://easy-speak.org/signup.php> Login needed.)



'Request a Speech' window



1) **Speech title:** Your title or leave blank (When blank, system fills it with TBA, 'to be announced.')

2) **Work book / Speech:** Set your project number. **Schedule speech:** choose your preferable date.

* When your projects is left unknown, easy-Speak can not output printable 'agenda (program).'

3) **Schedule speech:** specify your convenient days

Press 'Save' or 'Cancel' (top right)
You will back to previous 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 (<http://easy-speak.org/signup.php> Login needed.)

When 'yes' icon appears, click it. 

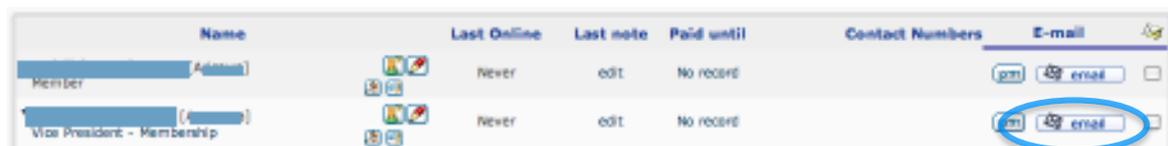
3. Send web mail to a member (member)

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 <http://easy-speak.org/memberlist.php?c=1233> (Login needed.)

Choose a member and click an e-mail icon. 



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:

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



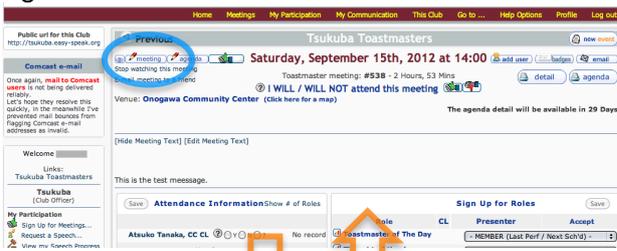
'Post a new event' window

- 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



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

'Edit post' window

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

Click -> 'Request a Speech' window

[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'

'Request a Speech' window (1)

'Request a Speech' window (2)

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)

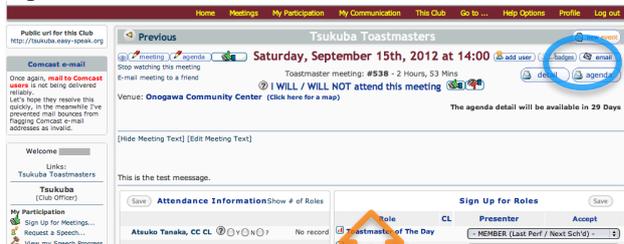
Easy speak prepares e-mail automatically and facilitate smooth meeting arrangement. Just clicking buttons, easy-Speak sends e-mails.

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

Firstly, go to Agenda window

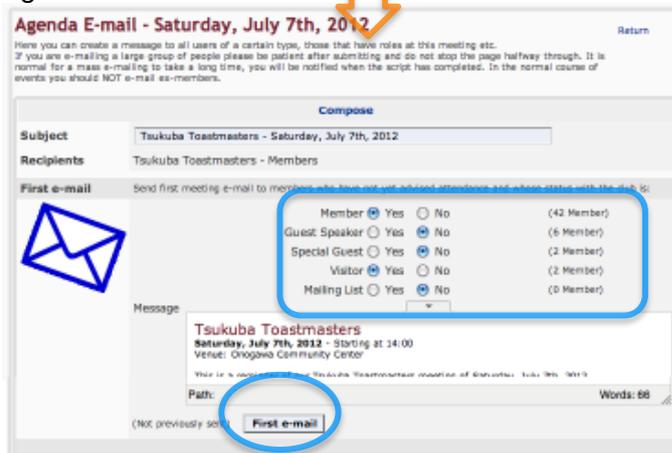
- a) Left side menu -> Meeting on xxx xx th -> View meeting
- b) Menu bar -> Meetings -> Meeting List -> click target meeting date

Agenda window



1) 'E-mail' icon click

Agenda E-mail window



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'

ng. Send 'Third e-mail' when you have finished assigning roles

Role	CL	Presenter	Accept
Toastmaster of The Day	CL#4	Toshiko Morino	<input checked="" type="checkbox"/> <input type="checkbox"/>
Thought of the day		Shingenei Liu	<input checked="" type="checkbox"/> <input type="checkbox"/>
Ah Counter	CL#1	Reiko Sato	<input type="checkbox"/> <input type="checkbox"/>
Grammarian	CL#1	Shobun Sawamura	<input type="checkbox"/> <input type="checkbox"/>
Timer		Shiori Kinoshita	<input type="checkbox"/> <input type="checkbox"/>
Vote Counter		Toshiko Morino	<input checked="" type="checkbox"/> <input type="checkbox"/>
Table Topics Master	CL#5	Toshiko Morino	<input type="checkbox"/> <input type="checkbox"/>
1st Speaker		TBA	<input type="checkbox"/> <input type="checkbox"/>

Previous Evaluators
Past M Apr 07, 12
Past M Dec 17, 11
Past M Oct 15, 11

Competent Communication Manual #4 - How to Say It (5:00-7:00 min)
Words and sentence structure communicates the ideas clearly, accurately and vividly; Rhetorical devices enhance and emphasize ideas; No jargon or unnecessary words; Correct grammar used.

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'

-> Top right 'sign up sheet' icon



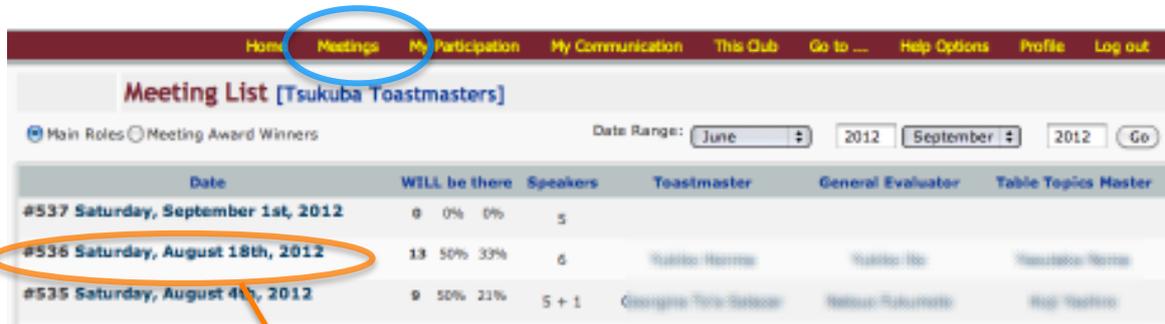
'Role sign up sheet' (A4 size printable for VPE)

Role	Jul 07, 12	Jul 21, 12	Aug 04, 12	Aug 18, 12
Toastmaster of the Day	Shigeta Haj	Hiroshi Kawahara	Georgia Tira Seltzer	Assigned
Thought of the Day	Hiroto Yamash	Toshio Murakami	Hironi Onogawa	Assigned
Art Center	Yasuhiko Noma	Hioko Nakata	Caetano Inabashi	Assigned
CHAIRMAN	Erin Nho Thy	Nobuko Nishikata	Parika Yamaguchi	Assigned
Timer	Regami Hlari	Hsu Hupin Gue	HIROTO YAMASHI	Assigned
Vice-Corner	Yoshihiro Anzawa	Ryuzhi Inoue	Kazuhiko Ebata	Assigned
Educational Presentation	9:00-9:30			9:00-9:30
Table Topics Master	Isao Matsushima	Erin Nho Thy	sig yoshino	Assigned
Speaker	1. Fushio Hoshino 2. Debrae Inoue 3. Thank U Nguyen Thao	1. Chingamei Liu 2. Hironi Onogawa 3. Masashi Kawahara 4. Eiji Misawa 5. YUKIYO	1. Toshio Murakami 2. Erin Nho Thy 3. Fumika Akasaka 4. Galen Kadono Okada 5.	1. Roko Harada 2. Hideo Sakata 3. Hiroshi Kawahara 4. Hsu Hupin Gue 5. Isao Matsushima 6. Junzo Karata
Reserve Speaker	9:00-9:30	Kazuhiko Ebata		9:00-9:30
Offsite Evaluator	Hironi Onogawa	HIRO KAWANO-OKADA	Natsuo Fukumoto	Assigned
Evaluator	1. Roko Harada-Okada 2. Natsuo Yamaguchi 3. Hiroto Yamash	1. Kellen Karata 2. Yasuhiko Kawahara 3. Hiroto Yamash 4. Isao Matsushima 5. Shigeta Haj 6. Masaru Watarabi	1. Yasuhiko Noma 2. Yoshihiro Nishida 3. KASUO MATSUO 4. Rikuta Shoyama 5. Koryuki Robot 6. Atsuka Tanaka	1. Assigned 2. Assigned 3. Assigned 4. Assigned 5. Assigned 6. Assigned

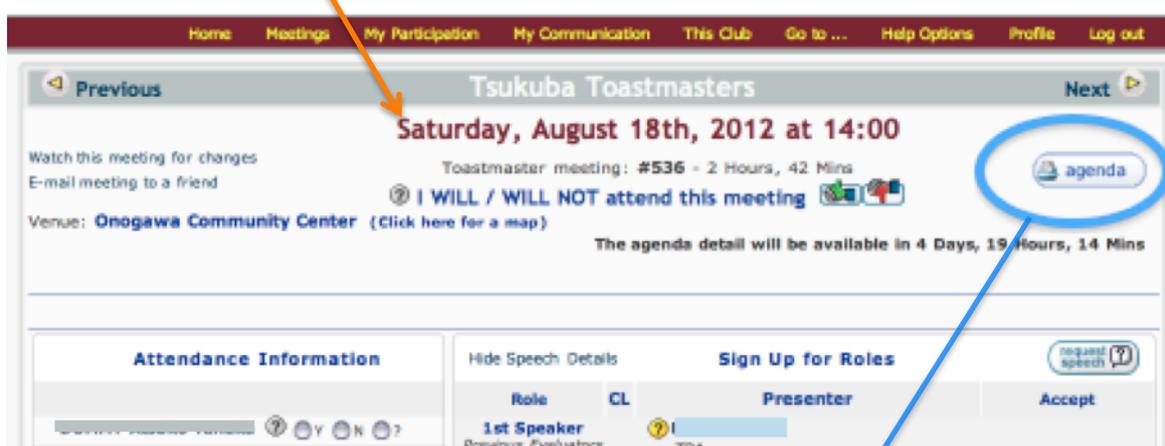
To go back previous window, please use browser's back button.

8.2. Printable program (TOD)

1) Menu bar -> Meetings -> Meeting List



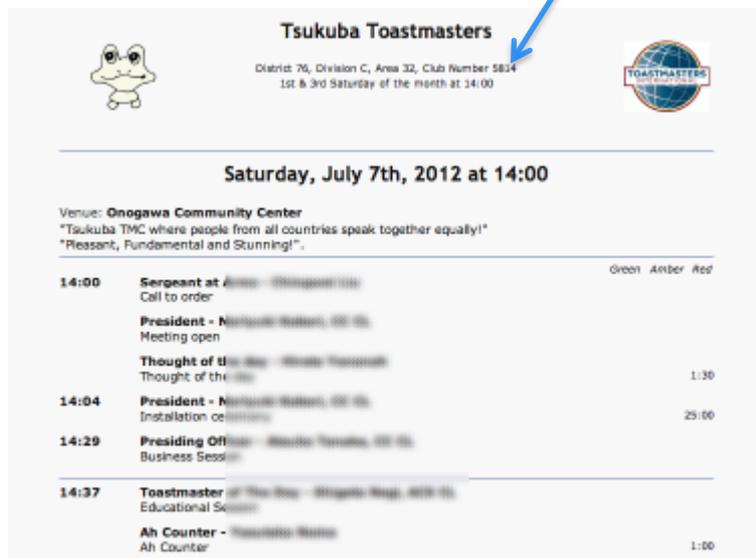
2) Click your target **date** listed in the 'Meeting List'



3) Click 'agenda' icon

Then printable program will appear.

Program (Agenda) for Print



9. Members' progress chart (Members)

9.1. Communication chart

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

easy-Speak - Tsukuba Toastmasters

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

Public url for this Club
http://tsukuba.easy-speak.org

Communications Chart [Tsukuba Toastmasters - Jun 18, 12]

Chart: Communications Chart Sorted by: Family Name Ascending Printable: [] Go

Name	Action	Last spoke	1	2	3	4	5	6	7	8	9	10	Workbook
	No record		✓	✓	✓								Competent Communication Manual
	No record		✓	✓	☹								Competent Communication Manual
	No record		✓	✓	✓	☹							Competent Communication Manual
	No record				✓	✓							Speaking to Inform (2006)
			✓										The Discussion Leader
	No record		✓	✓	✓	☹							Competent Communication Manual

Click -> 'My Communicator Progress' window

Click -> 'Request a Speech' window

9.2. Leadership Chart

Menu bar -> This club -> (middle) Leadership chart

easy-Speak - Tsukuba Toastmasters

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

Public url for this Club
http://tsukuba.easy-speak.org

Leadership Chart [Tsukuba Toastmasters - Jun 18, 12]

Chart: Leadership Chart Sorted by: Family Name Ascending Printable: [] Go

Name	1	2	3	4	5	6	7	8	9	10	Award
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	CL
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	CL
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	CL

Head of your name -> "My Leadership Progress" window

My Leadership Progress

[Hide Details]

ALB Progress

(Click on name to record completed Leadership assignment)

Assignment	Completion Date	Verified?
1 Club Officer for six months	Completed 6/30/2010	
2 Club Officer for six months	Completed Jul 01, 10	YES
2 Participated in Club Officer Training	Completed 6/21/2010	

Leadership Goals + new goal

✓ **Advance Advanced Leadership Branch**

Current Status: OK
Target Set On: Jun 15, 12
Target Date: Dec 31, 12

Plan Actual Remain