



Website handbook

A guide for members

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Overview

About this document

Ipswich Electrifiers Speakers' club offers a variety of information and updates via the internet. This is a brief guide to what's available and where to find it. If you're a keen internet user then we would encourage you to make use of what's available, if not don't worry , we will do our best to help. We are a speakers' club after all - key committee members can be contacted by phone.

The Club Web Site

The club maintains its own web site www.ipswichelectrifiers.org.uk and this is the key place to find out more about our club. Here you will find information on recent and forthcoming events, details of the committee with pictures and key contact information. All sections of this web site are open to the public but most members will find most relevant information through the "Information for members" link including relevant links to the sites mentioned in this document, guidance on roles and meeting documents.

Social Networking

The club has a Facebook page, Twitter and LinkedIn accounts and a YouTube channel. Please engage with these channels for the platforms you are on. It's a great way to keep up with what's going on in the club and to help share our club news with others.

Easy Speak

The club uses Easy Speak to manage agendas and member data. You have access to view and manage your data which will include speeches and roles you have done in our meetings. To hold your data securely the site requires a password login. If you have not received your access details please notify the VPE.

Easy Speak can be found at www.toastmasterclub.org.

Toastmasters International Web Site

In order to access Pathways, the Toastmasters Educational program, you will use the Toastmasters International web www.toastmasters.org . This site also holds a wealth of useful information for members. To access the education program and your personal details a separate login will be sent from Toastmasters International after your membership has been processed.



Club Website

- ipswichelectrifiers.org.uk
- News
- Club information



Toastmasters International

- toastmasters.org
- Pathways
- Organisation Information



Easy Speak

- toastmasterclub.org
- Agendas
- Speech progress
- Club member information



Using Easy Speak

Toastmasters - Ipswich Electrifiers

Welcome back Julie Kenny [JulieKen]



Accessing the system

On joining Ipswich Electrifiers you should have received a login and password for the district website. If your spam filter is highly sensitive you may not have seen it so please check your junk folder. There are a few ways you can find your login and/or password if you don't know it.

Find your user name by searching on the site

- Find the 'Go to..' menu at the top of the page.
- Click and select 'User Search' from the drop down menu
- Enter part of your name e.g. your surname
- Click on search and find your user name in the list. It will be shown as Username – full name
- Click on 'Select' by your user name. You will be taken to your public profile which will show which clubs you're connected to – hopefully verifying you have found yourself correctly.

Retrieve your password

Once you have your login name you can get the system to send you a new password. You will need to know which email address the system has for you, if you receive agenda reminders then check which email this goes to; if not request help from the VPE or webmaster.

- Select "Login" from the top menu.
- Underneath the login box click on 'I forgot my password'
- Enter your user name and your email address
- The system will send you a new password which you can use to login with
- Once on change your password to something more memorable

Login Tips

- On your profile you can change both your login name and password.
- Your new username cannot contain your full surname.
- If you login on the home page you can tick the 'remember me' box. The system will remember your login next time you access from the same computer. Don't do this on a public computer.

Request Help

Email me on VPE@ipswichelectrifiers.org.uk . I can advise you on your user name the email address held and send you a reset password email.

Interactive Meeting Agenda

Some meeting details are available to everyone but to see full details and to interact with the agenda you need to be logged in.

Once logged in go to the 'Meetings' menu, from here you can directly select the next meeting or future meetings via the calendar.

The screenshot shows the 'Ipswich Electrifiers' meeting agenda for Thursday 1st August 2019 at 18:15. The page includes navigation links for 'Previous' and 'Next', a title bar, and various status indicators like 'Stop watching this meeting', 'E-mail meeting to a friend', and 'agenda'. It also shows the venue as 'Suffolk Chamber of Commerce' with a map link. A note indicates 'Last on-line changes in 17 Days You may accept a vacant role'. On the left, there's a 'Confirm Attendance' section showing current members and their attendance status. On the right, there's a 'Sign Up for Roles' section with roles like 'Educational', '1st Speaker', '2nd Speaker', '3rd Speaker', 'General Evaluator', and '1st Evaluator', each with a 'request speech' button and an 'Accept' button.

Accept / Decline

On the right hand side you will see if you have been assigned a speech or role at the meeting. To accept or decline click the thumbs up or down icon.

Take a Role

If a role is vacant you can take the role by clicking on the icon which shows in place of a member name.

Confirm Attendance

- If you have accepted a role or speech then your attendance will automatically be confirmed on the left hand side.
- Declining a role won't automatically set you to 'not attending'
- If you click on the left hand side to confirm that you won't attend then any allocated roles will be de-allocated. You can also choose to say if you're unsure of your attendance.
- Once confirmed that you will not be attending the meeting manager will not be able to assign any roles to you.

Request a Speech

You can request a speech for future meetings. This is slightly different to taking a role as a little more information is needed.

The easiest place to request a speech is at the top right of the agenda screen.



- Once you have clicked on 'Request speech' a new popup window will open.
- There are three tabs in this window
- **Speech Title** - You can enter the title and an introduction for your evaluator if you wish. Providing a title is optional at point of request but please update this before the meeting.

A screenshot of a 'Request a Speech' popup window. At the top, it says 'Toastmasters :: Request a Speech - Google Chrome' and the URL 'https://toastmasterclub.org/request_speech.php?mode=entertitle&u=6538&requestedclub=30&cached_re...'. Below this, there's a title 'Request a Speech' with a user icon and the name '[Julie Kenny at Ipswich Electrifiers]'. There are 'Save' and 'Cancel' buttons. The main area has tabs for 'Speech Title' (selected), 'Workbook / Speech', and 'Preferred Dates'. Under 'Speech Title', there's a 'Title' field (empty) and a 'Speech introduction (for Toastmaster)' field (empty).

- **Workbook / Speech** - this is required. Select the Pathway (or manual name if you are completing the traditional education program)

https://toastmasterclub.org/request_speech.php?mode=selectworkbook

Request a Speech
 Julie Kenny at Ipswich Electrifiers] Save Cancel

Title
 Workbook **Select a workbook**
 Requested: 1st Pref: 01 Aug 19 | 2nd Pref: Missing | 3rd Pref: Missing

Speech Title ✕	Workbook / Speech ✕	Preferred Dates ✓																														
1 Select a workbook <input type="button" value="-- Start a new workbook... --"/>																																
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- To select a new path select it from the dropdown list. (1)
- To request a speech from a path you are still working on select the path from the list (2)

Title
 Workbook **Leadership Development #9 - Planning and Implementing - 2**
 Requested: 1st Pref: Missing | 2nd Pref: Missing | 3rd Pref: Missing

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- Select your speech by clicking the circle next to the project you wish to deliver. Timings are automatically taken from the project but if you are intending to adjust this let the VPE know.

- **Preferred Dates** - this is required. Future meeting dates are shown. Select up to three dates in order of preference of when you'd like to deliver your speech. The system will show if all speech slots are taken but you can select one of these dates if you are prepared to be a reserve speaker.

https://toastmasterclub.org/request_speech.php?mode=choosedate

The screenshot shows a web-based application for requesting a speech. At the top, there's a title 'Request a Speech' with a small icon of a person speaking. Below it, the user is identified as '[Julie Kenny at Ipswich Electrifiers]'. There are 'Save' and 'Cancel' buttons in the top right corner.

Below the title, there's a 'Title' field and a 'Workbook' dropdown set to 'Leadership Development #9 - Planning and Implementing - 2'. Underneath, a note says 'Requested: 1st Pref: Missing | 2nd Pref: Missing | 3rd Pref: Missing'.

The main area is titled 'Speech Title ❌' and 'Workbook / Speech ✅'. To the right, there's a 'Preferred Dates ✅ (Required)' section. It includes a dropdown 'Select a club:' set to 'Ipswich Electrifiers' and a 'Show Schedule Speech' link.

A table lists meeting dates and themes, with columns for 'Date', 'Meeting Theme', 'Already Scheduled', and 'My 1st, 2nd & 3rd Meeting Prefs'. The 'Meeting Theme' column includes notes like 'Meeting Full' or 'Meeting Not Yet Scheduled'. The 'Already Scheduled' column shows icons for availability. The 'My 1st, 2nd & 3rd Meeting Prefs' column contains radio buttons for selecting preferences.

Date	Meeting Theme	Already Scheduled	My 1st, 2nd & 3rd Meeting Prefs
18 Jul 19	0 Speakers [Meeting Full]	🕒🕒🕒	1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
01 Aug 19	3 Speakers	🕒	1st <input checked="" type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
15 Aug 19	0 Speakers		1st <input type="radio"/> 2nd <input checked="" type="radio"/> 3rd <input type="radio"/>
29 Aug 19	Meeting Not Yet Scheduled		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
12 Sep 19	Meeting Not Yet Scheduled		1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input checked="" type="radio"/>
26 Sep 19	Meeting Not Yet Scheduled		1st <input type="radio"/> 2nd <input checked="" type="radio"/> 3rd <input type="radio"/>
10 Oct 19	Meeting Not Yet Scheduled		1st <input type="radio"/> 2nd <input checked="" type="radio"/> 3rd <input type="radio"/>
24 Oct 19	Meeting Not Yet Scheduled		1st <input type="radio"/> 2nd <input checked="" type="radio"/> 3rd <input type="radio"/>
07 Nov 19	Meeting Not Yet Scheduled		1st <input type="radio"/> 2nd <input checked="" type="radio"/> 3rd <input type="radio"/>
21 Nov 19	Meeting Not Yet Scheduled		1st <input type="radio"/> 2nd <input checked="" type="radio"/> 3rd <input type="radio"/>

- Save the request which will close the window.

Speeches not related to educational projects

Speeches should be based on a project from your chosen Pathways path (or Traditional manual if you are eligible). Each project in pathways provides detailed requirements to be met and includes an evaluation sheet. We understand that there are special occasions when you may wish to deliver a speech unrelated to your path, on these occasions please discuss this with your VPE.

Roles required for pathways projects

Your Pathways project may require you to perform a meeting role, such as evaluator or topics master. Please request the role in the standard way and inform the VPE to ensure you receive the required feedback. Alert the VPE if the role does not appear available.

Contact the meeting manager

If you wish to discuss anything about the meeting then there is an (email) button at the bottom of the page which will bring up a form so that you can email to the meeting manager. In most cases the meeting manager and VPE will be the same person but the meeting manager may be delegated when the VPE is absent.

Managing your profile

Your profile is the information that is held about you in the system and emails will go to the one stored here. You can update your details, add to the basic information and choose who can see these details through the profile page.

Click on the 'Profile' menu to see your current details.

Registration Information

The first section allows you to change your username, password and email. Changing your username will not cause your history to be lost. For security reasons your username cannot include your full surname.

Profile Information

Here you can enter a lot more information about yourself including phone numbers, any website address you're associated with and your address.

Within the profile you can choose which groups of people can see the information you provide - club officers, club members or the general public.

Advanced Communications Options

Tick 'Show advanced options' to enter links to social media such as LinkedIn or Facebook.

Profile photo control panel

Upload a small photo of yourself to complete your profile.

GDPR compliance

The system allow you to view all the data held in Easy Speak related to you.

To provide your right to be forgotten under GDPR you also have the ability to remove your data, however this will prevent us from providing you with space on the agenda and other member services.

Registration Information -	
Items marked with a * are required unless stated otherwise.	
Username :	<input type="text"/> To protect privacy you may not use the full Family Name as part of the username
E-mail address *	<input type="text"/>
Current password *	<input type="password"/> You must confirm your current password if you wish to change it or alter your e-mail address.
New password *	<input type="password"/> You only need to supply a password if you want to change it
Confirm password *	<input type="password"/> You only need to confirm your password if you changed it above
<input type="button" value="Save"/>	
 Show everything easy-Speak knows about me <small>You must enter your current password above to take this option</small>	
<input type="button" value="Remove ALL my data"/> <small>You must enter your current password above to take this option</small>	I exercise my 'right to be forgotten' and request that all information about me be removed from the easy-Speak system. I understand that this will remove ALL my data including membership of any club and any past or future roles. This CANNOT be reversed , you will need to (re)join a club and enter any past history by hand if you change your mind

Toastmasters International



The screenshot shows the official website of Toastmasters International. At the top left is the global logo. To its right, the tagline "WHERE LEADERS ARE MADE" is displayed. On the far right, there's a search bar with a magnifying glass icon and a yellow "FIND A CLUB" button. Below the header, a horizontal menu bar contains links for "About", "Pathways", "Education", "Membership", "Leadership Central", "Resources", "Magazine", "Events", and "Shop".

The Toastmasters International site provides information about the organisation as a whole, your profile information held by Toastmasters International and your Pathways educational information. There is no direct link between this site and Easy Speak.

A great deal of information is available without login but for personal information and some member only details a login will have been provided.

Your Profile

This holds a record of your educational awards achieved, the address where your magazine will be sent and your magazine preferences (you can select not to have these sent by post).

Once logged in you can access your profile by clicking on the 'Welcome' at the top of the screen



This screenshot is similar to the one above, but it includes a yellow rectangular box highlighting the "Welcome, Julie" text in the top right corner. The rest of the page layout, including the logo, tagline, menu, and search bar, remains the same.

Information on Toastmasters.org

There is more information on the website than can be summarised here and it is frequently updated but it includes

- Access to Pathways online training materials (see next section)
- Hints and tips on speaking
- Items that can be purchased from the shop
- Governing documents showing the rules clubs, areas, districts and the organisation must adhere to
- Guidance and resources for officers

A step-by-step guide to accessing Pathways training materials

Note: The area of the Toastmasters.org site that accesses Pathways is called Basecamp.

Open <https://www.toastmasters.org/>

- Login as a member
- Select the Pathways option at top of website and then 'Access My Pathway through Base Camp':

The screenshot shows the official Toastmasters International website. At the top, there's a navigation bar with links like 'About', 'Pathways' (which is highlighted in blue), 'Education', 'Membership', 'Leadership Central', 'Resources', 'Magazine', 'Events', and 'Shop'. Below the navigation, there's a banner with the text 'WHERE LEADERS ARE MADE' and a large yellow 'FIND A CLUB' button. Under the 'Pathways' section, there are three main options: 'Learn more', 'Access my path through Base Camp' (which is underlined in blue), 'Take the assessment', 'Go to Base Camp', 'Choose a path', and 'Pathways accessible materials'. A large image of a woman speaking is displayed below the text. The URL in the browser bar is https://www.toastmasters.org/start-pathways.

The screenshot shows the 'Pathways Learning Experience' page. The top navigation bar is identical to the previous screenshot. Below it, the page title is 'PATHWAYS LEARNING EXPERIENCE'. A sub-header says 'Welcome to Pathways! You'll be challenged and inspired to reach new heights both personally and professionally.' There are three main sections: 'Choose your path', 'Access my path through Base Camp', and 'The Navigator'. The 'Choose your path' section has a sub-section for 'Club officers: you can order a path for yourself or a path in printed materials for your members.' The 'Access my path through Base Camp' section shows a screenshot of the Base Camp interface with the text 'Your home club: Ipswich Electrifiers Speakers' Club' and buttons for 'Log in as a Member' and 'Log in as Base Camp Manager'. The 'The Navigator' section has a 'Select Language:' dropdown set to 'English' and a 'Launch The Navigator' button. The URL in the browser bar is https://www.toastmasters.org/start-pathways.

This will open up basecamp:

The screenshot shows the 'WELCOME TO BASE CAMP' section. It features a banner with four images: a woman at a podium, two men in a meeting, and a woman writing. Below the banner are five cards: 'NAVIGATING BASE CAMP', 'MY EDUCATION TRANSCRIPT Level 2', 'MY FEEDBACK', 'MY BADGES', and 'SPEECH EVALUATIONS'. A callout bubble highlights the 'My Education Transcript' card, which is currently active. The transcript section shows a table with rows for 'Feedback and Recognition Overview', 'How to Evaluate', 'Persuasive Influence', 'Providing Feedback and Awarding Badges', and 'The Navigator'. To the right, there's a 'Suggested Education' section with a note 'No suggested training'.

This is the screen that will show up at that stage. Towards the bottom of the screen is a section 'My Education Transcripts'. Highlight the relevant course (in the example shown Persuasive Influence) and then click on where it says, 'Launch Curriculum'.

This launches a new window which looks similar to this (the example shows someone working in Level 2)

The screenshot shows the 'CURRICULUM PROGRESS' section for 'Persuasive Influence'. A circular progress bar indicates '20%'. Below it, a list shows levels: LEVEL 1 (checkmark), LEVEL 2 (radio button), LEVEL 3, LEVEL 4, and LEVEL 5. The 'LEVEL 2' section is expanded, showing four projects: 'Understanding Your Leadership Style' (Status: In Progress, Due: No Due Date), 'Active Listening' (Status: Not Activated, Due: No Due Date), 'Introduction to Toastmasters Mentoring' (Status: Not Activated, Due: No Due Date), and 'Level 2 Completion—Persuasive Influence' (Status: Pending Prior Training, Due: No Due Date). Each project has a 'Launch' or 'Activate' button next to it.

The first time the training for that level is opened, all projects will say activate. Click on activate and this changes to Launch, then click on Launch to open. When the training has been opened before, that project will just say Launch.

Click on Launch next to the project that you are working on. It will open a new tab for that project:

INTRODUCTION

Most great leaders have a style that is unique to them and includes traits developed over time through a variety of leadership experiences. Great leaders tend to motivate and inspire. They encourage those they lead to better themselves and the people around them.

In this project, you will come to understand the purpose of leadership, the qualities that define a good leader, and different leadership attributes and styles. You will learn to identify your natural leadership style and behaviors and how these may impact those whom you lead. You will also learn to adapt your leadership style and behaviors based on the situation and the people being led.

Select to move to another section:

At the bottom of this screen is a drop box list that enables you to move quickly between the sections of the training for this project.

INTRODUCTION

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Select to move to another section:

Use the arrows at the side of the screen to move through the training or the drop down list to move to a specific section.

Use this to move to Your Evaluation, which will look like this:

The screenshot shows a web browser window with the title "Toastmasters Pathways >> Understanding Your Leadership Style - Google Chrome". The URL is https://toastmasters.csod.com/lms/scorm/clientLMS/ScormFrames.aspx?ai... . The main content area is titled "YOUR EVALUATION". It features a scale from 1 to 5 with descriptions: 5 Exemplary, 4 Excels, 3 Accomplished, 2 Emerging, and 1 Developing. Below the scale, it says: "Select the tabs above to review the criteria for the evaluation in this project. Your evaluator will use the following scale:". To the right is a photo of two men at a table. A blue bar labeled "RESOURCES" contains links: "Evaluation Resource" (which is circled in red), "Print my Project", and "Directions". At the bottom left is the Toastmasters logo with the tagline "WHERE LEADERS ARE MADE". At the bottom center is a dropdown menu "Select to move to another section: ▾". At the bottom right is the text "Persuasive Influence 2: Understanding Your Leadership Style".

Click on Evaluation Resource under the resources heading. This opens up a pdf of the evaluation form for the project, which needs to be printed and brought to the session when you are making your speech.

To print the whole project click the Print my Project below the evaluation resource. This will open another window which has the whole project in brochure format, which can be downloaded as a pdf or printed out. The mentee can then send this to their mentor if both feel this is useful. Note Mentors cannot access their mentees training materials directly.

If you just want to see what the project assignment is, the Your assignment section gives the overview:

The screenshot shows a web browser window for 'Toastmasters Pathways > Understanding Your Leadership Style - Google Chrome'. The URL is https://toastmasters.csod.com/lms/scorm/clientLMS/ScormFrames.aspx?aicc_sid=AICCJekeCTKXXJ5TwesB_NbBvY.... The main content area is titled 'YOUR ASSIGNMENT' in blue. It features a photograph of a man in an orange shirt writing in a notebook. Below the photo is a red text link: 'For all assignment details and requirements, review the Project Checklist.' Underneath this link is a blue 'Project Checklist' button. To the right of the photo, there is descriptive text: 'Purpose: The purpose of this project is to identify your primary leadership style or styles. Overview: Complete the Discover Your Leadership Style questionnaire. Consider how your leadership style impacts the people around you and how you can adjust it to more effectively lead people with styles different from your own. Deliver a 5- to 7-minute speech at a club meeting to share some aspect of your leadership style or leadership styles in general. You may choose to discuss your style preferences when working with others, your style and how you can adapt it to situations, or leadership styles in general and how they impact a group.' At the bottom of the page, there is a 'More Information' button, the Toastmasters logo, and a dropdown menu for 'Select to move to another section'. The page is identified as 'Persuasive Influence 2: Understanding Your Leadership Style'.

Note that the project checklist does not contain specific info about this project.

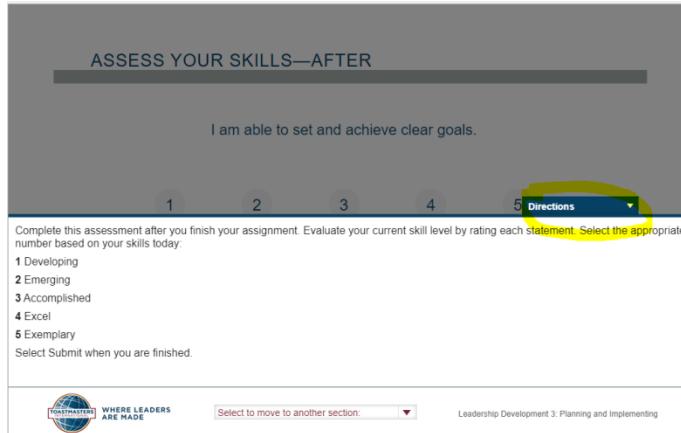
After the you have completed the assignment (e.g. given the speech) you need to go back into the training for that project, complete the self evaluation in the Assess your Skills -After section and then the training will show as completed.

Once all projects in the level have been completed, the member must go into the last section, Level X Completion and follow the instructions to submit the level for approval by the base camp manager. Unfortunately I didn't think to take photos of this bit, but it is reasonably clear how to do this bit.

Once the member has submitted the level to base camp, they should tell their VPE who can then login as base camp manager and approve the training. The member will then be able to access their certificate for the level as a pdf.

Tips for working in Pathways

1. Do look at the links in each project or download the project pdf. Most have helpful and sometimes necessary resources such as a speech plan.
2. Do print your evaluation resource and bring it to the meeting. If you can't do so let your evaluator or VPE know and email them the pdf if you can.
3. You may find a screen greyed out as in the picture below. Click on the 'directions' to clear it.



4. To complete your project you will need to go back into the project and do the Assess your skills after quiz. (as above).
5. To complete a level launch the level completion task which becomes available when the other projects in that level are completed. This should send an email to the VPE but it's best to contact them directly too.

Pathways updates and new ways to work

The Pathways program is a relatively new program within Toastmasters International and since its initial rollout there have been various changes requested by members to make the website easier to use and navigate.

We are seeing regular (roughly monthly) updates to the system in terms of smoother navigation and better access to future projects . The above directions do work but there is also an option to access Basecamp through your toastmasters.org profile. From your profile you can also select a path and go straight into your transcript

Welcome, Julie | Logout | Find a Club | Start a Club | Contact Us | Search | FIND A CLUB

WHERE LEADERS ARE MADE

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I PROFILE

Go to Base Camp
Access your learning path and tutorials
Log in as Base Camp Manager
Ipswich Electrifiers Speakers' CI ▾ Go

Choose a New Path (\$20 USD)
Select your Pathways learning path and preferences
Choose a path for another member
Choose a Path

View The Navigator
Your guide to Toastmasters and the Pathways learning experience
Select Language: English ▾ View

Enrolled in 1 path

Go to my transcript >

Choosing a path

This video provides a useful guide to selecting a path. If you would like additional help with which path is right for you please discuss it with your VPE and/or mentor.

<http://emails.toastmasters.org/c/11iOxEQ51lvpzv4Dsy4Oj84jowLn>