

# EasySpeak Tutorial

by Lakeshore Speakers, Neuchatel, Switzerland



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version 1.0 (20-May-2019)



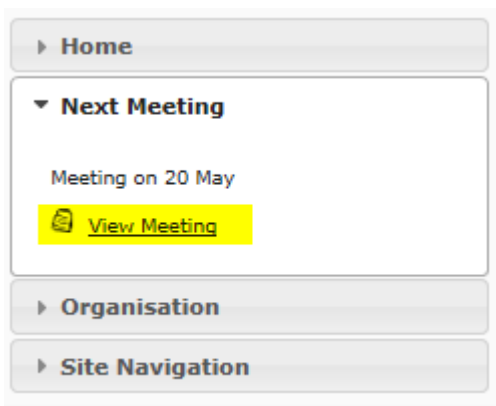
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## 1. Signing up for Roles

Go to URL: <https://tmclub.eu>

Go to “Next Meeting” and select a “View Meeting”. You will be redirected to the next scheduled meeting:



You can sign up for roles by clicking the  button:

Hide Speech Details		Sign Up for Roles		request speech ?
Role	CL	Presenter	Accept	
<b>Toastmaster</b>	✓	Caroline L'Eplattenier, CC ALB		
<b>General Eval.</b>				
<b>Table T. Master</b>				
<b>Grammarian</b>				
<b>Timekeeper</b>				
<b>Ah Counter</b>				
<b>Hospitality</b>	---	Unassigned ---		
<b>1st Evaluator</b>				
<b>2nd Evaluator</b>				
<b>1st Speaker</b> <i>Previous Evaluators</i> Catalina Co Helene Ch Carina Sc	04 Mar 19 07 Jan 19 18 Jan 16	 <b>Mario Plasencia, CC ALB</b> TBA <i>Visionary Communication #3 - Evaluation and Feedback - 2 (5:00-7:00 min)</i> Present either a new speech or the same speech that incorporates some or all of the feedback received from the presentation of the first speech		
<b>2nd Speaker</b>	---	Unassigned ---		
<b>Presiding Officer</b>	---	Unassigned ---		




50% of roles confirmed on time

You can browse through all meetings already entered by the Club President / VPE and sign up for roles in advance:

◀ Previous
Lakeshore Speakers, Neuchatel
Next ▶

### Monday 3rd June 2019 at 18:30

Toastmaster Meeting - 1 Hour, 26 Mins


 **I WILL / WILL NOT attend this meeting**  



Watch this meeting for changes

E-mail meeting to a friend

Venue **Coaching Square Swiss** (Click here for a map)

Word of the Day **Not Yet Chosen**

 badges

 detail  agenda



*Last on-line changes in 13 Days*  
**You may accept a vacant role**

You can also confirm/decline attendance on a particular meeting without taking a role:

◀ Previous
Lakeshore Speakers, Neuchatel
Next ▶

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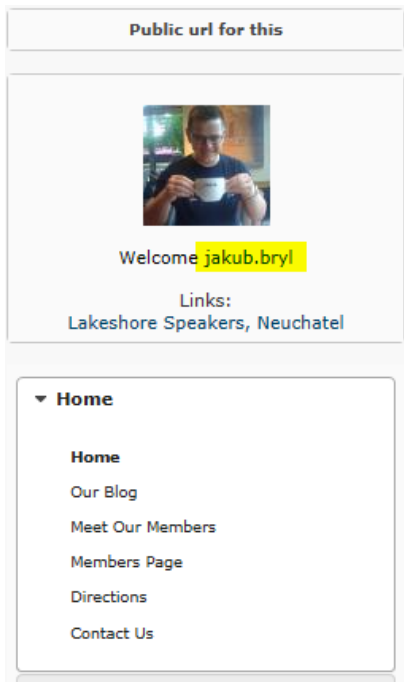
 detail  agenda

*Last on-line changes in 13 Days*  
**You may accept a vacant role**

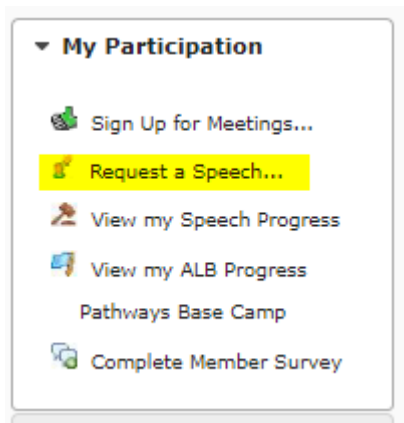
## 2. Requesting a Speech

Go to URL: <https://tmclub.eu>

Enter your profile by clicking on your login:



Select "Request a Speech...." under "My Participation":



A new window will pop-up (note: if not, make sure your browser does not block pop-ups!). Enter your **speech title** and **speech introduction** (to be used by Toastmaster when he/she will be introducing you during the meeting):

The screenshot shows the 'Request a Speech' form with the following elements:

- Title:** [Jakub Bryl at Lakeshore Speakers, Neuchatel]
- Workbook:** Select a workbook
- Requested:** 1st Pref: Missing | 2nd Pref: Missing | 3rd Pref: Missing
- Speech Title** (Selected tab):
  - Title: [Empty text box]
  - Speech introduction (for Toastmaster): [Empty text area]
- Workbook / Speech** (Next tab)
- Preferred Dates** (Required) (Next tab)

On the next tab, “Workbook / Speech”, please select the workbook (path) you want this speech to be listed for. You can choose Pathways or other types (e.g. Educational Sessions or old CC projects):

The screenshot shows the 'Request a Speech' form with the following elements:

- Title:** [Jakub Bryl at Lakeshore Speakers, Neuchatel]
- Workbook:** Select a workbook
- Requested:** 1st Pref: Missing | 2nd Pref: Missing | 3rd Pref: Missing
- Speech Title** (Previous tab)
- Workbook / Speech** (Selected tab):
  - Select a workbook: [Dropdown menu]
  - Compete: Leadership Development (Pathway) -
  - The Succ: Motivational Strategies (Pathway) -
  - Dynamic: Persuasive Influence (Pathway) -
  - Presenta: Engaging Humor (Pathway) -
  - Distinguished Toastmaster (Pathway) -
  - Strategic Relationships (Pathway) -
- Preferred Dates** (Required) (Next tab)

List your preferred dates for the speech on the “Preferred Dates” tab. Note you can list 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> preference. These will be taken into account by Club Officer working on the agenda.

**Request a Speech**

[Jakub Bryl at Lakeshore Speakers, Neuchatel]

Title

Workbook **Select a workbook**


Requested: 1st Pref: **Missing** | 2nd Pref: **Missing** | 3rd Pref: **Missing**

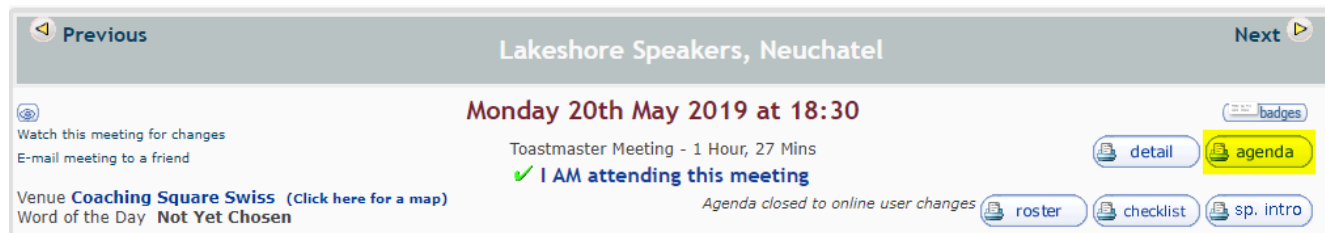
Speech Title <span style="color: red;">✖</span>	Workbook / Speech <span style="color: red;">✖</span>	Preferred Dates <span style="color: red;">✖</span> <small>(Required)</small>
Date	Meeting Theme	Already Scheduled
20 May 19	2 Speakers [Meeting Full] "TBA"	🕒🕒🕒
03 Jun 19	2 Speakers "General Assembly"	🕒
17 Jun 19	4 Speakers "TBA"	🕒
01 Jul 19	4 Speakers "TBA"	
15 Jul 19	Meeting Not Yet Scheduled	
05 Aug 19	Meeting Not Yet Scheduled	
19 Aug 19	Meeting Not Yet Scheduled	
02 Sep 19	Meeting Not Yet Scheduled	
16 Sep 19	Meeting Not Yet Scheduled	
07 Oct 19	Meeting Not Yet Scheduled	


If you had not provided your speech title and speech introduction when you were requesting it, or you simply want to change it, you can always do it by clicking the edit button on the meeting agenda:

<b>Presiding Officer</b>	<b>Caroline L'Eplattenier, CC ALB</b>
<b>Educational Session</b>	<b>Jakub Bryl, CC</b>
<i>Previous Evaluators</i>	<b>EasySpeak</b>
<b>Markus Sa</b> 29 Apr 19	<i>The Successful Club Series #5</i>
<b>Caroline L'</b> 21 Jan 19	<i>- Creating the Best Club</i>
<b>Caroline L'</b> 21 May 18	<i>Climate (10:00-15:00 min)</i>

### 3. Printing Meeting Agenda and accessing Speech details (for Toastmaster)

You can print the meeting agenda by clicking the  button on the meeting page:



If you are Toastmaster, or you are just interested in speeches intros, you can access these by clicking the  button on the meeting page:

