

easy-Speak - Toastmaster Automation!



easy **10**TH ANNIVERSARY
SPEAK
TOASTMASTERS AUTOMATION

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Welcome



Speaking Tip

Everyone in a Toastmasters meeting was once at t environment is friendly and supportive, and the se build confidence with each speaking assignment.

- A typical club has between 20 to 40 members who r evening meeting normally lasts around 90- 120 minu
- There is no instructor in a Toastmasters meeting. In presentations, pointing out the strengths and sugges a key part of the program's success. Members also g conduct meetings and develop their leadership skills.
- Members learn communication skills by working the

easy-Speak Guide

Take control of your
Toastmasters journey!

**Easy-Speak Guide as
A Toastmaster of the Week**

Be Prepared!

If you are a Toastmaster of a meeting, this will be a great opportunity for you to improve your facilitation skills. With easy-Speak **you'll have plenty of tools at your disposal to ensure that all roles are filled-in.**

You can access the meeting you'll be Toastmastering at any time via the 'Meetings on DD MMM' tab. Click on 'View Meeting' to get to the meeting page.

By virtue of **being meeting manager you will have access to extra privileges** on the meeting page. One of which is a detailed attendance page which will tell you who's coming and who's not coming. It looks similar to what've seen before in Confirming & Amending your Attendance. Except that **you are now able to track the attendance of all club's members at the meeting.** While members should update their attendance status themselves, you can if you wish manually update someone's attendance yourself.

The row of dates circled in **green** shows when someone last attended a club meeting. You can switch to the **Show # of Roles** view instead which will show you how many roles members are doing at the meeting. This is a good way to find out if someone isn't doing a role at a meeting. You can switch back to the previous view by clicking on **Show Last Attended.**

Some information regarding the meeting you're managing will be e-mailed to you automatically via notifications.

TD-21 VPed: Confirm the Speakers and Toastmaster

TD-14 VPed: Reminder Notice to the Toastmaster, Speakers and GE

| Action Taker | Task | 4-Jul | 11-Jul | | 1-Aug | 8-Aug | 15-Aug | 22-Aug |
|--------------|-----------------------------------|-----------|-----------|--|-----------|-----------|-----------|-----------|
| VPed | Confirm the speakers Toastmasters | 13-Jun-19 | 20-Jun-19 | | 11-Jul-19 | 18-Jul-19 | 25-Jul-19 | 1-Aug-19 |
| VPed | Reminder Toastmaster Speakers GE | 20-Jun-19 | 27-Jun-19 | | 18-Jul-19 | 25-Jul-19 | 1-Aug-19 | 8-Aug-19 |
| Toastmaster | Confirm the role takers | 27-Jun-19 | 4-Jul-19 | | 25-Jul-19 | 1-Aug-19 | 8-Aug-19 | 15-Aug-19 |
| Toastmaster | Lead the meeting | 4-Jul-19 | 11-Jul-19 | | 1-Aug-19 | 8-Aug-19 | 15-Aug-19 | 22-Aug-19 |

TD-14 Toastmaster: Update EasySpeak

- Start working on EasySpeak
- Allocate roles
- Contact the role takers
- Get their confirmation
- Update EasySpeak
 - Meeting Theme
 - Speech topics
- Announce the role takers at the meeting a week prior
- Use 'Special' for any ad hoc assignment(s) not shown in the list.
- Invite to participate if any role(s) not yet taken
- Update EasySpeak again

The screenshot displays the EasySpeak web application interface for a Toastmaster meeting. The meeting is scheduled for 4th July 19 at 19:25. The meeting theme is 'Bowler Paganini'. The interface is divided into several sections:

- Header:** Meeting title, date, time, and status (e.g., 'I AM attending this meeting').
- Left Sidebar:** Navigation menu with options like 'Welcome surgoong', 'Links', 'Bishopdale', 'Bishopdale (Vice President Education)', 'Meeting on 27 Jun', 'My Participation', 'Meeting on 04 Jul', 'Scheduling & VPE Tasks', 'Member Statistics', 'My Communication', 'Membership Management', 'Organisation', and 'Site Navigation'.
- Main Content Area:**
 - Confirm Attendance:** A table listing members and their attendance status for the meeting on 20 Jun 19. Members include Sun Kim, Alick Milner, Alister Scott, Chris Harrow, Gerald Kennedy, Gill Goldsmith, Gillian Smith, Ian Blance, Joanna Frampton, John Ballantyne, Jonas Sekulla, Jordan Salonen, Kelvin Gwynne, Mairi clare McKendry, Michelle Kelly, Nicholas Hawker, Nigel Powell, Pete Brady, purnashottam pant, Roger Claessens, Ross Walker, and tim jiang.
 - Hide Speech Details:** A table showing assigned roles and their details. Roles include 1st Speaker (Kelvin Gwynne), 2nd Speaker (purnashottam pant), General Evaluator (Roger Claessens), 1st Evaluator (Jonas Sekulla), 2nd Evaluator (Gill Goldsmith), Table topics evaluator (Joanna Frampton), Grammarian (Alister Scott), Sergeant at Arms (Mairi clare McKendry), Table Topics Master (Nicholas Hawker), Timer (Ross Walker), and Toastmaster (Gerald Kennedy).
 - Sign Up for Roles:** A section where users can sign up for various roles, including Presenter and Accept.

From TD-7 Toastmaster:

Finalise the roles and prepare for an agenda

- Click the 'agenda' button at the top left
- Rearrange the order
- Edit the duration by clicking the pencil
- Delete an Event not included

Edit agenda - 18th July 19

Use this screen to add or remove items from the agenda. If you will use this new agenda frequently - save it as a template.

1 Hour, 33 Mins

REPLACE with a different template? 2 Speakers

| Order | Duration | Event | Role | Green - Amber - Red | Print | Delete |
|-------|----------|--|----------------------------|---------------------|-------|--------|
| 10 | 2:00 | call to order | Sergeant at Arms | - - | Y-Y-N | X |
| 20 | 2:00 | Welcome and apologies | Toastmaster | - - | Y-D-N | X |
| 30 | 2:00 | Mission statement | Mission statement | - - | N-D-N | X |
| 40 | 2:00 | quiz | Quizmaster | - - | N-D-N | X |
| 50 | 2:00 | grammarian | Grammarian | - - | Y-D-N | X |
| 60 | 2:00 | introduction of 1st speech | 1st Evaluator | - - | N-D-N | X |
| 70 | 7:00 | | 1st Speaker | 5:00 - 6:00 - 7:00 | Y-D-N | X |
| 80 | 2:00 | introduction of 2nd speaker | 2nd Evaluator | - - | N-D-N | X |
| 90 | 7:00 | | 2nd Speaker | 5:00 - 6:00 - 7:00 | Y-D-N | X |
| 100 | 4:00 | Bard/Soap Box | Bard / Soap Box | - - | N-D-N | X |
| 110 | 10:00 | tea break | Break | - - | Y-D-N | X |
| 120 | 2:00 | Welcome back | Sergeant at Arms | - - | Y-Y-N | X |
| 130 | 11:00 | table Topics | Table Topics Master | 1:00 - 1:30 - 2:00 | Y-Y-N | X |
| 140 | 3:00 | evaluate speech 1 | 1st Evaluator | 1:00 - 2:00 - 3:00 | Y-D-N | X |
| 150 | 3:00 | evaluate speech 2 | 2nd Evaluator | 1:00 - 2:00 - 3:00 | Y-D-N | X |
| 160 | 3:00 | Joker | Jokemaster | - - | N-D-N | X |
| 170 | 5:00 | 1st Table Topics Evaluation | 1st Table topics evaluator | 2:00 - 2:30 - 3:00 | Y-D-N | X |
| 180 | 5:00 | 2nd Table Topics Evaluation | 2nd Table topics evaluator | - - | Y-D-N | X |
| 190 | 2:00 | Recipe | Recipe Master | - - | N-D-N | X |
| 200 | 3:00 | grammarian's report and ear drum major | Grammarian | 1:00 - 1:30 - 2:00 | Y-D-N | X |
| 210 | 2:00 | timer's Report | Timer | - - | N-D-N | X |
| 220 | 8:00 | General Evaluation | General Evaluator | 5:00 - 6:00 - 7:00 | Y-D-N | X |
| 230 | 2:00 | next weeks toastmaster | Club Business | - - | N-D-N | X |
| 240 | 2:00 | President's close | President | - - | Y-D-N | X |

From TD-7 Toastmaster:

Print the agenda

Bishopdale

Distinguished Club - 2018

District 72, Division E, Area 5, Club Number 8657
Every Thursday at 19:25



Toastmaster Meeting **18th July 19** Starting at **19:25**

Meeting Number **92** Meeting Theme **TBA**

Venue **Bowls Papanui**

| Time | Role | Presenter | Event | Duration |
|-------|------------------------|-----------|--|----------------|
| 19:25 | Sergeant at Arms | | Call to order | 2:00 |
| 19:27 | Toastmaster | | Welcome and apologies | 2:00 |
| 19:29 | Mission statement | | Mission statement | |
| 19:31 | Quizmaster | | Quiz | |
| 19:33 | Grammarian | | Grammarian | 2:00 |
| 19:35 | 1st Evaluator | | Introduction of 1st speech | |
| 19:37 | 1st Speaker | | | 5:00 6:00 7:00 |
| 19:44 | 2nd Evaluator | | Introduction of 2nd speaker | 1:00 |
| 19:46 | 2nd Speaker | | | 5:00 6:00 7:00 |
| 19:53 | Bard / Soap Box | | Bard/Soap Box | |
| 19:57 | Break | | Tea break | |
| 20:07 | Sergeant at Arms | | Welcome back | |
| 20:09 | Table Topics Master | | Table Topics | 1:00 1:30 2:00 |
| 20:20 | 1st Evaluator | | Evaluate speech 1 | 1:00 2:00 3:00 |
| 20:23 | 2nd Evaluator | | Evaluate speech 2 | 1:00 2:00 3:00 |
| 20:26 | Jokemaster | | Joker | |
| 20:29 | Table topics evaluator | | First Table Topics Evaluation | 2:00 2:30 3:00 |
| 20:34 | Table topics evaluator | | Second Table Topics Evaluation | 0:30 4:00 |
| 20:39 | Recipe Master | | Recipe | |
| 20:41 | Grammarian | | Grammarian's report and ear drum major | 1:00 1:30 2:00 |
| 20:44 | Timer | | Timer's Report | |
| 20:46 | General Evaluator | | General Evaluation | 5:00 6:00 7:00 |
| 20:54 | Club Business | | next weeks toastmaster | |
| 20:56 | President | | President's close | |

Attendance

Member
Sun Kim,

Apologies received

Next Meeting 19:25 25th July 19, Bowls Papanui

D Day Toastmaster: Lead the Meeting

After the meeting Toastmaster: Closing

- <https://www.youtube.com/watch?v=ddNdg2-2DLQ>
- Update the EasySpeak: attendees, speakers, topics, etc.
- Close the meeting

Need to ask a question? [ask](#) [meeting](#) [agenda](#)

Public url for this Club: <http://bishoppdale.toastmasters.easyspeak.org>

Welcome surjoong

Links: Bishoppdale

Bishoppdale
(Vice President Election)
Open
Last contribution: **Never**

Meeting on 27 Jun
Record Actuals...

My Participation

Meeting on 04 Jul

Scheduling & VPE Tasks

Member Statistics

My Communication

Membership Management

Organisation

Site Navigation

easySPEAK training
Click for videos and webinars

TOASTMASTERS

Previous **Bishoppdale** Next

27th June 19 at 19:25
Toastmaster Meeting: #89 - 1 Hour, 32 Mins
I went to this meeting!

Agenda closed to online user changes
Enter actual results and CLOSE this meeting
[close](#) [roster](#) [checklist](#) [sp. intro](#)

Venue: **Bowls Papanui** (Click here for a map)
Word of the Day: **Not Yet Chosen**
Meeting Theme: **TBA**

[Edit Meeting Text]

Actual Attendance

Member (12/22) (Pre-meeting reply)

| Member | Status | Notes |
|----------------------|---------------|---|
| Sun Kim | Attending | |
| Allisa Milner | NOT Attending | |
| Alister Scott | Attending | |
| Chris Harrow | Unknown | |
| Gerald Kennedy | NOT Attending | |
| Gill Goldsmith | Attending | |
| Gillian Smith | NOT Attending | |
| Ian Blance | Attending | |
| Joanna Frampton | Attending | |
| John Ballantyne | Attending | |
| Jonas Setälä | NOT Attending | I am sorry I must work Thursday evening, It is my last shift at the restaurant I work at: Earl. |
| Jordan Salomen | Unknown | |
| Kelvin Gwynne | Attending | |
| Hairi clare McKendry | Unknown | |
| Michelle Kelly | Unknown | |
| Nicholas Hawker | Attending | |
| Nigel Powell | Attending | |
| Pete Brady | Attending | |
| purushottam pant | NOT Attending | |
| Roger Classens | Attending | |
| Ross Walker | Attending | |
| tim jiang | Unknown | |

Meeting Award Recipients

| Ribbon / Award | Recipient |
|------------------------------|---------------------|
| Table Topics Speaker | Select Recipient... |
| --- Add Another Award... --- | |

Actual Meeting Roles

| Role | Presenter |
|------------------------|--|
| 1st Speaker | Hairi clare McKendry TBA Presentation Mastery #1 - Icebreaker (4:00-6:00 min) Deliver a speech on any topic as an introduction to the club using any style that appeals |
| 2nd Speaker | Alister Scott TBA Innovative Planning #2 - Evaluation and Feedback - 1 (5:00-7:00 min) Present a speech on any topic |
| General Evaluator | John Ballantyne --- CONFIRMED |
| 1st Evaluator | Ross Walker --- CONFIRMED |
| 2nd Evaluator | Nicholas Hawker --- CONFIRMED |
| Table topics evaluator | Kelvin Gwynne --- CONFIRMED |
| Table topics evaluator | Nigel Powell --- CONFIRMED |
| Grammarian | Joanna Frampton |
| Sergeant at Arms | Michelle Kelly |
| Table Topics Master | Ian Blance --- CONFIRMED |