

# EasySpeak How To Manual Details

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## How do I log-in?

When you first visit easySpeak homepage for our club <http://district59.eu/clubdata.php?c=550>, you can type in your user name and password. Default user name and password will be sent to your email address.

## What do I need to do when I first log in?

On the top of the screen there is a navigation panel, choose "Profile". It takes you to a screen where you can change your password and update personal information. We recommend that all club members change their default passwords for security reasons. You are also welcomed to upload a picture on to this easySpeak website (16KB or less). Log out after you use this site – the button is on the right after "Profile".

## What if I can't log in or I forgot my password?

If you can't log in successfully for the first time please contact your easySpeak support crew ([Maxime.Ladaique@oecd.org](mailto:Maxime.Ladaique@oecd.org)). If you forgot your password, you can contact club committee members to reset it for you.

## What are the schedules for our club meetings?

Use the same navigation panel on the top of the screen, you can find a "calendar" under "Meetings" not only record our own meeting schedules, but also the plans for our neighbour clubs. You can view the last meeting records of the club and the agenda for next meeting. If you need to find out the plan for the future meetings (usually meetings are planned 3 months ahead by Vice President Education of our club), you can navigate by using "Calendar" or click "January"/"February" then click where "OECD Toastmaster Club" appears in the calendar, it will show you the agenda of the meetings ahead and tells you who has responded to the meeting on that date. The calendar can be navigated by using left right triangle buttons just under the horizontal navigation bar.

## How to print meeting agenda?

After you click any meetings listed on the calendar organised by our club, you are able to view agenda or print it in PDF format. To print PDF file, the button is on the top right hand side of the page.

## What if I can/can't come to a meeting?

Please tell us if you can or can't come to a meeting. From agenda view, you can click Y not N to indicate that you can join or not. Please make the update at least 6 hours before the meeting starts as the meeting will lock down for any amendments after that.

## I am suppose to give a speech in the next meeting(s), what do I do?

Under Agenda view , you will find a pencil under your name if you are scheduled for a speaking role, click the pencil and then you can give Toastmaster of the Evening more information about your speech: the title, brief introduction and the speech manual you are working on. The meeting agenda will be updated accordingly after you provide this information.

**How to view your roles in a meeting in advance?** Use the navigation panel at left hand side; click "Sign up for meeting" under "My participation". It gives you a quick glance of your roles in the next a couple of meetings.

### **What if I am willing to give a speech but I am not on the Agenda?**

If you have prepared a speech but don't have a time slot in the next a couple of meetings, please indicate your willingness to Vice President Education. You can do this by clicking "Request a speech" – It is also on the left navigation panel under "My participation". The pop-up dialogue box gives you the options to tell us the title of your speech, brief introduction of your speech, the manual you are speaking of, and even when you prefer to give the speech at the club.

### **How to keep track of my progress and set up personal goals?**

Choose "View my speech progress" under "My participation", then you can view the speeches you just requested and you can check later if your speech are scheduled. Also on this page, you can also check your progress with your speaking manual and set up your personal goals.

### **What if I want to contact someone in the club?**

Obviously, you can still use traditional method by sending someone an Email! Now, you can also send a message to club committee and other club members via easySpeak. On the left hand side of your screen, you can see another block called "My communication". Under it, you can choose to post a message for all club members for discussion or contact someone privately.

To view the private messages you received, you have to go to the navigation panel on the top of the screen by clicking the first option "New Messages" under "My Communication". Then you can see the messages you received.

Club President, Vice President Education and Treasurer are recommended to check this message box regularly.

### **What if I want find out more information about this club and other clubs in this area?**

Use the navigation panel on the top the screen and hover your mouse over the top of "This Club", you will see the long drop down menu with several of options to allow you discover your club including the progress of every members and their leadership track.

"Go to..." menu allows you find more information about our neighbour clubs. You can even challenge your comfort zone by delivering your speech at other clubs. Their meeting locations and schedules are listed here.

### **Want Exploring easySpeak at your own leisure?**

EasySpeak support you in a very personal way. You can go to “help options” and learn how to use it better by watching “easySpeak videos”, reading “knowledge map”, sending FAQs to the web supporters.

**What if my role is Toastmasters of the evening?**

You are responsible for the meeting. Check easySpeak regularly and finalise the agenda before. You also need to find the replacement for people with a role during the meeting but can't come.

**What if I need to mentor?**

Send your request to Deputy Vice President Education in charge of mentoring.

OECD Toastmasters Club

Club Number: 1492675, District 59, Division B, Area 6