

Easyspeak Explained

Logging in

1. Log into the following website:-
 - <http://www.easy-speak.org>
2. You will see the welcome page below.



3. Enter your user name and password.
 - Don't know your user name? It's on the sticky note on the front of this printout.
 - Don't know your password? Click on the "I forgot my password button" underneath your login details.
 - If you know your password skip to Signing up for Roles and Requesting Speeches.

4. You should now see a copy of the screen below. Enter your username and e-Mail address.

The screenshot shows a web browser window with the URL `easy-speak.org/profile.php?mode=sendpassword`. The page title is "easy-Speak - Toastmaster Automation!". The header includes the Toastmasters logo and "easy 10TH ANNIVERSARY SPEAK". The main content area has a "Send me a new password" section. It contains a form with fields for "Username: *" and "E-mail address: *". A red arrow points to the "Username" field, which contains the text "andrp". The "E-mail address" field contains "andyprice@optusnet.com.au". Below the fields are "Submit" and "Reset" buttons. To the left of the form is a sidebar with "easy-Speak training modules" and a "Log in" button. At the bottom of the sidebar is a "My Communication" section with links for "Organisation", "Site Navigation", and "Other Information".

5. An e-Mail like the one below will be sent to you.

- Make sure you click the link or your password will not be activated.

The screenshot shows an email in a Mail application window. The email is from "admin@easy-speak.org" to "Andrew Price <andyprice@optusnet.com.au>". The subject is "New password activation". The email body contains the following text:

Hello andrp

You are receiving this email because you have (or someone pretending to be you has) requested a new password be sent for your account on **easy-Speak**. If you did not request this email then please ignore it, if you keep receiving it please contact the board administrator.

THE PASSWORD WILL ONLY BE CHANGED IF YOU ACTIVATE THIS REQUEST.

[To activate the request click here.](#) and you will then be logged in automatically.

In the future you may log in using the following credentials:

Username: andrp
Password: 1def8097

***** SUGGESTION *****
As soon as you log in, change this password to something that you will remember.
Click on "Profile" in the menu bar at the top right of the screen.
If you have any difficulties please contact your club administrator.

-- Holly Toastmaster Automation Robot

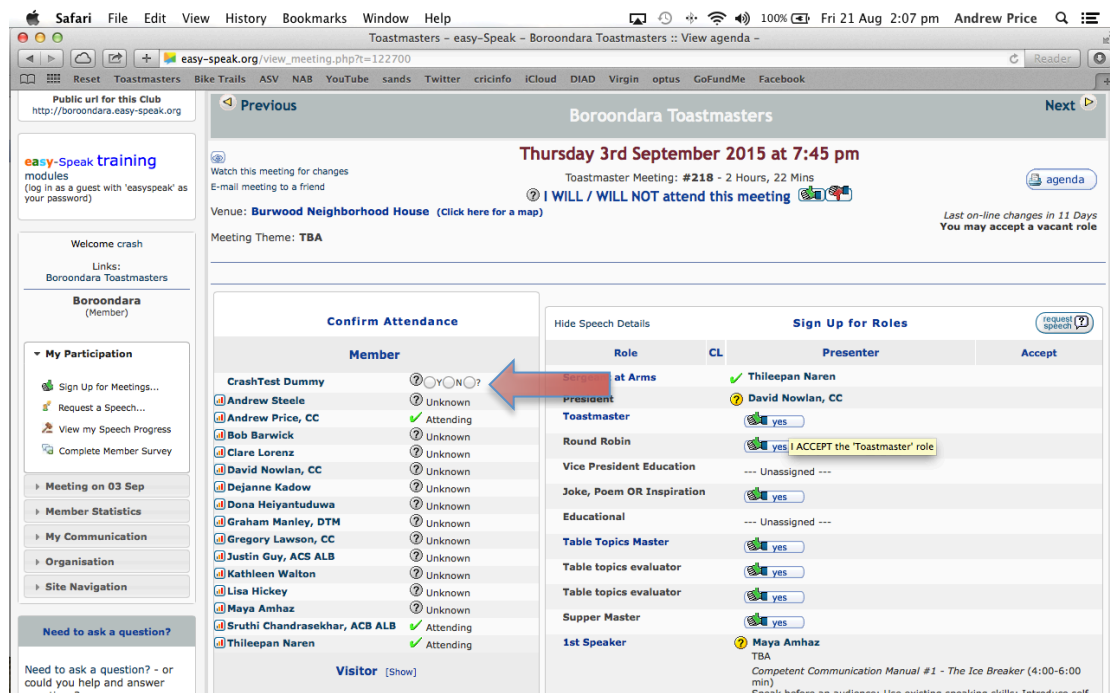
If your ISP filters incoming email, please add the following domain to your list of approved senders: @easy-speak.org

Signing Up for Roles and Requesting Speeches

1. Once you're signed in you will see a screen like below. Click on the meeting date you are interested in.



2. Once you have selected a meeting date you will see a screen like below.



3. The first thing to do is confirm your attendance by clicking the "Y" button indicated by the red arrow.

The screenshot shows the 'Boroondara Toastmasters' website for a meeting on Thursday 3rd September 2015 at 7:45 pm. The 'Sign Up for Roles' section is visible, listing various roles and their status. A red arrow points to the 'yes' button for the 'Table topics evaluator' role.

Role	CL	Presenter	Accept
Sergeant at Arms	✓	Thileepan Naren	
President	?	David Nowlan, CC	yes
Toastmaster			yes
Round Robin	yes	I ACCEPT the "Toastmaster" role	
Vice President Education	---	Unassigned ---	
Joke, Poem OR Inspiration	yes		
Educational	---	Unassigned ---	
Table Topics Master	yes		
Table topics evaluator	yes		yes
Table topics evaluator	yes		yes
Supper Master	yes		yes
1st Speaker	?	Maya Amhaz	

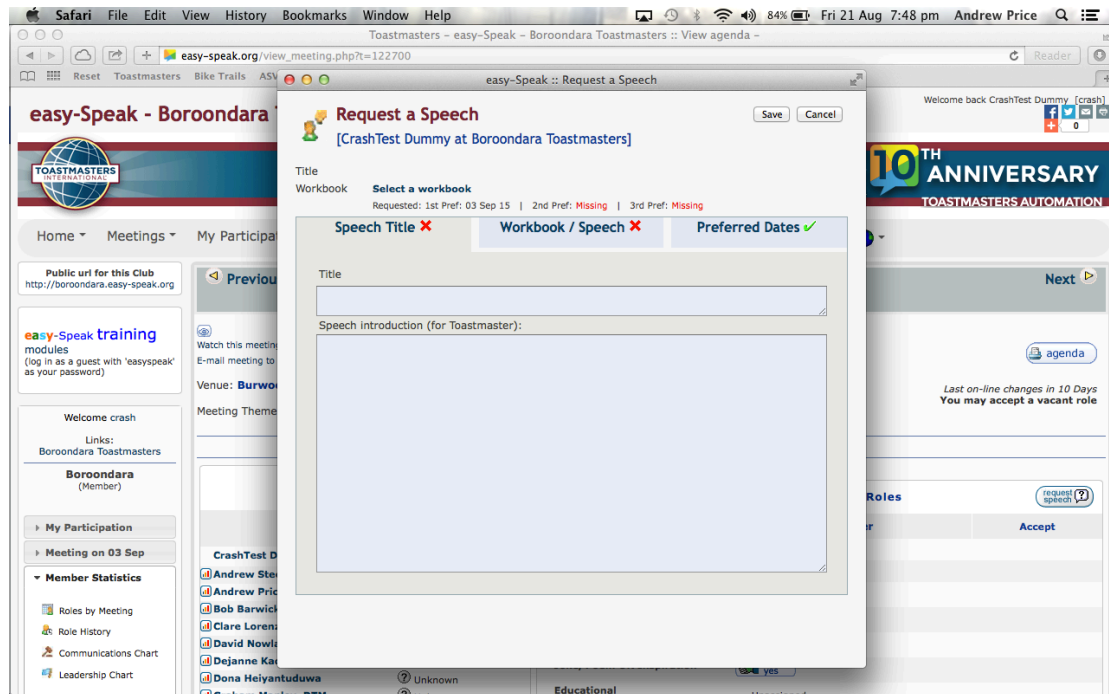
4. To sign up for a role simply select the role you want by clicking the “thumb up yes” button indicated by the red arrow above.

The screenshot shows the 'Boroondara Toastmasters' website for a meeting on Thursday 3rd September 2015 at 7:45 pm. The 'Sign Up for Roles' section is visible, listing various roles and their status. A red arrow points to the 'request speech' button on the right.

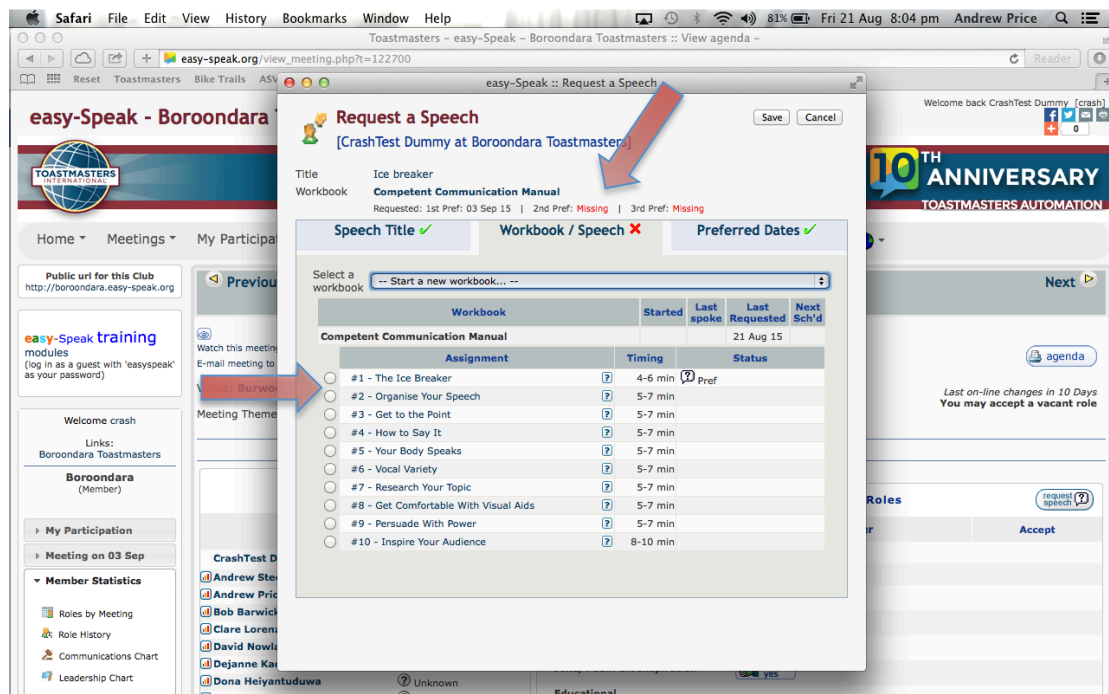
Role	CL	Presenter	Accept
Sergeant at Arms	✓	Thileepan Naren	
President	?	David Nowlan, CC	yes
Toastmaster			yes
Round Robin	yes	I ACCEPT the "Toastmaster" role	
Vice President Education	---	Unassigned ---	
Joke, Poem OR Inspiration	yes		
Educational	---	Unassigned ---	
Table Topics Master	yes		
Table topics evaluator	yes		yes
Table topics evaluator	yes		yes
Supper Master	yes		yes
1st Speaker	?	Maya Amhaz	

5. To request a speech either push the “request speech” button on the right or using the pull down menu on the left hand side.

6. Enter your speech title and speech instructions if you have any.



7. Select workbook from the pull down menu under the “workbook/speech” tab then select which speech you are doing.



Workbook	Started	Last spoke	Last Requested	Next Sch'd
Competent Communication Manual				21 Aug 15
Assignment	Timing	Status		
<input type="radio"/> #1 - The Ice Breaker	4-6 min	Pref		
<input type="radio"/> #2 - Organise Your Speech	5-7 min			
<input type="radio"/> #3 - Get to the Point	5-7 min			
<input type="radio"/> #4 - How to Say It	5-7 min			
<input type="radio"/> #5 - Your Body Speaks	5-7 min			
<input type="radio"/> #6 - Vocal Variety	5-7 min			
<input type="radio"/> #7 - Research Your Topic	5-7 min			
<input type="radio"/> #8 - Get Comfortable With Visual Aids	5-7 min			
<input type="radio"/> #9 - Persuade With Power	5-7 min			
<input type="radio"/> #10 - Inspire Your Audience	8-10 min			

8. Lastly you can select the dates you prefer from the third tab. The VPE can then allocate your speech.

Alternatively you can contact me via phone or e-Mail and I can allocate your role or speech.