

Easy-Speak Website User Instructions

How do I log in to Easy-Speak?

1. Click on the link: <http://d71.org/>.
2. **Log in** [*Click on 'Log in' at the top right corner of the screen, and type in your username and password. Your username and password can be found from the email Xiaonan sent on 21st Feb 2007. Email her if you need her to re-sent it to you.*]

You will be directed to the main page of Oxford Speaker's Club. The first thing you should do is to change your password and privacy status (the instructions are below).

How do I change my password and privacy status?

1. Log in to EasySpeak
2. Access your **user profile** [*Click on 'Profile' at the top of the screen*]
3. The first time you log in to Easyspeak, change your **password**
4. You can also change your **privacy settings** as to whether your name or your address will be publicly available or private

How do I book a speech for a future meeting?

At the bottom of the Profile section you will see the Toastmaster Club(s) that you have visited and where you are a member. This section also contains the speeches that you have scheduled (and their dates), as well as containing a record of the recent speeches you have completed.

1. **Book a speech** [*Click on the 'Book a speech button'. The 'Book a speech' link is visible on the right of the screen. Once you click on this, you'll be asked to enter the details of your speech*]
2. **Enter the details of your speech** [*The workbook that you are using for this speech, the assignment (e.g., 'Icebreaker'), the title of your speech, and how long you need to prepare for it (e.g., you will be ready in two weeks time)*]

The first time that you schedule a speech, the system will ask you which workbook you are using at the moment. From then on it will continue to offer you assignments from that workbook. If you wish to **start another workbook** you may do this from the same screen - and go straight on to request a speech from the new workbook. If you are using more than one workbook, the system will present you with the choice when you request a new speech (until your VP-E marks one of the workbooks as 'completed').

- You may have several speech requests active at any time.
- When the VP-E at each club is planning a meeting, requested speeches from all members are presented in the order that the request was made.
- You may view the 'queue' of all requested speeches and the last fifty speeches presented at your club by clicking on the 'Speech' button that is shown on the agenda screen and the club memberlist.

Modifying/Deleting a booked speech

- -To change any details of a speech you have already requested, return to the speech section [*log in, go to your profile, scroll to the bottom of the screen*] and click on the speech title. Then you can change the details of your speech.
- - To delete a speech from the queue, return to the speech section [*log in, go to your profile, scroll to the bottom of the screen*] and click on the blue X at the far right of the screen.

How can I indicate whether [I will] / [will not] attend a meeting and [accept] / [reject] a role?

Stage 1

Option 1: On your own initiative...

1. Log in to Easyspeak
2. Click on 'Calendar' on the top menu, then 'Next meeting' [The agenda for the next meeting will then be displayed]

Option 2: If your club has sent e-mail with a request that you confirm your attendance at a meeting:

- Click on the link at the bottom of the email and you will be taken to the screen showing the agenda for the next meeting [*You must first log in to say who you are before you can confirm attendance*].
- If you have any difficulties in doing this, then just follow the instructions in Option 1, above.
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Stage 2

The meeting agenda shows the full details for the next meeting, such as the list of attendees for the next meeting, their responses (whether or not they will attend), and their roles at the next meeting. Green ticks indicate that the person will attend, Red crosses that they will not attend, Yellow question marks that they have not yet replied

1. Indicate whether you will [attend]/[not attend] by clicking on the 'Yes' button (green thumbs up) or the 'No' button (red thumbs down)
2. When you indicate 'Yes', there will be a green tick by your name to show that you have accepted (as well as a red thumbs down button, in case you later change your mind and cannot attend. Note that you can later return to change your decision by clicking on the red thumbs down button)
3. If a role has been assigned to you, you may click on the 'yes' or 'no' button to accept or reject it. [The status of roles assigned to members, and their acceptance, is shown using the same symbols of green ticks and red crosses]

If there are roles that have not yet been assigned to a member, or which have been rejected by a member who cannot now attend the meeting, you may be able to click on the 'yes' button to **volunteer** for this role.

Also shown are: The 'Printer' button - click here to get a printable version of the agenda. 'Previous meeting' and 'Next meeting' - click here to scan through meetings for this club.