

The logo for EasySpeak Toastmasters Affiliates is partially visible in the top right corner. It features the word "easy" in a multi-colored font (orange, green, blue, orange) and "Speak" in white, all on a dark blue background. Below this, the words "TOASTMASTERS AFFILIATES" are written in white capital letters on a dark blue background, which is itself set within a maroon border.

easySpeak  
TOASTMASTERS AFFILIATES

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# EASY SPEAK 101

THE **EASY** WAY TO PLAN  
AND TRACK YOUR  
TOASTMASTERS GOALS

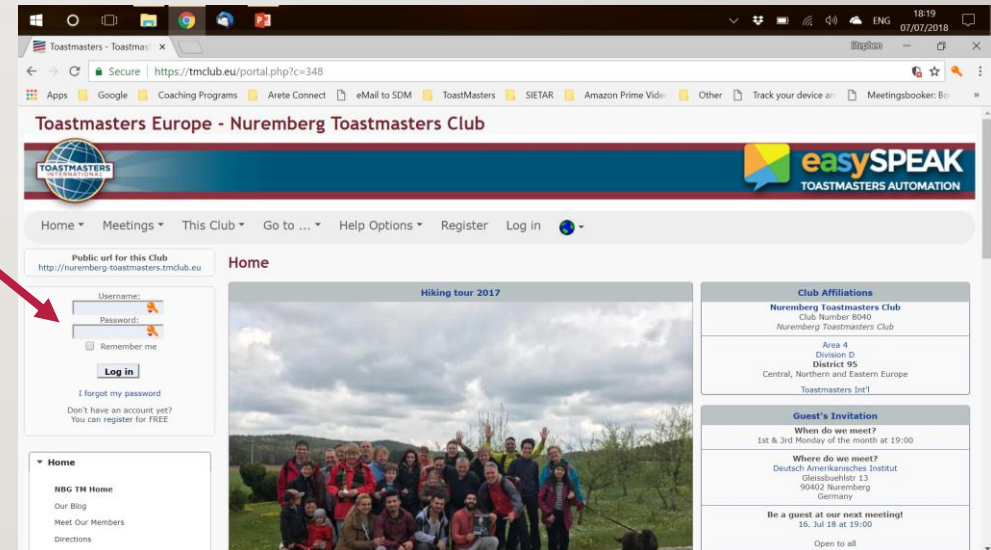
## 2 CONTENTS

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|                      |      |  |
|                      |      |  |

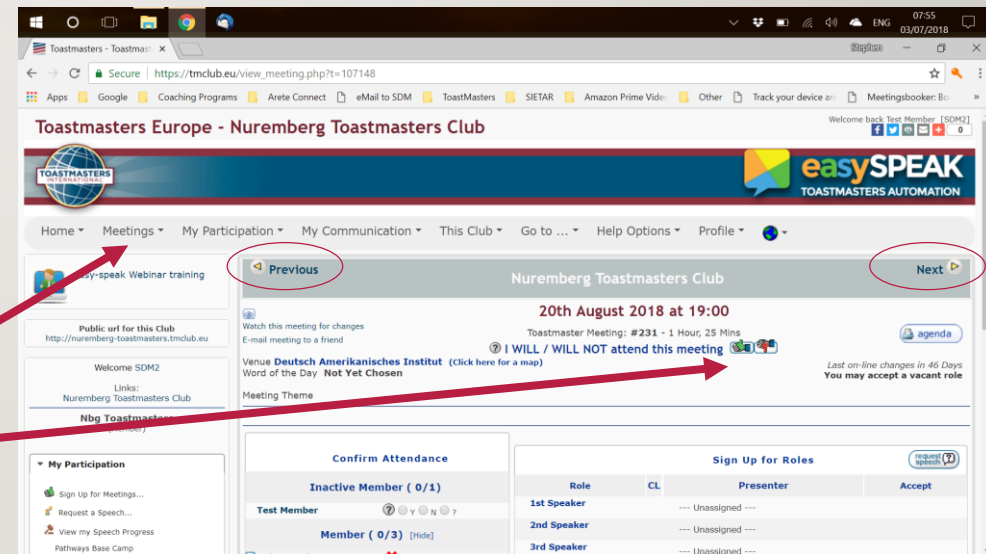
### 3 LOGGING IN

- Browse to [nuremberg-toastmasters.tmclub.eu](https://nuremberg-toastmasters.tmclub.eu)
- Enter your Username and Password
  - If you don't remember your Username, send an email to [nuremberg.toastmasters@gmail.com](mailto:nuremberg.toastmasters@gmail.com)
- Click *Log In*



## 4 ATTENDANCE – ARE YOU ATTENDING THE MEETING?

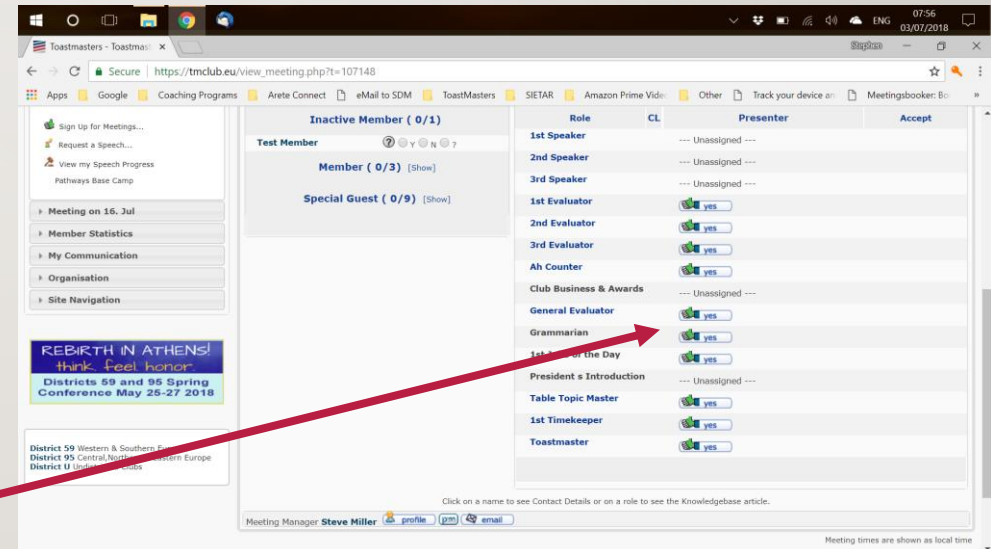
- Benefits:
  - Keeps your Toastmasters record accurate
  - Helps the Club Officers plan the meeting
- Process:
  - Select *Meetings / Meeting on...* from the menu
  - Click *Thumbs Up / Thumbs Down*
  - Click *Previous / Next* to move between meetings





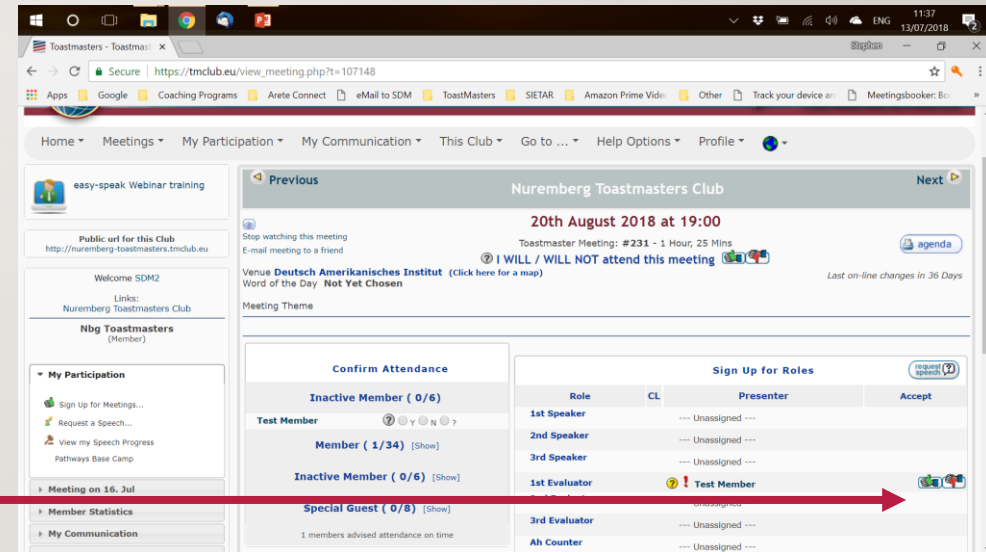
## 5 MEETING ROLES – SIGNING UP FOR A ROLE

- Benefits:
  - You're in charge - you get first choice on roles for each meeting to help you meet your goals
  - Reduces the amount of time in our Monday meetings planning the following meeting
  - Simplifies the work of the meeting organizer (VP Education)
- Process:
  - Scroll down the meeting agenda, click Yes next to the role you want
  - Click *Next* to select roles for any future meeting



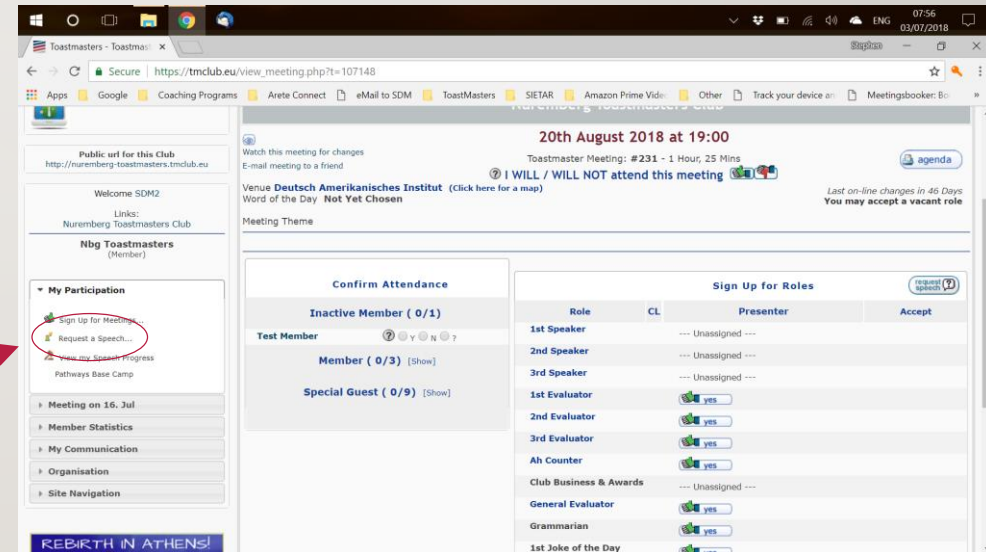
## 6 MEETING ROLES – CONFIRMING A ROLE

- Benefits:
  - Reduces the amount of time in our Monday meetings planning the following meeting
  - Simplifies the work of the meeting organizer (VP Education)
- Process:
  - Select *Meetings / Meeting on...* from the menu
  - Click *Previous / Next* to move between meetings
  - Click *Thumbs Up / Thumbs Down* to accept or decline a role



# 7 SPEECHES - WHEN WOULD YOU LIKE TO SPEAK?

- Benefits:
  - You're in charge - you are more likely to get your preferred date
  - You can better meet your speech goals
- Process (I):
  - Click *Request a Speech* from the side menu



## 8 SPEECHES - WHEN WOULD YOU LIKE TO SPEAK?

- Process (2):
  - Enter *Speech Title* - “TBD” is fine if you’re not sure yet
  - Enter Workbook / Speech (see next page)
  - Enter Preferred Dates (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice)

Toastmasters Europe :: Request a Speech - Google Chrome

Secure | [https://tmclub.eu/request\\_speech.php?mode=entertitle](https://tmclub.eu/request_speech.php?mode=entertitle)

**Request a Speech** [Test Member at Nuremberg Toastmasters Club]

Title  
Workbook **Presentation Mastery**  
Requested: 1st Pref: Missing | 2nd Pref: Missing | 3rd Pref: Missing

Speech Title ✖ Workbook / Speech ✖ Preferred Dates ✖ (Required)

Title  
Speech Introduction (for Toastmaster):

Toastmasters Europe :: Request a Speech - Google Chrome

Secure | [https://tmclub.eu/request\\_speech.php?mode=choosedate](https://tmclub.eu/request_speech.php?mode=choosedate)

**Request a Speech** [Test Member at Nuremberg Toastmasters Club]

Title  
Workbook **Presentation Mastery #1 - Icebreaker**  
Requested: 1st Pref: Missing | 2nd Pref: Missing | 3rd Pref: Missing

Speech Title ✖ Workbook / Speech ✔ Preferred Dates ✔ (Required)

| Date       | Meeting Theme             | Already Scheduled | My 1st, 2nd & 3rd Meeting Prefs |
|------------|---------------------------|-------------------|---------------------------------|
| 16. Jul 18 | 4 Speakers [Meeting Full] | ☹☹☹☹              | 1st 2nd 3rd                     |
| 06. Aug 18 | 3 Speakers                | ☹☹☹               | 1st 2nd 3rd                     |
| 20. Aug 18 | 3 Speakers                |                   | 1st 2nd 3rd                     |
| 03. Sep 18 | 2 Speakers                |                   | 1st 2nd 3rd                     |
| 17. Sep 18 | 3 Speakers                |                   | 1st 2nd 3rd                     |
| 01. Oct 18 | 3 Speakers                |                   | 1st 2nd 3rd                     |
| 15. Oct 18 | 3 Speakers                | ☹                 | 1st 2nd 3rd                     |
| 05. Nov 18 | 3 Speakers                |                   | 1st 2nd 3rd                     |
| 19. Nov 18 | 3 Speakers                |                   | 1st 2nd 3rd                     |
| 03. Dec 18 | 3 Speakers                | ☹                 | 1st 2nd 3rd                     |



## 9 SPEECHES - WHEN WOULD YOU LIKE TO SPEAK?

- Process (3):
  - Select the Pathways Path or Traditional Program manual you are working in
    - From an existing Workbook or
    - From 'Start a new workbook' dropdown
  - Select the speech you want to give from the Assignment list
  - **IMPORTANT:** Click Save

Toastmasters Europe :: Request a Speech - Google Chrome

Secure | [https://tmclub.eu/request\\_speech.php?mode=selectworkbook](https://tmclub.eu/request_speech.php?mode=selectworkbook)

**Request a Speech** [Test Member at Nuremberg Toastmasters Club]

Title

Workbook **Select a workbook**

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

**Speech Title** ✖ **Workbook / Speech** ✖ **Preferred Dates** ✖ (Required)

Select a workbook

Workbook

-- Start a new workbook... --

-- Start a new workbook... --

Team Collaboration (Pathway)

Visionary Communication (Pathway)

Strategic Relationships (Pathway)

**Presentation Mastery (Pathway)**

Persuasive Influence (Pathway)

Motivational Strategies (Pathway)

Leadership Development (Pathway)

Innovative Planning (Pathway)

Effective Coaching (Pathway)

Dynamic Leadership (Pathway)

Leadership dynamique (Pathway)

Toastmasters Europe :: Request a Speech - Google Chrome

Secure | [https://tmclub.eu/request\\_speech.php?mode=selectworkbook](https://tmclub.eu/request_speech.php?mode=selectworkbook)

**Request a Speech** [Test Member at Nuremberg Toastmasters Club]

Title

Workbook **Presentation Mastery #1 - Icebreaker**

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

**Speech Title** ✖ **Workbook / Speech** ✔ **Preferred Dates** ✖ (Required)

Select a workbook

-- Start a new workbook... --

| Workbook   | Started       | Last spoke    | Last Requested | Next Spoke'd |
|--|---------------|---------------|----------------|--------------|
| <b>Presentation Mastery</b>  |               |               |                |              |
| <b>Assignment</b>  | <b>Timing</b> | <b>Status</b> |                |              |
| <input checked="" type="radio"/> Level 1 Icebreaker                  | 4-6 min       |               |                |              |
| <input type="radio"/> Level 1 Evaluation and Feedback - 1            | 5-7 min       |               |                |              |
| <input type="radio"/> Level 1 Evaluation and Feedback - 2            | 5-7 min       |               |                |              |
| <input type="radio"/> Level 1 Researching and Presenting             | 5-7 min       |               |                |              |
| <input type="radio"/> Level 2 Understanding Your Communication Style | 5-7 min       |               |                |              |
| <input type="radio"/> Level 2 Effective Body Language                | 5-7 min       |               |                |              |
| <input type="radio"/> Level 2 Understanding Your Communication Style | 5-7 min       |               |                |              |
| <input type="radio"/> Level 2 Effective Body Language                | 5-7 min       |               |                |              |
| <input type="radio"/> Level 3 Persuasive Speaking                    | 5-7 min       |               |                |              |
| <input type="radio"/> Level 3 Deliver Social Speeches - 1            | 3-4 min       |               |                |              |
| <input type="radio"/> Level 3 Deliver Social Speeches - 2            | 3-4 min       |               |                |              |
| <input type="radio"/> Level 3 Using Presentation Software            | 5-7 min       |               |                |              |
| <input type="radio"/> Level 3 Connect with Storytelling              | 5-7 min       |               |                |              |
| <input type="radio"/> Level 3 Creating Effective Visual Aids         | 5-7 min       |               |                |              |

**Save** **Cancel**

## 10 MORE TO COME!

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- Setting goals
- Tracking progress
- Visiting other clubs
- ...