



Most Toastmasters clubs use [easy-Speak](#) to manage their meetings, keep track of member's progress and schedule speeches and roles.

Starting in September 2023, Calgary Pace Setters will switch from TurboBase to easy-Speak.

This guide will help you learn your way around easy-Speak. Click on each bullet point below to explore further:

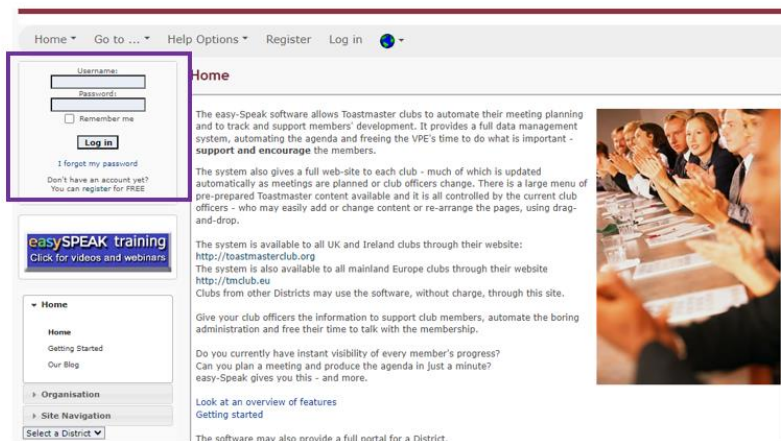
- ❖ **Logging into easy-Speak:** Access your account at <https://easy-speak.org/>
- ❖ **Personalizing your profile:** Update your profile information
- ❖ **Confirming meeting attendance:** Let others know you are coming to the next meeting
- ❖ **Signing up for a role:** Sign up for a role in advance
- ❖ **Signing up for a speech:** Reserve your spot to give a speech
- ❖ **Managing your speeches:** Edit or cancel your scheduled speech
- ❖ **Viewing meeting details:** Check out meeting information and print the agenda
- ❖ **Measuring your progress:** Track your speeches in easy-Speak
- ❖ **Exploring easy-Speak:** easy-Speak offers multiple avenues to accomplish tasks



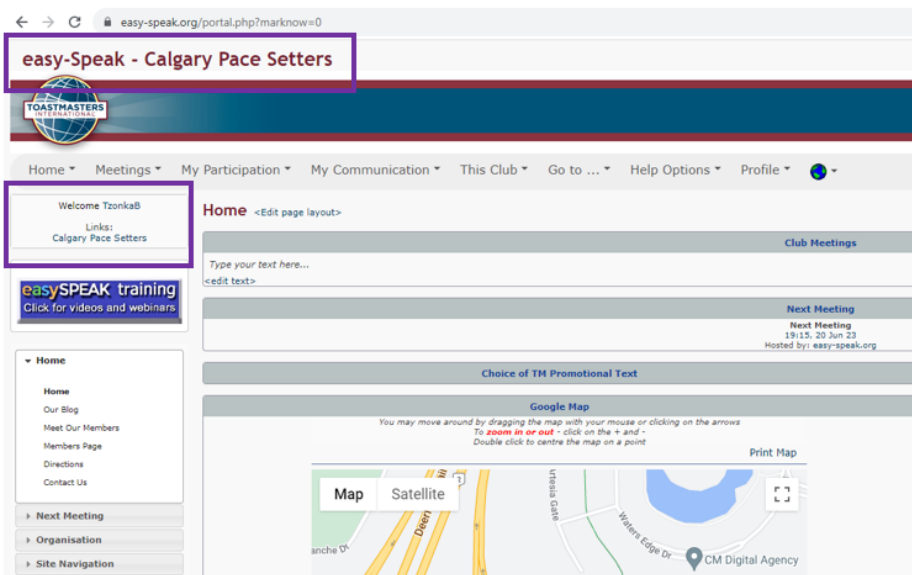
Logging into easy-Speak

Upon registration, easy-Speak will send you an email with your username and password. Follow the directions in the email to log in for the first time. After logging in, be sure to change your username and password to something you can remember.

For future logins, visit <https://easy-speak.org> and enter your username and password.



Once you log in, you will see the name Calgary Pace Setters on the home page.



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Personalizing your profile

Navigate to the **Profile** tab to modify your username, password, email, and more.



Explore each tab on **My User Profile** screen to customize your profile.

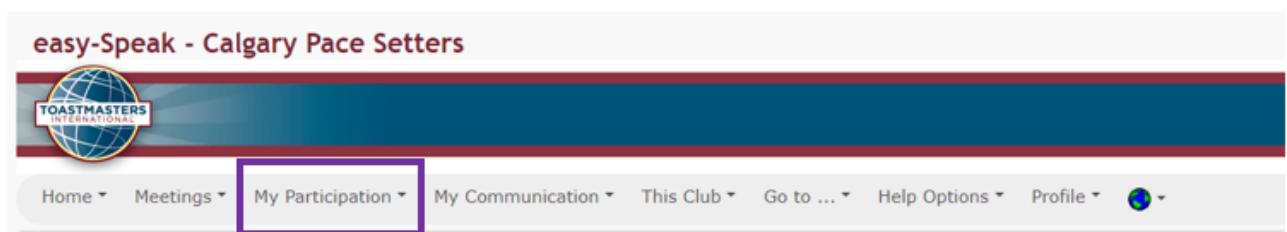
You can change your username, email, or password on the **Registration** tab.

The screenshot shows the 'My User Profile' page with the 'Registration' tab selected. The page title is 'My User Profile' and there are 'Save' and 'Reset' buttons. The 'Registration Information - TzonkaB' section contains several fields: Username (with a note about family names), E-mail address, Current password (with a confirmation note and a key icon), New password, and Confirm password. A 'Save' button is located at the bottom right of this section. Below this is a section titled 'Show everything easy-Speak knows about me' with a 'Remove ALL my data' button and a warning that the action is irreversible.

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Confirming meeting attendance

Navigate to the **My Participation** tab and select **Sign Up for Meetings**.



Indicate your attendance by selecting “Yes”, “No”, or “?” in the **Confirm Attendance** section. To view upcoming meetings, utilize the **Date Range** field.

Sign Up for Meetings [Pace Setters]

Date Range: 12 Sep 23 - 03 Oct 23 sign up sheet

Role	12 Sep 23	19 Sep 23	26 Sep 23	03 Oct 23
Confirm Attendance	✓ @y ○ N ○ ?	✓ @y ○ N ○ ?	✗ ○ y @ N ○ ?	? ○ y ○ N ○ ?
Speaker	1 ✓ Vesna Ivkovic 2	1 2	1 2	1 2
General Evaluator	yes	yes		yes
Speech Evaluator	1 yes 2 yes	1 yes 2 yes	1 2	1 yes 2 yes
Chairperson	yes	yes		yes
Sergeant at Arms				
Table Topics Master	yes	yes		yes
Timer	yes	yes		yes
Toast	yes	yes		yes
Toastmaster	yes	yes		yes
Ah Counter	yes	yes		yes
Grammarians	yes	yes		yes
Jokemaster	yes	yes		yes
Table topics evaluator	yes	yes		yes
Invocation	yes	yes		yes
Quizmaster	yes	yes		yes
Ballot Counter	yes	yes		yes

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Signing up for a role

Navigate to the **My Participation** tab and select **Sign Up for Meetings**. Click on the green thumbs-up button next to your desired role.

*Important: If you choose “No” in the **Confirm Attendance** section, you will not be able to select a role for this meeting (refer to Sept 26 meeting).*

Should you need to cancel your role, simply click on the red thumbs-down button.

Sign Up for Meetings [Pace Setters]

Date R

Role	12 Sep 23	19 Sep 23	26 Sep 23
Confirm Attendance	✓ @y ○ N ○ ?	✓ @y ○ N ○ ?	✗ ○ y @ N ○ ?
Speaker	1 ✓ Vesna Ivkovic 2	1 2	1 2
General Evaluator	yes	yes	
Speech Evaluator	1 yes 2 yes	1 yes 2 yes	1 2
Chairperson	yes	yes	
Sergeant at Arms			
Table Topics Master	✓ Tsonka Test yes	yes	
Timer	yes	yes	
Toast	yes	✓ Tsonka Test yes	
Toastmaster	yes	yes	
Ah Counter	yes	yes	
Grammarians	yes	yes	
Jokemaster	yes	yes	
Table topics evaluator	yes	yes	
Invocation	yes	yes	
Quizmaster	yes	yes	
Ballot Counter	yes	yes	

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Signing up for a speech

Navigate to the **My Participation** tab and click on **Sign Up for Meetings**. Click on the **Request Speech** icon.

The screenshot shows a web interface titled "Sign Up for Meetings [Pace Setters]". At the top right, there is a "Date Range" dropdown set to "12 Sep 23 - 03 Oct 23" and a "sign up sheet" link. The main area is a table with columns for dates: "12 Sep 23", "19 Sep 23", "26 Sep 23", and "03 Oct 23". The first column lists various roles, including "Confirm Attendance" (with a "Request Speech" icon highlighted in a purple box), "Speaker", "General Evaluator", "Speech Evaluator", "Chairperson", "Sergeant at Arms", "Table Topics Master", "Timer", "Toast", "Toastmaster", "Ah Counter", "Grammarians", "Jokemaster", "Table topics evaluator", "Invocation", "Quizmaster", and "Ballot Counter". Each cell in the grid contains a small icon and a "yes" button, indicating the status of sign-ups for each role on each date.

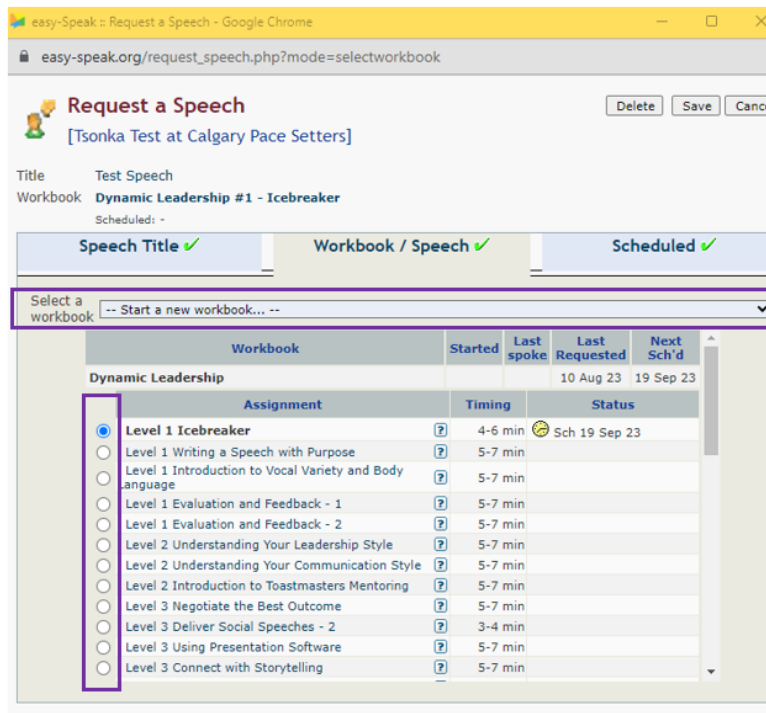
A new popup window will display, containing three tabs: **Speech Title**, **Workbook/Speech**, and **Preferred Dates**. Here's what to do on each tab:

1. **Speech Title** – Input your speech title or leave it blank if you are not sure.

The screenshot shows a web browser window at "easy-speak.org/request_speech.php?mode=entertitle". The page title is "Request a Speech" and the user is identified as "[Tsonka Test at Calgary Pace Setters]". There are "Save" and "Cancel" buttons. Below the title, there is a "Workbook" section with a "Select a workbook" dropdown and a status bar showing "Requested: 1st Pref: Missing | 2nd Pref: Missing | 3rd Pref: Missing". At the bottom, there are three tabs: "Speech Title" (with a red 'X' icon), "Workbook / Speech" (with a red 'X' icon), and "Preferred Dates" (with a red 'X' icon and "(Required)" below it). The "Speech Title" tab is active, showing a "Title" input field and a "Speech introduction (for Toastmaster):" text area.

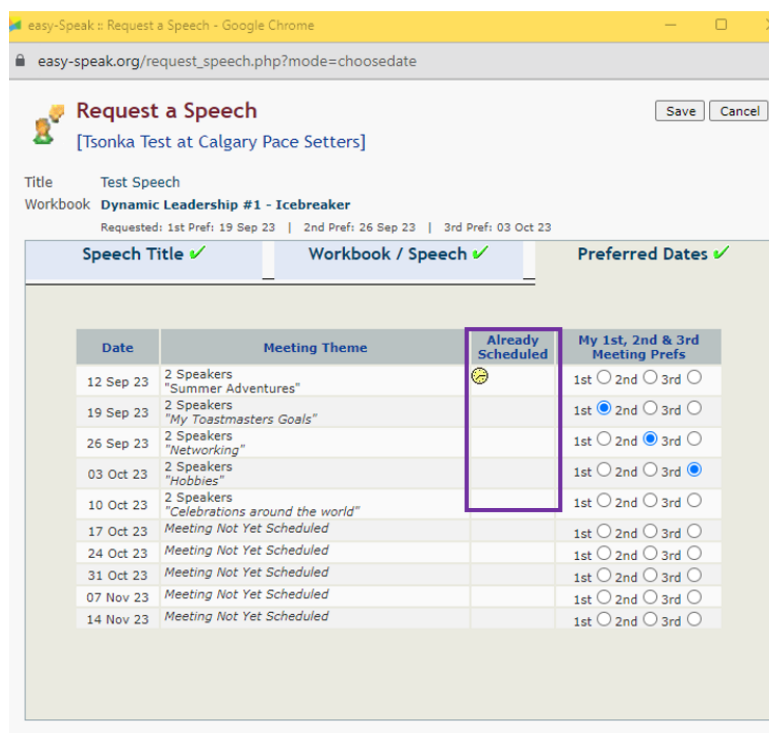
2. **Workbook/Speech** - This tab guides you to choose your Path (**Select a Workbook**) and the specific project (**Assignment**).

Remember: Filling in these details helps easy-Speak track your progress.



3. **Preferred Dates** - You can select three preferred dates for your speech. The **Already Scheduled** column shows if any speeches have been already scheduled for that date. Pick your preferred dates and click **Save**.

Important: To ensure that meetings finish on time, we have set a limit of 2 scheduled speeches per meeting.



Once you save your request, the VP Education will be notified by email and will schedule your speech accordingly.

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Managing your speeches

If you need to modify a scheduled speech, such as updating its title, go to **My Participation** and select **Sign Up for Meetings**. Click on the date your speech is scheduled for, which will open a new screen. There, click the **Pencil** icon to make edits.

Remember: If you want to change the date of your speech, you will need to cancel the current request and submit a new one.

The screenshot shows the 'Sign Up for Meetings' interface. At the top, there's a 'Step 1' callout. Below it is a table with columns for dates: 12 Sep 23, 19 Sep 23, 26 Sep 23, and 03 Oct 23. The table lists various roles like Confirm Attendance, Speaker, General Evaluator, etc., with status indicators (checkmarks, thumbs up/down) and names like Vesna Ivkovic and Tsonka Test. A 'Step 2' callout is present in the detailed view below.

The detailed view for 'Tuesday, September 19th, 2023 at 19:15' shows the meeting title 'Toastmaster Meeting - 1 Hour, 44 Mins' and a status 'I AM attending this meeting'. Below this is a 'Sign Up for Roles' section with a table:

Role	CL	Presenter	Accept
1st Speaker		✓ Tsonka Test Test Speech Dynamic Leadership #1-1 - 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		--- Unassigned ---	
Toast		✓ Tsonka Test	
Toastmaster		--- Unassigned ---	

For canceling a scheduled speech, click the red thumbs-down button next to your name.

This close-up screenshot shows the table from the previous image. It highlights the '19 Sep 23' column. In the 'Speaker' row, next to the name 'Tsonka Test', there is a red thumbs-down button. A purple arrow points to this button.

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Viewing meeting details

To view meeting details such as the theme and the venue, go to **My Participation** and select **Sign Up for Meetings**. Click on the meeting date. A new window will open containing all the meeting details. To print the agenda, click the **Agenda** button. You can navigate to other meetings by clicking the **Previous** and **Next** buttons.

The screenshot shows the 'Sign Up for Meetings' interface. At the top, there is a 'Step 1' callout. The main area is a table with columns for dates: 19 Sep 23, 26 Sep 23, 03 Oct 23, and 10 Oct 23. The '03 Oct 23' column is highlighted with a purple box. Below the table, there is a 'Step 2' callout. The detailed view for the meeting on October 3rd, 2023, is shown. It includes a 'Previous' button, a 'Next' button, and an 'agenda' button. The meeting details are: 'Calgary Pace Setters', 'Tuesday, October 3rd, 2023 at 19:15', 'Toastmaster Meeting - 1 Hour, 45 Mins', and 'Venue St. Simeon Church'. There is also a note: 'The agenda detail will be available in 46 Days'.

Role	19 Sep 23	26 Sep 23	03 Oct 23	10 Oct 23
Confirm Attendance	✓ <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?	✗ <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?	🔔 <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?	🔔 <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> ?
Speaker	1 ✓ Tsonka Test 2	1 2	1 2	1 2

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Measuring your progress

easy-Speak will track the speeches you have completed since September 2023. Projects completed before this date will not appear in easy-Speak. To check your speech progress, go to **My Participation** and choose **View my Speech Progress**.

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Exploring easy-Speak

The more acquainted you become with the software, the smoother your interactions will be. In this guide, we have demonstrated one of the many approaches to accomplish common tasks.

Another commonly utilized method within easy-Speak is utilizing the left-hand navigation panel upon logging in. This panel serves as your compass, guiding you through a majority of the tasks outlined in this guide.

Whether you follow the steps in this guide or explore the navigation panel, you will be well-equipped to navigate easy-Speak with confidence.





easySPEAK training
Click for videos and webinars

Welcome TsonkaTe

Links:
Calgary Pace Setters

Pace Setters
(Member)

▼ **My Participation**

-  Sign Up for Meetings...
-  Request a Speech...
-  View my Speech Progress
-  ALL online meetings

▶ **Meeting on 12 Sep**

▶ **Member Statistics**

▶ **My Communication**

▶ **Organisation**

▶ **Site Navigation**

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