



WHERE LEADERS ARE MADE

COMMUNICATE
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easySPEAK Guide

Calgary Pace Setters Club

BETTER SPEAKERS
BRIGHTER LEADERS
STRONGER TOGETHER



CONFIDENCE | CONNECTION | OPPORTUNITY

UPDATED 2026



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Logging In & Profile

Logging into easySPEAK

1. Go to easySPEAK

Visit <https://easy-speak.org> and enter your username and password.

2. First time logging in?

If Calgary Pace Setters has registered you in easySPEAK, follow the instructions in the registration email you receive.

Once logged in, change your password to something you will remember.

3. Forgot your password?

Select "I forgot my password" on the login screen and follow the instructions sent to your email address.

4. Check your club

After logging in, make sure Calgary Pace Setters is selected. If you belong to more than one Toastmasters club, you may need to switch clubs before working with a meeting.

Personalizing your profile

Go to Profile → My User Profile.

Here you can review or update your:

- Username
- Email address
- Password
- Communication preferences
- Personal information

Be sure your email address is current so you receive speech confirmations, meeting-role information and club communications.

TIP: If a menu looks a little different from the instructions in this guide, check the My Participation menu or the left-hand navigation panel. easySPEAK often provides more than one way to reach the same function.



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Attendance & Meeting Roles

Confirming your attendance

Go to: My Participation → Sign Up for Meetings

You will see your upcoming meetings and attendance status.

For each meeting, select:

- Yes — I will attend
- No — I will not attend
- ? — I am not sure yet

Use the Date Range option if you want to see additional upcoming meetings.

Signing up for a meeting role

1. Find the meeting you want to attend.
2. Locate an available role.
3. Select the green thumbs-up/accept button beside the role you would like to fill.

Need to cancel a role?

Select the red thumbs-down/decline button beside your assignment when that option is available. If the meeting is approaching and you cannot release the role yourself, contact the Toastmaster or VP Education.

Important: If your attendance is marked No, easySPEAK may prevent you from volunteering for a role until you change your attendance response.

Using the mobile app

The easySPEAK mobile app also lets you:

- Confirm attendance
- See available meeting roles
- Volunteer for roles
- Review your assignments
- Decline an assignment when permitted

GOOD PRACTICE: Update your attendance as early as possible. This gives the Toastmaster and VP Education more time to complete the meeting agenda.



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Requesting a Speech

Requesting a speech on the website

Go to: My Participation → Request a Speech

You may also find Request Speech through:

My Participation → Sign Up for Meetings

1. Enter your speech title

Enter the title if you know it. If you haven't chosen a title yet, you can leave it blank and update it later.

2. Select your Workbook and Project

Choose the Pathways workbook or educational program you are working in. Then select the specific speech/project assignment you want to complete. Selecting the correct project helps easySPEAK accurately track your progress.

3. Choose your preferred meeting date

Select the available meeting date or preferred dates displayed by easySPEAK.

The system may show whether other speeches have already been scheduled for those meetings. Click Save when finished.

4. Watch for confirmation

The VP Education can see pending speech requests and will place your speech into an appropriate meeting slot.

Changing or cancelling a speech

To change details such as your speech title, open the meeting and use the edit/pencil option beside your speech when available. If you need a different date, you may need to cancel your existing request and submit a new one.

TIP: If you need to cancel close to meeting day, contact the VP Education so the agenda can be adjusted.



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My Workbooks & Pathways

Managing your educational progress

Go to: My Participation → My Workbooks

My Workbooks helps you manage the educational programs and Pathways work you are completing through easySPEAK.

What you can do in My Workbooks

Start a Workbook

When beginning a new Pathways path or another supported educational program, start the appropriate workbook.

Find your Workbook

Use the available filters to make long workbook lists easier to navigate.

Review your Requirements

easySPEAK identifies required and optional speeches and roles so you can see what you need to complete.

Follow your Progress

Your workbook provides a broader view of the activities associated with your educational program.

Speech Progress

For a speech-focused view, go to: My Participation → View My Speech Progress

This area helps you review speeches and projects that easySPEAK has recorded.

Roles and Pathways

Some Pathways requirements involve activities other than prepared speeches.

The newer easySPEAK Pathways screens distinguish between speeches, meeting roles and optional activities, making it easier to understand what is required for your workbook.

Something missing?

If a speech, role or project does not appear as expected, check My Workbooks, View My Speech Progress and your meeting history. If it still does not appear, ask the VP Education to review your record.



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My Evaluations

Giving and viewing evaluations

Go to: My Participation → My Evaluations

My Evaluations gives members another way to manage feedback associated with their speeches.

Giving an evaluation

When an online evaluation is available:

1. Open My Evaluations.
2. Locate the appropriate speech or evaluation.
3. Complete the evaluation and feedback requested.
4. Review your comments.
5. Save or submit the evaluation.

As with an in-person evaluation, aim to provide feedback that is specific, constructive and encouraging.

Viewing evaluations you receive

Use My Evaluations to review evaluations other members have completed for your speeches.

Your evaluations can provide a useful record of feedback alongside your:

- Pathways workbook
- Speech history
- Educational progress

TIP: Revisit your evaluations before preparing your next speech. Look for recurring strengths and one or two areas you would like to improve.



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Meeting Details & Agenda

Viewing a meeting

Go to: My Participation → Sign Up for Meetings

Select the meeting date you would like to view.

The meeting page contains the information entered for that meeting, which may include:

- Meeting date and time
- Meeting theme
- Venue or meeting information
- Speakers
- Meeting roles
- Agenda details

Viewing the agenda

From the meeting screen, select the Agenda option when available.

You can use the agenda to review who is filling each meeting role and how the meeting is scheduled.

You may also be able to open or print the agenda.

Moving between meetings

On the website, use Previous and Next to move between meetings.

On the mobile app, navigate through upcoming and past meetings from the meeting list.

BEFORE MEETING NIGHT:

Check the agenda once roles have been assigned. If your name appears beside a role you cannot perform, let the Toastmaster or VP Education know as soon as possible.



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EasySpeak Mobile App

easySPEAK on your phone

The easySPEAK mobile app makes many of the most common meeting tasks available from your phone.

With the app, you can:

- **MEETINGS** View upcoming meetings and meeting information.
- **ATTENDANCE** Confirm whether you will attend.
- **ROLES** See role assignments and volunteer for available roles.
- **SPEECHES** Work with speech scheduling through your Pathways/workbook information.
- **HISTORY** Review previous meetings and participation.
- **PROGRESS** View educational and participation information available through the app.
- **AWARDS** View awards recorded for closed meetings when your club uses this feature.

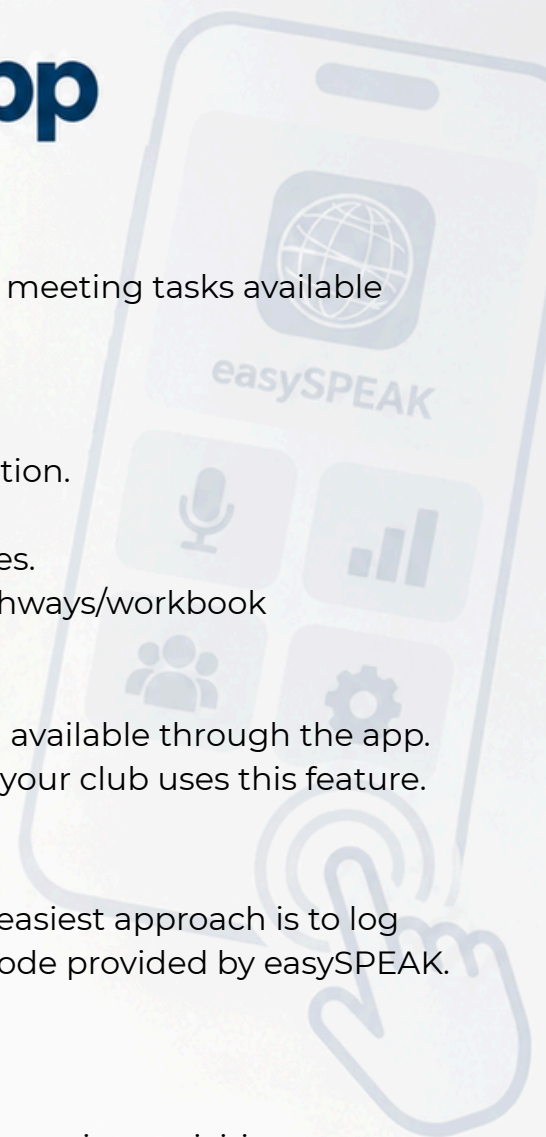
Installing the correct app

Because there may be unrelated apps with similar names, the easiest approach is to log into easySPEAK on your phone and use the Mobile link or QR code provided by easySPEAK. For Android, look for easySPEAK mobile.

Website or app?

Think of the mobile app as the convenient option for everyday meeting activities. For more detailed functions—particularly profile management, workbook administration and some club-management functions, use: <https://easy-speak.org>.

TIP: If you cannot find something in the app, try the website. The website remains the most complete version of easySPEAK.





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New Features & Officer Tools

Live Meeting Voting

When enabled by Calgary Pace Setters, easySPEAK can be used for live voting during meetings. Awards may include:

- Best Speaker
- Best Evaluator
- Best Table Topics Speaker
- Custom club awards

Members can access the vote through the Live Vote option or by scanning the QR code provided at the meeting.

Guest Registration by QR Code

Club officers can configure a guest-registration QR code for a meeting.

Guests scan the code and enter their information electronically rather than relying only on a paper sign-in sheet.

Guest Table Topics Speakers

Guests who participate in Table Topics can be recorded as Table Topics speakers, allowing the meeting record to better reflect guest participation.

For Club Officers

Authorized officers may have access to additional features.

Schedule Multiple Meetings

Create a series of upcoming meetings based on a recurring pattern. for example: Weekly, Every two weeks or a particular day of each month

Meeting Themes

Themes can be entered or changed for upcoming meetings.

VP Education Tools

Authorized VP Education users may be able to see pending speech requests in the mobile app and use meeting-close functions after the meeting.



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Troubleshooting & Resources

Problem	What to try
I cannot log in.	Use "I forgot my password." Check your spam or junk folder if the reset email does not arrive. If necessary, ask a club officer to confirm the email address associated with your easySPEAK account.
I can't select a meeting role.	Check that: • Your attendance is not marked No • The role is still available • Calgary Pace Setters is the selected club
My speech or project is missing.	Check: • My Workbooks • View My Speech Progress • Meeting History • If it still does not appear, contact the VP Education.
I can't find something in the mobile app.	Try the easySPEAK website. Some functions may be easier to access on the full website.
The menus don't look exactly like this guide.	Check My Participation and the left-hand navigation panel. easySPEAK sometimes provides more than one route to the same function, and screen wording may change as the software is updated.



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Usefull Links	
easySPEAK website	https://easy-speak.org
Android mobile app	easySPEAK mobile on Google Play

- [easySPEAK release: Mobile apps are live \(June 2026\)](#)
- [easySPEAK v2.33: Workbook improvements and My Evaluations](#)
- [easySPEAK: Schedule multiple meetings \(July 2026\)](#)
- [easySPEAK v2.35: Pathways improvements](#)
- [easySPEAK v2.36: Live voting and related updates](#)
- [Google Play: easySPEAK mobile](#)

A FINAL TIP:

Don't worry about learning every easySPEAK feature at once. Start with attendance, meeting roles and speech requests. The rest becomes much easier as you use the system.

NEED HELP?

If you are still having difficulty, contact the Calgary Pace Setters VP Education or another club officer.