

Request a Speech



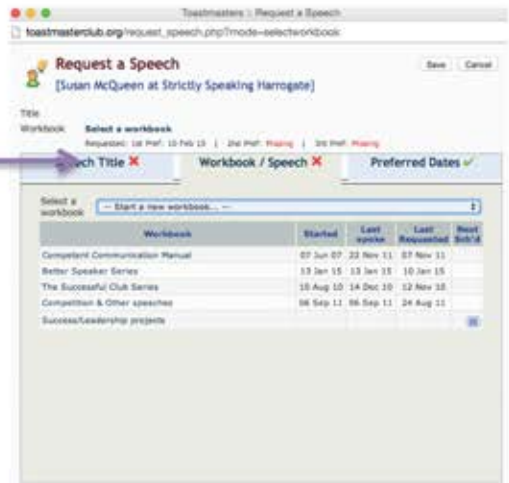
On the left of the screen there is a link to **Request a Speech** in the SSH club menu

or a button on the agenda next to **Sign up for roles**



This will open a pop up window with three tabs

1. Add the **Speech Title**
2. Select which **Workbook** from the drop-down menu eg *Competent communicator*



3. Select preferred **date** for speech



You can book any number of speeches, in advance.

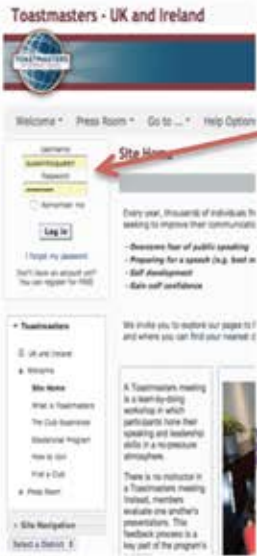
The **VP Education** or **Toastmaster** will then need to confirm the speech; the Meeting Manager (or Toastmaster) will add it to the Agenda.

This allows the **VP Education** to keep a track of each member's progression through the CC or AC manuals and will show on the **Club Members Communication chart**.

Communications Chart [Strictly Speaking Harrogate - 03 Feb 15]

Name	Action	Last spoke	1	2	3	4	5	6	7	8	9	10	Workbook
Ale Bradley	<input checked="" type="checkbox"/>	28 Oct 14	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent Communication Manual
Alex Bigles	<input checked="" type="checkbox"/>	11 Mar 14	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent Communication Manual
Sil McQueen, CC	<input checked="" type="checkbox"/>	23 Sep 14	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent Communication Manual
David Pickering	<input checked="" type="checkbox"/>	09 Dec 14	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent Communication Manual
Dania Perez	<input checked="" type="checkbox"/>	27 Aug 13	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent Communication Manual
Eva Doyle	<input checked="" type="checkbox"/>	14 Jan 14	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent Communication Manual
Glyn Harby, CC	<input checked="" type="checkbox"/>	13 Oct 11	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent Communication Manual
Heather Kadravski-Gonzalez	<input checked="" type="checkbox"/>	27 Jan 15	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent Communication Manual
Ian Chiemi, CC	<input checked="" type="checkbox"/>	27 Jul 10	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent Communication Manual

Strictly Speaking Harrogate Toastmasters



Web address: toastmasterclub.org

Log in: using the box on the left of the screen with the username and password you were assigned.

There are TWO menu options. One along the **top** and

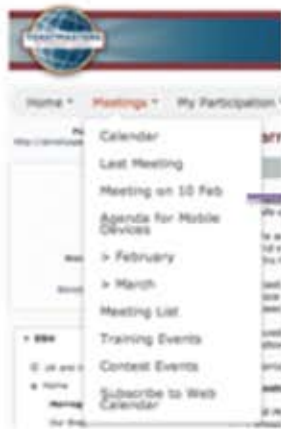
one on the **left hand side**

Have an exploration to see what's available...there's lots!



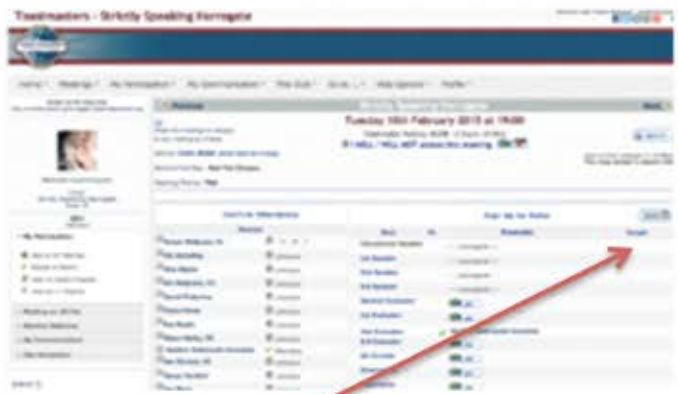
Initially look at **PROFILE**. This is where you can add a photo and check/change your contact details.

1. Access the Next Meeting Agenda



By clicking on date of next meeting you can access the Agenda.

You can confirm your attendance at the **top**.



To sign up for a role - click on the button on the **right**.

Each you time to take on a role at TM, it is logged in the Leadership Chart and can go towards your Leadership Goals (CL, AL etc) Your VP Education can keep a track of where you are on this journey and help you achieve your next goal.

Before you can add a speech to the agenda, you need to **Request a Speech**.