HOW TO USE Easy-Speak

Your quick start guide for meetings, roles and speeches

CONFIRM your attendance and roles

REQUEST your speeches early

CHECK your progress regularly

These three actions make 90% of Easy-Speak sorted!

1 LOG IN

- Go to: www.easy-speak.org
- Enter your username (case sensitive)
- Reset your password if needed

Your username is set for you. Don't change it.

2 MEETINGS

- Go to the **Meetings** dropdown
- View upcoming meetings
- At each meeting you will receive an Agenda
- On the back of the agenda is a schedule for the next three meetings

On Friday after a meeting you will receive an email with the next meeting (in two weeks) and any adjustments to roles.

3 CONFIRM ATTENDANCE & ROLES

I WILL ATTEND

- Green tick = attending
- Click Thumbs Up (I WILL) or Thumbs Down (I WILL NOT)
- If you select I WILL, confirm your assigned roles (tick on the right)
- Check if more than one role is assigned to you

I WILL NOT ATTEND

- Red cross = not attending
- If you select I WILL NOT, your role becomes available on the right
- You can give a reason for not attending if you wish

IMPORTANT
The VPE reallocates roles by the Tuesday before the next meeting and sends another email with all roles filled by Friday so the agenda can be printed.

4 REQUEST A SPEECH

1. **Give the speech a title**
   The note to the toastmaster is not critical
2. **Nominate a Pathway and Project Number**
3. **Select a date**
   If next three meetings are full, please select forward dates as there will always be changes to the forward agenda but you cannot be scheduled if you do not have a speech request with Easy-Speak.

No request = No scheduled speech

5 MY PARTICIPATION (TRACK YOUR PROGRESS)

- Go to My Participation
- Monitor communication & leadership progress
- Make sure it matches your project

You should track your speech and leadership progress and ensure Easy-Speak matches what is in your Pathways.

6 HELP

The best way to learn your way around Easy-Speak is to check out the .... Help Knowledge May and FAQ.

PROFILE

This is where you can update passwords and personal details.

TIPS FOR SUCCESS

Be consistent
Practice a little regularly.

Get involved
Apply what you learn in your club.

Ask for feedback
Feedback helps you grow.

Celebrate progress
Every project brings you closer to your goals!

YOU'VE GOT THIS!
Keep learning.
Keep growing.
Keep leading!

One app. Many paths. Unlimited potential.

easy-speak.org

This How-To Guide was prepared by Miranda Toastmasters