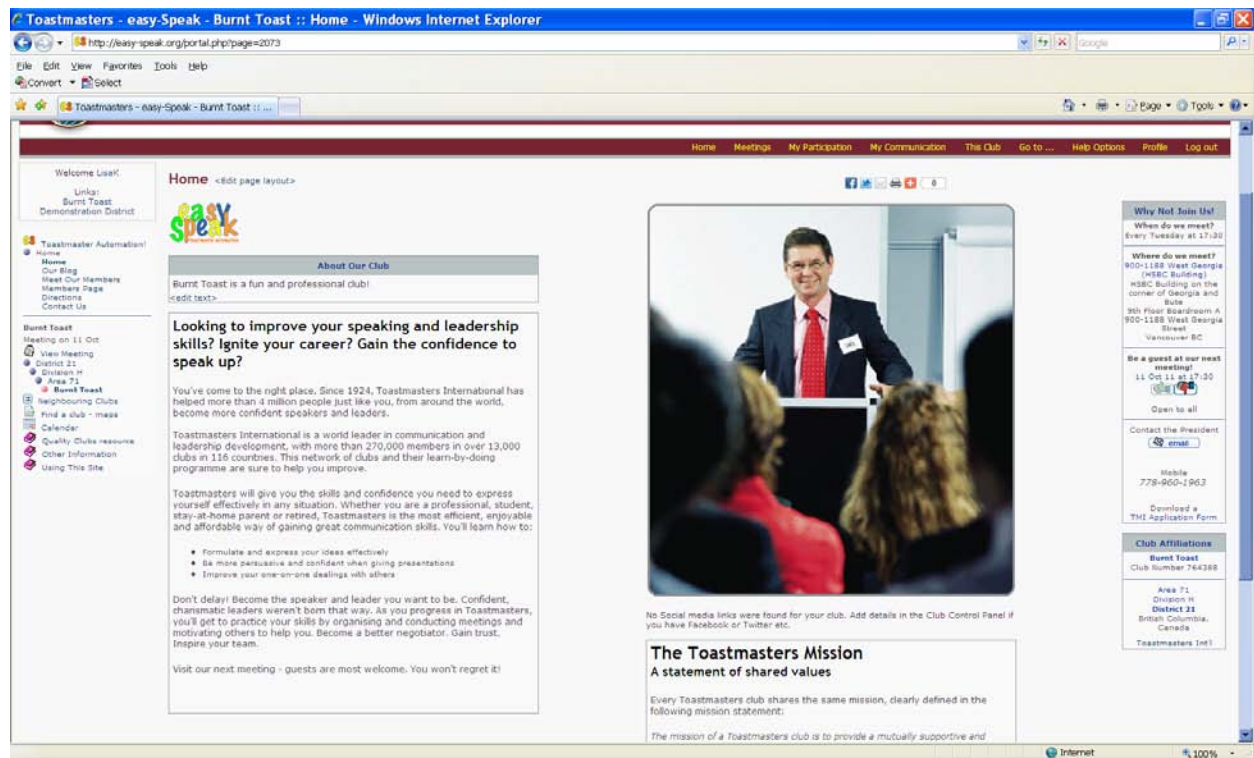


Welcome to the 'easy-speak' scheduling software

You will have been emailed your user name and a password for the system. The first time you log onto the easy-speak system it is a good idea to change your password to something you will remember. To do this, click on the **'Profile'** button in the top right hand of your screen. From here you can put in your details, as much or as little as you want. You get to decide who sees what.



The top red bar contains a number of buttons that are useful. Click on each of them to see what they do.



On the left hand of your screen are some quick links to the various functions in the system.

To sign up for meetings click on the 'sign up for meeting' in the top red bar under 'My Participation'. The following screen appears.

The screenshot shows the 'Sign Up for Meetings' page for the Burnt Toast club. The main content is a table with the following structure:

Role	11 Oct 11	18 Oct 11	25 Oct 11	01 Nov 11
Confirm Attendance	✓ v O h O ?	✓ v O h O ?	✗ v O h O ?	✓ v O h O ?
Sergeant at Arms	✓ Jo Demmler	✓ Sean Elbe		
Chairperson	✓ Rosine Hage-Houssa	✓ Jordan Taylor	Jennifer Au	✓ Danielle Vlemmike
Inspiration/Humourist			✓ Danielle Vlemmike	
Grammarian	✓ Jordan Taylor	Jennifer Au	✓ Rosine Hage-Houssa	
Timekeeper	✓ Pauline Voon	✓ Jo Demmler	Darin Wong	
Speaker	✓ Danielle Vlemmike	✓ Lisa Krueckl	✓ Jo Demmler	Jennifer Au
Speech Evaluator	Eoin Bates		✓ Kuldip Mann	
Table Topic Master	✓ Kie Shroma	✓ Danielle Vlemmike	Heather Shields	
Table Topic Evaluator	✓ Darin Wong	Heather Shields	✓ Jordan Taylor	
General Evaluator	✓ Kuldip Mann			

The screen shows a range of dates along the top. Immediately below the dates is a row titled **Confirm Attendance**. Click either yes or no to indicate if you will be attending the meeting date directly above. **Please do not choose the '?' button.** The VP of Education (VPE) will change it to no for the purposes of scheduling, the system interprets a '?' as attending when it uses the automated scheduler, so if your not sure, it is better to say no for scheduling purposes. You can always change you mind about attending later, even at the last minute.

To request a speech you can either click the 'request a speech' button  [Request a Speech...](#) in the left hand column, or you can click on the  under the 'sign up for meetings' page.

The following screen appears once you have clicked on the 'request a speech' button.

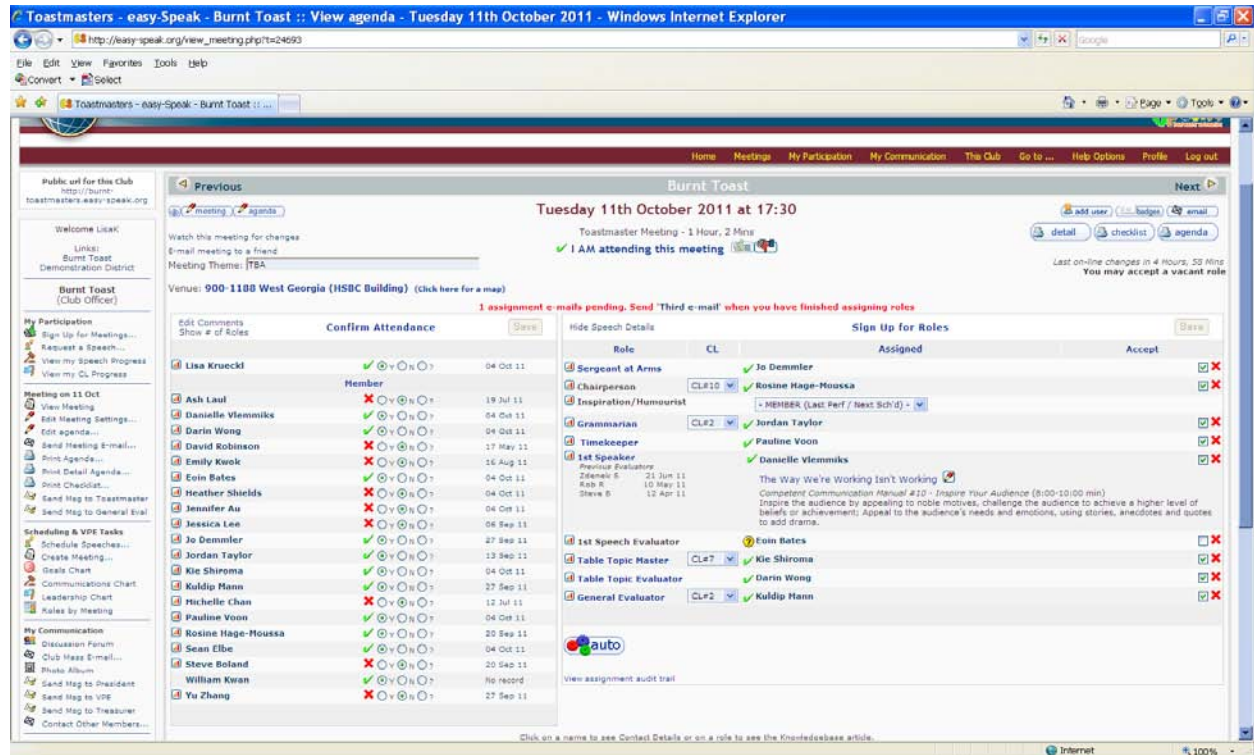
A screenshot of a web browser window titled "easy-Speak :: Request a Speech - Windows Internet Explorer". The address bar shows the URL "http://easy-speak.org/request_speech.php?mode=entertitle&u=106908&c=1006&ret=1". The page content includes a "Request a Speech" header with a "Save" and "Cancel" button. Below the header, it says "[Lisa Krueckl at Burnt Toast]". There is a "Title:" field and a "Workbook: Select a workbook:" dropdown menu. Below the dropdown, it says "Requested: 1st Pref: Missing | 2nd Pref: Missing | 3rd Pref: Missing". There are three tabs: "Speech Title" (with a red X), "Workbook / Speech" (with a red X), and "Preferred Dates" (with a red X and "(Required)" below it). The "Speech Title" tab is active, showing a "Title:" field and a "Speech introduction (for Toastmaster):" text area. The browser's status bar at the bottom shows "Internet" and "100%".

Speech title tab – If you don't know the speech title, just enter TBD. You can always come back later and enter the title.

Workbook and speech tab – From the drop down list choose the Competent Communicator Manual. A list of 10 speeches will appear choose the speech you wish to present. Usually speeches are done in order from 1-10. Once you have completed your CC manual, there are several advanced manuals you can choose from.



Preferred Dates – Choose your preferred date from the list of available dates. Remember this is first-come-first-serve so it is a good idea to reserve your spot ahead of time.

Now you are ready to be scheduled. Once a month the VPE will send out notification to the group via the Google group email (burnt-toast@googlegroups.com) for everyone to enter their availability into the easy-speak system. The group is given several days to a week to enter their availability. If you do not enter your availability into the system you will not be scheduled for any roles that month. You can always go into easy-speak at any time and add your availability as dates are usually in the system a couple of months ahead of time. Once the VPE has completed the schedule they will let you know the schedule is done for the month. To review the schedule and accept roles assigned to you, click on the **'View Meeting'** in the left hand column. The following screen appears.



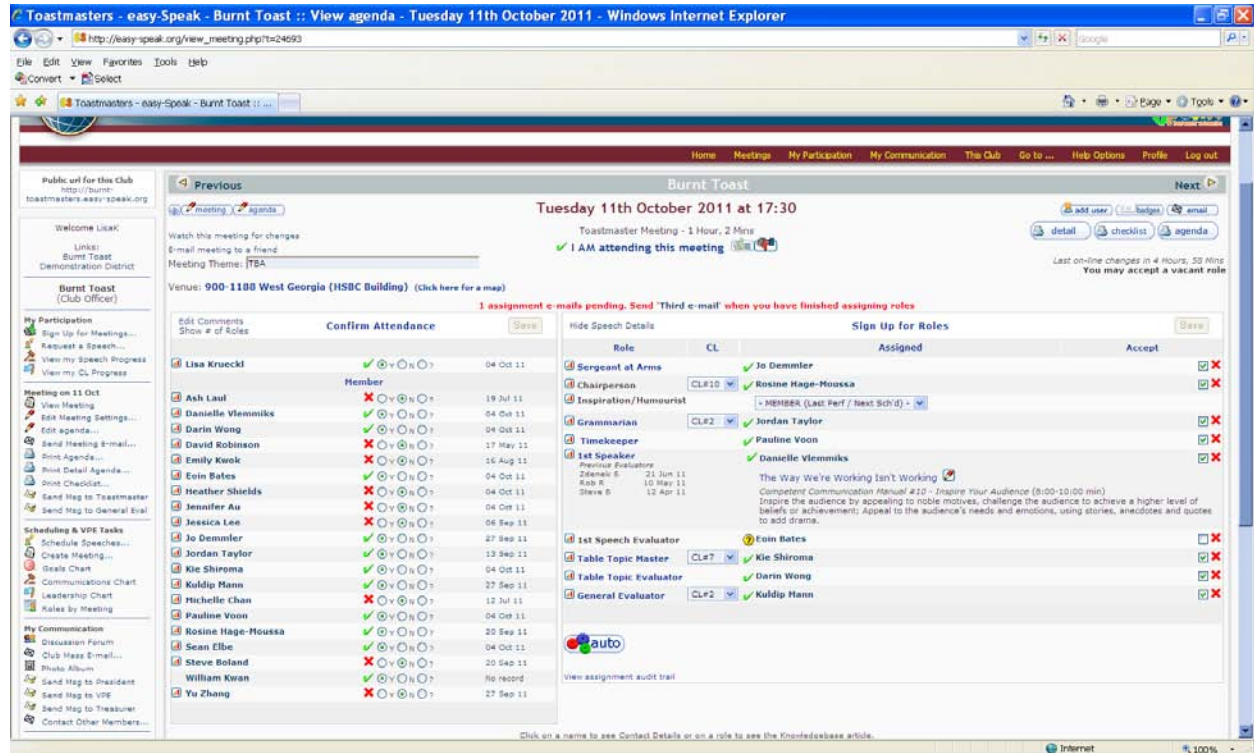
To **accept** your assigned role click on the **'green thumbs up'** and to **reject** your assigned role click on the **'red thumbs down'** beside your name (under the accept row) on the right hand side of the screen (role assignment information) and press the **'save'** button.

You can also update your availability from this screen either at the top of the screen

✓ **I AM attending this meeting**   or under the Confirm Attendance in the middle of the screen.


Quick Tips for Using Easy-Speak when Chairing a Meeting


If you have been assigned the chairman's role for a particular meeting, when you click on it you will see that the screen looks slightly different. You are now considered the manager for the meeting and the screen will look like the following one. As the manager of the meeting you are responsible for making any last minute changes to schedule.

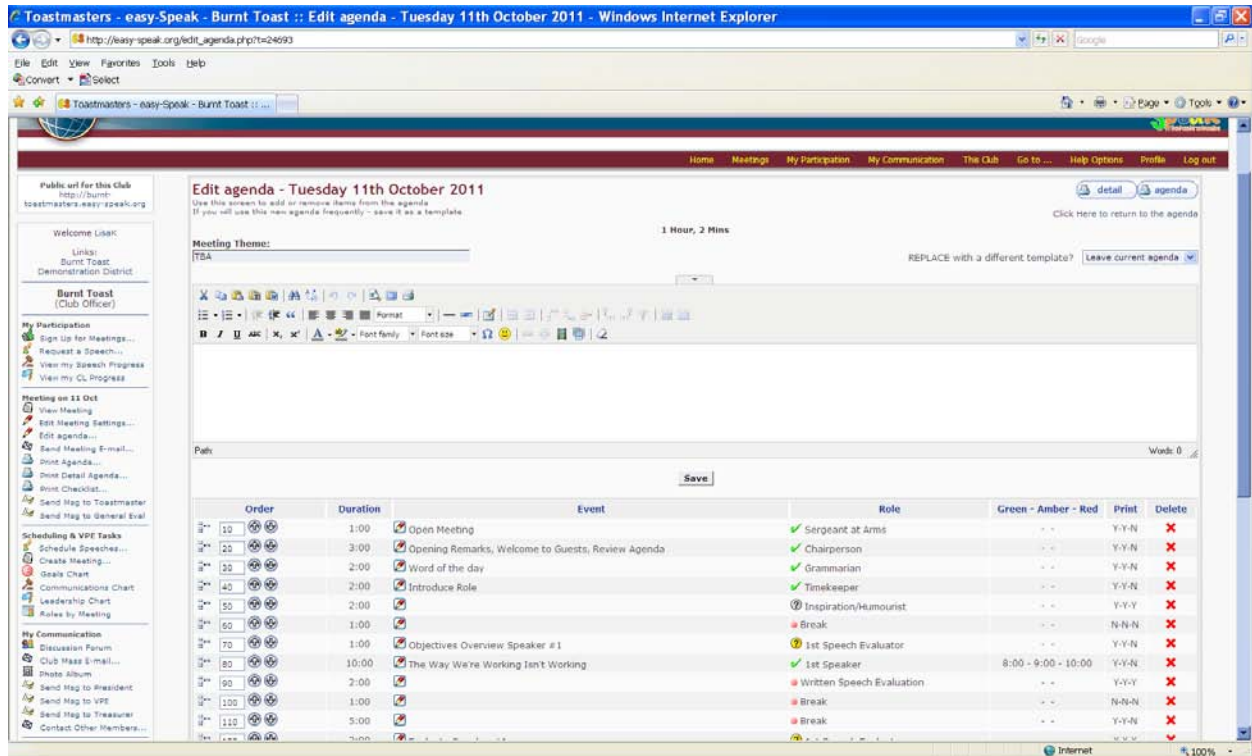


You now have the ability to assign or change roles. This is done under Sign Up for Roles section. Once you have changed the schedule you will need to send email to participants by clicking on **'Third e-mail'** button just above the Attendance information and Role Assignment Information.


1 assignment e-mails pending. Send **'Third e-mail'** when you have finished assigning roles



You can also accept a role on behalf of someone by placing a check mark in the box beside the person's name. By doing this you eliminate the  on the printed agenda. This is not a must, it just cleans things up.

To make adjustments to the agenda click on the edit agenda button  in the upper left hand side of the screen. The following screen appears.



To add the theme for the meeting type it into the text box just below **'Meeting Theme'** and then click on the **'change'** button to save.

To change times for the various roles click on the  icon for the role you wish to update.

To print the agenda you can do this from either the **'view meeting screen'** or by clicking on the  button on the top right hand of the screen. *Do not print from the 'print from the details' button* as this agenda contains extra details not needed. You can also print from the **'edit agenda screen'** by clicking on the  button.

If you have questions, or you wish to add, delete or change order of agenda items please contact the VPE or President of the club by email at:

- VPE – Danielle Vlemmiks - Danielle.Vlemmiks@justice.gc.ca or
- President – Lisa Krueckl - lkrueckl@cw.bc.ca or
- burnt-toast@googlegroups.com