EasySpeak Tutorial

by Lakeshore Speakers, Neuchatel, Switzerland

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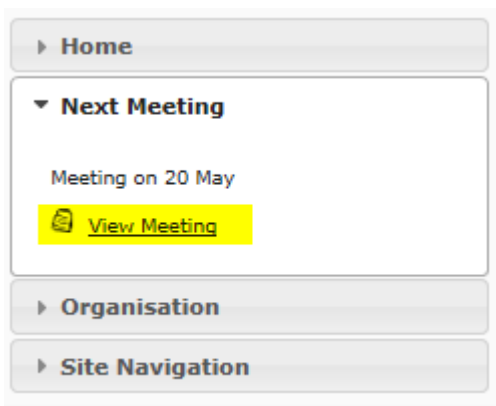
1. Signing up for Roles

Go to URL: https://tmclub.eu

Go to "Next Meeting" and select a "View Meeting". You will be redirected to the next scheduled meeting:

You can sign up for roles by clicking the [yes] button:

You can browse through all meetings already entered by the Club President / VPE and sign up for roles in advance:

You can also confirm/decline attendance on a particular meeting without taking a role:

2. Requesting a Speech

Go to URL: https://tmclub.eu

Enter your profile by clicking on your login:
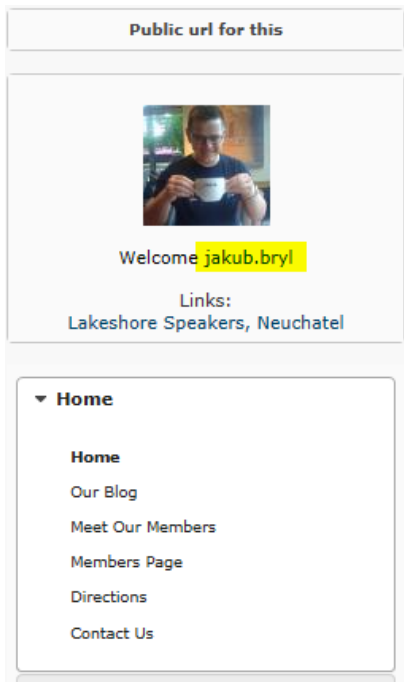
Select "Request a Speech…." under "My Participation":

A new window will pop-up (note: if not, make sure your browser does not block pop-ups!). Enter your **speech title** and **speech introduction** (to be used by Toastmaster when he/she will be introducing you during the meeting):
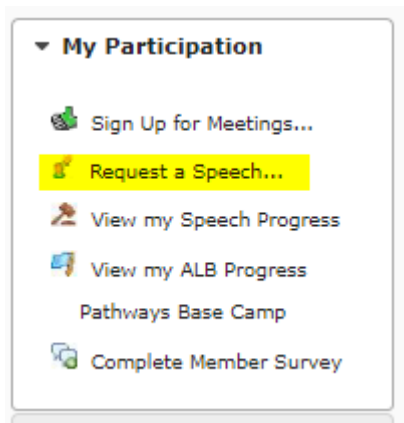

On the next tab, "Workbook / Speech", please select the workbook (path) you want this speech to be listed for. You can choose Pathways or other types (e.g. Educational Sessions or old CC projects):

List your preferred dates for the speech on the "Preferred Dates" tab. Note you can list 1st, 2nd and 3rd preference. These will be taken into account by Club Officer working on the agenda.

If you had not provided your speech title and speech introduction when you were requesting it, or you simply want to change it, you can always do it by clicking the edit button on the meeting agenda:

3. Printing Meeting Agenda and accessing Speech details (for Toastmaster)

You can print the meeting agenda by clicking the 🖨 agenda button on the meeting page:
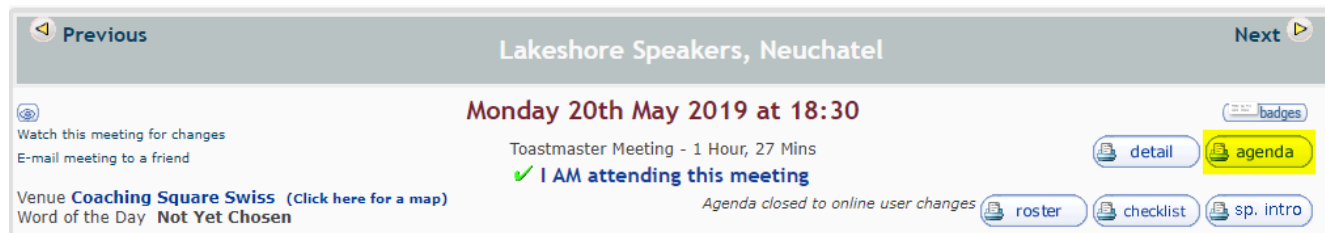
If you are Toastmaster, or you are just interested in speeches intros, you can access these by clicking the 🖨 sp. intro button on the meeting page: