



How to Use FreeToastHost without Actually Trying

City West
Toastmasters



Intro

- ✓ Meeting Agendas
 - ✓ Group E-mails
 - ✓ Edit your profile for professionalism
- 

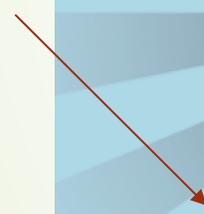


Logging into Website (Separate from Pathways)

- ✓ <https://1039591.toastmastersclubs.org/>
- ✓ If you are a new member – look for e-mail prompting you to create login and password
- ✓ Credential entry
 - ✓ can be found under "Logins" tab
 - ✓ Click "Login as Club member" - then enter credentials



Click here!



Contact Us

Meet Our Members

Club Calendar

Public Downloads

Free Resources

Toastmasters Video

This Week

City West Member Highlights

Meeting Highlights

News You Can Use

For more information on Toastmasters International, visit www.toastmasters.org

Members Only

Logins

[Member Login](#)

[Login as site admin](#)

Social Media Links

Find Your Voice

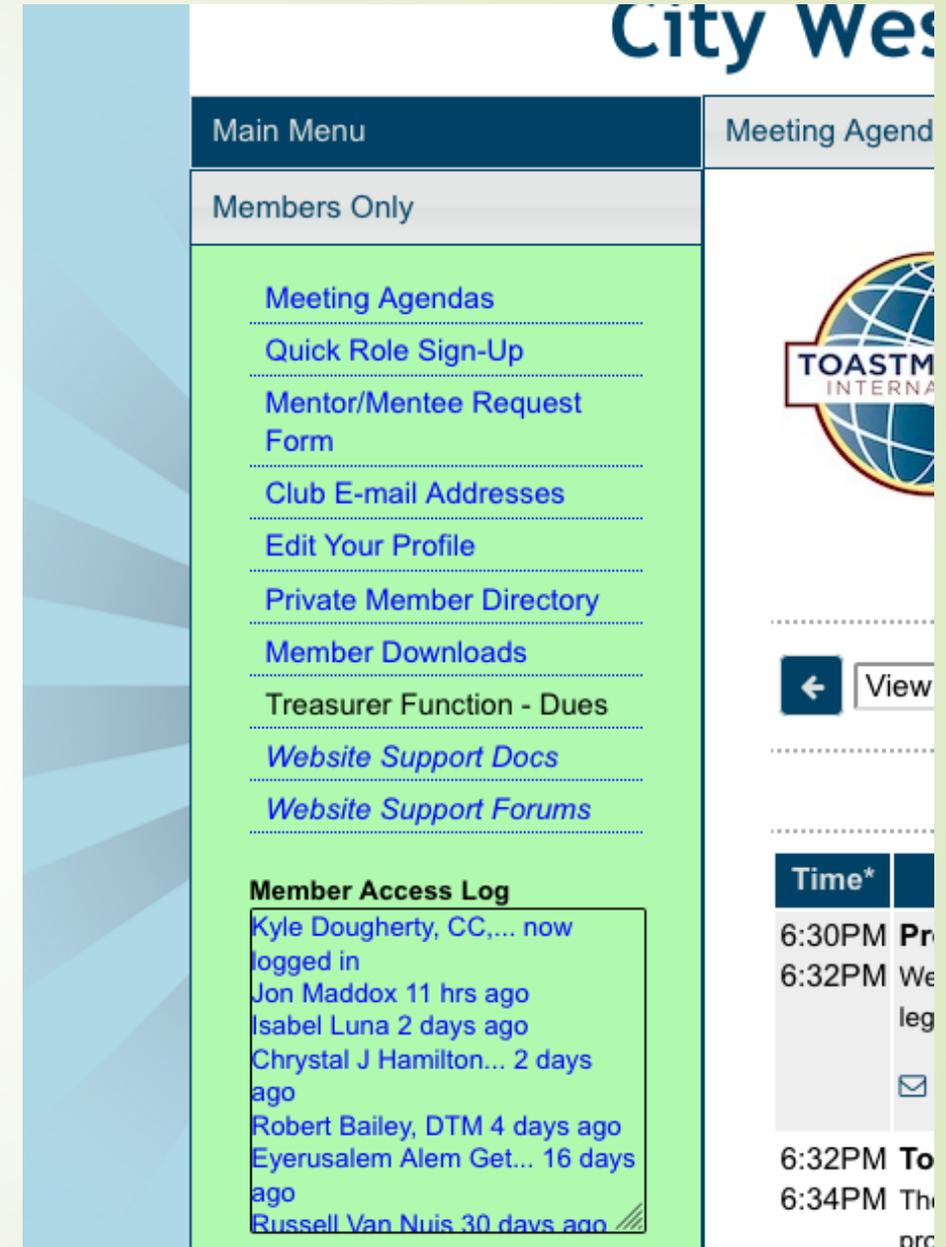
Transform Your

How Will You B

Why it Works

What M...

Members Only Panel



City Wes

Main Menu Meeting Agenda

Members Only

- Meeting Agendas
- Quick Role Sign-Up
- Mentor/Mentee Request Form
- Club E-mail Addresses
- Edit Your Profile
- Private Member Directory
- Member Downloads
- Treasurer Function - Dues
- Website Support Docs
- Website Support Forums

Member Access Log

Kyle Dougherty, CC,...	now
logged in	
Jon Maddox	11 hrs ago
Isabel Luna	2 days ago
Chrystal J Hamilton...	2 days ago
Robert Bailey, DTM	4 days ago
Eyerusalem Alem Get...	16 days ago
Russell Van Nuis	30 days ago

TOASTMA
INTERNATIONAL

← View

Time*	
6:30PM	Pr
6:32PM	We
	leg
	✉
6:32PM	To
6:34PM	Th
	orc



Meeting Agendas – The Most Important

- ✓ Click Meeting Agendas
- ✓ If planning to be absent you can clear your assignments by answering "NO" to "Are you attending the meeting?"
- ✓ Select sign up next to each role
- ✓ Can also sign up for roles using the quick sign up feature (see later)
- ✓ If signing up for speech please do following:
 - ✓ Select your project from the drop down menu (see next slide)
 - ✓ Fill out project title and brief intro for Toastmaster

If you are speaking...

(1) Drop Down Menu

(2) Enter Title

(3) Intro for TM

Manual/Path: PATHWAYS - Dynamic Leadership

Project / Time: (L1) Researching and Presenting (5-7 min) ▾

Filter: - Collapse all + Expand all

Choose Manual / Speech

Project/Speech: **PATHWAYS - Dynamic Leadership**

- (L1) Ice Breaker (4-6 min)
- (L1) Evaluation and Feedback #1 (5-7 min)
- (L1) Evaluation and Feedback #2 (5-7 min)
- (L1) Researching and Presenting (5-7 min)
- (L2) Understanding Your Leadership Style (5-7 min)

Meeting Notes

7:28PM **Ah Counter**

7:30PM Ah Counter – The “ah counter” notes the use of words and sounds used as a “crutch” or “pause filler” by anyone who speaks during the meeting. Words may be inappropriate interjections such as “and, well, but, so, you know;” and sounds may be “ah, uh, um, er.” The Ah Counter also notes repeated words or phrase such as “I, I” or “This means, this means.” The Ah Counter reports to the club at the end of the meeting.

Sign Up

7:30PM **Toastmaster Returns to Lectern, announce any award winners;**
7:32PM **then hand control to Presiding Officer.**

✉ Role filled by **Chrystal J Hamilton-Dorelien, CC, ALB**



7:32PM **Presiding Officer makes any announcements; closes meeting.**

7:34PM

✉ Role filled by **Kyle Dougherty, CC, CL, ALB**



* All times are estimates until the agenda is finalized.

✎ Meeting Notes:

Robert Bailey, DTM: Jerry is out

Isabel Luna: Alberto and I wonât be able to make it this week either. Jan 9th

ℹ This is a great place to communicate meeting setup details and special messages about the meeting.

📤 Update Meeting Notes

Quick Role Sign UP

Quick Meeting Role Sign-Up

1. Select a Future Meeting:

2. Set your Planned Attendance:

Uncertain / Unknown

Attending

Not Attending

3. Select a Meeting Role (optional):

4. Select an Action Below...

Quick Meeting Role Sign-Up

1. Select a Future Meeting:

2. Set your Planned Attendance:

Uncertain / Unknown

Attending

Not Attending

3. Select a Meeting Role (optional):

- ✓ Select a Role...
- Presiding Officer Opens up the Meeting
- Toastmaster
- General Evaluator
- Speaker #1
- Speaker #2
- Speaker #3
- Table Topics Master
- Evaluator #1
- Evaluator #2
- Evaluator #3



Mentor/Mentee Request Form

Mentor / Mentee Request Form



A *mentor* is a more experienced member who takes a personal interest in and helps another member. Mentors serve as role models, coaches, and confidantes, offering knowledge, insight, perspective and/or wisdom useful to the other member. A mentor can help a new member become familiar with our Club or can assist a more experienced member in learning special skills.

Please check all that apply:

- Yes, I would like to mentor a new member.
- Yes, I would like to mentor a more experienced member.
- I am a new member who would like to have an assigned mentor.
- I am a more experienced member who would like to have a mentor help me develop special skills.

I am available to work with my mentor/mentee (check all that apply):

- By e-mail
- Before the meetings
- By phone
- After the meetings

Other / Comments:

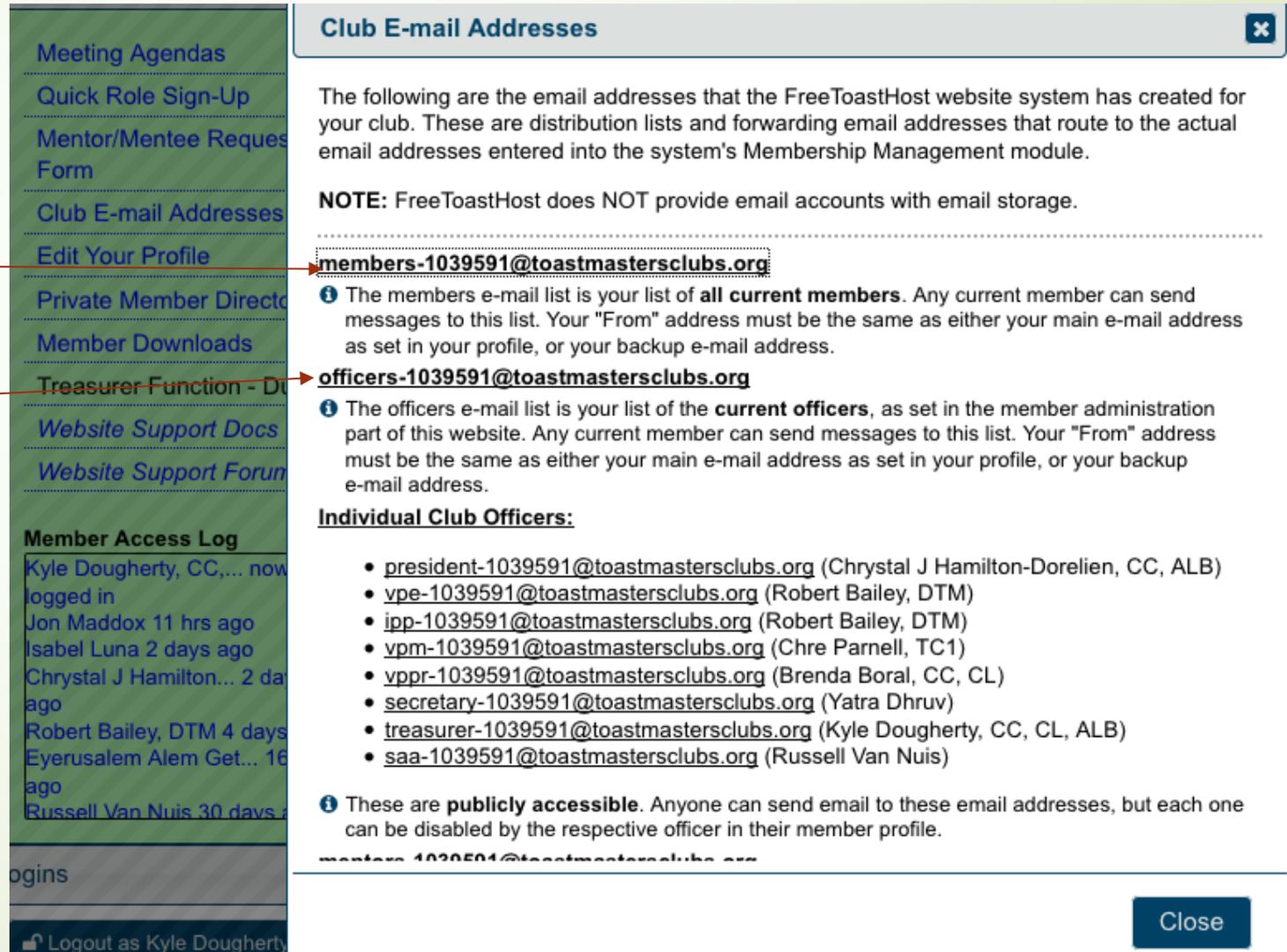
Submit

Close

E-mailing club members – Select "Club E-mail addresses"

Best way to e-mail club

Best way to e-mail officers



Club E-mail Addresses

The following are the email addresses that the FreeToastHost website system has created for your club. These are distribution lists and forwarding email addresses that route to the actual email addresses entered into the system's Membership Management module.

NOTE: FreeToastHost does NOT provide email accounts with email storage.

members-1039591@toastmastersclubs.org

i The members e-mail list is your list of **all current members**. Any current member can send messages to this list. Your "From" address must be the same as either your main e-mail address as set in your profile, or your backup e-mail address.

officers-1039591@toastmastersclubs.org

i The officers e-mail list is your list of the **current officers**, as set in the member administration part of this website. Any current member can send messages to this list. Your "From" address must be the same as either your main e-mail address as set in your profile, or your backup e-mail address.

Individual Club Officers:

- president-1039591@toastmastersclubs.org (Chrystal J Hamilton-Dorelien, CC, ALB)
- vpe-1039591@toastmastersclubs.org (Robert Bailey, DTM)
- ipp-1039591@toastmastersclubs.org (Robert Bailey, DTM)
- vpm-1039591@toastmastersclubs.org (Chre Parnell, TC1)
- vppr-1039591@toastmastersclubs.org (Brenda Boral, CC, CL)
- secretary-1039591@toastmastersclubs.org (Yatra Dhruv)
- treasurer-1039591@toastmastersclubs.org (Kyle Dougherty, CC, CL, ALB)
- saa-1039591@toastmastersclubs.org (Russell Van Nuis)

i These are **publicly accessible**. Anyone can send email to these email addresses, but each one can be disabled by the respective officer in their member profile.

mentors-1039591@toastmastersclubs.org

Close

Sending a Club E-mail

NOTE: FreeToastHost does NOT provide email accounts with email storage.

members-1039591@toastmastersclubs.org

i The members e-mail list is your list of **all current members**. Any current member can send messages to this list. Your "From" address must be the same as either your main e-mail address

off

CONFIRM ✕

Send email to members-1039591@toastmastersclubs.org ?

Ind

- vpm-1039591@toastmastersclubs.org (Chre Parnell, TC1)
- vppr-1039591@toastmastersclubs.org (Brenda Boral, CC, CL)
- secretary-1039591@toastmastersclubs.org (Yatra Dhruv)
- treasurer-1039591@toastmastersclubs.org (Kyle Dougherty, CC, CL, ALB)
- saa-1039591@toastmastersclubs.org (Russell Van Nuis)

Website E-mailer

Send Basic Email

This allows you to compose a very basic email to one or more specific people on any of your contact lists. You will also be sent a confirming email containing the list of recipient email addresses. **Note:** This does not support file attachments—either insert a link to an uploaded file or use your regular email for those instead. *Also, replies go the club Admin if you are not logged in as a member.*

To:
members-1039591@toastmastersclubs.org

Email Subject

Email Body

Email Tools: Select a tool...

Rich text editor toolbar with icons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and a green four-headed arrow icon for maximizing the editing area.

Styles Format Font Size

Large empty text area for composing the email body.

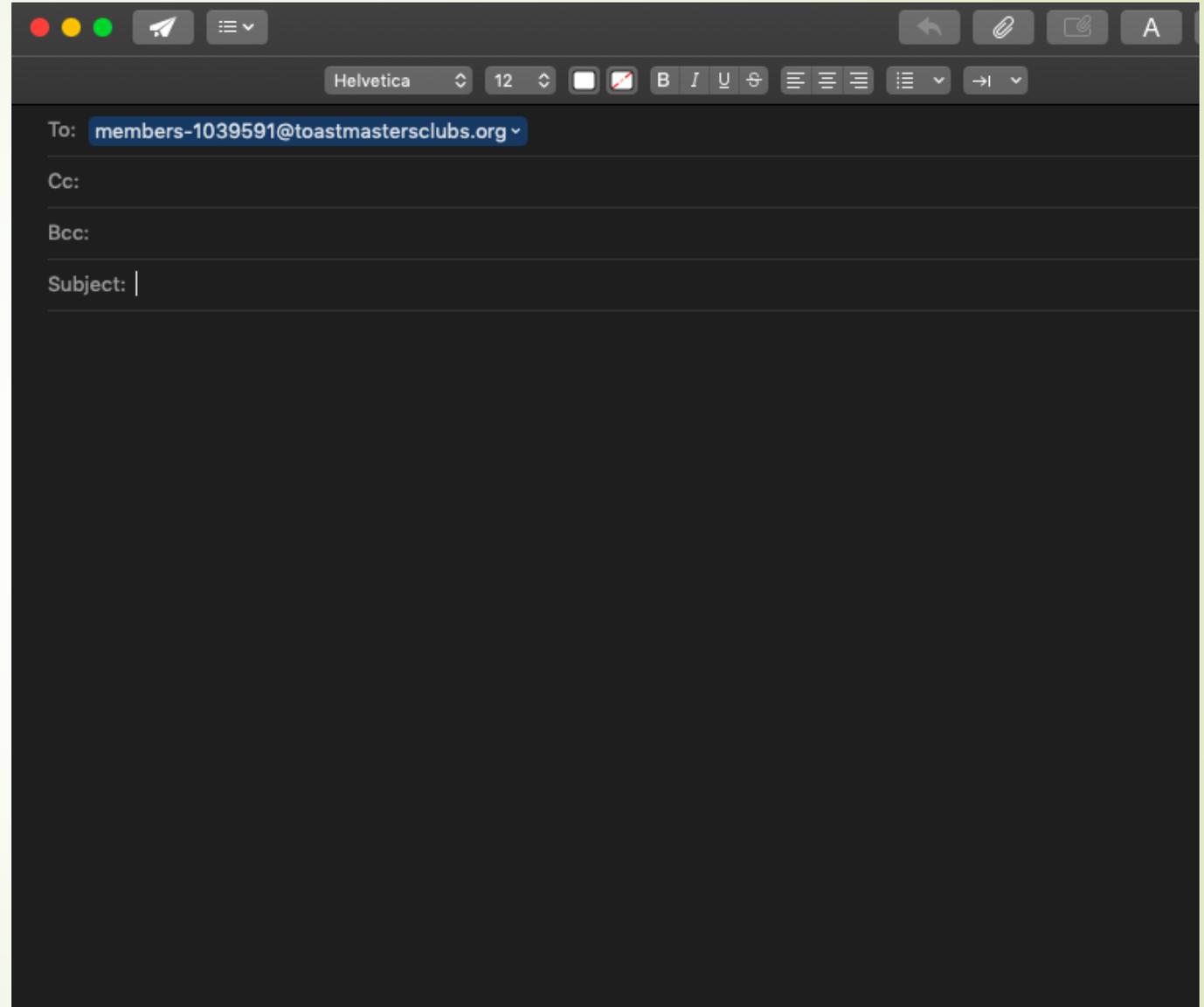
Paragraphs: 0, Words: 0, Characters (with HTML): 0

Note that you can maximize the editing area using the green four headed arrow icon above.
Please make sure that you include your name and contact information at the bottom.

Send E-mail

Close

System E-mailer Client – Hooks up to Outlook, etc.



Edit Member Profile

Edit Your Member Profile

You can enter information about yourself here to help your fellow members become more familiar with you and also to personalize your use of our club website. Be sure to click the "Save" button at the bottom of the window to save all changes.

Basic Information | Email Settings | Social Links | Member Bio/Photo

We need your name and your primary email address, at a minimum, for you to be able to take full advantage of all website features.

If this is checked, your club admin can edit your member profile for you.

Check to be included in the public Meet Our Members page. [▼ More ▼](#)

*** Your Name with Toastmasters Designation**

Kyle Dougherty, CC, CL, ALB

Example, "Bill Patonkis, DTM"

*** Primary E-mail Address** **Secondary E-mail Address**

doughertykyle99@outlook.com kyle.dougherty@eepb.com

Send ALL communication from this site to BOTH email addresses, if both entered.

Enter in a secondary/backup e-mail address if you send mail from more than one e-mail address. If you enter both email addresses but do not check the checkbox above, then the system will accept email from both email addresses, but only send emails to your primary email address.

Telephone # Username for Logins (optional)

Save **Close**

Edit Your Member Profile

You can enter information about yourself here to help your fellow members become more familiar with you and also to personalize your use of our club website. Be sure to click the "Save" button at the bottom of the window to save all changes.

Basic Information | **Email Settings** | **Social Links** | **Member Bio/Photo**

Please tell us a little bit about yourself so that your fellow members can get better acquainted with you. Also, posting a photo will help them learn who you are quickly.

Brief Member Bio

I am a young CPA aiming to become a better speaker and a charismatic leader. My childhood was split between living in my birth state of Connecticut and Michigan, the latter of which I graduated both high school and college in. After earning a bachelor's degree in business administration from Central Michigan University in December 2012, I moved down to the Houston, TX area and have been down here since. Some of my hobbies are

You have 5 characters left.

In about 100 words or fewer, tell us about yourself. Plain text only (no HTML).

Upload Your Photo

Upload your photo from your MAC or PC. Your photo will be resized to 100px x 100px and cropped as a square image. If you have a photo uploaded and wish to remove or rotate it, click on the icons under the photo at the right.



Refresh Delete Rotate

Save **Close**

Private Member Directory

Private Member Directory



[Print Membership List with Photos](#)



Chrystal J Hamilton-Dorelien, CC, ALB

hamiltondorelien@gmail.com

(346)219-1500

President

I am a mom, wife, and social worker. I love arts and crafts, karaoke, movies, and traveling. I joined toastmasters 2 years ago, and have truly enjoyed my experience.

Fun fact: I'm a beginner ukulele player!

Club Officer Notes:



Robert Bailey, DTM

rbaile1@citgo.com

713-492-1451

Vice President Education/Immediate Past President

Robert joined City West officially in March 2017, but he was a regular long before that. Robert enjoys the diversity the of City West club and the family feel that he gets each week during the meetings. Having a weekly meeting is great because you can really get to know the club members on a personal level and you can work together

Save

Close



Conclusion

- ✓ Agendas – easy to edit and print off
 - ✓ Sending e-mails to members
 - ✓ Edit your profile
- 