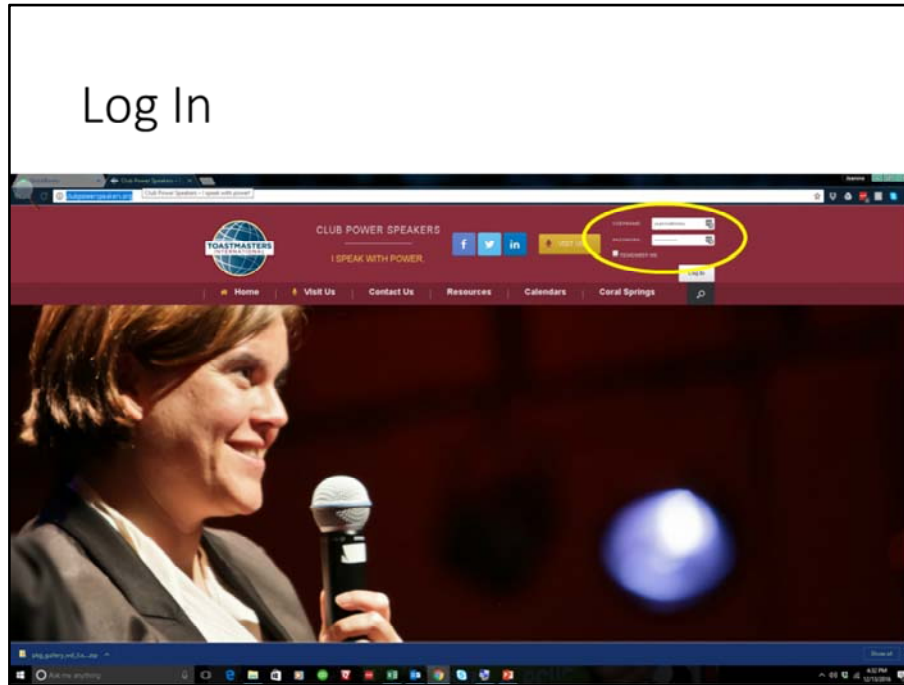


Using the Club Power Speakers Website

www.clubpowerspeakers.org

Using the Club Power Speakers Website



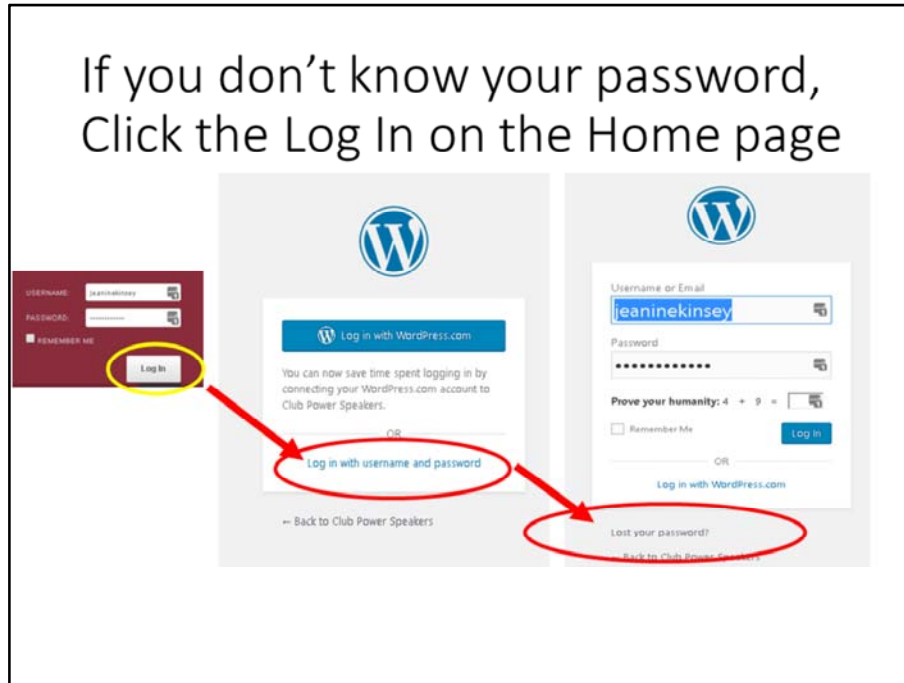
Browse to the club website at www.clubpowerspeakers.org.

In the top right corner you will see a place to log in.

Your username is usually the part of your email before the @ sign and the password was emailed to you from the website.

If you know your login information, enter it and click the Log In button. You can also check the Remember Me box so that you don't have to log in every time.

If you do not know your login information, click the Log In button and look at the next slide.



If you don't know your login information, click the Log In button in the top right corner. The first screen that comes up has the ability to log in to Wordpress .com or Log in with username and password.

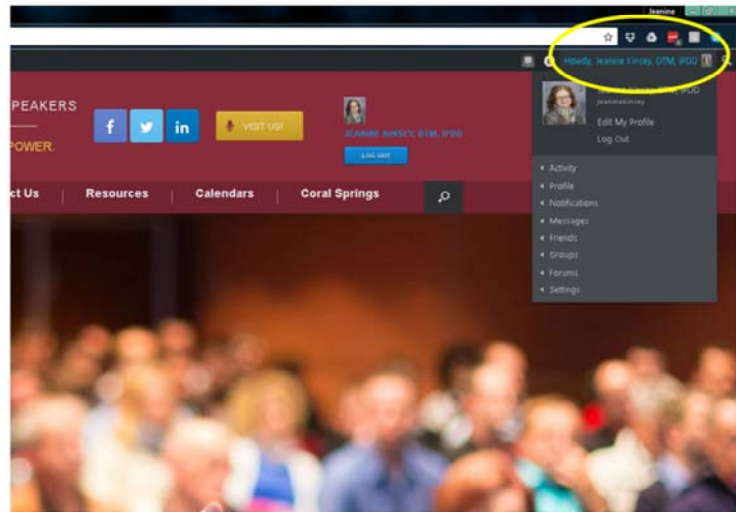
Click the "Log in with username and password" link.

The next screen lets you enter your information if you know it. If you don't (which is why you are here), click on "Lost your Password"

Follow the steps.

If you are still having difficulty, please email a club officer for assistance.

Edit Your Profile



Once you are logged in, there are several things you can do.

First, let's look at the Profile section.

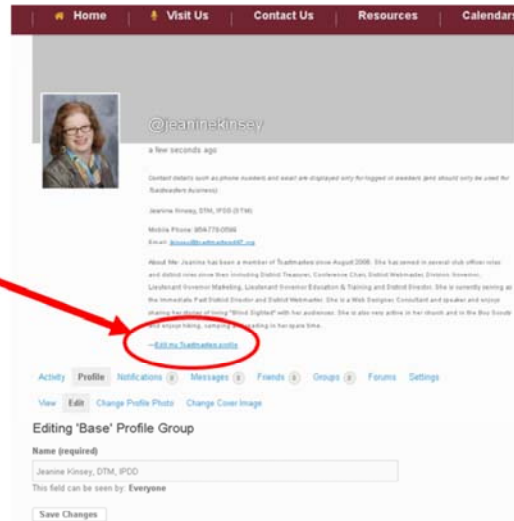
Click on the avatar (or photo) in the top right corner and select "Edit My Profile"

What can you change?

- On this page:
 - Name
 - Profile Photo
 - Cover Image

- In your TM Profile:

- Name
- Email
- Bio
- Profile Photo



This is what your profile looks like if you have filled everything in.

If you want to change your name, edit that on this screen and click Save Changes.

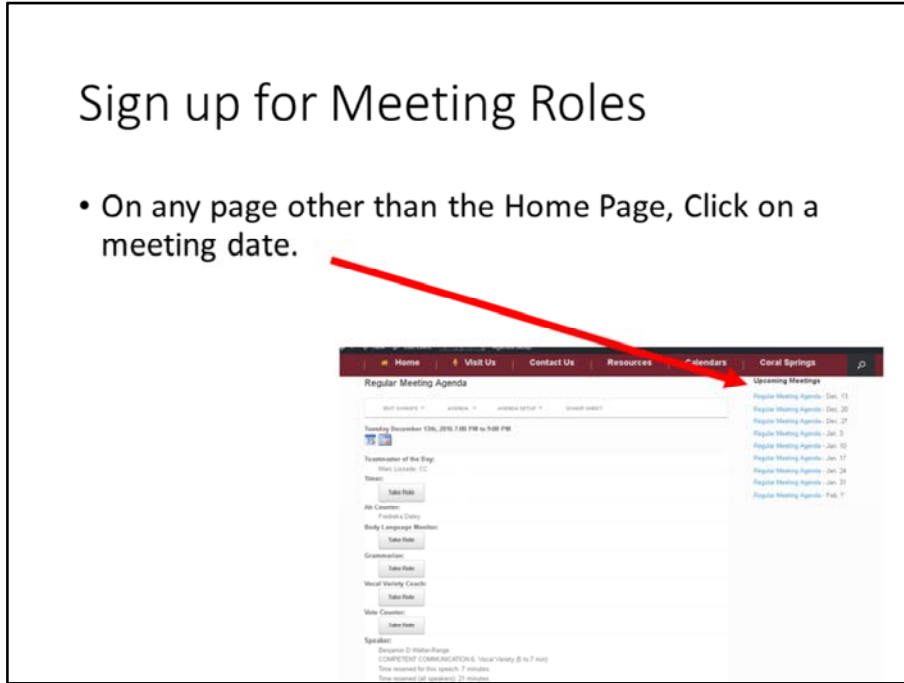
You can also upload a Profile Picture or a Cover Photo by clicking on the tabs just above the words "Editing 'Base' Profile Group" and following the instructions.

If you would like to change your email address or add a Bio, click on the "Edit My Toastmasters Profile."

This will open a screen in the administrator section of the website where you can edit more of your profile options. Be sure to scroll all the way to the bottom and click Save Changes when you are done.

Sign up for Meeting Roles

- On any page other than the Home Page, Click on a meeting date.



One of the most important parts of our website is the Meeting Agenda section. From any page other than the home page, you can select an upcoming meeting to view the agenda.

Sign up for Meeting Roles

- Take an Open Role by Clicking Take Role

- If you have already signed up, you can update your role

- If you are a speaker, you should select the project and enter the time and title

The screenshot shows a web interface with a navigation bar at the top containing links for Home, Visit Us, Contact Us, Resources, and Calendar. Below the navigation bar, there is a list of meeting roles. Each role entry includes a 'Take Role' button. The first role is for 'Vocal Variety Cuedic' with a 'Take Role' button. The second role is for 'Benjamin D. Wilson Range' with a 'Take Role' button. The third role is for 'Gabe K. Kizorek' with a 'Take Role' button. The fourth role is for 'Janine Kinsey, DTM, PCD, DTM' and is currently selected. This role has a dropdown menu for 'SPEAKING TO INFORM' and a 'Choose Project' dropdown. Below these are fields for 'Title' (containing 'Using the Club Website') and 'Time Required' (set to '7'). There are buttons for 'Update Role', 'Remove Me', and 'Take Role'. Below this role is a 'Backup Speaker' section with a dropdown for 'COMPETENT COMMUNICATION', a 'Choose Project' dropdown, and a 'Take Role' button. At the bottom, there is a 'Topic Master' section for 'Karen R. Vick'.

Once you are on the page, you will see an agenda similar to this one.

You can see who already has roles, and which ones are available.

To take a role, simply click “Take Role” under the role you wish to claim.

If it is a speaking role, select the manual and project you are working on, enter your speech title and make sure the maximum time is correct. (A 5-7 minute speech should show 7, a 10-15 minute speech should show 15, etc.)

You can always come back to update the information. You can see here that I entered the manual and title, but not the project. I could select the project and click Update.

You can also click on Remind Me and the system will send you a reminder about your role.

If you need to remove yourself from a role, just click the “Remove Me” button.

The system will update the agenda automatically when you make a change, so you don’t need to worry about saving.

Explore the Website

- Contact Us
- Club News
- Resources
 - Power Ritual
 - Meeting Role Guideline Sheets
 - Resources
- Calendar
- More coming soon!

Now that you know how to do these two important tasks, take a little bit and explore the rest of the website.

Hover over any menu item (including Home) and you will see other pages that are available to you including meeting resources, news and the calendar.

I look forward to seeing all of you interacting on the website!