

D69 Website Help

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Rod Neucom**

Part 2

Index

Part 1

Look around	3
Who Visits My Club Site	6
General Public	6
Members of Your Club	7
Members of Other Clubs	7
The TT Site	8
The Banner	8
The Main Menu	9
Home	10
Meeting Information/Directions	13
Contact Us	15
Club Calendar	17
Public Downloads	18
Free Resources	20
Toastmaster Video	20
Members only	22
Members Login	23
Meeting Agenda	25
Mentor Mentee Request Form	25
Club eMail Addresses	26
Edit Your Profile	27
Private Members Directory	28
Member Downloads	28
FTH (Club Website) Support	29
Toastmasters Podcast	30
Apply for a Club Site	31

A Look Around

Now that you have looked at websites with a slightly different eye, it's time to delve into the world of Toastmaster websites.

First let's look at some reasonably simple sites

Anthony and I use 2 clubs for our examples. These are by no means the best Toastmasters Club sites but they are two that we have permissions to edit as we go along.

I think at this stage I should mention "permissions".

The world would be pretty chaotic if every site you visited, you could change the content. With every site there are a specific number of people who have access to the edit part of a site. This restriction is achieved by password protection. You have to have the correct "username" and "password" to get "under the hood" of a site.

So back to the TM sites... Anthony and I are members of both these clubs, Compass and TT.

Compass is a "normal" vibrant Toastmasters Club with the typical cross section of members.

TT is an advanced club with the requirement that you must be a member of another club to join.

Both clubs are in Toowoomba so in theory they are appealing to the same audience, but that is not quite true.

Compass is looking for new members from the general public so it must have a broad appeal whereas TT is only open to existing Toastmasters.

We are now entering that most complex of marketing fields, identifying your market.

This will be covered in later sections.

For now, let's go to the TT site... In your address bar type

ttclub.toastmastersclubs.org

Now you may notice that there is no "www" in front of the ttclub.toastmasters.

That is because the way Toastmasters International has set up their domain that will host your site.

If you put a www in front it will take you to the Free Toast Host section ... Confusing?

This is just one of those higher level programming things that is designed to confuse us mere mortals but will make access to your club site by the general public easier.

Even though you may have been to a Toastmasters club web site before, now is the time to look at it with different eyes.

We have left the TT site basically untouched except for the contact section, so you can see an untouched site.

Looking at this site with "site builders" eyes you will see that there are lots of places that will need work.

TOASTMASTERS INTERNATIONAL **TT Toastmasters Club**

Main Menu

- [Home](#)
- [Meeting Information / Directions](#)
- [Contact Us](#)
- [Club Calendar](#)
- [Public Downloads](#)
- [Free Resources](#)
- [Toastmasters Video](#)

For more information on Toastmasters International, visit [toastmasters.org](#)

Members Only

- [Meeting Agendas](#)
- [Mentor/Mentee Request Form](#)
- [Club E-mail Addresses](#)
- [Edit Your Profile](#)
- [Private Member Directory](#)
- [Member Downloads](#)
- [FTH \(Club Website\) Support](#)

login as Rod Neucorn ACB/CL

login as site admin

Member Access Log
Rod Neucorn ACB/CL now logged in
Julia Hazlett DTM 24 days ago
Ken Thomson, ACB/CL 34 days ago
Anthony Straker ACB... 34 days ago

Welcome to TT Toastmasters Club

Use this area to display your own club photos, custom message, and even videos. Using the WYSISYG editor, it is very easy to create an attractive front page. This is what represents your club, so take your time and make it look great!

- ▶ The proven way to help you speak and lead.
- ▶ What's in it for you?
- ▶ How does it work?
- ▶ Come visit us!
- ▶ Good leaders are good communicators
- ▶ Don't delay!

The Toastmasters Podcast

Listen to the latest show below or [click here](#) to listen to past shows.

[www.ToastmastersPodcast.com](#)

TOASTMASTERS PODCAST
with your hosts
Bo Bennett and Ryan Levesque
The Official Podcast of Toastmasters International

Some of the boxes with the copy in them are going to require you to enter relevant information.

The whole site is a clever combination of “templates” and that is good because it allows you to enter information relevant to your club.

You can even add your own pictures.

Compass Club is different because it is aimed at the general public as well as offering information for members.

So let's go to the Compass site.

In your search bar put in the address

compass.toastmastersclubs.org

Next meeting: Thursday, 27 September 2012

TOASTMASTERS INTERNATIONAL

Compass Toastmasters Club

Main Menu

- [Home](#)
- [Meeting Information / Directions](#)
- [Contact Us](#)
- [Club Calendar](#)
- [Public Downloads](#)
- [Free Resources](#)
- [Toastmasters Video](#)
- [Notable Achievements](#)
- [Speechcraft Courses](#)
- [Youth Leadership Courses](#)

For more information on Toastmasters International, visit toastmasters.org

Members Only

- [Meeting Agendas](#)
- [Mentor/Mentee Request Form](#)
- [Club E-mail Addresses](#)
- [Edit Your Profile](#)
- [Private Member Directory](#)
- [Member Downloads](#)
- [FTH \(Club Website\) Support](#)

Member Login

- [login as site admin](#)

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TOASTMASTERS PODCAST

with your hosts

Bo Bennett and Ryan Levesque

The Official Podcast of Toastmasters International

Compass Toastmasters Club

Do you live in the Toowoomba area and wish to improve your public speaking skills, or gain self-confidence.

Compass Toastmasters Club can help you gain self-confidence through aiding you to improve your public speaking skills.

As a vibrant and dynamic Toastmasters club in Toowoomba, we welcome all visitors to our club.

We meet on the second and fourth Thursday of each month at the University Centre in 27 Jellicoe Street, Toowoomba, Queensland, Australia.

Please feel free to e-mail us at contact-7893@toastmastersclubs.org, or use the Contact Us link on the left, with any queries you may have.

- ▶ The proven way to help you speak and lead.
- ▶ What's in it for you?
- ▶ How does it work?
- ▶ Come visit us!
- ▶ Good leaders are good communicators
- ▶ Don't delay!

You will see that we keep stressing **relevant**, here is why.

Who Visits My Club Site?

Visitors to the site will fall into **three distinct categories**.

First let's identify who they are and why they are there hunting around your web site.

It is critically important to understand this because it will dictate how you communicate with them and we are a communicators so we should be good at this.

The three groups are:

1. General Public
2. Your Club Members
3. Other Club Members

1. General Public.

The first group who visit your site may not be the most prolific of the traffic to your site but they are very important.

They are our prime customers.

They are the potential new members of our club that will let our club grow.

Someone said that you only get one chance to make a good first impression, and this front page is it for this group.

Your site must be warm, friendly and welcoming because this is your invitation to them to contact you.

If your front page is full of jargon or obtuse communication that is more relevant to say, a member, they are one mouse click away from leaving your site.

You may have lost a potential member... forever.

Remember it is a big scary step for someone who may recognize they have a speaking problem and want to do something about it.

This is your chance to help them and capture them.

2. Members of your club.

Yes for this to be an effective site it also has to be friendly to the members of your club.

Here you can load meeting programs, progress statistics, awards and a mile of other information such as executive meeting minutes etc. The level of information will depend on how regularly and how well you manage your site.

HOWEVER you must recognize that all members of your club may not be as computer literate as you are (or soon will become).

They could be returning to the site several times a month to retrieve agendas, meeting programs and information.

An example of how helpful you can be for your members is that you may include a link to the site on the emails you send to members.

Your site can be an extremely useful tool to the efficient running of your club but only if you use it and most importantly, tend the site.

3. Members of other clubs.

When I travel for business, or even on holiday, I regularly look up the ***find a club*** for the area I am staying.

Lets face it every club is different. Going to an active different Toastmasters meeting is much better than watching re-runs on motel fuzzy televisions.

I have to learn where and when the meeting is on if I am to visit a club.

You may be surprised that direction of how to get to a meeting place can sometimes be difficult to understand in a foreign city or even another country.

So your site has to communicate to all these groups and thankfully, Toastmasters have set up the template to accommodate all your communication requirements.

Lets look at what Toastmasters International have given us.

The TT site.

Type in the address of TT

ttclub.toastmastersclubs.org

The 5 blocks or zones on the site are :

1. The Banner (the top)
2. Main Menu
3. Members Only
4. The Toastmasters Podcast
5. The Body

1. The Banner

This is the block right at the top Right at the top is the name of your club.



Simple yes?

Yeah maybe and maybe not.

You may be surprised how many clubs use their club **number** as their club name or worse their club number as a web address but we'll talk about that later.

For an outsider (read prospective member) visiting your site, the first contact they may have with you and your club, is what they see on the very first page... so don't complicate it.

Toastmasters have supplied a great template for us to use with our new logo and the first chance to promote our club name in big bold letters.

You will have noticed that it is different from the Compass site. On the Compass site there is an addition

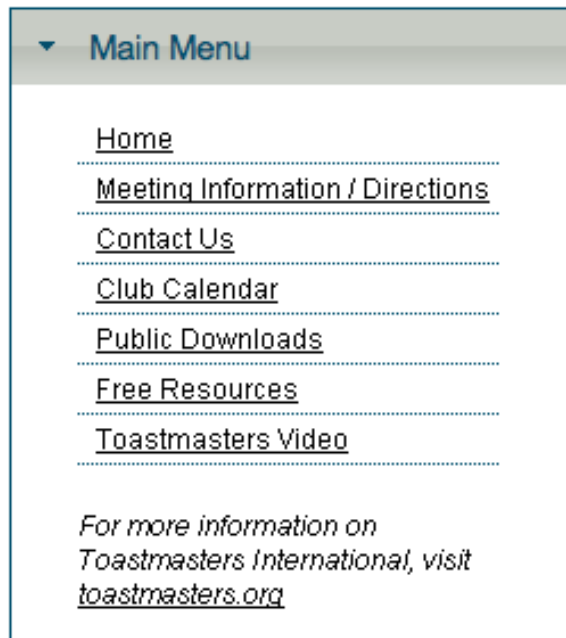
If you look above the Compass club name there is a very clever line that can be used for the date of the next club meeting.

Next meeting: Thursday, 27 September 2012

This is not an automated addition. You have to update it after every meeting. If you can't edit the site on a regular basis, best to leave it blank as we have as an example on the TT site.

2. The Main Menu

On the left side is the Main Menu Block.



This is as far as the general public can get into your site. In standard un-edited form, there are 7 links. Each one of these dictate what is happening in the Body Box.

Actually there is an eighth link in this box. The copy at the bottom of the box that says

“for more information on

Toastmasters International, visit

toastmasters.org”

On the web, underlined text is a signal that there is a link to another site. In this case it is a link to the main Toastmasters website.

Don't edit or adjust this link, but we are interested with the other 7 links

They are:

1. Home
2. Meeting Information/Directions
3. Contact Us
4. Club Calendar
5. Public Downloads
6. Free Resources
7. Toastmasters Video

You can add extra links and we will take you to a site later where several other links have been added but in the meantime let's just look at these.

1. Home

Home is where people will land when they go to your site.

Here is your chance to make a good first impression.

To the right of the Main Menu in the body is the copy associated with the **Home** link.


The first block of copy is under the title of Welcome to TT Toastmasters Club.

You can and will edit this line a little later.

It is in a WYSIWYG editor... and what does that mean?

It is an acronym for "**What You See Is What You Get**" a very easy to use editor because let's face it if we were stuck with writing HTML Code, we wouldn't do it.

Welcome to TT Toastmasters Club



Use this area to display your own club photos, custom message, and even videos. Using the WYSIWYG editor, it is very easy to create an attractive front page. This is what represents your club, so take your time and make it look **great!**

- ▶ The proven way to help you speak and lead.
- ▶ What's in it for you?
- ▶ How does it work?
- ▶ Come visit us!
- ▶ Good leaders are good communicators
- ▶ Don't delay!

Suggestions on how to write the copy (words) that you as “administrator” can enter into your site will be covered in a later session.

This is the first thing that people see, by default, when they enter your site. This is your “home page”. This is where you get to make the great first impression.

It is a very good plan to decide very carefully what you want to say and what picture you want to upload to the site.

I have seen a site where a “holiday snap” was placed on the first page. That is very cute and very personal, but ask yourself...

Do you want to visit some strange when you know the first thing they will do is pull out the photos of their recent holiday?

Below the block that opens automatically opens when you enter the site are 6 more “drop downs”.

- ▶ The proven way to help you speak and lead.
- ▶ What's in it for you?
- ▶ How does it work?
- ▶ Come visit us!
- ▶ Good leaders are good communicators
- ▶ Don't delay!

These are activated by clicking on the small arrowhead to the left of the copy in the strip boxes.

On these you will find copy and images supplied by Toastmasters International.

Have a play, open and close these boxes.

- ▶ Welcome to TT Toastmasters Club
- ▼ The proven way to help you speak and lead.

Congratulations - you're on your way to becoming a better communicator and leader! Toastmasters International, founded in 1924, is a proven product, regarded as the leading organization dedicated to communication and leadership skill development. As a member, you will gain all the tools, resources and support you need.

Through its worldwide network of clubs, Toastmasters helps nearly 280,000 people communicate effectively and achieve the confidence to lead others. Why pay thousands of dollars for a seminar or class when you can join a Toastmasters club for a fraction of the cost and have fun in the process?



- ▶ What's in it for you?
- ▶ How does it work?
- ▶ Come visit us!
- ▶ Good leaders are good communicators
- ▶ Don't delay!

They are pretty good.

These are un-editable, however they can be switched on and off if you really want to make a statement on your site.

In the meantime leave them alone.

Don't worry there will be enough for you to edit and by the time you have got to the third module, you will have the skills to personalize the site for your club.

Now back to the left and the Main Menu box and the next link.

2. Meeting Information/Directions

The TT Club has information on the meeting time and dates as well as an address and map.

With TT site open, let's compare it with Compass.

compass.toastmastersclubs.org

First thing you notice the body is different from TT

▼ Compass Toastmasters Club

Do you live in the Toowoomba area and wish to improve your public speaking skills, or gain self-confidence.

Compass Toastmasters Club can help you gain self-confidence through aiding you to improve your public speaking skills.

As a vibrant and dynamic Toastmasters club in Toowoomba, we welcome all visitors to our club.

We meet on the second and fourth Thursday of each month at the University Centre in 27 Jellicoe Street, Toowoomba, Queensland, Australia.

Please feel free to e-mail us at contact-7893@toastmastersclubs.org, or use the Contact Us link on the left, with any queries you may have.

- ▶ The proven way to help you speak and lead.
- ▶ What's in it for you?
- ▶ How does it work?
- ▶ Come visit us!
- ▶ Good leaders are good communicators
- ▶ Don't delay!

Click on the link for Meetings Information/Directions

Meeting Information / Directions

Time and Date

Compass Toastmasters Club meets at 7.00pm on the 2nd and 4th Thursday of each month. Please note that no meeting is held on the 4th Thursday in December or the 2nd Thursday in January.

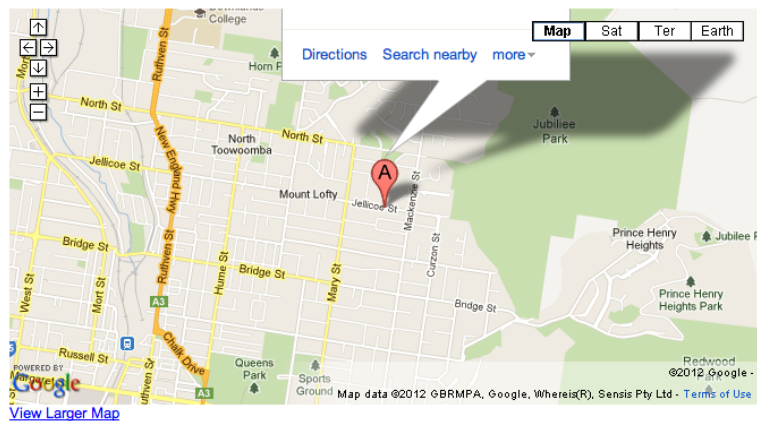
Venue

The club meeting venue is the University Centre situated at 27 Jellicoe Street, Toowoomba, Queensland, Australia.

Directions to the Venue

Follow Margaret Street east from the city centre and turn left at the lights into Mary Street. Follow Mary Street north through the traffic lights at the intersection with Bridge Street. As you go up the hill turn right into Jellicoe Street. You will find the University Centre on your left at the top of the range. A car park is situated on the eastern side of the venue.

[Click here to view Google Maps.](#)



Again this site is simple and not unlike TT but with some differences...

It has an attached Google Map and we will show you how to do that later.

However to help a *potential* member actually get to the meeting, Compass has added concise driving directions to help find the meeting venue.

You may know where you meet and it may be simple to you but remember the person who is reading this may never have been there before.

Also a point to remember, many people decide to take the plunge and join Toastmasters, after moving to your city, a kind of new start.

They may never have been to your city, then again they may never have been to your country... Toastmasters is an International organization and when I travel overseas I try to find clubs.

Make yourself easy to find.

3. Contact Us

If the potential member is comfortable with what he or she has seen, the next step they may take is the all-important step of contacting us.

When you activate the Contact Us link you get a template to send an email.

Contact Us✕

Thank you for reaching out to us! Use the form below to contact us and you will receive a reply by e-mail.

***Your Name**

***Your E-mail Address**

***Your Message / Interested In**

You will see that there is no email address so the casual visitor actually will not know where, or to whom, his email is being sent.

**DO NOT,
UNDER ANY CIRCUMSTANCES,
ADD AN EMAIL ADDRESS TO THE WEB SITE.
DO NOT ADD YOURS
DO NOT ADD ANY ONE OF YOUR EXECUTIVE.**

Okay, so I know that it may look friendlier to have a personal address as a link for a potential member... **but don't be tempted.**

Why?

There are programs that troll the Internet automatically looking for email addresses on websites.

This is called Phishing.

They harvest these addresses and can use them to send malware and other nasty things directly into your computer.

Who would have thought that there might be nasty people on the Internet?

They are there and they are hunting you.

You have been warned ... don't be tempted.

The way the contact has been set up is safe and emails will be sent to the Toastmaster generated email addresses set up by Toastmasters International for the executive of your club.

You can decide who gets these inquiry emails when you edit the site.

One of the most important things is that you answer the emails you get from this source.

Nothing will turn off a potential member that not getting a reply to their request.

They have made the enquiry so when you return the information to them, don't just delete their information... Maintain it for a while and you can prompt them with a

“just thought you would like to know that our next meeting will be on 15th August ... your welcome to come along and see what happens”

So decide carefully who will get the emails because it should be someone who can service the enquiries.

I really cant stress how important that is.

4. Club Calendar

This is a very useful link.

Casual visitors to your site, general public who are potential members and Toastmasters from other clubs, areas, divisions or districts can see a visual representation of your meetings.



This could prompt visitors to come to your meetings.

Club members can use this for quick access to information without having to sign into the Members Only section of your website.




But it has to be maintained, and nurtured... You have to put in your dates.

Sounds simple and I know that we keep harping on this but you may be surprised how often this just gets overlooked.

It is NOT an automatic insert over the year because the calendar does not have the ability to do a "second Tuesday of the month" ... It may in the future but not now.

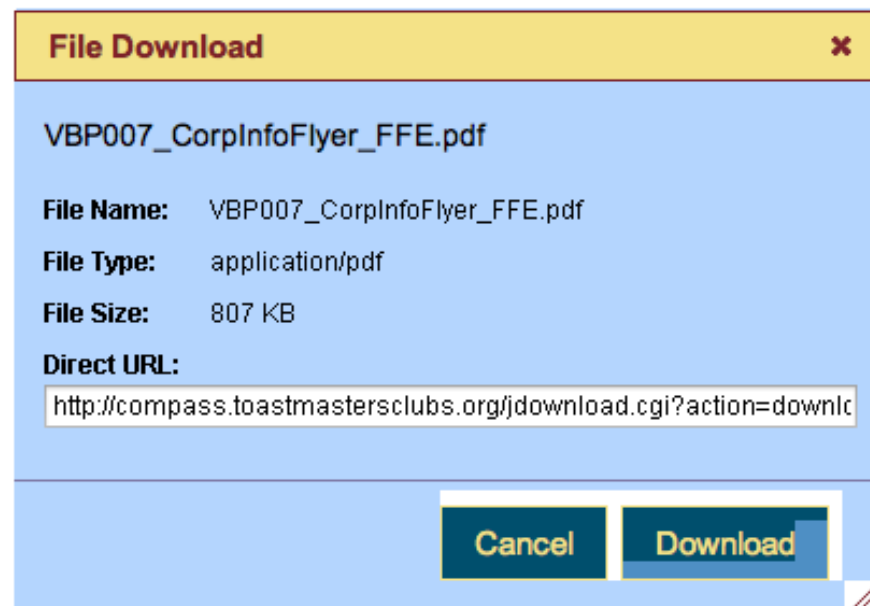
5. Public Downloads

This link takes the casual visitor to the downloads area where they can access 3 brochures from Toastmasters International . The Corporate Info, Discover Confidence and Toastmasters is the Answer are available in PDF (Portable Document File) and a small file size downloads with heaps of information.

Type	File Name / Description	Size
 PDF	Corporate Info (Brochure)	807 KB
 PDF	Discover Confidence (Brochure)	1 MB
 PDF	Toastmasters is the Answer (Brochure)	1 MB

They have one more trick up their sleeve.

When you click on these brochures, the site gets the document ready and the visitor then clicks to download the brochure.



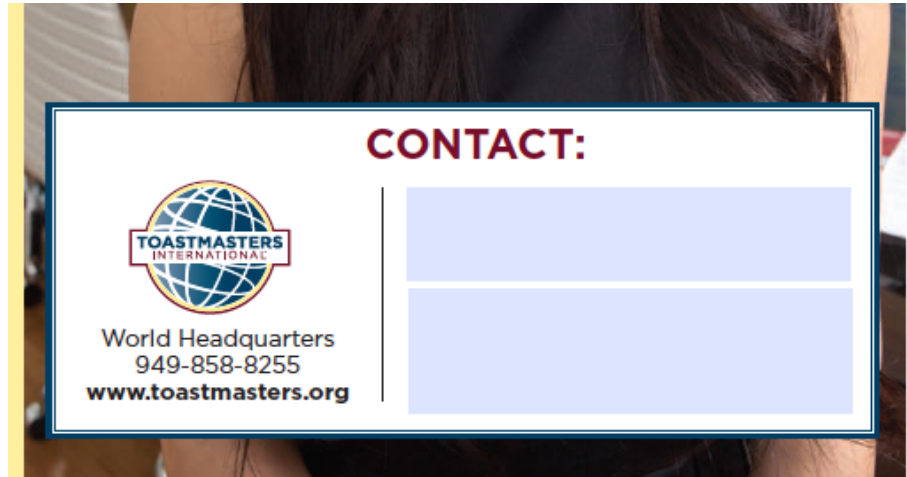
But it doesn't stop there.

The PDFs that are downloaded from your site are partially editable.

What does that mean?

It means you can add information to these documents ... something you normally can't do on a PDF.

See how helpful Toastmasters International are?



At the bottom of each brochure there are these editable areas where you can type in a contact name and phone number or other information.

If the visitor to your site has emailed you, in your reply you can give them a name and phone number to contact, then prompt them to open the brochure and type in the contact information.

OR download the brochure, type in the contact details and attach them to an email that you send back to the potential member.

OR download the brochure, type in the contact details and attach them to an email that you send them to businesses in the area with a covering letter to canvas for potential members.

OR you can download these brochures, type your local contact details in and print them for events like Toastmasters week or even when you visit another function and want to give out a personalized brochure.

This is a very useful marketing tool from Toastmasters International.

Why not use it.

Just as a foot note... I know I said not to put email addresses on the web site BUT this is a personal contact and won't be in the www pond to be Phished...

6. Free Resources

This link actually takes the visitor away from your site and to the Toastmasters International Site.

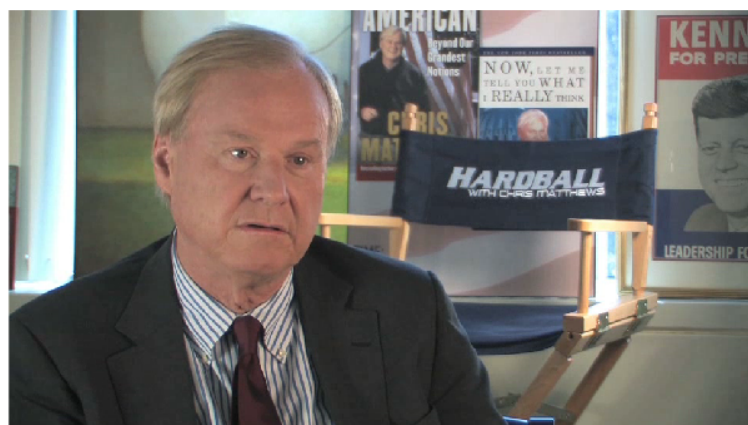


Don't worry all is not lost. If you look above the banner your club link is still there in the tab lines so they are only one click away from returning to your site.

On this page is a wealth of goodies and give away information. These are designed to motivate casual visitors to take the next step and join a club, hopefully yours.

7. Toastmaster Video

This link opens a separate screen that has a Toastmasters Video. A good little motivating and selling tool.



But there could be more...

Now if you are still at the Compass web site and not returned to the TT Club site, you will notice that there are more links on the Compass than on the TT

The Club President and the web master designed these extra links.

They add a little extra to the site and differentiate it from other sites.

On the Compass site they are

Notable Achievements

Speechcraft Courses

Youth Leadership Courses

At Compass, they seem to breed Area and Division Governors and are very proud of their members' achievements.

Compass is very active in Youth Leadership and Speechcraft courses.

Click on these links and see what Compass has written.

You may have a similar tale to tell or a completely different story.

What your club or its members have achieved may be the final stimulus to make the potential visitor become a member.

Why not share them?

It is a way to make your club be that little bit more interesting.

We'll tell you how to add the links in the Building section coming later.

Now we have completed the Main Menu part of the site now we enter the locked portion of the site designed for the members of your club and so it is called "Members Only"

Members Only

As the name implies this area is for members only. Here is where you can store and give access all the goodies for your members.

▼ **Members Only**

- [Meeting Agendas](#)
- [Mentor/Mentee Request Form](#)
- [Club E-mail Addresses](#)
- [Edit Your Profile](#)
- [Private Member Directory](#)
- [Member Downloads](#)
- [FTH \(Club Website\) Support](#)

🔒 [Member Login](#)

🔒 [login as site admin](#)

The links which are greyed out / faint are for the members only. An example is Meeting Agendas. You cannot click on this link until you have logged in.

However, one area that will work and open without a login id the FTH (Club Website) Support link.

It should be noted that the login details for this area are different to the member login details for the Toastmasters International member's only area.

Each club member will need to have an "account" created to access the members only area of our club website.

We'll cover this later on.

How does a member get access?

This takes us to the next area

Member Login

When prompted they type in their name or their email address.

Club Member Login ✕

You must be registered by the administrator of this website before logging in. If this is your first time logging in, or if you forgot your password, just select your name and click "Authenticate / Login" without entering in a password. An authentication link will be e-mailed to you.

Enter Your E-mail or Name, *Then Select Your Name*

Rod Neuc

Rod Neucom ACB/CL (00079522)

Authenticate / Login

Close

The site is smart enough to check if that person is a member of the club they are trying to access.

BUT when it recognizes you, it will offer you the full title by which you are known at Toastmasters International. You must click this to prove you are you then type in your password.

If a member has not logged in before or has forgotten their password (I tend to forget mine a lot), the member just types in his or her name and clicks the Authenticate/Login button at the bottom.

Toastmasters International will send a link procedure to their email to reset their password

Club Member Login ✕

Thank you. Please check your e-mail for your authentication key and instructions.

Enter Your E-mail or Name, *Then Select Your Name*

Password

Authenticate / Login

Close

This automatically logs them into the Club site and hopefully they remember the new password they have generated.

Once login has been done, access to the 7 links becomes available.

1. Meeting Agenda
2. Mentor/Mentee Request Form
3. Club E-mail addresses
4. Edit Your Profile
5. Private Member Directory
6. Member Downloads
7. FTH (Club Website) Support

1. Meeting Agenda

This particular page has a step-by-step process that will be filled in by the administrator of the site or the Vice President Education.

Again it is one of those things that has to be done regularly.

It is a bit of work but once members start using it they will come to appreciate it.

2. Mentor/Mentee Request Form

Activating this link brings up a request form that will be forwarded to your VPE.

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
- By Phone
- Before the meetings
- After the meetings

Other / Comments:

Whether you wish to have a Mentor assigned to you or offer your services as a Mentor here is the place to start.

Remember these are all links that are meant for Members of your club. The next sites are where we have to be careful who actually gets access to them.

3. Club email addresses

These are the email addresses so you can access the executive of the club.

▾ Club E-mail Addresses

members-2209568@toastmastersclubs.org

❗ 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-2209568@toastmastersclubs.org

❗ 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-2209568@toastmastersclubs.org (Rod Neucom ACB/CL)

guests-2209568@toastmastersclubs.org

❗ The guests e-mail list is your list of the **guests** entered in this website. Any current officer 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.

formermembers-2209568@toastmastersclubs.org

❗ The former members e-mail list is your list of the **former members** of your club. Any current officer 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.

contact-2209568@toastmastersclubs.org

❗ The contact e-mail list consists of the **club contact(s)** as entered by the administrator in this website. These are the same contacts who receive messages via the contact form. Anyone can send messages to this address. This is the address we suggest should be listed as the public contact address with Toastmasters International.

admin-2209568@toastmastersclubs.org

❗ The admin e-mail address is the e-mail of the **current website administrator** for this club. Anyone can send messages to this address.

You may note that I have made sure that I didn't show the email addresses of the other members of the executive. I take the privacy of the club committee very seriously.

I left mine in in the vague hope that no one reading this will place my address on a spam list, but was not prepared to publish the other members of the executive.

If I get emails extolling the virtues of the Nigerian banking system, that's my fault.

4. Edit your profile.

This is a pretty self-explanatory page where members can place or change contact details.

If you scroll down there are sections for your Facebook page Twitter account etcetera. Social media is very important for some people.

Right at the bottom is a space for a short bio and a photo.

Just one thing to remember that you should pass on to your members... once it's on the net... it's there forever.

A little caution and restraint should be exercised with this page.

Edit Your Profile ✕

Be sure to click the "Save" button at the bottom of the window to save all changes.

Edit Your Profile

Make Your Profile Public?

i If you choose to make your profile public, non members will see your photo, name, and social media links -- **they will NOT see or have access to your e-mail address.**

Your Name with Toastmasters Designation

i Example, "Bill Patonkis, DTM"

Primary E-mail Address

i Your primary e-mail address.

Secondary E-mail Address

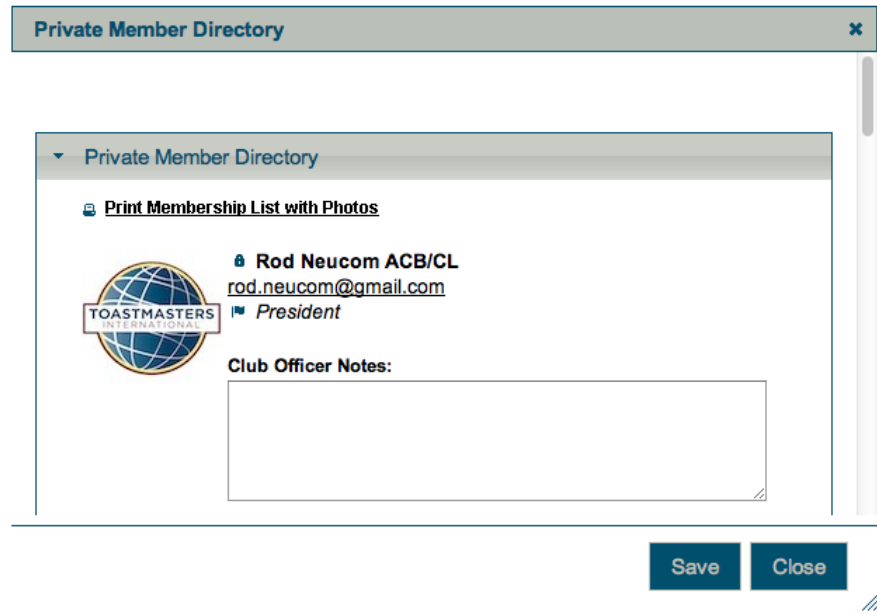
The next area is one of those where restraint and privacy should be exercised.

5. Private Member Directory

Again I will show you mine but I am not prepared to expand and show you other member's information.

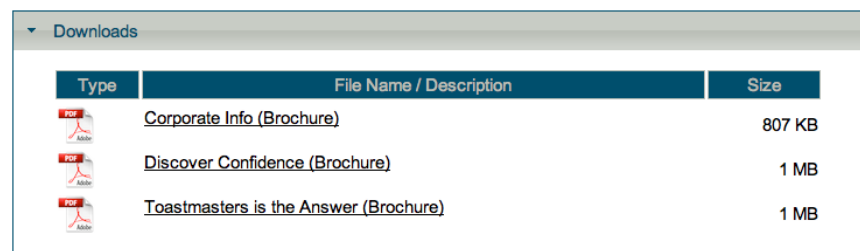
I am very serious when I say I protect the privacy of the members of my club.

As administrator of your club's site you should take this responsibility very seriously.



6. Member downloads

This is basically a repeat of the Public Downloads



But you can add your own documents for members in this space. If you have created a flyer to promote your club, this

is where you can store it so members can access it and print it to promote your club.

However be careful Toastmasters do a better job than most of us. So use those unless it is a very specific occasion.

7. FTH (Club Website) Help

This final standard link is basically a link to the FreeToastHost 2.0 website. There is a fair chance that you will be visiting this site while your making yours for some tricks etcetera.

Saturday, 22 September 2012 [Login](#) | [Register for Support](#) | [Request a FTH 2.0 Website](#) | [Sample Club Website](#) | [Sample District Website](#)

Before asking your question...

- ✓ check the FAQs
- ✓ check the Documentation
- ✓ search the Forums

Then if your answer is not found, post your question on the public forum, and be sure to include your full FTH 2.0 website URL.

If you are the new Club Website Administrator and need access please submit a [change request](#)

FTH 2 - Ready for Prime Time!

About three weeks ago today, we released FTH 2.0 to the public. During the last three weeks, thanks to the dedication, support, and constructive feedback from hundreds of "early adopters", we have made an already great system event better -- a system that is now certainly ready for "prime time".

[Continue Reading »](#)

Latest Forum Posts

- File of minutes to upload under Member download**
In Public Forums / Support
Requests
Last post by [SteveTheTechie](#)
0 hour 17 minutes ago
- Receiving agendas but not group emails**
In Public Forums / General
Discussion
Last post by [Brian](#)
10 hours 4 minutes ago
- Website Authorization Form?**
In Public Forums / General
Discussion

Down below the last link is the Log-out but below that is the one that very soon if not already is the Administrator log in.

This is the area where you go to start editing and changing your site.

The last part of the member's box is a Member access Log. It will tell all members who has been into the member's area and when.

This will give you a good indication of how frequently used your club website is.

Toastmasters Podcast

This is fun panel with links to the Toastmasters Podcasts



Bo Bennett and Ryan Levesque have formatted an internet radio show with interviews with some of the contributors to the Toastmaster Magazine and other interesting Toastmasters and Communicators.

They lurk around the Conventions getting interesting info and broadcasting it out to the web. Toastmasters are the targeted audience but as they say, anyone interested in communication and leadership.

It's well worth a listen.

Well that's a standard Club page following the templates supplied by Toastmasters International.

Now lets get access to the editing of the site to add our Clubs Personality.

Apply for a Site for your Club

This is relevant if you do not have an existing Club website. You will be requesting from FreeToastHost.

Go to

<http://www.toastmastersclubs.org/welcome/>

FreeToastHost 2.0
Toastmasters Club and District Website Hosting Platform

Main Menu

- Home
- What's New
- See a Sample Club Website
- See a Sample District Website

Support and Development

- Support Site
- FTH 2.0 Video User Guide
- Frequently Asked Questions
- Getting Started Guide (Clubs)
- Getting Started Guide (Districts)
- Support Forums

The Toastmasters Podcast

Listen to the latest show below or [click here](#) to listen to past shows

www.ToastmastersPodcast.com

TOASTMASTERS PODCAST

with your hosts
Bo Bennett and Ryan Livingston

Introducing FreeToastHost 2.0

In January of 2004, we introduced FreeToastHost to the Toastmasters community. Since that time, FreeToastHost has been helping clubs attract new members, operate more efficiently, and keep current members informed and interested. Over 10,000 Toastmasters clubs around the world benefit from the no-cost websites and on-line tools provided by FreeToastHost such as the duty roster, member directory, e-mail lists, club calendars, and much more. In August of 2011, we introduced FreeToastHost 2.0 – the next generation of Toastmaster Club and District website hosting platform.

FreeToastHost is a webhost specifically for Toastmasters clubs and districts anywhere in the world. Each website comes with easy-to-use web-based software ideal for any Toastmasters club. Providing your club is listed on Toastmasters.org, there is no-cost for this service! Free ToastHost was created by a Toastmaster, and is maintained and supported by a group of Toastmasters, with the cooperation of Toastmasters International. FreeToastHost 2.0 websites use the domain names ToastmastersClubs.org and ToastmastersDistricts.org for the club and district websites, respectively.

Get Your Free Toastmasters Club or District Website Today!

If you are requesting a Free ToastHost 2.0 website (new or upgrade from FTH 1.0) on behalf of your club, with the permission from your club officers, proceed with the form below.

If you are requesting a Toastmasters District website, or if your club has not yet chartered and does not appear in the Toastmasters "find a club" results, [please use this form](#).

Your Club Number

● If you don't know your club number, you can look it up on the [Toastmaster International website](#). Be sure to carefully look at the clubs before copying down the first club number, as there are many clubs with the same name.

Your Name

● Your full name.

Your E-mail Address

● Your e-mail address. Please double check that you have entered your e-mail address correctly.

Please Re-Enter Your E-mail Address

● This is a check to make sure the email address is entered correctly. Both e-mail addresses should be identical.

Submit Request

At the bottom of the page there is a form to fill out.

▼ Get Your Free Toastmasters Club or District Website Today!

If you are requesting a FreeToastHost 2.0 website (new or upgrade from FTH 1.0) on behalf of your club, with the permission from your club officers, proceed with the form below.

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Your Name

❗ Your full name.

Your E-mail Address

❗ Your e-mail address. Please double check that you have entered your e-mail address correctly.

Please Re-Enter Your E-mail Address

❗ This is a check to make sure the email address is entered correctly. Both e-mail addresses should be identical.

Submit Request

Fill out your club Number

Your Name

Your email address ... twice

You will receive an email in a few days with the login details for site administration, and the initial web address.

Keep these details... you will need them when we start the module of this program that delves under the hood of your new web site.

The next program will get you to assemble all the information you need to build the website and how to prepare it.

In the meantime if you need any help Anthony & I are available at our email address:

d69websitehelp@gmail.com