

Founder's District
The Birthplace of Toastmasters

WHERE LEADERS
ARE MADE



Creating and Managing Your Club Website



Daniel Cossack, DTM, IPDD

Download Presentation



<http://www.foundersdistrict.org/handouts>

Hosting Choices

- ▶ wordpress.com
- ▶ Google Sites
- ▶ FreeToastHost 3



FTH3 Checklist

- ☐ Sign up
- ☐ Register Domain (optional but recommended)
- ☐ Edit Basic Settings and Home Page
- ☐ Input member information
- ☐ Email and Contact form
- ☐ Add custom web pages
- ☐ Upload club's shared files
- ☐ Set up agenda template
- ☐ Dues Management



FreeToastHost - Request a Website

Get Your Free Toastmasters Club or District Website Today!

If you are requesting a FreeToastHost website on behalf of your club, with the permission from your club/district officers, please review our [Terms of Use Agreement](#), and then proceed with the form below.

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

If you have any difficulties in using this form, visit us at the [FreeToastHost Support Forums](#).

Your Club Number

i 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

i Your full name.

Your E-mail Address

i Your e-mail address. Please double check that you have entered your e-mail address correctly. We strongly recommend that you avoid entering a company/institution email address here at this time to ensure you receive initial set-up emails. (The relevant email address can be changed later.)

Please Re-Enter Your E-mail Address

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

☐ I have verified the above information and it is correct.

Submit Request

What to do after you click Submit Request... [Review our Quick Start Guide.](#)

<http://2982484.toastmastersclubs.org>

TOASTMASTERS
INTERNATIONAL

Lensmasters Toastmasters Club 2982484

Main Menu

Home

Meeting Information / Directions

Contact Us

Club Calendar

Public Downloads

Free Resources

Toastmasters Video

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

Logins

Member Login

Login as site admin

Club Information



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!**

Find Your Voice

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Custom DNS Configuration

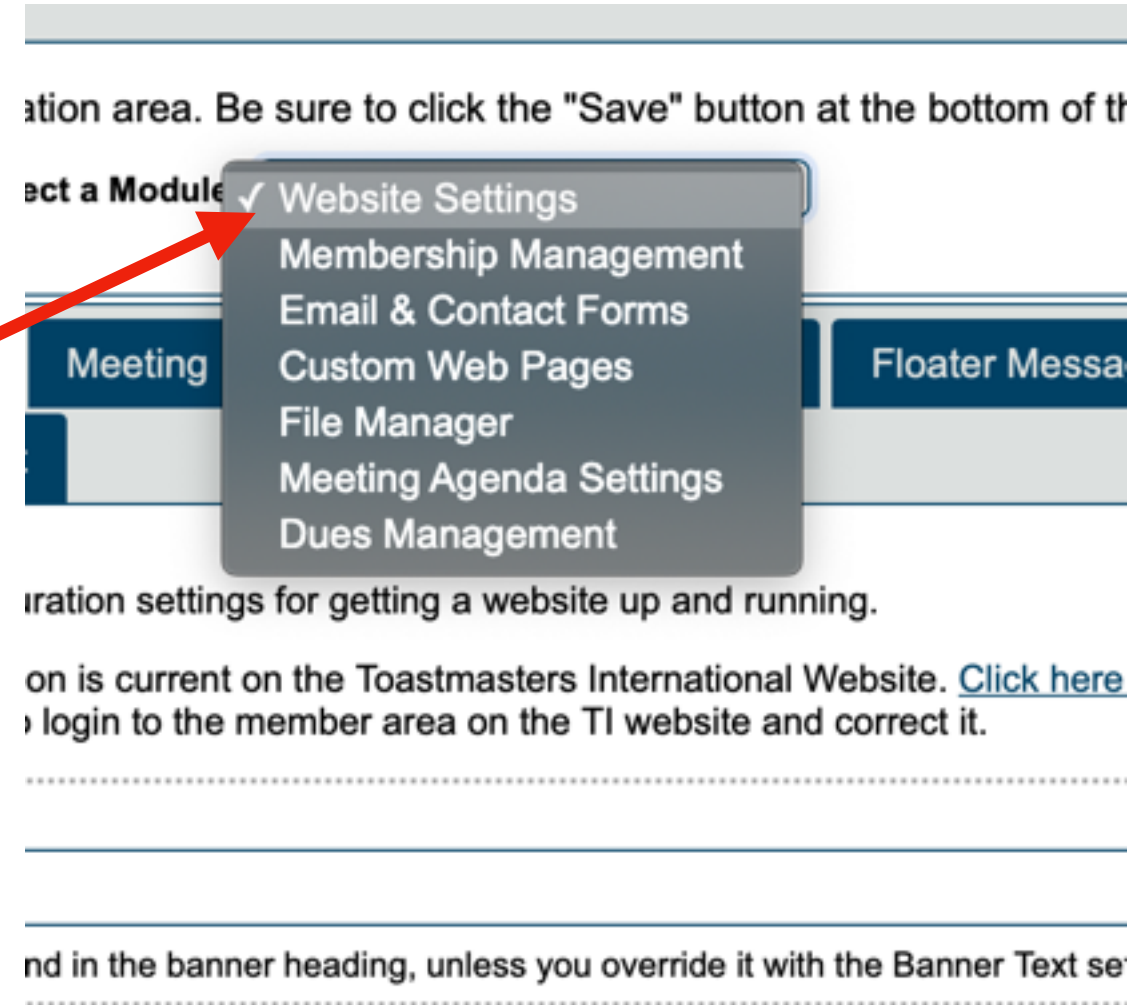
Domain Registrars

- ▶ **Domain.com**
- ▶ **NameCheap.com**
- ▶ **GoDaddy.com**
- ▶ **1and1.com**
- ▶ **name.com**
- ▶ **NetworkSolutions.com**
- ▶ **Dreamhost.com**



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Make any changes to your website using this administration area. Be sure to click the "Save" button at the bottom of the window to save all changes.

Select a Module: Website Settings

[Basic Settings](#)[Appearance](#)[Home Page](#)[Meeting Info/Directions](#)[Social Links](#)[Floater Messages](#)[Access Settings](#)[Administrator Info](#)[Website Statistics](#)[About](#)

The following are the basic club information and configuration settings for getting a website up and running.

NOTE: You should also make sure your club's information is current on the Toastmasters International Website. [Click here to verify the information for your club](#), and if not correct, an officer of the club will need to login to the member area on the TI website and correct it.

Club Name

i This is the name of your club that will appear in reports and in the banner heading, unless you override it with the Banner Text setting on the Appearance tab.

Description

i The description of your club is part of your site's metadata – this is what shows up in the search engines. Example of good description, "We are a Toastmasters club located in Nowheresville, NC focusing on helping members improve their public speaking and leadership skills. We meet every Wednesday at 6:00pm."

Keywords

i These are the keywords metatag for search engines. Each word or phrase should be separated by a comma. Example, "Public Speaking, Leadership, Toastmasters, Nowheresville NC, speeches, confidence".

Website Alias

OR

Custom Website Domain

[Save](#)[Close](#)

Custom DNS Configuration

Record Type	Entry	IP Address/URL
A	domain.ext	50.19.253.65
A	www.domain.ext	50.19.253.65
A	mail.domain.ext	50.19.253.65
MX	10	mail.domain.ext

This is where you set up your website's Home page. [▼ More ▼](#)

Main Heading

i Your main heading is the title of your opening section on your homepage. This should describe the content in the next section, home page content.

Home Page Content:

Web Page Tools: Select a Tool...

[illegible]

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!**

Lensmasters Toastmasters Club 2982484

Main Menu	Club Information 
- Home - Meeting Information / Directions - Contact Us - Club Calendar - Public Downloads - Free Resources - Toastmasters Video For more information on Toastmasters International, visit www.toastmasters.org	Welcome to Lensmasters, a specialty Toastmaster club and just about the most fun you can have while conquering your fear of public speaking. 
Logins	
 Logout as Daniel Cossack, DTM  Launch admin console  Logout as site admin	
Members Only	
- Meeting Agendas - Quick Role Sign-Up - Mentor/Mentee Request Form - Club E-mail Addresses - Edit Your Profile - Private Member Directory	Why Lensmasters? We have fine tuned our training to include BOTH visual and verbal skills. This is crucially important in today's short attention span business environment. We use a high definition projector and screen at every meeting. If you need to give great PowerPoint or formal talks without putting the audience to sleep, this is the club for you.

Variables (Macros)

**Our club president, {{president}} welcomes
you to our next meeting on
{{nextmeetingdate}} at {{nextmeetingtime}}.**

Basic Settings

Appearance

Home Page

Meeting Info/Directions

Social Links

Floater Messages

Access Settings

Administrator Info

Website Statistics

About

You can delegate access to certain FreeToastHost Admin Console modules here to a maximum of **three** club officers. Links to these modules are included on the Members Only menu after the officers below have logged in.

Delegate Admin Console Access:

Select Officer(s) Allowed to Access Website Settings *:

Select People...

Select Officer(s) Allowed to Access Membership Management:

Vice President Membership

Select Officer(s) Allowed to Access Email & Contact Forms:

Select People...

Select Officer(s) Allowed to Access Custom Web Pages:

Select People...

Select Officer(s) Allowed to Access the File Manager:

Select People...

Select Officer(s) Allowed to Access Agenda Settings & Templates:

Vice President Education

Select Officer(s) Allowed to Access the Dues Tool:

Treasurer

i Click the buttons above to select up to three club officers to delegate access to the respective Admin Console modules noted above.

* **NOTE:** If you delegate access to this Website Settings module, note that this Access Settings tab and the Administrator Info tab are only shown when the admin is logged in.

Select Officer(s) Allowed to Create/Edit New Agendas:

Vice President Education

i Click the button above to select up to three club officers that can create new meeting agendas. The default is the Vice President of Education.

NOTE: Keep in mind that you can also give access to **editing** agendas via setting the editor checkbox for specific meeting roles using the agenda editor. For example, if you want your Club President to be able to edit agendas, you may be able to just set the Presiding Officer role in your meeting agenda to be an agenda editor

Save

Close

Basic Settings

Appearance

Home Page

Meeting Info/Directions

Social Links

Floater Messages

Access Settings

Administrator Info

Website Statistics

About

This is where you set up your website's Meeting Information/Directions page. [▼ More ▼](#)

Meeting Information / Directions:

Web Page Tools: Select a Tool...



Lensmasters meets every 1st and 3rd Wednesdays from 7:00 pm to 8:30 pm at the Mesa Verde United Methodist Church, 1701 Baker St., Costa Mesa, CA 92626. We recommend you arrive at least 15 minutes early as we prepare for the meeting. Speakers with photo presentations should bring their own laptops to connect to the projector.

Occasionally we schedule outdoor photowalks or studio workshops during the month outside of our regular meetings. The time and location for these events will vary so check our [CALENDAR](#) tab on this website for updates. You can also stay up to date by subscribing to the calendar on our [meetup page](#).

body p

Paragraphs: 2, Words: 107, Characters (with HTML): 725

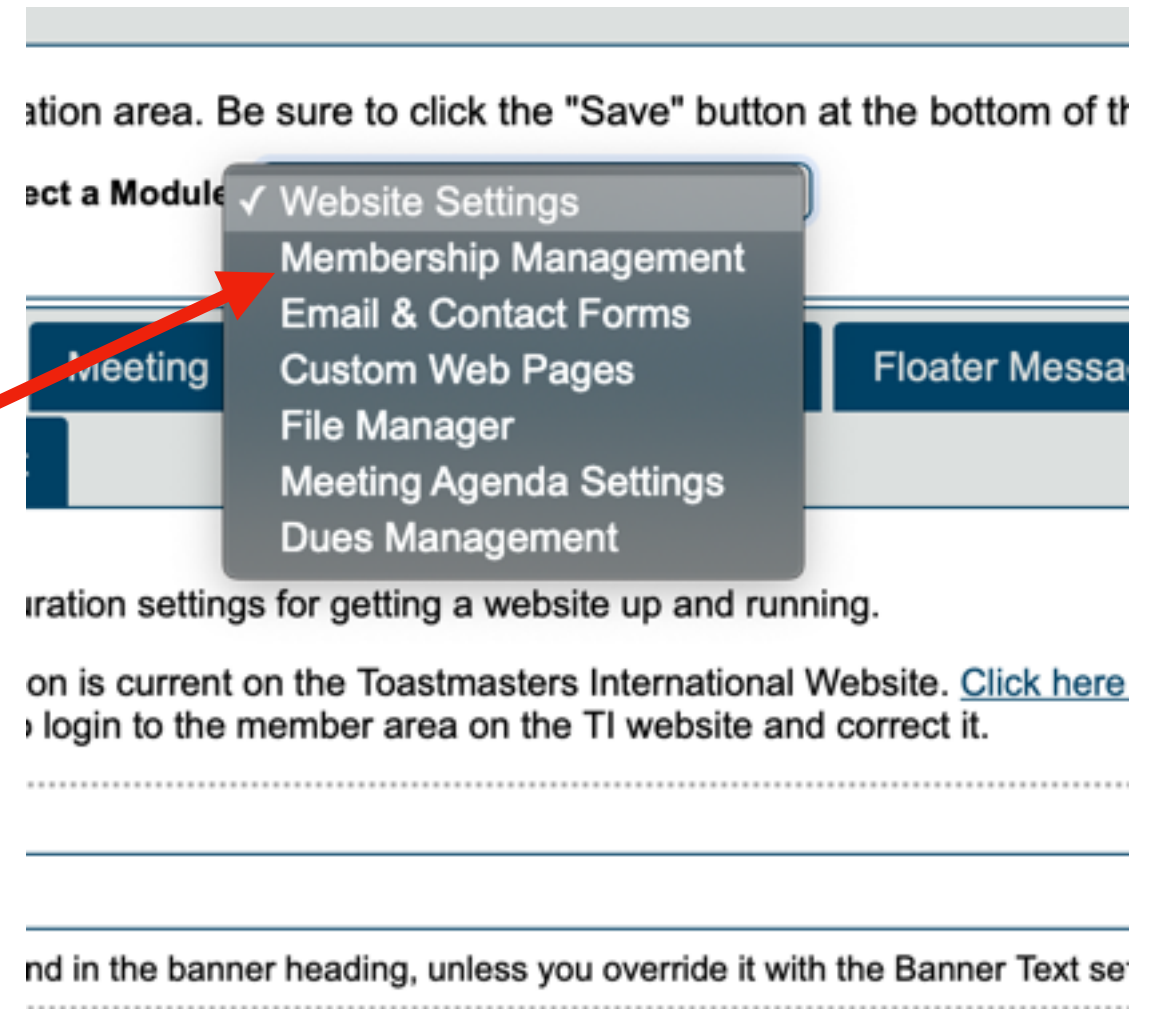
Google Maps Address / Iframe

Mesa Verde United Methodist Church, 1701 Baker Street, , Costa Mesa, CA, 92626, United States

[See the Map!](#)

FTH3 Checklist

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This system is designed to minimize duplicate contact information and make access to this club website as easy as possible for each member. Full member information can be obtained by any club officer at the Toastmasters International website. However, you only need to enter each person's name below—e-mail address & phone are optional. *Be sure to save changes on one tab before switching to another tab below.*

Members

Prospects

Guests

Former Members

Friends/Affiliates

Quick Add

New Member Welcome

Custom Groups

Settings

Membership Tools: Select People, Then Select A Tool...

Select By Group...



i The tools in this menu let you work with multiple people at once. Select people below by checking the box at the far left of each person's row (or via custom groups above), then select the relevant tool from the menu above. [▼ More ▼](#)

Member Contact Information:

Be sure to SAVE any CHANGES you make below.

(All) ☐	Name	Email Address	Phone	Officer Role(s) (Maximum of 3)	View/ Edit Profile
NEW				Enter New Info & Click Save	NEW
☐	Daniel Cossack, DTM	daniel.cossack@tm.com	(949) 438-0000	President	→
☐	Diana Dee	dianadee@gmail.com	(714) 271-0040	VP Membership	→
☐	Gary Olive	garyolive@gmail.com	(714) 289-0000	Treasurer	→
☐	Diane Beall	dbeall@toastmasters.com	(714) 289-0000	Select Officer Role(s)...	→
☐	John Hawkins	jhawkins@gmail.com		Select Officer Role(s)...	→
☐	Kevin Graham	kugraham@gmail.com	(949) 701-0000	Select Officer Role(s)...	→
☐	Luz Soto	lsoto@gmail.com	(949) 241-0000	Select Officer Role(s)...	→
☐	Marc Nussbaum	marcn@toastmasters.com		Select Officer Role(s)...	→
☐	Mary Berg	mary.berg.mary1@gmail.com	(714) 828-0000	Select Officer Role(s)...	→
☐	Vicky Schroeder	vicky271@gmail.com	(714) 271-1470	Select Officer Role(s)...	→

Members

Prospects

Guests

Former Members

Friends

Custom Groups

Settings

Membership Tools

i The tools in this section (see above), then select people to use.

Member Contact

(All)		Email Address
☐		
NEW		
☒	Daniel Coss	@me.com
☐	Diana Dee	mail.com
☐	Gary Olive	om
☐	Diane Beall	r.com
☐	John Hawki	mail.com
☐	Kevin Grah	
☐	Luz Soto	om
☐	Marc Nuss	ish.com
☐	Mary Berg	lucan berg mary1@gmail.com

✓ Select People, Then Select A Tool...

Available Membership Tools...

Move to Members List

Move to Prospects List

Move to Guests List

Move to Former Members List

Move to Friends/Affiliates List

Create Custom Group

Send Basic Email

Send New Member Welcome

Re-send Opt-in Email(s) - NEW!

Add Login Message

Make Name Tags

Assign Member Mentor(s) ▶

Non-Member Follow-up ▶

Membership Reports ▶

Export Contact Info

Delete People

Undelete People ▶

This system is designed to minimize duplicate contact information and make access to this club website as easy as possible for each member. Full member information can be obtained by any club officer at the Toastmasters International website. However, you only need to enter each person's name below--e-mail address & phone are optional. *Be sure to save changes on one tab before switching to another tab below.*

Members

Prospects

Guests

Former Members

Friends/Affiliates

Quick Add

New Member Welcome

Custom Groups

Settings

Send Member Welcome Message To:

Daniel Cossack, DTM

i Select member name(s), verify the following message content, then click **"Save"** below to send.

New Member Welcome Message[Reset Welcome Message to Default](#)

Hello {{membername}}:

Welcome to the {{clubname}} club website. The URL (web address) of this website is

{{WEBURL}}

You have been setup as a member of this website. As a member you can sign up for roles, update your profile including social media links, your photo, and other information, download member only files, sign up as a mentor or offer to mentor another member, and more.

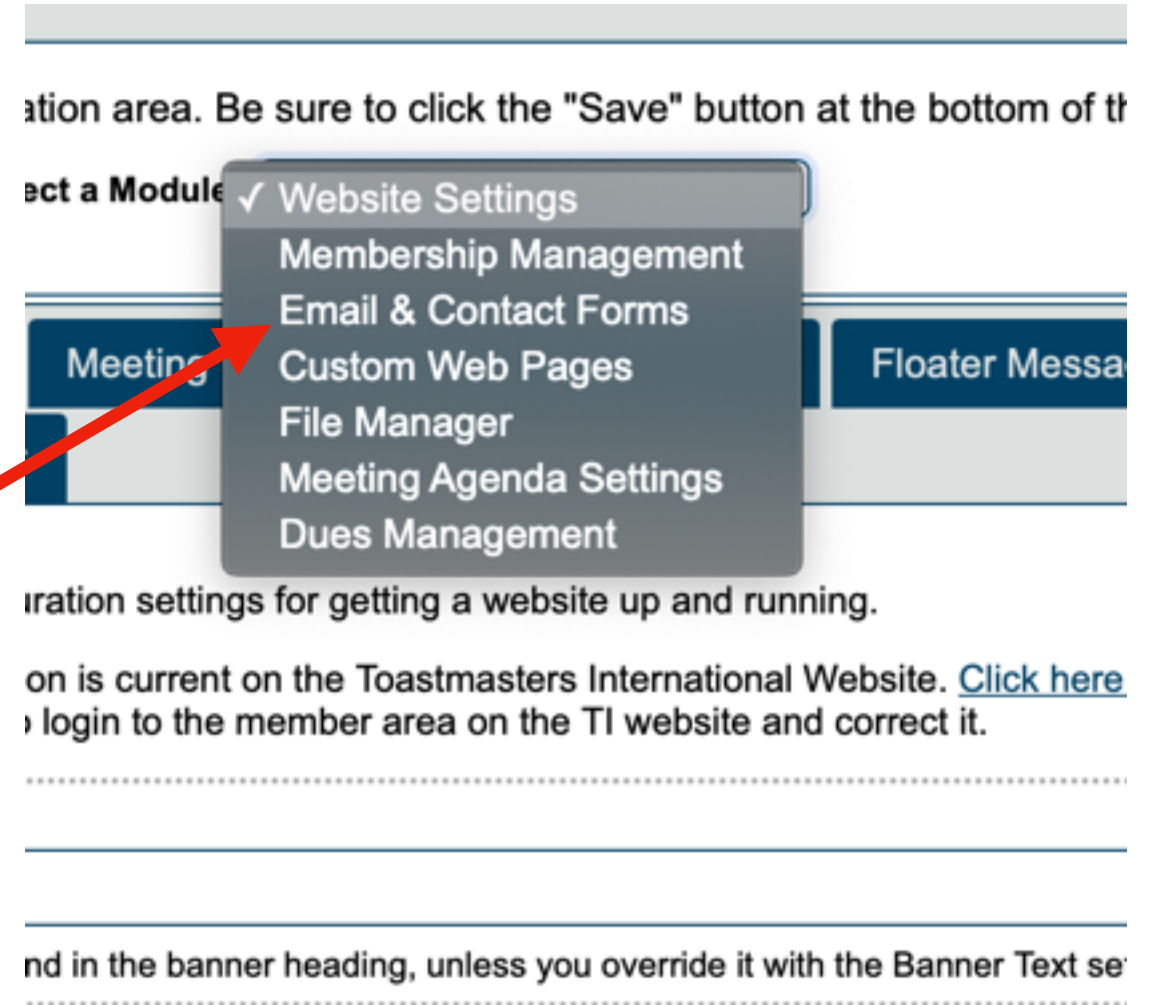
To login, visit the club website and click the "Member Login" link under the "Members Only" section. If this is your first time logging in as a member, or if you forgot your password, you leave the password section blank and click the "Authorize / Login" button. You will be sent a login link via e-mail. Click that link, then you will be prompted to set up a custom password. This is a password that "you create", the administrator does not assign your password.

i Modify this message as you wish or use as is. Once you click "Save" below, the message is also saved for reuse with the next new member. Variables in curly brackets from the drop-down at the right are specific for your website and for the member being sent the message.

Select a Variable to Paste w/ Ctrl/Cmd-V

FTH3 Checklist

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- ☐ Dues Management



This module will allow you to set your email settings and activate your "Contact Us" form & Mentor / Mentee Request form". Be sure to click the "Save" button at the bottom of the window to save all changes.

Email Settings

Email Security

Club Email Addresses

Contact Us Form

Mentoring Form

FreeToastHost has a variety of email features. Here you can control how some of these features work.

Select recipient(s)... Recipient of replies to members email list emails

Select recipient(s)... Recipient of replies to officer email list emails

Select recipient(s)... Recipient of replies to custom group emails

Select the recipient of replies to various email lists.

NOTE 1: Replies to *Non-Member Group emails* will *always* ignore the above setting and only go to the sender.

NOTE 2: You can override the reply settings for the members, custom groups, & officers lists for **single** emails by putting {{replyall}} or {{replysender}} at the beginning of your subject text when composing an email in your email client/webmail.

☐ **Make Custom Email Groups with only One Member Publicly Accessible**

Normally, all Custom Email Groups are accessible to members only. However, if you check this setting, you can effectively create new officer email addresses (aliases) that are publicly accessible by setting up new Custom Email Groups that you assign only one member to.

NOTE: This only works with custom groups comprised of members.

Club First, Name Last From Address Format for Emails Forwarded by FreeToastHost

Select the format of the from address in emails sent through FreeToastHost email.

The default is Club First, Name Last.

Prefix Subjects of Emails with The Following Text

You can specify a short piece of text (20 characters maximum) here to prefix to subjects of emails sent through FreeToastHost. For example, entering FTH2 would result in [FTH2] being prefixed to email subjects. This is useful if you have members associated with multiple clubs as it can help them find emails for your specific club.

Club Archive Email Address

Club Archive Email Login Information/Password

You may enter an email address (& Login Information) here that you want *all* email processed by FreeToastHost to be copied to for archival purposes and as an official record of club communications. We recommend using a free email account (e.g., Gmail) that you have set up for this purpose on behalf of your club.

Save

Close

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-2982484@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-2982484@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:

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.

contact-2982484@toastmastersclubs.org

i 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. This email address is **publicly accessible**—anyone can send messages to this address. This is the address we suggest should be listed as the public contact address with Toastmasters International.

mentors-2982484@toastmastersclubs.org

i The mentors e-mail list consists of the club members that have been assigned as a mentor to another club member. This assignment can take place in Membership Management or in the member's profile by the member requesting the mentor. *Any current club member can send email to this email address.*

mentees-2982484@toastmastersclubs.org

i The mentees e-mail list consists of the club members that have another club member (or members) listed as their mentor(s) in their member profile. This assignment can take place in Membership Management or in the member's profile by the member requesting the mentor. *Any current club member can send email to this email address.*

formermembers-2982484@toastmastersclubs.org

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

guests-2982484@toastmastersclubs.org

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

prospects-2982484@toastmastersclubs.org

i The prospects e-mail list is your list of the club **prospects** entered in this website. (A "prospect" is a possible future member that may not have been to a meeting.) Any current club 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.

friends-2982484@toastmastersclubs.org

i The friends e-mail list is your list of the club **friends, affiliates, and miscellaneous contacts** entered in this website that may never be club members, but are important contacts, nonetheless. (For example, district officers.) Any current club 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.

admin-2982484@toastmastersclubs.org (Daniel Cossack)

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

This module will allow you to set your email settings and activate your "Contact Us" form & Mentor / Mentee Request form". Be sure to click the "Save" button at the bottom of the window to save all changes.

Email Settings

Email Security

Club Email Addresses

Contact Us Form

Mentoring Form

Here you can configure how the Contact Us form works and select which officer(s) or member(s) need to be notified when someone submits the form.

NOTE: To link directly to your "Contact Us" form, use <https://2982484.toastmastersclubs.org?contactus>

Club Contacts for the "Contact Us" Form...

President

☐ This member will accept prospect phone calls

Vice President Membership

☐ This member will accept prospect phone calls

Select a Club Contact...

☐ This member will accept prospect phone calls

i Select up to three officer roles or members that will be handling the contact form submissions. The member e-mail addresses are **not** made public on the form, and not visible anywhere on the website. The names and phone number of the contacts will **ONLY** be made public if you select that option for the member. Be sure to get the member's consent before selecting this option.

☒ **Check this to enable the *contact-2982484@toastmastersclubs.org* email address.**

i If enabled, the *contact-2982484@toastmastersclubs.org* email address provides an alternate way for your club contacts to receive emails. This is a **publicly accessible** email address—it can become the target of spammers. If you choose to use it, we recommend that you get familiar with the enhanced email security features on the Email Security tab.

Contact Us Form Greeting

B

I

U

i If you enter a greeting message above, we will use it on your Contact Us form instead of the default greeting. Please be concise! (Clear the above to use the default greeting.)

Contact Us Form Closing

B

I

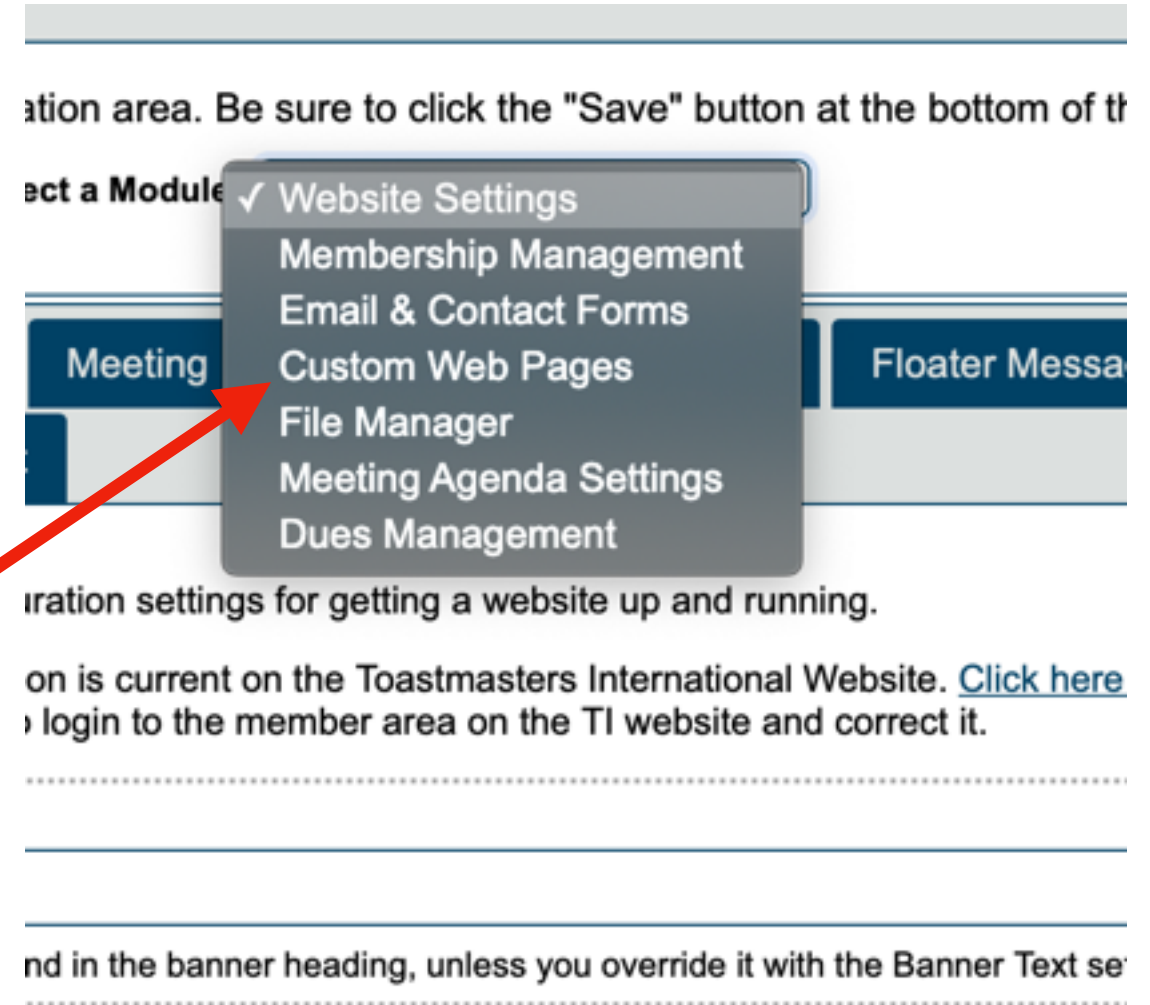
U

Save

Close

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Create as many custom web pages / links as you like. Be sure to click the "Save" button at the bottom of the window to save all changes. [▼ More ▼](#)

Select Web Page: **How To Submit Photos**

☐ List Deleted Pages

You are now editing **How To Submit Photos** [Public]

Custom Web Page/Link Settings

Appearance

Your Web Page Content / or Link URL:

Web Page Tools: **Select a Tool...**



To submit your photo for an upcoming Table Topics session, email your image to the following address:

tabletopics@lensmasters.org

Include the following information:

- Image title
- The following statement: "I give permission to post my image on social media web sites."

Paragraphs: 7, Words: 123, Characters (with HTML): 964

Note: Custom web page content has a limit of 65535 characters.

- Click the  icon above to maximize the editing area to/from full screen.
- Click the  icon above to (1) upload an image/photo to the server & then (2) insert it.
- Click the  icon above to create a link to another web page.

Delete Page

Save

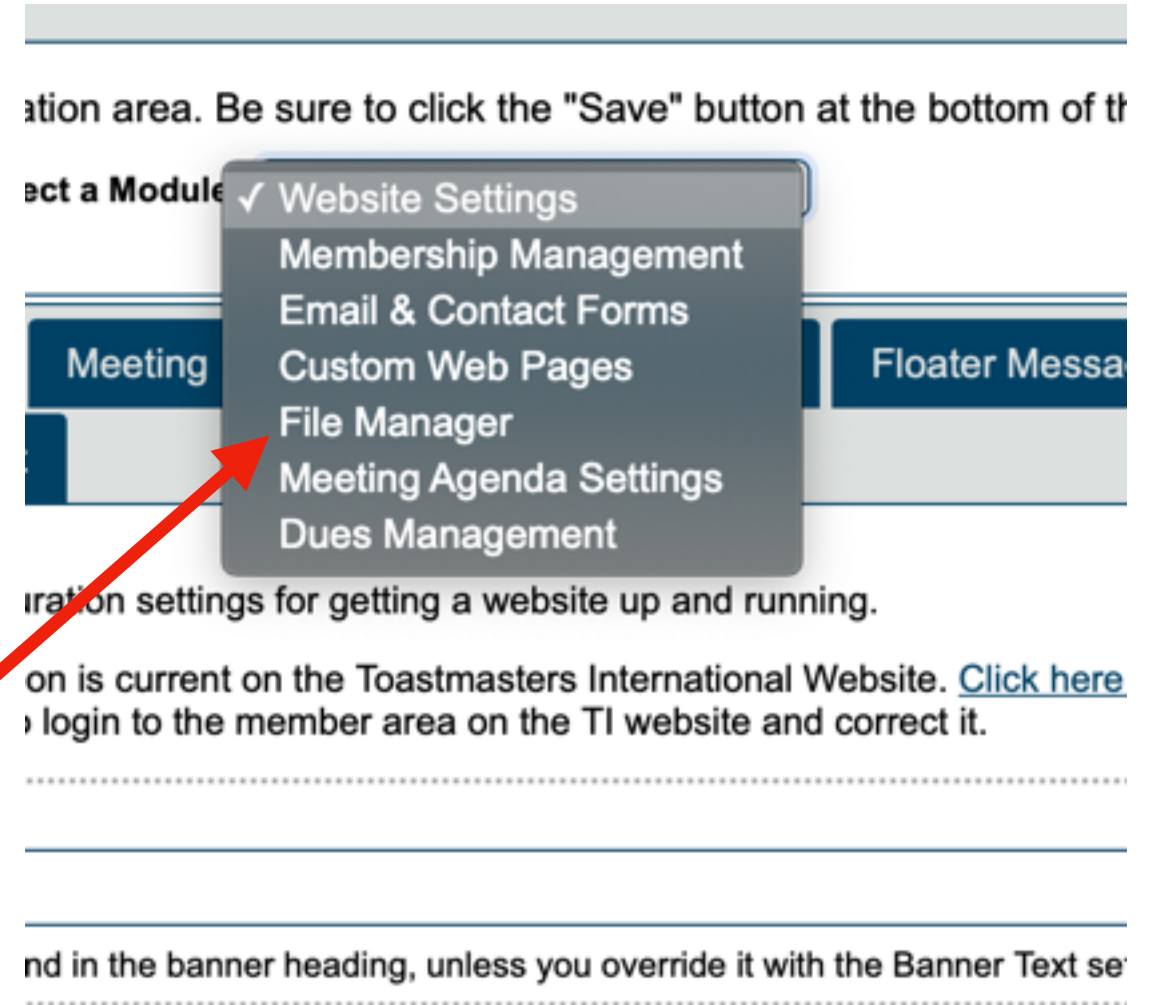
Close

Lensmasters Toastmasters Club 2982484

Main Menu	How To Submit Photos 
Home Meeting Information / Directions Contact Us Club Calendar Public Downloads Free Resources Toastmasters Video How To Submit Photos For more information on Toastmasters International, visit www.toastmasters.org	To submit your photo for an upcoming Table Topics session, email your image to the following address: <u>tabletopics@lensmasters.org</u> Include the following information: • Image title • The following statement: "I give permission to post my image on social media web sites." The Table Topics portion of our meeting is unlike any other Toastmasters club. The objective of Table Topics is two-fold. It provides an opportunity for the photographer to display his/her work and receive feedback from another member. It also provides an opportunity for members to practice giving feedback to others. Selected members will speak for 1 to 2 minutes about one of the photos. Each meeting will have a theme and members are asked to submit one photo that is related to the theme.
Logins	
 Member Login  Launch admin console  Logout as site admin	

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File Manager

S M L ? X

Using this file manager, you can upload files for both public download as well as members only download. There is a **5 meg file size limit** per file. Please do not upload video files here--use YouTube for those. You can drag and drop files in this window to upload them in most browsers. You can download files from here by clicking the icons at the left.

Uploaded Files

📁 Select File(s) To Upload...

🔄 Refresh

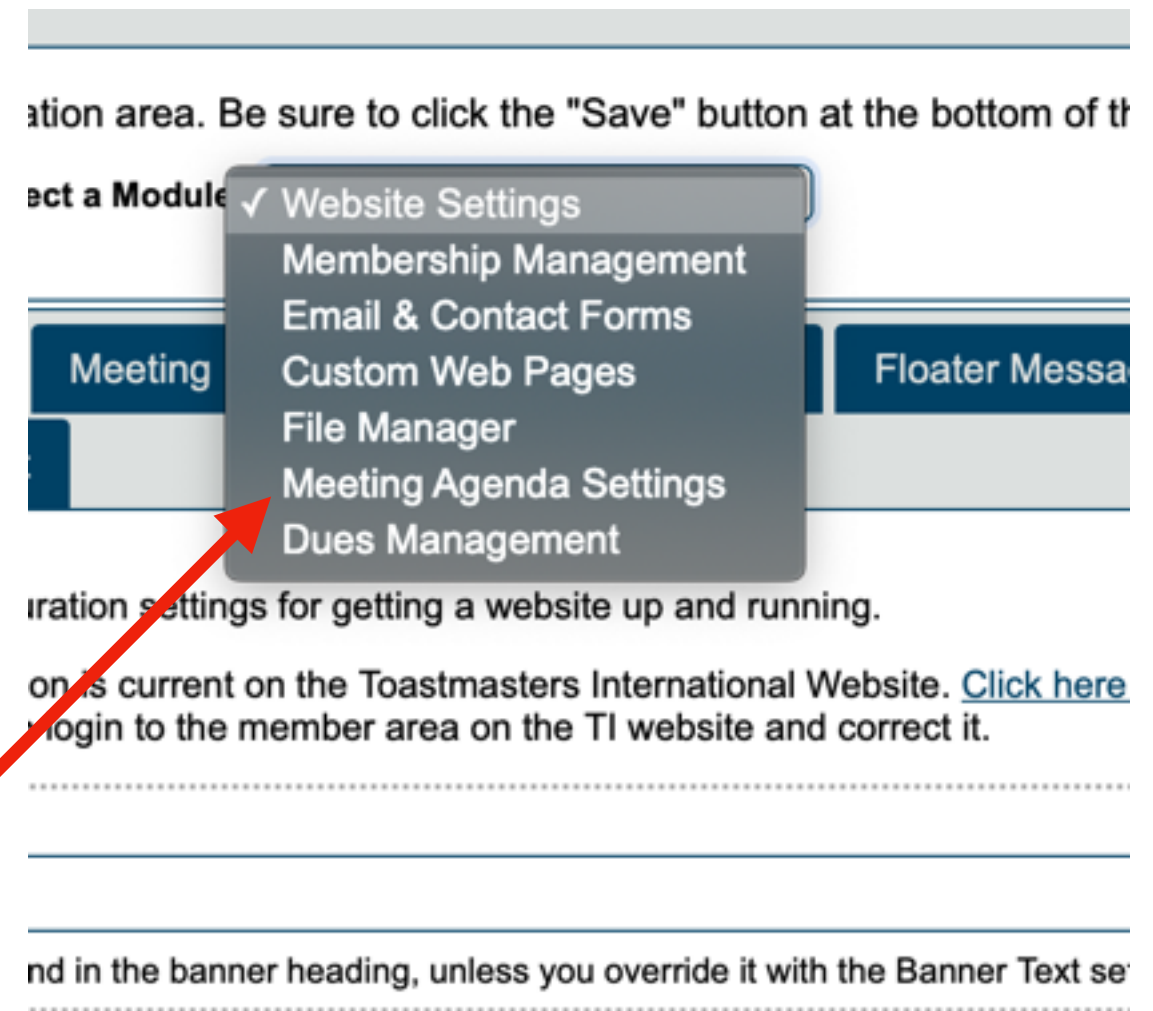
Type	File Description	Options	
	1167_DManyHats.pdf		
	General Info: A Toastmaster Wears Many Hats		
	General Info: About Toastmasters		
	General Info: Features and Benefits of Toastmasters		
	General Info: Finding Your Voice with Toastmasters		
	New Membership Application		

Lensmasters Toastmasters Club 2982484

Main Menu	Downloads											
Home Meeting Information / Directions Contact Us Club Calendar Public Downlcads Free Resources Toastmasters Video For more information on Toastmasters International, visit www.toastmasters.org	<table><tr><th>Type</th><th>File Name / Description</th><th>Size</th></tr><tr><td></td><td>General Info</td><td>-</td></tr><tr><td></td><td>New Membership Application</td><td>620 KB</td></tr></table>			Type	File Name / Description	Size		General Info	-		New Membership Application	620 KB
Type	File Name / Description	Size										
	General Info	-										
	New Membership Application	620 KB										
Logins												
 Member Login  Launch admin console  Logout as site admin												
Members Only												
Meeting Agendas Quick Role Sign-Up												

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Global Settings

Default Meeting Description

Agenda Templates

Select an agenda template:

1: Regular Meeting

Set or change the name of this template:

Regular Meeting



Agenda Template Start Time: 7pm 00

1 This will be the start time of your agenda template. All agenda items will be calculated from this time using the item sequences and their durations.

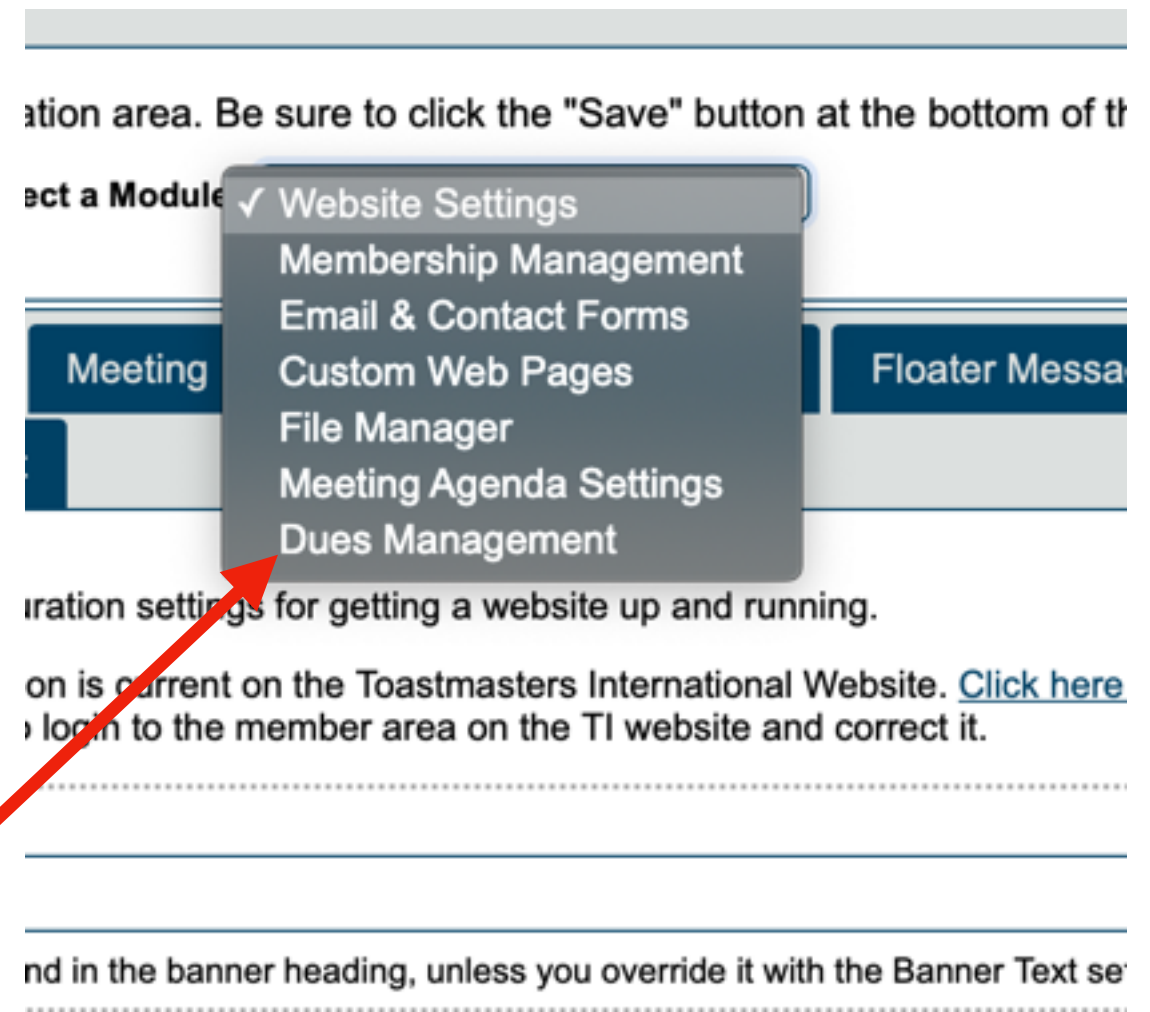
Time	Role / Agenda Item	☒ Auto-Renumber	Role	Action
7:00pm 7:01pm	Presiding Officer Calls Meeting to Order Click to Assign Member: (unassigned)	1 minutes	 	
7:01pm 7:04pm	Pledge and Inspiration Click to Assign Member: (unassigned)	3 minutes	 	
7:04pm 7:09pm	Welcome Guests Click to Assign Member: (unassigned)	5 minutes	 	
7:09pm 7:10pm	Club Mission Statement Click to Assign Member: (unassigned)	1 minutes	 	
7:10pm 7:15pm	*Toastmaster* Reviews Meeting Roles Click to Assign Member: (unassigned)	5 minutes	 	
7:15pm 7:25pm	Speaker #1 Click to Assign Member: (unassigned)	10 minutes	 	
7:25pm 7:35pm	Speaker #2 Click to Assign Member: (unassigned)	10 minutes	 	

Save

Close

FTH3 Checklist

- ☒ Sign up
- ☒ Register Domain (optional but recommended)
- ☒ Edit Basic Settings and Home Page
- ☒ Input member information
- ☒ Email and Contact form
- ☒ Add custom web pages
- ☒ Upload club's shared files
- ☒ Set up agenda template
- ☐ Dues Management



Invoice Settings

Invoice Preview

Send Notices/Track Payments

Dues Follow-up

Enter the information for your club below. This information is used to customize your dues notices ("invoices"). After you have saved any changes to the information, you can preview the updated dues notices on the Invoice Preview tab.

Your Information

Club name [CLUBNAME]:	Lensmasters
Name of person(s) who can accept checks at the meetings [TRES]:	Gary Olive
E-mail and/or phone of Treasurer [CONTACTINFO]:	treasurer@lensmasters.org
Last meeting date members can hand in check [LASTMEETING]:	March 20, 2019
Checks must be received on or before [ONORBEFORE]:	March 31, 2019
Amount of check (include currency symbol) [PRICE]:	\$62
Check if "Annual" amount (default semi-annual):	☐
Make checks payable to [PAYABLE]:	Lensmasters Club
Mailing address for check [ADDRESS]:	

Customize the body of your notices. Leave blank to use default. The variables listed above in red including the square brackets may be inserted into your custom body. Enter hard returns to adjust formatting.

Custom message to insert after invoice:

“All Tools”

 [Summary](#) [Money](#) [Activity](#) [Reports](#) [Tools](#) [More](#) [Help](#)

Open





Payments Pro

Use our direct payment APIs to process payments and keep customers on your site.

Learn more

Open





PayPal buttons

Add payment buttons to your site to accept PayPal and major credit cards.

Open



Learn more



Mass Payments

Pay up to 5,000 people at a time. No monthly fees – pay only when you send a payment.

Open



[Summary](#)[Money](#)[Activity](#)[Reports](#)[Tools](#) [More](#) [Help](#)[Profile](#)[Log out](#)

1. Click **Select Code**.
2. Right-click and copy the selected code.

If you're working with a website developer, you can paste the button code into an email and send it to your developer now.

Paste the button code in your website editor:

The code must be pasted in the "code" view, where you can view and edit HTML.

1. In your website editor or admin page, open the page where you want to add your button.
2. Look for an option to view or edit HTML.
3. Find the section of the page where you want your button to appear.
4. Right-click and paste your button code into the HTML.
5. Save and publish the page. (The preview function in your editor may not display the button code correctly.)
6. Test the button to make sure it links to a PayPal payment page.

Need more help? [Click here](#) for additional information.

Select Email

[Website](#) [Email](#)

`https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=CWNCJCBJND3EU`

[Select Code](#) [Go back to edit this button](#)

Customize the body of your notices. Leave blank to use default. The variables listed above in red including the square brackets may be inserted into your custom body. Enter hard returns to adjust formatting.

Hello [MEMBERNAME],

It is time to renew your membership to [CLUBNAME].
In order for our club to achieve the goal of submitting dues on time, we ask all members to make sure payments are received on or before [ONORBEFORE].

Custom message to insert after invoice:
(enter hard returns to adjust formatting)

PayPal "Buy Now" button code (if desired):

NOTE This should be the EMAIL url provided by PayPal beginning with "https:" (*not* <form...)

https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=CWNCJCBJND3EU

Paste Here

Direct Deposit Account Info (if desired):

Save Dues Notice Info

Close

Semi-Annual Dues Notice / Collection

Use this tool to send invoices to club members in September and March for the semi-annual dues. To use this tool, simply fill in the information in left-most tab, *Invoice Settings*, and then work your way to the right-most tab, as appropriate.

Invoice settings have been successfully saved.

Invoice Settings	Invoice Preview	Send Notices/Track Payments	Dues Follow-up	
------------------	-----------------	-----------------------------	----------------	--

Send Dues notices and track payments. You can flag the member as paid and the type of payment using the columns on the right. You can record a check # or a promise to pay by date in the Notes column.

Notices will be sent to those members that are checked in the left (**Send**) column.

Send	Name	Cash	Check	PayPal	Direct Deposit	No Email/ Other	Notes
☐	<u>Daniel Cossack, DTM</u> President	☐	☐	☐	☐	☐	
☐	<u>Diana Dee</u> VP Membership	☐	☐	☐	☐	☐	
☐	Diane Beall	☐	☐	☐	☐	☐	
☐	<u>Gary Olive</u> Treasurer	☐	☐	☐	☐	☐	
☐	<u>John Hawkins</u>	☐	☐	☐	☐	☐	
☐	Kevin Graham	☐	☐	☐	☐	☐	
☐	<u>Luz Soto</u>	☐	☐	☐	☐	☐	
☐	<u>Marc Nussbaum</u>	☐	☐	☐	☐	☐	
☐	Mary Berg	☐	☐	☐	☐	☐	
☐	<u>Vicky Schroeder</u>	☐	☐	☐	☐	☐	

Update & SEND NOTICES

Update Changes Only

Reset ALL

Close

Semi-Annual Dues Notice / Collection

Use this tool to send invoices to club members in September and March for the semi-annual dues. To use this tool, simply fill in the information in left-most tab, *Invoice Settings*, and then work your way to the right-most tab, as appropriate.

Invoice settings have been successfully saved.

Invoice Settings

Invoice Preview

Send Notices/Track Payments

Dues Follow-up

The following tools are intended to support you in doing effective follow-up after sending out Dues Notices.

You can print a Dues Collection Status Report to take to your meetings so that you can follow-up with members in person regarding unpaid club dues.

Dues Status Report

You can also send follow-up emails to unpaid/paid members using one of the following methods. The recipients will correspond to what is selected on the Send Notices/Track Payments tab.

duesnotpaid-2982484@toastmastersclubs.org

Basic Follow-up Email-UNPAID DUES

duespaid-2982484@toastmastersclubs.org

Basic Follow-up Email-PAID DUES

NOTE: The above email list addresses are **not** published in your club email addresses listing, due to the sometimes sensitive nature of collecting dues. However, any officer can send emails to these email addresses from their email software after the selections on the Send Notices/Track Payments tab have been saved.

FTH3 Checklist

- ☒ Sign up
- ☒ Register Domain (optional but recommended)
- ☒ Edit Basic Settings and Home Page
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For more information on
Toastmasters International, visit
www.toastmasters.org

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Meeting Agenda for January 16, 2019



Lensmasters Club 2982484

Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

[View Another Agenda](#)☐ List All Agendas

Time*	Role / Agenda Item	Member
7:00PM 7:01PM	Presiding Officer Calls Meeting to Order	-
7:01PM 7:04PM	Pledge and Inspiration	Login as Member to Sign Up
7:04PM 7:09PM	Welcome Guests	-
7:09PM 7:10PM	Club Mission Statement	-
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Lensmasters Toastmasters Club 2982484

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

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Members Only

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Club Calendar

today

January 2019

month
week
day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 7p Club Meeting	17	18	19
20	21	22	23	24	25	26
27	28	29 6:30p Executive Officers Meeting	30	31	1	2
3	4	5	6	7	8	9

KEY:

Club Meetings
Administrator Added Events
Member Added Events

club time zone set to US/Pacific

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For more information on
Toastmasters International
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Logins

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DTM](#)[Launch admin con](#)[Logout as site admin](#)

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Use this area to display your own club photos, custom message, and even videos. Using the WYSIWYG editor, it

to create an
ont page. This is
ents your club, so
ne and make it

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.

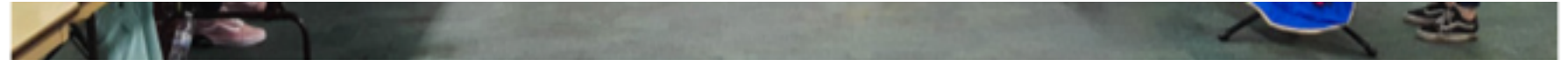
I am available to work with my mentor/mentee (check all that apply):

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

Other / Comments:

[Submit](#)[Close](#)

Need Help?



Why Lensmasters?

We have fine tuned our training to include BOTH visual and verbal skills. This is crucially important in today's short attention span business environment. We use a high definition projector and screen at every meeting. If you need to give great PowerPoint or formal talks without putting the audience to sleep, this is the club for you.

Find Your Voice

Transform Yourself

How Will You Benefit?

Why it Works

Members Only

Meeting Agendas

Quick Role Sign-Up

Mentor/Mentee Request Form

Club E-mail Addresses

Edit Your Profile

Private Member Directory

Member Downloads

How To Submit Photos

Website Support Docs

Website Support Forums

Member Access Log

Comprehensive Documentation

User Forums



If you are always trying to be normal, you will never know how amazing you can be.

- Maya Angelou