



EasyStart

Dear Toastmaster member, welcome!

1. EasyStart - Introduction to the guide

This guide is designed to familiarize new members with the operations of our club and Toastmasters International so that navigating this world is easier.

It also answers a question or two you may have as a new member of Toastmasters, describes the learning program, and provides information on how to actively manage your participation and request a mentor.

Although we have tried to make this guide as detailed as possible, it is possible that we have not answered all your questions. If this is the case, please provide feedback at info@dresdentoastmasters.com. Thank you for helping us improve our guide!

To get you started quickly, let's start with the most important thing: our two portals. General information about our club can be found below.

2. Portals

As a Toastmasters club member, you need access to two portals with different objectives:

- **www.tmclub.eu** (EasySpeak) is primarily used to manage our club evenings. Here you can see the agenda of the next evenings, sign up for roles or request a speech.

You can also use it to contact other club members and view club statistics. Since EasySpeak is used by many European clubs, you can also see a lot of information from these clubs and visit them.

- **www.toastmasters.org** is the portal of our international umbrella organization "Toastmasters International" with information about our educational offer (Pathways), how to choose and edit your learning pathway, opportunity to watch learning videos and download training materials.

This is also where your "speaking career" with Toastmasters is managed, awards already earned, what projects you've done and what's next, and a way to upload feedback forms. In addition, we can be

found online at: <https://www.DresdenToastmasters.com>

and on LinkedIn (<https://www.linkedin.com/company/dresdner-toastmasters-business-club>).

2.1 EasySpeak

Portal: www.tmclub.eu

EasySpeak is a platform for communication and management of the club. Here you can confirm your participation in an evening, communicate with other club members and register for speeches or roles.

How can I log in?

After we have received your membership application, we will send you your login details.

Please fill out your personal profile in EasySpeak and add a photo of yourself (max. 80 x 80 pixels). We would like to enable our members in the whole District to get in contact with each other better and to form an interesting network.

Our Quick Start Video

We have created a video with the most important information: **a new video will be created soon.**

What do I do if I forget my password?

If you have forgotten your password after creating your account or if you have problems logging in, you can create a new password by clicking on "I forgot my password" below the login button.

How can I find the agenda?

Under the menu item 'Meetings' you can find out about the next meeting (and about the future ones via 'Calendar'). There is also a possibility to track the agenda on your cell phone under 'Track changes of this meeting'.

How can I confirm my presence?

For the organization of the evening it is important that the members confirm or cancel their participation in the meeting. To confirm your attendance, select the "Register for meeting" checkbox in the "Actions" menu in EasySpeak. Here you can confirm your attendance or let us know if you cannot attend the meeting. Alternatively you can do this in the agenda of the meeting on the left side in the attendance list. Participation is possible in person or online.

Take a role

Under the agenda of the day you can choose a free role and take it. It is recommended to do this a few days before the evening in question, the organizer is happy about this and does not get into the embarrassment of having to assign roles just like that or to ask again explicitly.

Besides giving a prepared speech, there are many other roles you can take on at Toastmasters. Just take a look at the document "A Toastmaster wears many hats" (bit.ly/3skukMI). There you will find a description and purpose for each role you can take in the Toastmasters. We have also made a description of each role available to you in German and English on our website <https://www.dresdentoastmasters.com/downloads>. We recommend that you start with a small role - for example, timekeeper, joke of the evening or filler word counter.

How do I register a speech?

If you want to give a speech, select in EasySpeak on the left under the 'Actions' the checkbox 'Register a speech'. A window will open where you can enter the title of the speech, select the path in the next

tab and in the third tab select the desired date on which you want to give the speech. Do not be surprised if your speech does not appear immediately in the agenda, because the speech must first be confirmed by the organizer.

The overview under 'Register for meetings' in the menu 'Actions' allows you to check different evenings for free places.

Important: To request a speech in EasySpeak, you must select a 'Manual' (this is the path you selected in Pathways) and specify which project it is. If you don't have a path yet, leave this field blank for now.

How do I contact other club members?

We are using WhatsApp or LinkedIn to connect with our members. Nevertheless, if you want to contact other members in our whole District, select "search members" in the menu 'Go to' (top menu) in EasySpeak. You can contact the members by phone or by email.

2.2 Toastmasters International and Pathways

Portal: www.toastmasters.org

From our main organization Toastmasters International (TMI) you will receive an email with the access data to the members area of the website <https://www.toastmasters.org>. There you will find interesting materials and videos and you can change your personal data. **To log in for the first time**, select "First time logging in? Click here!".

The PATHWAYS training concept, which has been mandatory for all new members since March 2018, offers various paths tailored to the individual needs of members. From 11 paths, each with 5 levels, you choose the one that best suits your desires and/or talents. Each path consists of speech projects, offices and tasks that you perform in the club.

You make the selection for your path using an online questionnaire in the so-called 'Base Camp'. Based on your answers, your personal preferences and goals are determined and two training paths are suggested. Alternatively, you can view all paths and select one independently of the questionnaire.

If you want to get an overview in advance, you can find the Pathways project catalog on our homepage <https://www.dresdentoastmasters.com/downloads/> in which the training concept with its 11 pathways is described in English.

PATHWAYS Start

Access data to the portal of Toastmasters International and therefore also to Pathways will be sent to you automatically as soon as our treasurer has registered you there. Now explore the membership site step-by-step:

Our Quick Start Video

We have created a video with the most important information: **will be created soon**.

Step 1: First login at toastmasters.org for new members

Go to the website www.toastmasters.org and click on 'Login'.

Username: your email address provided to the speakers club. First time logging in: Click on select on the login page "First time logging in? Click here!". TMI will email you a link to enter a password of your choice.

Enter your password 2x and write it down - great, now you are logged in to TMI!

Step 2: PATHWAYS - Choose your path in Base Camp

Once you have registered with Toastmasters, log into your account/profile. To select your learning path, click on the 'Education Programs' tab and then directly on the red "Access" button under the "Go to Base Camp" heading. Then you are in the "Pathways Learning Experience", click on the left field search "Choose your Path". Then you have the option to choose language, type of material, and your pathway. There is also an assessment available here, which will suggest a path at the end - you can choose it, but you don't have to. Choose your first path: There are 11 paths, each with 5 stages/levels, each consisting of different projects (speeches, offices, etc.). In some cases you can choose among several projects. The description of the paths is available in English or in German.

Step 3: PATHWAYS - Start with your icebreaker

Once you have selected your path, log in to your account/profile. There, under your profile name, you will find information stored about you, such as your address. To get to your 'Icebreaker', click on the 'Education Programs' tab and then directly on the red "Access" button under the heading "Go to Base Camp". Then you're in the "Pathways Learning Experience", click on the middle section "Go to Base Camp". Then in the "Paths and Learning" section, click on 'Open Curriculum' for your current pathway. Now click on the 'Level 1' box and go to 'Activate' for the 'Ice Breaker'. Then click on 'Launch' to begin.

Look carefully at the description under 'Launch' or answer the questions before you start preparing your speech and also do a first self-assessment. Now you just have to practice your speech and request an appointment in EasySpeak (see 'EasySpeak' above).

After you have given your lecture, please go to 'Base Camp' to do a final self-assessment. You will be surprised how different your perception can be now from your initial assessment. Only after you have completed this step can the Vice President Education enter your speech and you complete your first assignment online.

Important: Pathways projects have a specific order. It is not mandatory to follow the order - however, we recommend it for optimal learning success.

Step 4: Evaluation sheet

The focus of the assessment is slightly different for each speech project. Whenever you have completed a project in Pathway, you will find an assessment sheet (pdf) at the end in the Learning Portal. The easiest way is to send this document to your evaluator before your speech and let the evaluator know where she/he should have it's main focus in your speech. Since October 2021 you will also find an assessment link at the end of the project. Here you can send your evaluation form, after you have downloaded it, as an attachment directly to your evaluator. If you don't find this option at the end of your project, go to the Basecamp homepage. There you will find "My Feedback" on the right. Here you can also contact your evaluator and send the sheet. IMPORTANT: Before each speech,

your evaluator will briefly introduce you and your project. If he has the documents in time, he can prepare well for it and evaluate you specifically on the basis of the sheet.

There is also a short video about the evaluation sheet: [being created](#)

Alternatively, print out the evaluation sheet and bring it with you on the evening of your speech. Hand it out to the evaluator of your project and tell them what they should pay special attention to.

Still have questions about Pathways?

Please contact the Vice President Education.

3. Our club

So, and now some information about our club - the Dresden International Business Toastmasters (DIBTM). We are the first English-speaking Toastmasters club in Dresden and were founded in 2022. As with all Toastmasters clubs, we bring together people from different personal and professional backgrounds and of all ages. The whole thing is managed by our board of directors, which is always newly elected in June of each year.

3.1 Club evenings

Our club evenings are held twice a month:

- 1st Monday of the month, 6:30 pm
- 3rd Monday of the month, 6:30 p.m. and if necessary 5th Monday of the month, 6:30 p.m.

We always start on time, so we ask all members to be present about 15 minutes before the official start.

3.2 Social events

The DIBTM is not only a club where you can improve your rhetorical and leadership skills, but also a community where you can interact with interesting people and make friends.

- Happy Hour: following our regular club evenings, there is an opportunity for nice conversations and exchanges over a snack and/or drink.
- Our Christmas party is an opportunity for you to talk about yourself and get to know other club members better.

Special events, such as workshops, international conventions, or speech contests, provide other interesting opportunities to meet other Toastmasters.

3.3 Educational offer and title

The current training system of Toastmasters International is called Pathways and is accessible via the homepage of TMI, as described in the previous chapter. As of June 2020, degrees in the old training program are no longer available. Acquired titles to previously completed Pathways will be retained for members. Under the Pathways training concept, you earn a digital award for each level within a Pathway and for completing a Pathway itself. In EasySpeak, we indicate this by abbreviations behind the name: a completed path is indicated there with the abbreviation of the path and the number 5 (for the fifth and thus last level), e.g. Erika Mustermann IP5 (successful completion of the Innovative Planning path).

Since the titles from the old training program are also listed in EasySpeak, here comes a brief

explanation of the old training program and the abbreviations of the awards:

Previously, Toastmasters International's educational offering consisted of two independent 'tracks': 'Communication' and 'Leadership'. For both, a series of projects or roles had to be completed. These were traditionally awarded at the 'Competent', 'Advanced Bronze', 'Advanced Silver' and 'Advanced Gold' levels - separated into 'Communicator' and 'Leader', respectively.

Level Communicator (abbreviation) Leader (abbreviation)

Competent (C) CC CL

Advanced Bronze ACB ALB

Advanced Silver ACS ALS

Advanced Gold ACG ALG

The level of competence of members who completed training under the old system can also be seen by the abbreviation after their name, e.g. Erika Mustermann ACB, CL. With the exception of 'Distinguished Toastmaster', none of these awards are given anymore. However, members who had already earned them may continue to hold them.

The highest possible award at Toastmasters International is the '**Distinguished Toastmaster**' (DTM). To earn the DTM in Pathways, the following tasks must currently be completed:

1. Completion of two learning paths.
2. Serve as a club officer for 12 months, participate in the creation of a Club Success Plan, and attend a district-sponsored club officer training program.
3. Complete a full one-year term as a district officer.
4. Successfully serve as a club mentor or coach.
5. Be a successful club sponsor or run a Speechcraft or Youth Leadership program.
6. Completion of the DTM project. For this purpose, the member must create and carry out a self designed project in which the acquired skills and knowledge are put to the test.

If you are already a professional speaker you can become an "**Accredited Speaker**". The Toastmasters International Accredited Speaker Program is designed for professional speakers who combine expert knowledge in a particular subject with mastery of the spoken word, making them sought-after experts in their respective fields.

3.4 Mentoring

To help new members get started in the Toastmasters world, we have a mentoring program at Toastmasters. Through a mentor, you will have personal contact with an experienced member who will be happy to share their knowledge and experience with you.

Since we currently have few experienced Toastmasters in our club, we are proposing a "partner or buddy system":

Find someone who is working on the same or a similar goal. Working with people who share the same goal provides extra motivation and inspiration and helps you achieve your goals faster.

Organize and talk about your collaboration:

- What does the individual need to get into action?
- How regularly do you want to coordinate, exchange, etc.?
- What intermediate goals do you want to achieve, etc.?

It's better to be organized and committed to planning, scheduling and executing. This will help you to better plan and visualize your activities and then track them better.

For more information about the buddy system or mentoring program, please contact our Vice President Education. (Mail address: info@dresdentoastmasters.com). If you would like to have a specific person, please also discuss this with the VP Education so that he/she can initiate the appropriate measures.

4. Structure within the Toastmasters world

Toastmasters International is a worldwide nonprofit educational organization that empowers individuals to become more effective communicators and leaders. Headquartered in Englewood, Colorado, the organization's membership exceeds 280,000 in more than 14,700 clubs in 144 countries. Since 1924, Toastmasters International has helped people from diverse backgrounds become more confident speakers, communicators, and leaders.

Our club **Dresden International Business Toastmasters** | Club Number: 28675504

belongs to Area 4 (Saxony)

in Division C (Saxony, Brandenburg, Berlin)

in District 95 | <https://toastmasters-95.org/> (Germany, Denmark, Norway, Sweden)

in Region 10

of Toastmasters International | <https://toastmasters.org>