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How new members log into a Free Toast Website

1) Click on Member Login, in the Members Only section on the left hand side of the website



2) Start typing your name or email address, when your name appears click on it.

Club Member Log	jin	2
You must be registe before logging in. If you forgot your pas Authenticate / Logi authentication link v	ered by the administrator of thi this is your first time logging in sword, just select your name a in" without entering in a passw will be e-mailed to you.	s website n, or if and click ord. An
E <mark>nter Your E-mail o</mark> Norman	r Name, *Then Select Your Na	me*
Norman (00	0091321)	
	Authenticate / Login	Close

3) IF YOU'VE NEVER SIGNED IN BEFORE, leave the password field blank, and you'll receive an email to set your password, otherwise, type in your password.

How do I sign up for a role?

- 1) Login as a member to the website
- 2) Click on 'Meeting Agendas'
- 3) The most current agenda should be shown, or click on 'View Another Agenda' and choose the meeting you want to sign up for.
- 4) Click on 'Sign Up' for the role you want!

How can I set the members schedule in advance for the agenda?

Only the Toastmaster for the meeting, VP of Education or the Website Administrator can change members.

1) Click on the pencil on the agenda



- 2) Scroll down to the role you want to assign
- 3) Click on the drop down arrow, and select the person for the role



How do I add a member to the website?

- 1) Login as Site Admin
- 2) Click on 'Launch admin console'
- 3) Select 'Membership Management'
- 4) Put in the users first and last name only and an email address with optional phone number Spaces only between fields
- 5) Click Save

How do I send a new member a website welcome email?

- 1) Login as Site Admin
- 2) Click on 'Launch admin console'
- 3) Select 'Membership Management'
- 4) Scroll Down to 'Send Member Welcome Message'
- 5) Select the member from the drop down list
- 6) Click Save

How do I assign an officer on the website?

- 1) Login as Site Admin
- 2) Click on 'Launch admin console'
- 3) Select 'Membership Management'
- 4) Scroll down to 'Assign Officer, Guest, Former Member Status'
- 5) Click the dropdown menu for 'Select Individual'
- 6) Click the dropdown menu for 'Select Role'

How do I add a meeting to the calendar?

Creating an agenda for the meeting automatically puts an entry in the calendar

How do I put a picture on the website

To put photos on the website:

Example: Putting photo on main website page

- 1) Login as admin
- 2) Launch the admin console
- 3) Select 'Club Website Settings'
- 4) Scroll down to main content
- 5) Click where you want the photo to be
- 6) Click on the Image button (see pic)



7) If the photo isn't already on the website, click the tab 'upload', browse for the picture on your computer, then click 'send to server'



8) Click Image Info tab, click Browse Server, and select the image you want to use