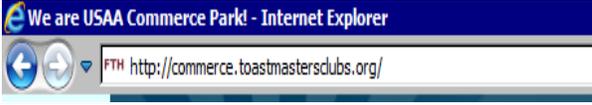
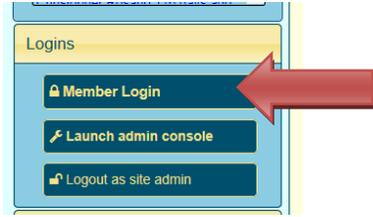
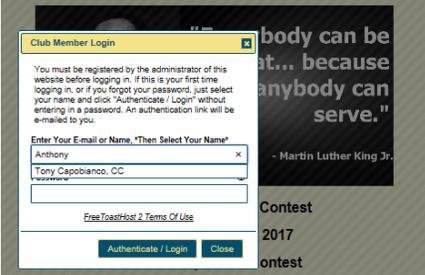
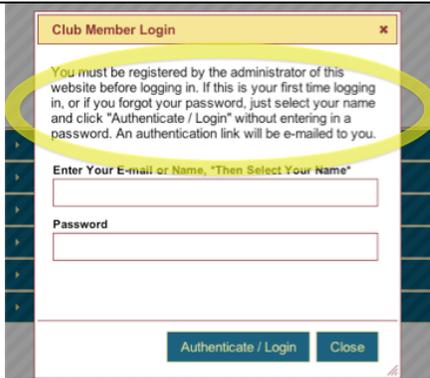


USAA Commerce Park Website Meeting Agenda Section

Know It, Use It and Love It

<p>Why sign up for meeting roles through the club Web site?</p> <ul style="list-style-type: none"> • Free up VPE's time so she can work with members to set and reach education goals. • Plot out best route to CC, CL, and advanced awards. • Have control over meeting roles and speaking roles. 	
<p>Step 1: Go to the Web address (URL) http://commerce.toastmastersclubs.org/</p>	
<p>Step 2: You can sign up on agendas only when you are logged in as a member. Scroll down to the Members Only area on the left side the page.</p> <p>Click on Member Login.</p>	
<p>Step 3: A pop-up window will appear on your screen. Please be patient with the log-in process. As instructed, type your name or email in the top box.</p>	
<p>Step 4: As shown here, your full name and other information pop up after you've started typing your name/email. Click on it when it pops up. Then click on bottom box (it's best not to tab to it) and enter your password.</p>	

Step 4a: As explained in log-in instructions, if this is your first time logging in, or if you forgot your password, just select your name and click **"Authenticate / Login"** without entering a password. An authentication link will be e-mailed to you.



Step 5: Once logged in, click on **Members Only**, click on **Meeting Agendas**.



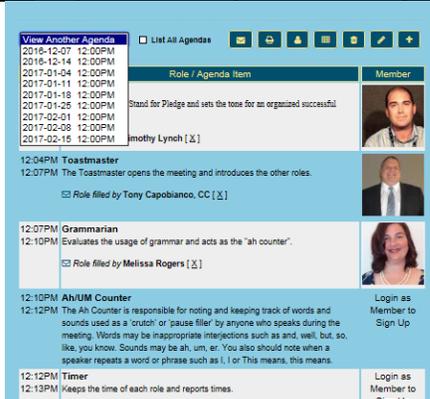
You will be taken to the current agenda, which looks like this.



Step 6: If you want to work with a different agenda, go to the **View Another Agenda** pull-down menu at top left of agenda.



Step 7: Note that, unfortunately, meeting dates are listed in chronological order, instead of reverse chronological order, so you will need to scroll way down for the date you're looking for.



To sign up for a non-speaker meeting role, click on the **Sign Up** button to the right of the role you want.

- Top image at right shows the Sign Up button before being clicked.
- Middle image shows Sign Up button turning color when cursor is on top of it and it is beginning to be clicked.
- Bottom image shows that name of role-player has replaced the Sign Up button once the member has signed up.

Time*	Role / Agenda Item	Member
12:00PM	Sgt at Arms Opens the meeting, Stand for Pledge and sets the tone for an organized successful Meeting. ☑ Role filled by Timothy Lynch [X]	
12:04PM	Toastmaster The Toastmaster opens the meeting and introduces the other roles. ☑ Role filled by Tony Capobianco, CC [X]	
12:07PM	Grammarian Evaluates the usage of grammar and acts as the "ah counter". ☑ Role filled by Melissa Rogers [X]	
12:10PM	AhUM Counter The Ah Counter is responsible for noting and keeping track of words and sounds used as a "crutch" or "pause filler" by anyone who speaks during the meeting. Words may be inappropriate interjections such as and, well, but, so, like, you know. Sounds may be ah, um, er. You also should note when a speaker repeats a word or phrase such as I, or This means, this means. Sign Up	
12:12PM	Timer Keeps the time of each role and reports times. Sign Up	
12:13PM	Speaker #1 The first of two speakers for the meeting who give a prepared speech from one of the many Toastmasters manuals. ☑ Role filled by Ryan McAllister [X]	
12:20PM	Speaker #2 The second of two speakers for the meeting who give a prepared speech from one of the many Toastmasters manuals. ☑ Role filled by Ryan McAllister [X]	

If you change your mind, realize you've signed up on an unintended date, or later discover you cannot make the meeting you signed up for, simply click on the X to the right of your name, where the entry says, "**role filled by [your name] [X]**"

12:12PM **Timer** Keeps the time of each role and reports times. **Sign Up**

12:13PM **Speaker #1**
The first of two speakers for the meeting who give a prepared speech from one of the many Toastmasters manuals.
☑ Role filled by Ryan McAllister [X]

To sign up for a speaking role, click the **Sign Up** button as you would for another role.

You can add other details at this time
(**Manual / Speech / Time, Your Speech Title, and Your Speech Introduction**) OR you can add them later.

☑ Enter a complete introduction for the Toastmaster.

Update Speech Details

12:20PM **Speaker #2**
The second of two speakers for the meeting who give a prepared speech from one of the many Toastmasters manuals.
☑ Role filled by Ryan McAllister [X]

Manual / Speech / Time: [Choose Manual / Speech]

☑ Choose a speech from the current list of Toastmasters International manuals.

Speech Title: [Enter the title of your speech.]

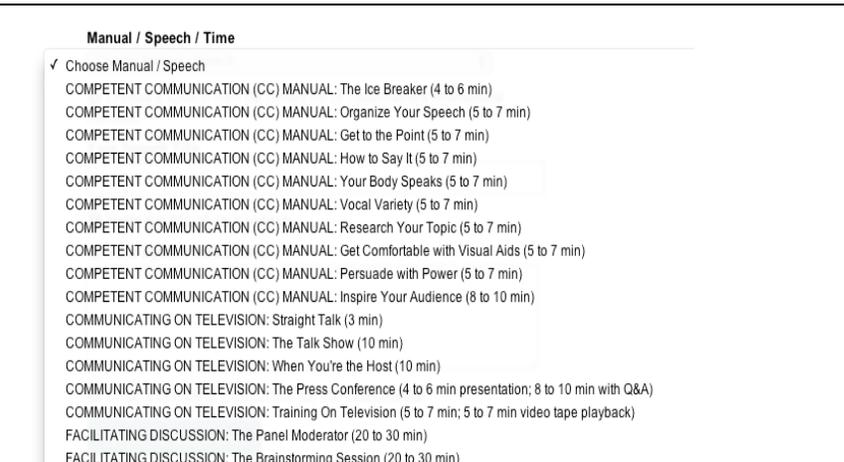
☑ Enter the title of your speech.

Speech Introduction: [Enter a complete introduction for the Toastmaster.]

☑ Enter a complete introduction for the Toastmaster.

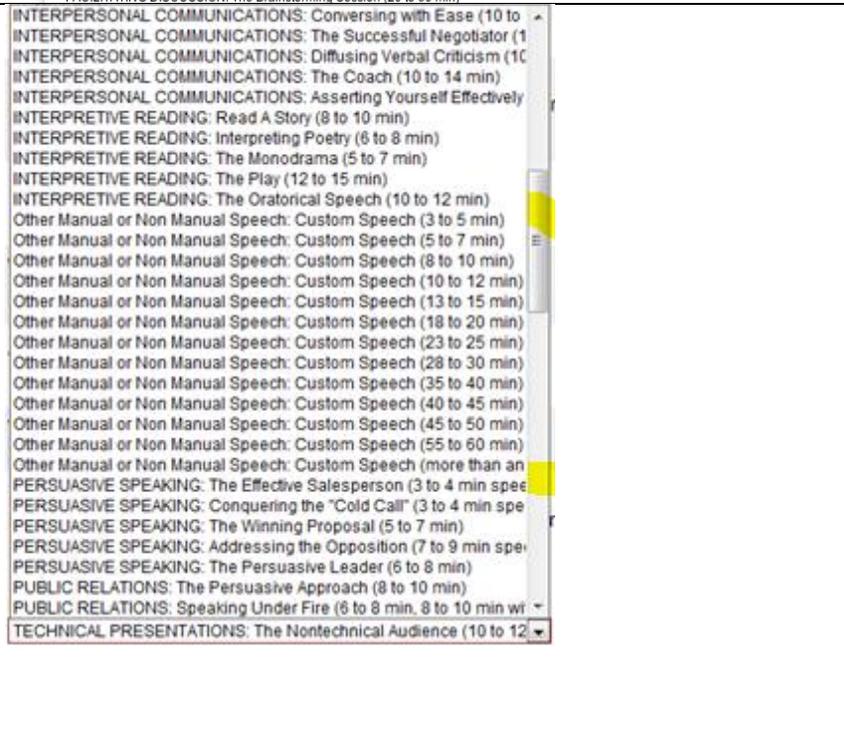
Update Speech Details

To fill in details about your speech, use the pull-down menu entitled **Manual / Speech / Time** to choose the manual and project number for your speech. Manuals are listed alphabetically by manual title.

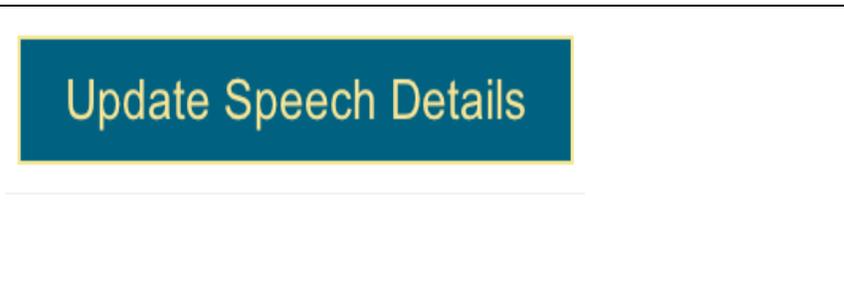


You can also type in the name of your speech in the box **Your Speech Title** and your introduction in the box **Your Speech Introduction**.

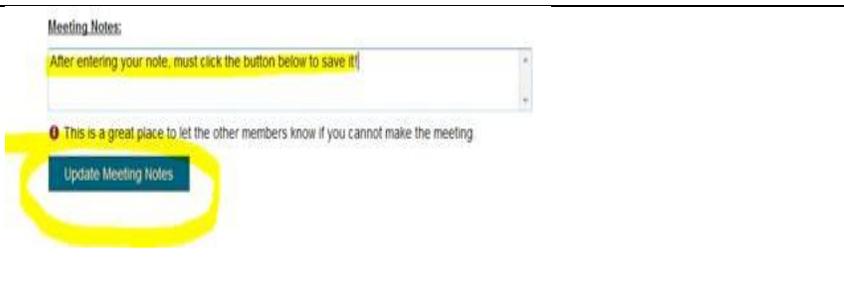
Note: You may find that the speech time for a project listed in the pull-down menu does not coincide with the time listed in your manual. Or you may be delivering a non-manual speech. In that case, scroll down to the **Other Manual or Non Manual Speech** section of the pull-down menu, choose the correct timeframe, enter the details in the **Your Speech Title** or **Your Speech Introduction**, and let the VPE and the Toastmaster of the week know.



Be sure to click **Update Speech Details** after adding the manual information, speech title, and/or introduction –otherwise, the information will not be saved. You may also need to wait for the page to refresh before doing anything else on that agenda.



At the bottom of the agenda, you can also add a note relating to the overall meeting (example: If you're Toastmaster and want to note the meeting theme.) Be sure to click **Update Meeting Notes**.



You can find out what these function buttons do by mousing over them, but probably the only really useful one for most members is the email button (first on left), which the Toastmaster or General Evaluator can use to send the agenda to role players to confirm their roles.

