



**D89 Toastmasters Leadership Institute 2021-2022**


# **Club Central training – 中文**

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# Club Central

← → ↻ <https://www.toastmasters.org/My-Toastmasters/profile/club-central>

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WHERE LEADERS ARE MADE

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## Leadership Central

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# Club Membership

## Club Membership



### Add Membership

Add new, dual or reinstated members



### Submit Payment

Submit credit or debit card payment for memberships. Create custom invoice



### Submit Education Awards

Submit member education awards



### Club Roster

Review and print your club's roster. Update member contact information











# Club Membership

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- Add membership 加入會員
- Submit Education Awards 遞交教育獎項
- Submit Payment 遞交會費
- Club Roster 查看會員的基本資料

# Club Administration

## Club Administration

 <b>Club Officer Assignment</b> <i>Review, update and assign club officers</i>	 <b>Club Demographics</b> <i>Review and update your club's mailing address, officer terms and club preferences</i>
 <b>Club Financials</b> <i>Review club receipts and statements</i>	 <b>Distinguished Performance Report</b> <i>Review your club's Distinguished Performance Report</i>
 <b>Club Achievements</b> <i>Review and print club awards and achievements</i>	 <b>Eligibility Assistant</b> <i>Verify member eligibility for speech contests and proxy assignments</i>
 <b>Club Contact and Meeting Information</b> <i>Review and update club contact information, meeting schedule and location</i>	 <b>Addendum of Standard Club Options</b> <i>Review, update and print Addendum of Standard Club Options</i>
 <b>Administrative Reports</b> <i>View and print reports on current and historical club information</i>	 <b>Club Success Plan</b> <i>Share club success plans to enhance the quality of member clubs.</i>

# Club Administration

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- Club Officer assignment 委派會員擔任角色
- Club Financials 分會的財務有關事宜
- Club achievements 查閱分會的獎項
- Club Contact and Meeting Information 分會的資訊
- Administrative Reports 查閱過往及現在幹事成員及獎項

# Club Administration

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- Club Demographics 分會性質的資訊
- Distinguished Performance Report 分會的表演評估
- Eligibility Assistant 比賽季節的助手工具
- Addendum of Standard Club Options 分會有關的資訊
- Club Success Plan 成功分會的計劃

**Thank you  
and  
all the best to you 😊**