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# Club Central Essentials for Officers

Workshop Speaker - Amy Wan, PM4  
Division K Director

# Question Ahead

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What is club central?  
Where can we find it?

# Club Central Usage

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## Club Membership

Add Membership  
Submit Payment  
Submit Education Awards  
Club Roster

VS.

## Club Administration

Club Officer Assignment  
Club Demographics  
Club Financials  
Distinguished Performance Report  
Club Achievements  
Eligibility Assistant  
Club Contact and Meeting Information  
Addendum of Standard Club Options  
Administrative Reports

# Club Membership

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## Add Membership

Add new, dual or reinstated members



## Submit Payment

Submit credit or debit card payments for membership



## Submit Education Awards

Submit member education awards



## Club Roster

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

# Add Membership

Welcome, Helen | Logout | Find a Club | Start a Club | Contact Us | Search

**TOASTMASTERS INTERNATIONAL** WHERE LEADERS ARE MADE **FIND A CLUB**

About | Pathways | Education | Membership | Leadership Central | Resources | Magazine | Events | Shop

Home / My Toastmasters / Profile / Club Central / Add Membership

Current Time at Toastmasters World Headquarters: **Wednesday, September 26, 2018 11:09 AM Mountain Standard Time**  
Currently Managing 1234190 - Wanna Talk?

## | ADD MEMBERSHIP

Is the applicant new to Toastmasters International?

No, Dual/Reinstated Member  Yes, New Member

Last Name (Surname)\*

This is a required field

Email or Member ID\*

Search

# Add Membership

Is the applicant new to Toastmasters International?  
 No, Dual/Reinstated Member  Yes, New Member

Last Name (Surname)\*  
Ponchu

Country\*  
United States

First Name\*  
Mark

Company / In Care Of

Middle Name  
K.

Address Line 1\*  
9127 S. Jamaica Street

Gender\*  
 Female  Male  Other

Address Line 2  
Suite 400

Home Phone  
-

County

Mobile Phone  
-

City\*  
Englewood

Primary Email\* ⓘ  
ponchu.mark@test.net

State\*  
Colorado

+ Add another email address

ZIP/Postal Code\*  
80112

Sponsor Information  
No Sponsor

# Add Membership

Last Name (Surname)\*  
Murray

Country\*  
United States

First Name\*  
Ryan

Company / In Care Of

Middle Name

Gender\*  
 Female  Male  Other

Home Phone  
+1 (201) 555-5555

Mobile Phone  
+1 (720) 123-4567

Primary Email \* ⓘ  
ryanM@test.net

**No Sponsor**  
Not In My Club  
Alan Miller, ACS, ALB  
Betty Jones, PM2  
Dani Gray  
Eve J. Combs  
Franklin Romero  
George Patrick  
Helen Chen  
John Smith  
Joseph Brown  
Julius Clarke  
Karl Shore  
Lucy Bellows  
Mark Nguyen  
Mary Smith  
Morg O'Reilly  
Patricia Williams  
Polly Tran  
Robert Jones  
Starr Daly  
Sue Kramer, CTM  
Sunny Moon  
Susan Garcia  
Tomas Rios  
Victoria Williams  
Violet Bloom

Occasionally we would like to contact members with details of services, educational updates, and organizational updates. If this member

# Add Membership

Welcome, Helen | Logout | Find a Club | Start a Club | Contact Us | Search

**TOASTMASTERS INTERNATIONAL** WHERE LEADERS ARE MADE **FIND A CLUB**

About | Pathways | Education | Membership | Leadership Central | Resources | Magazine | Events | Shop

Home / My Toastmasters / Profile / Club Central / Add Membership

Current Time at Toastmasters World Headquarters: **Friday, October 19, 2018 9:43 AM Mountain Standard Time**  
Currently Managing 1234190 - Wanna Talk?

## | ADD MEMBERSHIP

Is the applicant new to Toastmasters International?

No, Dual/Reinstated Member  Yes, New Member

Last Name (Surname)\*

Email or Member ID\*

Search



# Add Membership

Welcome, Helen | [Logout](#) | [Find a Club](#) | [Start a Club](#) | [Contact Us](#) |

**WHERE LEADERS ARE MADE** [FIND A CLUB](#)

[About](#) | [Pathways](#) | [Education](#) | [Membership](#) | [Leadership Central](#) | [Resources](#) | [Magazine](#) | [Events](#) | [Shop](#)

[Home](#) / [My Toastmasters](#) / [Profile](#) / [Club Central](#) / [Add Membership](#)

Current Time at Toastmasters World Headquarters: **Friday, October 19, 2018 9:43 AM Mountain Standard Time**  
Currently Managing **1234190 - Wanna Talk?**

## | ADD MEMBERSHIP

Is the applicant new to Toastmasters International?

No, Dual/Reinstated Member  Yes, New Member

Last Name (Surname)\*

  
  
Email or Member ID\*

[Search](#)

# Add Membership

The screenshot displays the 'Add Membership' page on the Toastmasters International website. The page header includes the Toastmasters International logo, the tagline 'WHERE LEADERS ARE MADE', and navigation links such as 'About', 'Pathways', 'Education', 'Membership', 'Leadership Central', 'Resources', 'Magazine', 'Events', and 'Shop'. A search bar is located in the top right corner. The main content area shows the 'ADD MEM' heading and a form with fields for 'Last Name (Surname)\*' (containing 'ponchu') and 'Email or Member ID\*' (containing 'ponchu.mark@test.net'). A 'Search' button is positioned below the form. A modal dialog box is overlaid on the page, displaying an error message: 'Member not found. Enter as a New Member or if you believe this individual to be a dual/reinstated member, please try an alternate email address or contact Club and Member Support for assistance.' The URL at the bottom of the page is 'https://tmcstest2.toastmasters.org/my-toastmasters/profile/club-central/add-membership'.

# Add Membership

The screenshot shows the Toastmasters International website interface. At the top, there is a navigation bar with the Toastmasters logo, the tagline "WHERE LEADERS ARE MADE", and a search bar. Below this is a secondary navigation menu with links for "About", "Pathways", "Education", "Membership", "Leadership Central", "Resources", "Magazine", "Events", and "Shop". The main content area is titled "ADD MEMBERSHIP" and includes a form with fields for "Last Name (Surname)" (containing "murray") and "Email or Member ID" (containing "ryanM@test.net"). A "Search" button is located below the form. A modal window titled "Select Member:" is overlaid on the page, displaying the following information: "First Name: Ryan", "Last Name (Surname): Murray", "Middle Name:", "Membership ID: 03267599", "Primary Email: ryanM@test.net", and "Last Known Club: American River Club". The modal has "Cancel" and "Confirm" buttons at the bottom right. A mouse cursor is pointing at the "Search" button in the background form.

TOASTMASTERS INTERNATIONAL

WHERE LEADERS ARE MADE

Find a Club

Home My Toastmasters Profile Club Central Add Membership

## ADD MEMBERSHIP

Is the applicant new to Toastmasters?

No, Dual/Reinstated Member

Last Name (Surname)\*

murray

Email or Member ID\*

ryanM@test.net

Search

Mountain Standard Time  
1234190 - Wanna Talk?

**Select Member:**

First Name: Ryan  
Last Name (Surname): Murray  
Middle Name:  
Membership ID: 03267599  
Primary Email: ryanM@test.net  
Last Known Club: American River Club

Cancel Confirm

https://tmcstest2.toastmasters.org/my-toastmasters/profile/club-central/add-membership

# Add Membership

<b>Last Name (Surname)*</b> Murray	<b>Country*</b> United States
<b>First Name*</b> Ryan	<b>Company / In Care Of</b> 
<b>Middle Name</b> 	<b>Address Line 1*</b> 9127 S Jamaica St Ste 400
<b>Gender*</b> <input type="radio"/> Female <input checked="" type="radio"/> Male <input type="radio"/> Other	<b>Address Line 2</b> 
<b>Home Phone</b> 🇺🇸 (201) 555-5555	<b>County</b> 
<b>Mobile Phone</b> 🇺🇸 (720) 123-4567	<b>City*</b> Englewood
<b>Primary Email* <i>i</i></b> ryanM@test.net	<b>State*</b> Colorado
	<b>ZIP/Postal Code*</b> 80112-5946
	<b>Sponsor Information</b> No Sponsor

Occasionally we would like to contact members with details of services, educational updates, and organizational updates. If this member

# Add Membership

Occasionally we would like to contact members with details of services, educational updates, and organizational updates. If this member consents to us contacting them for this purpose, please select below corresponding to acceptable contact methods:

MAIL	EMAIL	PHONE
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No
<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes

Please check here if the member relies on assistive technology (such as a screen reader)

**\* I confirm that a completed new member application for this member is on file with the club and will be retained by the club.** The application contains both the signature of the new member and the signature of a club officer. By affixing his/her signature on the application, the new member is certifying acceptance of the Member's Agreement and Release statement and A Toastmaster's Promise. By affixing his/her signature on the new member application, the club officer is certifying this member has joined the club and will receive proper orientation and mentoring. Questions should be directed to Club and Member Support.

Submit

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| [Media Center](#) | [Careers](#)

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# Add Membership

Occasionally we would like to contact members with details of services, educational updates, and organizational updates. If this member consents to us contacting them for this purpose, please select below corresponding to acceptable contact methods:

MAIL

No 

Yes 

EMAIL

No 

Yes 

PHONE

No 

Yes 

Please check here if the member relies on assistive technology (such as a screen reader)

\* I confirm that a completed new member application for this member is on file with the club and will be retained by the hub. The application contains both the signature of the new member and the signature of a club officer. By affixing his signature on the application, the new member is certifying acceptance of the Member's Agreement and Release statement and A Toastmaster's Promise. By affixing his/her signature on the new member application, the club officer is certifying this member has joined the club and will receive proper orientation and mentoring. Questions should be directed to Club and Member Support.

Submit

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| [Media Center](#) | [Careers](#)

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# Add Membership

Welcome, Helen | [Logout](#) | [Find a Club](#) | [Start a Club](#) | [Contact Us](#) |

**WHERE LEADERS ARE MADE** [FIND A CLUB](#)

[About](#) | [Pathways](#) | [Education](#) | [Membership](#) | [Leadership Central](#) | [Resources](#) | [Magazine](#) | [Events](#) | [Shop](#)

[Home](#) / [My Toastmasters](#) / [Profile](#) / [Club Central](#) / [Add Membership](#)

Current Time at Toastmasters World Headquarters: **Wednesday, September 26, 2018 11:11 AM Mountain Standard Time**  
Currently Managing **1234190 - Wanna Talk?**

## | ADD MEMBERSHIP

An application for this member has been submitted with this club but their membership will not be active until the dues <sup>x</sup> are paid. You may go to [Submit Payment](#) now to pay dues.

Is the applicant new to Toastmasters International?

No, Dual/Reinstated Member  Yes, New Member

Last Name (Surname)\*

Email or Member ID\*

# Club Membership

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## Add Membership

Add new, dual or reinstated members



## Submit Payment

Submit credit or debit card payments for membership



## Submit Education Awards

Submit member education awards



## Club Roster

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



# Submit Payment

### Select memberships for payment

Type	Member	Begin Date	End Date	Order #	Amount Due
Dual Member	Ryan Murray 03267599	Start Date ▾	End Date ▾		<a href="#">Add to Cart</a>
New Member	Holly Snow 07078872	Start Date ▾	End Date ▾		<a href="#">Add to Cart</a>
New Member	Mark K Ponchu 07078883	Start Date ▾	End Date ▾		<a href="#">Add to Cart</a>

---

### Membership Cart

Type	Member	Begin Date	End Date	Order #	Processing Fee	Amount Due
There are no members to pay for. Please add the member(s) you wish to pay for to the cart.						

[Continue to payment information](#)

# Submit Payment

### Select memberships for payment

Type	Member	Begin Date	End Date	Order #	Amount Due
Dual Member	Ryan Murray 03267599	<input type="text" value="Start Date"/> Oct 01, 2018 Sep 01, 2018 Aug 01, 2018	<input type="text" value="End Date"/>		<input type="button" value="Add to Cart"/>
New Member	Holly Snow 07078872	<input type="text" value="Start Date"/>	<input type="text" value="End Date"/>		<input type="button" value="Add to Cart"/>
New Member	Mark K Ponchu 07078883	<input type="text" value="Start Date"/>	<input type="text" value="End Date"/>		<input type="button" value="Add to Cart"/>

### Membership Cart

Type	Member	Begin Date	End Date	Order #	Processing Fee	Amount Due
There are no members to pay for. Please add the member(s) you wish to pay for to the cart.						

# Submit Payment

Select memberships for payment

Type	Member	Begin Date	End Date	Order #	Amount Due
Dual Member	Ryan Murray 03267599	Oct 01, 2018	End Date Mar 31, 2019 Sep 30, 2018		<a href="#">Add to Cart</a>
New Member	Holly Snow 07078872	Start Date	End Date		<a href="#">Add to Cart</a>
New Member	Mark K Ponchu 07078883	Start Date	End Date		<a href="#">Add to Cart</a>

Membership Cart

Type	Member	Begin Date	End Date	Order #	Processing Fee	Amount Due
There are no members to pay for. Please add the member(s) you wish to pay for to the cart.						

[Continue to payment information](#)

# Submit Payment

### Select memberships for payment

Type	Member	Begin Date	End Date	Order #	Amount Due	
Dual Member	Ryan Murray 03267599	Oct 01, 2018	Mar 31, 2019		\$45.00	<a href="#">Add to Cart</a>
New Member	Holly Snow 07078872	Sep 01, 2018	Mar 31, 2019		\$50.63	<a href="#">Add to Cart</a>
New Member	Mark K Ponchu 07078883	Start Date	End Date			<a href="#">Add to Cart</a>

### Membership Cart

Type	Member	Begin Date	End Date	Order #	Processing Fee	Amount Due
There are no members to pay for. Please add the member(s) you wish to pay for to the cart.						

[Continue to payment information](#)

# Submit Payment

### Select memberships for payment

Type	Member	Begin Date	End Date	Order #	Amount Due	
Dual Member	Ryan Murray 03267599	Oct 01, 2018	Mar 31, 2019		\$45.00	<a href="#">Add to Cart</a>
New Member	Holly Snow 07078872	Sep 01, 2018	Mar 31, 2019		\$50.63	<a href="#">Add to Cart</a>
New Member	Mark K Ponchu 07078883	Start Date	End Date			<a href="#">Add to Cart</a>

### Membership Cart

Type	Member	Begin Date	End Date	Order #	Processing Fee	Amount Due
There are no members to pay for. Please add the member(s) you wish to pay for to the cart.						

[Continue to payment information](#)

# Submit Payment

Select memberships for payment ✕

Type	Member	Begin Date	End Date	Order #	Amount Due
New Member	Mark K Ponchu 07078883	Start Date ▾	End Date ▾		<a href="#">Add to Cart</a>

Membership Cart

Type	Member	Begin Date	End Date	Order #	Processing Fee	Amount Due	
New Member	Holly Snow 07078872	Sep 01, 2018	Mar 31, 2019		\$20.00	\$70.63	<a href="#">Remove</a>
Dual Member	Ryan Murray 03267599	Oct 01, 2018	Mar 31, 2019			\$45.00	<a href="#">Remove</a>

[Continue to payment information](#)

# Submit Payment

## SUBMIT PAYMENT

Review Cart

Edit Cart Print Cart

Type	Member	Begin Date	End Date	Order #	Processing Fee	Amount Due
Dual Member	Ryan Murray 03267599	Oct 01, 2018	Mar 31, 2019			\$45.00
New Member	Holly Snow 07078872	Oct 01, 2018	Mar 31, 2019		\$20.00	\$65.00

### Summary





Dual Member (1)	\$45.00
New Member (1)	\$45.00
New Member Fee (1)	\$20.00
<b>Dues and Fees Total:</b>	<b>\$110.00</b>

Payment Information

# Submit Payment

**Payment information** ✕

[Wire Transfer Instructions \(PDF\)](#)

Credit Card Number\*

Expiration Date\*

Use Club Information

Name on Card\*

Country\*

Address 1\*

Address 2

City\*



# Club Membership

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## Add Membership

Add new, dual or reinstated members



## Submit Payment

Submit credit or debit card payments for membership



## Submit Education Awards

Submit member education awards



## Club Roster

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

# Submit Education Awards

The screenshot displays the Toastmasters International website interface. At the top, a dark red navigation bar contains the Toastmasters logo, the tagline "WHERE LEADERS ARE MADE", and a "FIND A CLUB" button. A secondary navigation bar lists various site sections. The main content area features a breadcrumb trail and a large heading for the current page. Below the heading is a section for selecting a member, including a note and a dropdown menu. The footer contains a list of legal and utility links, a copyright notice, a security logo, and social media icons.

Welcome, Helen | Logout | Find a Club | Start a Club | Contact Us | Search

**TOASTMASTERS INTERNATIONAL** WHERE LEADERS ARE MADE **FIND A CLUB**

About | Pathways | Education | Membership | Leadership Central | Resources | Magazine | Events | Shop

Home / My Toastmasters / Profile / Club Central / Submit Education Awards

## | SUBMIT EDUCATION AWARDS

### Select Member

(Note: If you are a club officer and are applying for your own award, please have another officer submit your award application.)

Select Member

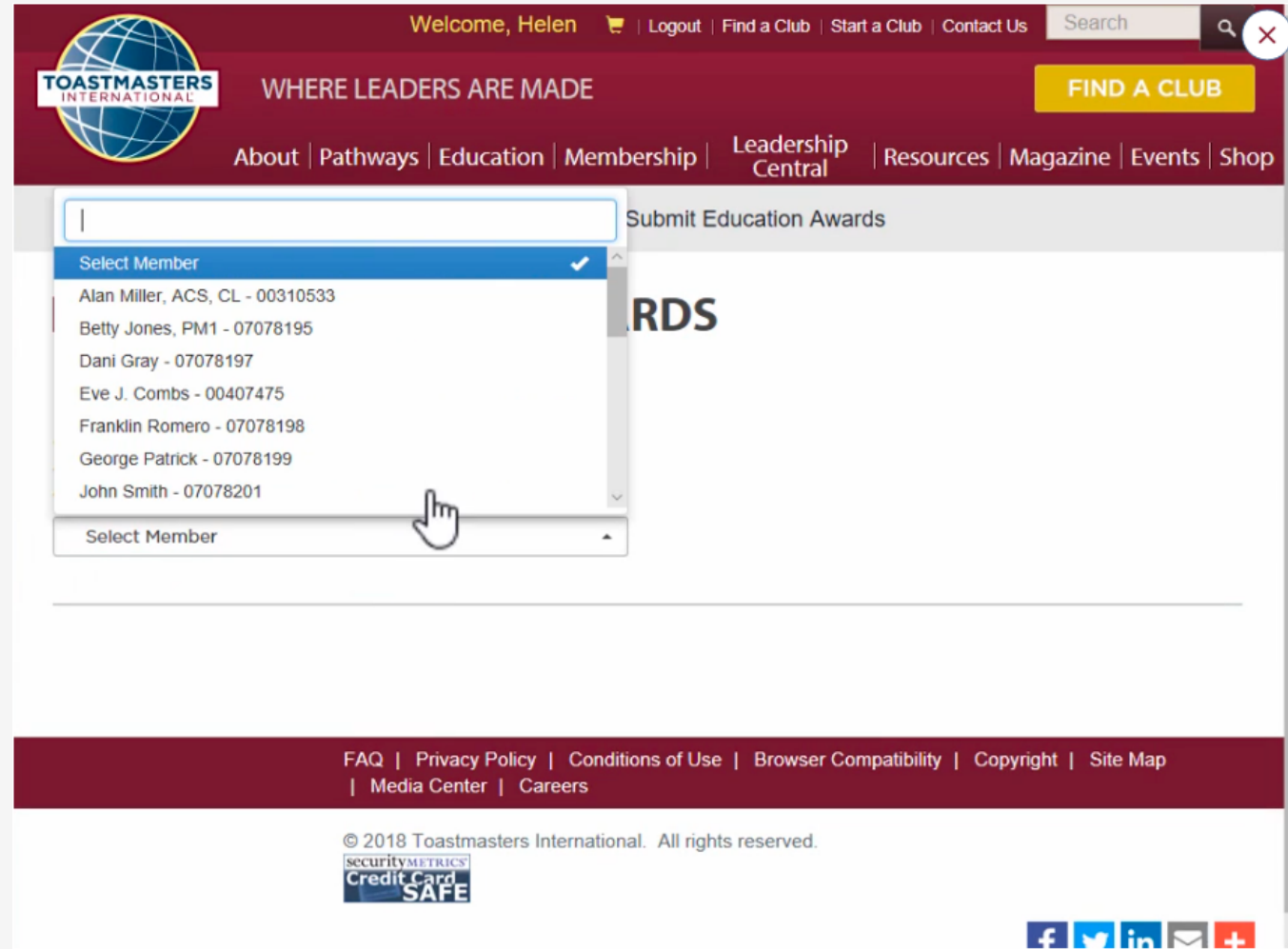
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securityMETRICS Credit Card SAFE

f t in e +

# Submit Education Awards



The screenshot shows the Toastmasters International website interface. At the top, there is a navigation bar with the Toastmasters International logo on the left, the text "WHERE LEADERS ARE MADE" in the center, and a search bar on the right. Below the navigation bar, there is a secondary menu with links for "About", "Pathways", "Education", "Membership", "Leadership Central", "Resources", "Magazine", "Events", and "Shop". A yellow button labeled "FIND A CLUB" is positioned to the right of the secondary menu.

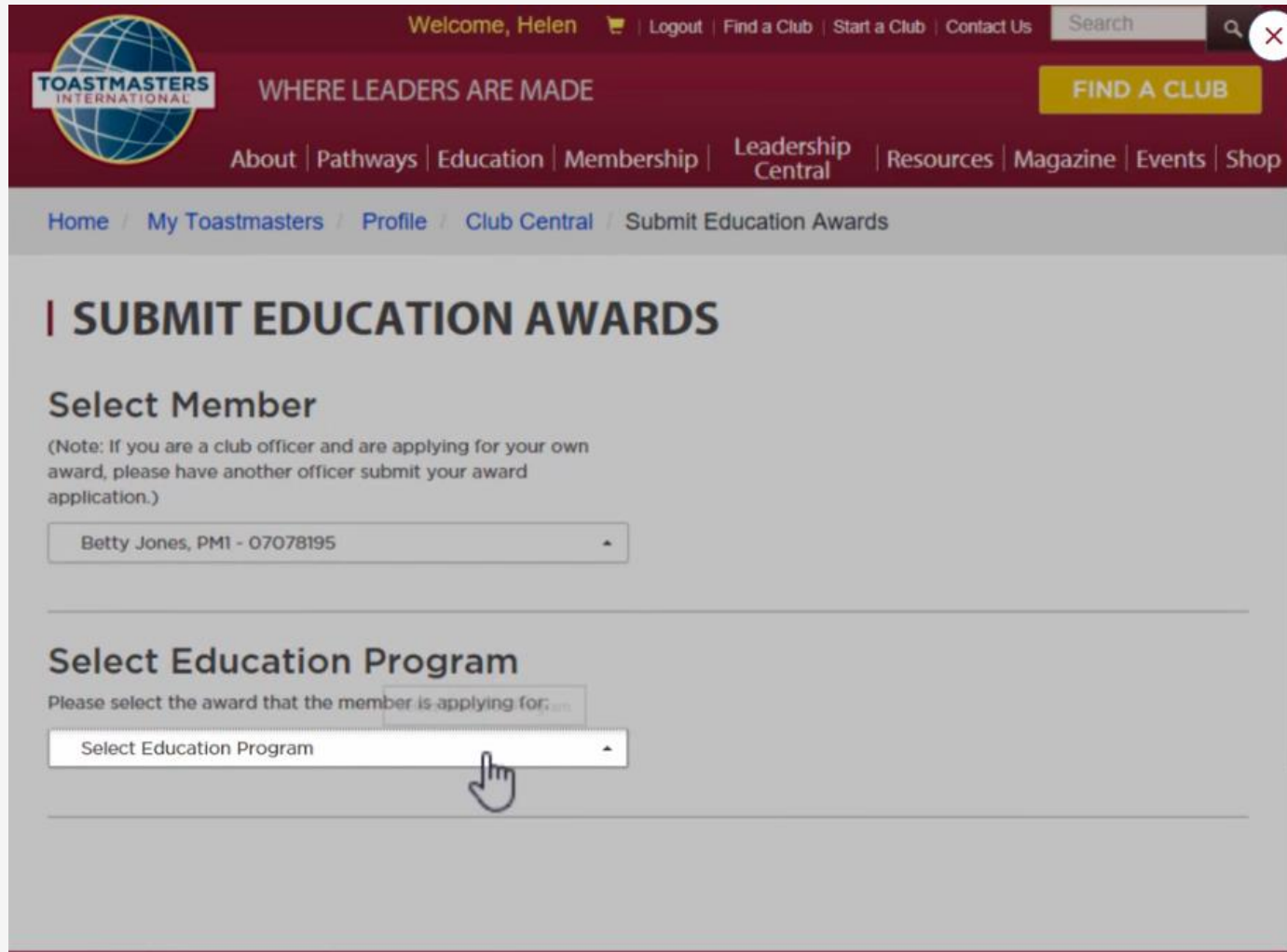
The main content area is titled "Submit Education Awards". A dropdown menu is open, showing a list of members for selection. The list includes:

- Select Member (checked)
- Alan Miller, ACS, CL - 00310533
- Betty Jones, PM1 - 07078195
- Dani Gray - 07078197
- Eve J. Combs - 00407475
- Franklin Romero - 07078198
- George Patrick - 07078199
- John Smith - 07078201

A hand cursor is pointing at the bottom of the dropdown menu. The text "RDS" is visible on the right side of the page.

At the bottom of the page, there is a footer with links for "FAQ", "Privacy Policy", "Conditions of Use", "Browser Compatibility", "Copyright", "Site Map", "Media Center", and "Careers". Below the footer, there is a copyright notice: "© 2018 Toastmasters International. All rights reserved." and a logo for "securityMETRICS Credit Card SAFE". Social media icons for Facebook, Twitter, LinkedIn, Email, and a plus sign are located in the bottom right corner.

# Submit Education Awards



The screenshot shows the Toastmasters International website interface. At the top, there is a dark red navigation bar with the Toastmasters logo on the left, the text "WHERE LEADERS ARE MADE" in the center, and a yellow "FIND A CLUB" button on the right. The navigation bar also includes a search box and a user profile section with the text "Welcome, Helen" and a shopping cart icon. Below the navigation bar, there is a secondary navigation bar with links for "About", "Pathways", "Education", "Membership", "Leadership Central", "Resources", "Magazine", "Events", and "Shop".

The main content area has a breadcrumb trail: "Home / My Toastmasters / Profile / Club Central / Submit Education Awards". Below this, the heading "SUBMIT EDUCATION AWARDS" is displayed. The form consists of two main sections:

- Select Member:** This section includes a note: "(Note: If you are a club officer and are applying for your own award, please have another officer submit your award application.)" Below the note is a dropdown menu with the text "Betty Jones, PM1 - 07078195".
- Select Education Program:** This section includes the instruction "Please select the award that the member is applying for;". Below this is a dropdown menu with the text "Select Education Program". A hand cursor is shown pointing at the dropdown menu.

# Submit Education Awards

Welcome, Helen | Logout | Find a Club | Start a Club | Contact Us | Search

**TOASTMASTERS INTERNATIONAL** WHERE LEADERS ARE MADE **FIND A CLUB**

About | Pathways | Education | Membership | Leadership Central | Resources | Magazine | Events | Shop

Home / My Toastmasters / Profile / Club Central / Submit Education Awards

## SUBMIT EDUCATION AWARDS

Select Education Program ✓

- Online Presentation Mastery, Level 2 (English)
- Competent Communicator
- Advanced Communicator Bronze
- Advanced Communicator Silver
- Advanced Communicator Gold
- Competent Leader
- Advanced Leader Bronze
- Advanced Leader Silver
- Distinguished Toastmaster

Select Education Program

# Submit Education Awards

Welcome, Helen [Logout](#) | [Find a Club](#) | [Start a Club](#) | [Contact Us](#)

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[Home](#) / [My Toastmasters](#) / [Profile](#) / [Club Central](#) / [Submit Education Awards](#)

## REVIEW AWARD SUBMISSION

### Member Information

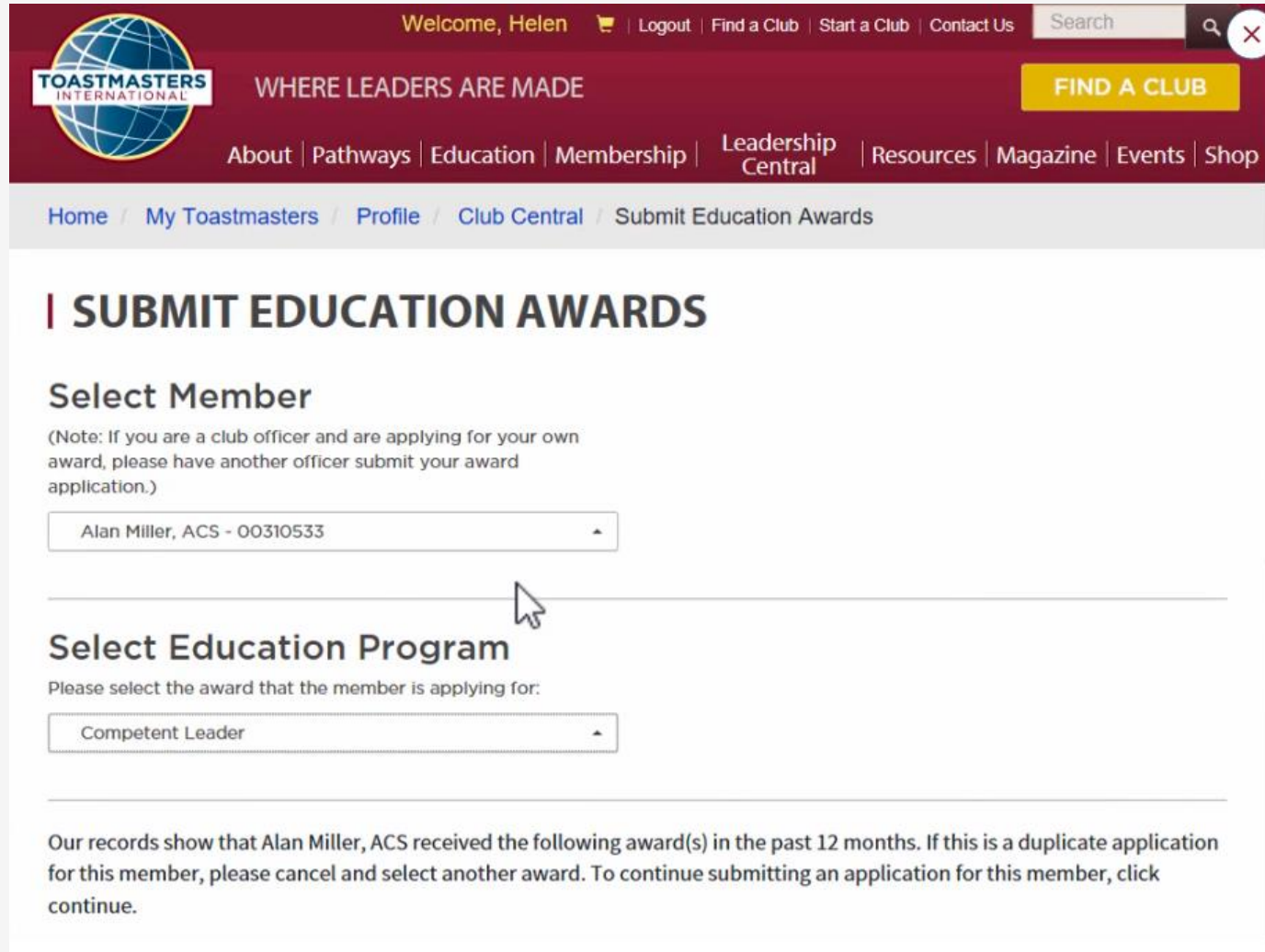
Member ID	07078195
Name	Betty Jones, PM1
Selected Path	Presentation Mastery, Level 2

[Edit](#) [Submit Award](#)

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| [Media Center](#) | [Careers](#)

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# Submit Education Awards



The screenshot shows the Toastmasters International website interface. At the top, there is a dark red navigation bar with the Toastmasters International logo on the left, the text "WHERE LEADERS ARE MADE" in the center, and a yellow "FIND A CLUB" button on the right. Above the logo, it says "Welcome, Helen" and includes links for "Logout", "Find a Club", "Start a Club", and "Contact Us". A search bar is also present. Below the navigation bar is a secondary menu with links for "About", "Pathways", "Education", "Membership", "Leadership Central", "Resources", "Magazine", "Events", and "Shop". A breadcrumb trail reads "Home / My Toastmasters / Profile / Club Central / Submit Education Awards".

## | SUBMIT EDUCATION AWARDS

### Select Member

(Note: If you are a club officer and are applying for your own award, please have another officer submit your award application.)

Alan Miller, ACS - 00310533

---

### Select Education Program

Please select the award that the member is applying for:

Competent Leader

---

Our records show that Alan Miller, ACS received the following award(s) in the past 12 months. If this is a duplicate application for this member, please cancel and select another award. To continue submitting an application for this member, click continue.

# Submit Education Awards

## Select Education Program

Please select the award that the member is applying for:

Competent Leader


Our records show that Alan Miller, ACS received the following award(s) in the past 12 months. If this is a duplicate application for this member, please cancel and select another award. To continue submitting an application for this member, click continue.

Award	Date Earned	Club ID	Club Name
Competent Leader (CL)	October 03, 2018	01234190	Wanna Talk?

[Cancel](#) [Continue](#)

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# Submit Education Awards

### Competent Communicator Project Completion Record

Project 1	Date	Project 6	Date
<input type="text"/>	MM/DD/Y	<input type="text"/>	MM/DD/Y
Project 2	Date	Project 7	Date
<input type="text"/>	MM/DD/Y	<input type="text"/>	MM/DD/Y
Project 3	Date	Project 8	Date
<input type="text"/>	MM/DD/Y	<input type="text"/>	MM/DD/Y
Project 4	Date	Project 9	Date
<input type="text"/>	MM/DD/Y	<input type="text"/>	MM/DD/Y
Project 5	Date	Project 10	Date
<input type="text"/>	MM/DD/Y	<input type="text"/>	MM/DD/Y

Select two free manuals (available only for first time CC award recipients)

Speech Manual One:

Select Language  Select Manual

Speech Manual Two:

Select Language  Select Manual

### Letter of Recognition

Do you wish to send a letter of recognition to the member's employer?

# Submit Education Awards

### Competent Communicator Project Completion Record

Project 1	Date	Project 6	Date
<input type="text" value="My First Speech"/>	<input type="text" value="MM/DD/YY"/>	<input type="text"/>	<input type="text" value="MM/DD/YY"/>
Project 2	Date	Project 7	Date
<input type="text"/>	<input type="text" value="MM/DD/YY"/>	<input type="text"/>	<input type="text" value="MM/DD/YY"/>
Project 3	Date	Project 8	Date
<input type="text"/>	<input type="text" value="MM/DD/YY"/>	<input type="text"/>	<input type="text" value="MM/DD/YY"/>
Project 4	Date	Project 9	Date
<input type="text"/>	<input type="text" value="MM/DD/YY"/>	<input type="text"/>	<input type="text" value="MM/DD/YY"/>
Project 5	Date	Project 10	Date
<input type="text"/>	<input type="text" value="MM/DD/YY"/>	<input type="text"/>	<input type="text" value="MM/DD/YY"/>

Select two free manuals (available only for first time CC award recipients)

Speech Manual One:

Speech Manual Two:

### Letter of Recognition

Do you wish to send a letter of recognition to the member's employer?

# Submit Education Awards

### Competent Communicator Project Completion Record

Project 1 My First Speech  x	Date MM/DD/Y	Project 6	Date MM/DD/Y
Project 2	Date MM/DD/Y	Project 7	Date MM/DD/Y
Project 3	Date MM/DD/Y	Project 8	Date MM/DD/Y
Project 4	Date MM/DD/Y	Project 9	Date MM/DD/Y
Project 5	Date MM/DD/Y	Project 10	Date MM/DD/Y

Select two free manuals (available only for first time CC award recipients)

Speech Manual One:  
Select Language  Select Manual

Speech Manual Two:  
Select Language  Select Manual

### Letter of Recognition

Do you wish to send a letter of recognition to the member's employer?

# Submit Education Awards

## Competent Communicator Project Completion Record

Project 1 <input type="text" value="My First Speech"/>	Date <input type="text" value="10/1/2018"/>	Project 6 <input type="text"/>	Date <input type="text" value="MM/DD/Y"/>																																																	
Project 2 <input type="text"/>	<div style="border: 1px solid gray; padding: 5px;"><p>« October 2018</p><table><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr></tbody></table></div>	Su	Mo	Tu	We	Th	Fr	Sa	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	Project 7 <input type="text"/>	Date <input type="text" value="MM/DD/Y"/>
Su	Mo	Tu	We	Th	Fr	Sa																																														
30	1	2	3	4	5	6																																														
7	8	9	10	11	12	13																																														
14	15	16	17	18	19	20																																														
21	22	23	24	25	26	27																																														
28	29	30	31	1	2	3																																														
4	5	6	7	8	9	10																																														
Project 3 <input type="text"/>	Project 4 <input type="text"/>	Project 8 <input type="text"/>	Date <input type="text" value="MM/DD/Y"/>																																																	
Project 5 <input type="text"/>	Date <input type="text" value="MM/DD/Y"/>	Project 9 <input type="text"/>	Date <input type="text" value="MM/DD/Y"/>																																																	
		Project 10 <input type="text"/>	Date <input type="text" value="MM/DD/Y"/>																																																	

Select two free manuals (available only for first time CC award recipients)

Speech Manual One:

Speech Manual Two:

### Letter of Recognition

Do you wish to send a letter of recognition to the member's employer?

# Submit Education Awards

## Advanced Leader Bronze Project Completion Record

Applicants must have conducted two programs from The Successful Club Series and/or The Leadership Excellence Series. Presentation dates may not be those completed for other awards.

Program One \*

Select Program  Date \*

Program Two \*

Select Program  Date \*

Applicant must have served at least six months as a club officer (president, vice president education, vice president membership, vice president public relations, secretary, treasurer, or sergeant at arms). Please select the correct term from the list below, or enter the necessary information. Applicant must have served as an officer from July 1 through December 31 or January 1 through June 30 to fulfill this requirement. Other six-month periods do not qualify. The six month term must be completed at the time this application is submitted.

Officer Term Served	Term Period	Club ID
<input type="radio"/> Vice President Education	January/2003 - June/2003	00005467
<input type="radio"/> Vice President Membership	July/2004 - December/2004	00005467
<input type="radio"/> Vice President Membership	January/2005 - June/2005	00005467

Applicant must have participated in a district-sponsored club officer training program. When did the applicant attend training? This must have occurred during their term of office.

# Submit Education Awards

## Letter of Recognition

Do you wish to send a letter of recognition to the member's employer?

---

## Advanced Leader Bronze Award Application Details

Enter/update the following information. If you wish for the award package to be mailed to a different address, you may specify that below.

Information should appear exactly as you wish it to appear in World Headquarters files and on printed award materials. Use upper and lower case where appropriate and avoid abbreviations. Please exclude professional and/or occupational status (ex: Dr., Ph.D.)

Name on Certificate : \*

## Shipping Address

Country\* [Ship to a different address?](#) Company / In Care Of

Canada

Address 1\* Address 2

6 Bell Pl Rm 105

City\* Province\* ZIP/Postal Code\*

Gander Newfoundland and Lat A1V 2T4

# Submit Education Awards

## Letter of Recognition

Do you wish to send a letter of recognition to the member's employer?

Please enter the employer's/supervisor's information:

Employer's Name \*

Company Name

Please select a delivery option:

Country \*

Address 1 \*  Address 2

City \*

---

Advanced Leader Award Application Details

# Submit Education Awards

## Letter of Recognition

Do you wish to send a letter of recognition to the member's employer?

Please enter the employer's/supervisor's information:

Employer's Name \*

Company Name

Please select a delivery option:

Country \*

Address 1 \*  Address 2

City \*

---

Advanced Leader Degree Award Application Details



# Submit Education Awards

## Letter of Recognition

Do you wish to send a letter of recognition to the member's employer?

Please enter the employer's/supervisor's information:

Employer's Name \*

  
  
Company Name  
  
Please select a delivery option:

Country \*

Select Country ▾

Address 1 \* Address 2

   
  
City \*

# Submit Education Awards

## Letter of Recognition

Do you wish to send a letter of recognition to the member's employer?

Yes

No

Please enter the employer's/supervisor's information:

Employer's Name \*

Company Name

Please select a delivery option:

Postal Mail

Email

Email \*

example@domain.com

## Advanced Leader Bronze Award Application Details

Enter/update the following information. If you wish for the award package to be mailed to a different address, you may specify that below.

Information should appear exactly as you wish it to appear in World Headquarters files and on printed award materials. Use upper and lower case where appropriate and avoid abbreviations. Please exclude professional and/or occupational status (ex: Dr., Ph.D.)

Name on Certificate : \*

Alan Miller, ACS, CL

# Submit Education Awards

## Advanced Leader Bronze Award Application Details

Enter/update the following information. If you wish for the award package to be mailed to a different address, you may specify that below.

Information should appear exactly as you wish it to appear in World Headquarters files and on printed award materials. Use upper and lower case where appropriate and avoid abbreviations. Please exclude professional and/or occupational status (ex: Dr., Ph.D.)

Name on Certificate : \*

### Shipping Address

Country* Canada	<a href="#">Ship to a different address?</a>	Company / In Care Of
Address 1* 6 Bell Pl		Address 2 Rm 105
City* Gander	Province* Newfoundland and Lat	ZIP/Postal Code* A1V 2T4

### Phone Number

Daytime Phone Number: \*

# Submit Education Awards

## Advanced Leader Bronze Award Application Details

Enter/update the following information. If you wish for the award package to be mailed to a different address, you may specify that below.

Information should appear exactly as you wish it to appear in World Headquarters files and on printed award materials. Use upper and lower case where appropriate and avoid abbreviations. Please exclude professional and/or occupational status (ex: Dr., Ph.D.)

Name on Certificate : \*

### Shipping Address

Country* <a href="#">Ship to a different address?</a>	Company / In Care Of	
<input type="text" value="Canada"/>	<input type="text"/>	
Address 1*	Address 2	
<input type="text" value="6 Bell Pl"/>	<input type="text" value="Rm 105"/>	
City*	Province*	ZIP/Postal Code*
<input type="text" value="Gander"/>	<input type="text" value="Newfoundland and Lab"/>	<input type="text" value="A1V 2T4"/>

---

### Phone Number

Daytime Phone Number: \*

# Submit Education Awards

## Advanced Leader Bronze Award Application Details

Enter/update the following information. If you wish for the award package to be mailed to a different address, you may specify that below.

Information should appear exactly as you wish it to appear in World Headquarters files and on printed award materials. Use upper and lower case where appropriate and avoid abbreviations. Please exclude professional and/or occupational status (ex: Dr., Ph.D.)

Name on Certificate : \*

### Shipping Address

Country* <a href="#">Ship to a different address?</a>	Company / In Care Of	
<input type="text" value="Canada"/>	<input type="text"/>	
Address 1*	Address 2	
<input type="text" value="6 Bell Pl"/>	<input type="text" value="Rm 105"/>	
City*	Province*	ZIP/Postal Code*
<input type="text" value="Gander"/>	<input type="text" value="Newfoundland and Lab"/>	<input type="text" value="A1V 2T4"/>

### Phone Number

Daytime Phone Number: \*

# Submit Education Awards

Canada

Address 1\*  
6 Bell Pl

Address 2  
Rm 105

City\*  
Gander

Province\*  
Newfoundland and Lab


ZIP/Postal Code\*  
A1V 2T4

**Phone Number**  
Daytime Phone Number: \*  
(21) 555-5555

[Review award submission](#)

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[f](#) [t](#) [in](#) [✉](#) [+](#)

# Submit Education Awards

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<b>Program Two</b>	
Leadership Excellence Series	Values and Leadership
Date Presented	September 20, 2018
<b>Officer Term Served</b>	
Position Held	Vice President Membership
Club ID	00005467
Club Name	FAA Toastmasters
Begin Date	January/2005
End Date	June/2005
Date applicant helped prepare a Club Success Plan for their club	May/2005
Date applicant attended district sponsored training	February/2005
Phone Number	<a href="tel:+17204395050">+1 720-439-5050</a>

Edit Submit Award



# Club Membership

---



## Add Membership

Add new, dual or reinstated members



## Submit Payment

Submit credit or debit card payments for membership



## Submit Education Awards

Submit member education awards



## Club Roster

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



# Club Roster

Welcome, Helen | [Logout](#) | [Find a Club](#) | [Start a Club](#) | [Contact Us](#) |

**WHERE LEADERS ARE MADE** [FIND A CLUB](#)

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Current Time at Toastmasters World Headquarters: **Wednesday, October 3, 2018 4:01 PM Mountain Standard Time**  
Currently Managing **1234190 - Wanna Talk?**

## CLUB ROSTER

Sort By:  [Export Excel / CSV](#) [Print](#)

Alan Miller, ACS 00310533	Paid Until: Mar 31, 2019	Alan Miller, ACS 6 Bell Pl Rm 105 Gander, NL A1V 2T4 Canada	12345678 <a href="mailto:asmiller@test.com">asmiller@test.com</a>	<a href="#">Edit</a>
Betty Jones, PM1 Vice President Public Relations 07078195 <b>Pathways Enrolled</b>	Paid Until: Mar 31, 2019	Betty Jones, PM1 6 Bell Pl Rm 105 Gander, NL A1V 2T4 Canada	<a href="mailto:bjones@test.net">bjones@test.net</a>	<a href="#">Edit</a>
Dani Gray	Paid Until:	Dani Gray	<a href="mailto:dgray@test.net">dgray@test.net</a>	<a href="#">Edit</a>

# Club Roster

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**TOASTMASTERS INTERNATIONAL** WHERE LEADERS ARE MADE **FIND A CLUB**

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Home / My Toastmasters / Profile / Club Central / Club Roster

Current Time at Toastmasters World Headquarters: **Wednesday, October 3, 2018 4:01 PM Mountain Standard Time**  
Currently Managing **1234190 - Wanna Talk?**

## CLUB ROSTER

Sort By: Member ID, **First Name**, Last Name, Position, Paid Until

[Export Excel / CSV](#) [Print](#)

Alan Miller 00310533	Paid Until: Mar 31, 2019	Alan Miller, ACS 6 Bell Pl Rm 105 Gander, NL A1V 2T4 Canada	12345678 asmiller@test.com	<a href="#">Edit</a>
Betty Jones, PM1 Vice President Public Relations 07078195 <b>Pathways Enrolled</b>	Paid Until: Mar 31, 2019	Betty Jones, PM1 6 Bell Pl Rm 105 Gander, NL A1V 2T4 Canada	<a href="#">bjones@test.net</a>	<a href="#">Edit</a>
Dani Gray	Paid Until:	Dani Gray	<a href="#">dgray@test.net</a>	<a href="#">Edit</a>

# Club Roster

The screenshot shows a mobile application interface for viewing a club roster. On the left, a dark print overlay is visible with the following settings:

- Printer: Hewlett-Packard HP LaserJet I
- Let the app change my printing preferences
- Orientation: Portrait
- Copies: 1
- Pages: All
- Scale: Shrink to fit
- Margins: Normal
- Headers and footers: Off
- [More settings](#)

The main content area displays the club roster for TOASTMASTERS INTERNATIONAL. The page title is "CLUB ROSTER" and the current page is 1 of 1. The roster includes the following members:

Name	Pathways Enrolled	Print Date	Member ID	Member of Club Since
Alan Miller, ACS		Mar 31, 2019	12345678	Aug 3, 2018
Bobby Jones, PBE		Mar 31, 2019	12345679	Aug 3, 2018
Dani Gray		Mar 31, 2018	12345680	Aug 3, 2018
Eve J. Combs		Mar 31, 2019	12345681	Apr 3, 2012

On the right side of the screen, there is a search bar and a "FIND A CLUB" button. Below the roster, there are buttons for "Excel / CSV", "Print", and "Edit". A hand cursor is pointing at the "Print" button.

# Club Roster

Welcome, Helen | Logout | Find a Club | Start a Club | Contact Us | Search

**TOASTMASTERS INTERNATIONAL** WHERE LEADERS ARE MADE **FIND A CLUB**

About | Pathways | Education | Membership | Leadership Central | Resources | Magazine | Events | Shop

Home / My Toastmasters / Profile / Club Central / Club Roster

Current Time at Toastmasters World Headquarters: **Wednesday, October 3, 2018 4:01 PM Mountain Standard Time**  
Currently Managing **1234190 - Wanna Talk?**

## CLUB ROSTER

Sort By: First Name

Alan Miller, ACS 00310533	Paid Until: Mar 31, 2019	Alan Miller, ACS 6 Bell Pl Rm 105 Gander, NL A1V 2T4 Canada	12345678 asmiller@test.com	<a href="#">Edit</a>
Betty Jones, PM1 Vice President Public Relations 07078195 <b>Pathways Enrolled</b>	Paid Until: Mar 31, 2019	Betty Jones, PM1 6 Bell Pl Rm 105 Gander, NL A1V 2T4 Canada	<a href="#">bjones@test.net</a>	<a href="#">Edit</a>

What do you want to do with Club-Roster20181003.csv (3.8 KB)?  
From: tmcstest2.toastmasters.org

# Club Roster

Club-Roster20181003 (5) - Excel

Customer ID	Name	Company	Addr L1	Addr L2	Addr L3	Addr L4	Addr L5	Country	Member Email	Secondary Member Email	Home Phc	Mobile Ph	Pr Ac
310533	Alan Miller, ACS		6 Bell Pl	Rm 105			Gander, N CAN		asmiller@test.com		12345678		
7078195	Betty Jones, PM1		6 Bell Pl	Rm 105			Gander, N CAN		bjones@test.net				
7078197	Dani Gray		6 Bell Pl	Rm 105			Gander, N CAN		dgray@test.net				
407475	Eve J. Combs		6 Bell Pl	Rm 105			Gander, N CAN		evecombs@test.com		98765432		
7078198	Franklin Romero		6 Bell Pl	Rm 105			Gander, N CAN		fromero@test.net				
7078199	George Patrick		6 Bell Pl	Rm 105			Gander, N CAN		gpatrick@test.net				
7078200	Helen Chen		6 Bell Pl	Rm 105			Gander, N CAN		hchen@test.net				
7078201	John Smith		6 Bell Pl	Rm 105			Gander, N CAN		jsmith@test.net				
7078202	Joseph Brown		6 Bell Pl	Rm 105			Gander, N CAN		jbrown@test.net				
7078203	Julius Clarke		6 Bell Pl	Rm 105			Gander, N CAN		jclarke@test.net				
7078196	Karl Shore		6 Bell Pl	Rm 105			Gander, N CAN		cshore@test.net				
7078205	Lucy Bellows		6 Bell Pl	Rm 105			Gander, N CAN		lbellows@test.net				
7078206	Mark Nguyen		6 Bell Pl	Rm 105			Gander, N CAN		mnguyen@test.net				
7078207	Mary Smith		6 Bell Pl	Rm 105			Gander, N CAN		msmith@test.net				
7078208	Morg O'Reilly		6 Bell Pl	Rm 105			Gander, N CAN		moreilly@test.net				
7078210	Patricia Williams		6 Bell Pl	Rm 105			Gander, N CAN		pwilliams@test.net				
7078211	Polly Tran		6 Bell Pl	Rm 105			Gander, N CAN		ptran@test.net				
7078212	Robert Jones		6 Bell Pl	Rm 105			Gander, N CAN		rjones@test.net				
7078213	Starr Daly		6 Bell Pl	Rm 105			Gander, N CAN		sdaly@test.net				
344652	Sue Kramer, CTM		6 Bell Pl	Rm 105			Gander, N CAN		skramer@test.com		24682468		
7078214	Sunny Moon		6 Bell Pl	Rm 105			Gander, N CAN		smoon@test.net				
7078215	Susan Garcia		6 Bell Pl	Rm 105			Gander, N CAN		sgarcia@test.net				
7078216	Tomas Rios		6 Bell Pl	Rm 105			Gander, N CAN		trios@test.net				
7078217	Victoria Williams		6 Bell Pl	Rm 105			Gander, N CAN		vickiwill@test.com		54789654		

# Club Roster

**Member Information**

Betty Jones, PM1

Country\*  
Canada

Address 1\*  
6 Bell Pl

Address 2  
Rm 105

City\*  
Gander

Province\*  
Newfoundland and Labrador

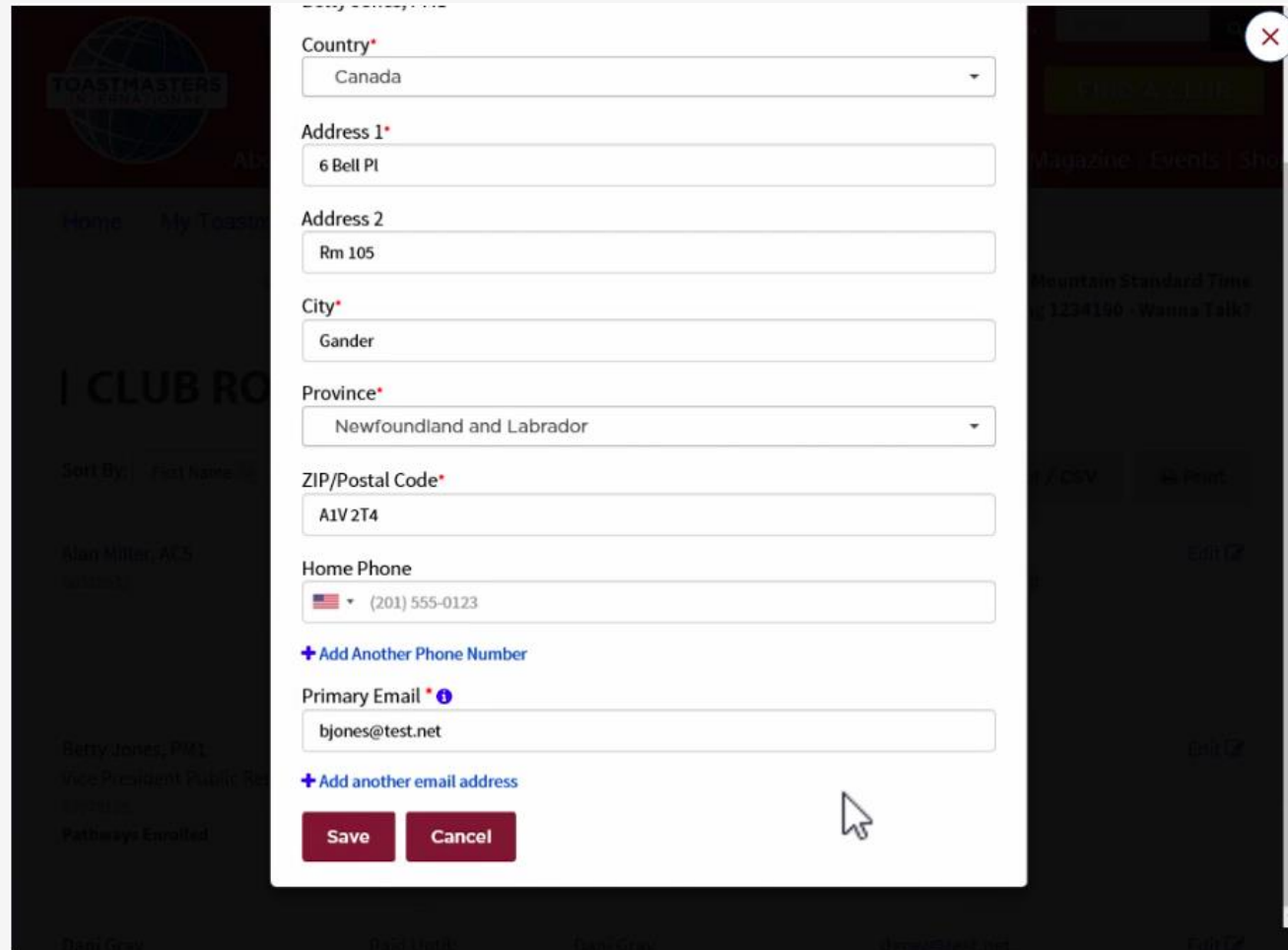
ZIP/Postal Code\*  
A1V 2T4

Home Phone  
🇺🇸 (201) 555-0123  
[+ Add Another Phone Number](#)

Primary Email\* ⓘ  
bjones@test.net



# Club Roster



The image shows a screenshot of a web application interface for a Toastmasters International club roster. A modal form is overlaid on top of the main page content. The form is for editing a member's profile and includes the following fields:

- Country\***: A dropdown menu with "Canada" selected.
- Address 1\***: A text input field containing "6 Bell Pl".
- Address 2**: A text input field containing "Rm 105".
- City\***: A text input field containing "Gander".
- Province\***: A dropdown menu with "Newfoundland and Labrador" selected.
- ZIP/Postal Code\***: A text input field containing "A1V 2T4".
- Home Phone**: A text input field containing a country code dropdown (USA) and the number "(201) 555-0123". Below this field is a link: "+ Add Another Phone Number".
- Primary Email \***: A text input field containing "bjones@test.net". Below this field is a link: "+ Add another email address".










At the bottom of the form are two buttons: "Save" and "Cancel". A mouse cursor is visible over the "Cancel" button. The background shows a dark-themed website with a "TOASTMASTERS INTERNATIONAL" logo and a "CLUB ROSTER" heading.

# Quiz Time

1. Where can you add a new member?
2. How can you submit your membership payment?
3. To submit you education awards, what steps you need to do?



# Club Administration

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

# Club Officer Assignment

The screenshot shows the 'Club Officer Assignment' page on the Toastmasters International website. The header includes the Toastmasters logo, the tagline 'WHERE LEADERS ARE MADE', and navigation links such as 'About', 'Pathways', 'Education', 'Membership', 'Leadership Central', 'Resources', 'Magazine', 'Events', and 'Shop'. A search bar and a 'FIND A CLUB' button are also present. The user is logged in as 'Helen'. The current time is displayed as 'Friday, September 7, 2018 3:14 PM PT' and the user is managing club '1234190 - Wanna Talk'. The main heading is 'CLUB OFFICER ASSIGNMENT' with a sub-section for the current term 'Jul 1, 2018 - Jun 30, 2019'. A 'Print' button is available. The officer assignments are as follows:

Officer Position	Officer Name	Term Start Date	Term End Date
President	Patricia Williams	9/1/2018	6/30/2019
Vice President Education	Julius Clarke	8/1/2018	6/30/2019
Vice President Membership	Robert Jones	8/1/2018	6/30/2019
Vice President Public Relations	Betty Jones	8/1/2018	6/30/2019
Secretary			

# Club Officer Assignment

Julius Clarke	8/1/2018	6/30/2019
Vice President Membership	Term Start Date	Term End Date
Robert Jones	8/1/2018	6/30/2019
Vice President Public Relations	Term Start Date	Term End Date
Betty Jones	8/1/2018	6/30/2019
Secretary	Term Start Date	Term End Date
John Smith	8/1/2018	6/30/2019
Treasurer	Term Start Date	Term End Date
Violet Bloom	8/1/2018	6/30/2019
Sergeant at Arms	Term Start Date	Term End Date
Sunny Moon	8/1/2018	6/30/2019

Officer Terms are annual or semi annual. See [Addendum of Standard Club Options](#) to change this setting.

**Save**

Feedback

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# Club Officer Assignment

Current: Jul 1, 2018 - Jun 30, 2019 Print

President	Term Start Date	Term End Date
Helen Chen	9/2/2018	6/30/2019
Vice President Education	Term Start Date	Term End Date
Julius Clarke	8/1/2018	6/30/2019
Vice President Membership	Term Start Date	Term End Date
Robert Jones	8/1/2018	6/30/2019
Vice President Public Relations	Term Start Date	Term End Date
Betty Jones	8/1/2018	6/30/2019
Secretary	Term Start Date	Term End Date
Helen Chen	9/1/2018	6/30/2019
Treasurer	Term Start Date	Term End Date
Violet Bloom	8/1/2018	6/30/2019
Sergeant at Arms	Term Start Date	Term End Date
Sunny Moon	8/1/2018	6/30/2019

Officer Terms are annual or semi annual. See [Addendum of Standard Club Options](#) to change this setting.

Feedback Save

# Club Officer Assignment










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- President, 1 VP & Secretary positions must be assigned to different members.

Current: Jul 1, 2018 - Jun 30, 2019

<b>President</b>	<b>Term Start Date</b>	<b>Term End Date</b>
<input style="width: 95%;" type="text" value="Helen Chen"/>	<input style="width: 95%;" type="text" value="9/2/2018"/>	<input style="width: 95%;" type="text" value="6/30/2019"/>
<b>Vice President Education</b>	<b>Term Start Date</b>	<b>Term End Date</b>
<input style="width: 95%;" type="text" value="Julius Clarke"/>	<input style="width: 95%;" type="text" value="8/1/2018"/>	<input style="width: 95%;" type="text" value="6/30/2019"/>
<b>Vice President Membership</b>	<b>Term Start Date</b>	<b>Term End Date</b>
<input style="width: 95%;" type="text" value="Robert Jones"/>	<input style="width: 95%;" type="text" value="8/1/2018"/>	<input style="width: 95%;" type="text" value="6/30/2019"/>
<b>Vice President Public Relations</b>	<b>Term Start Date</b>	<b>Term End Date</b>
<input style="width: 95%;" type="text" value="Betty Jones"/>	<input style="width: 95%;" type="text" value="8/1/2018"/>	<input style="width: 95%;" type="text" value="6/30/2019"/>
<b>Secretary</b>	<b>Term Start Date</b>	<b>Term End Date</b>
<input style="width: 95%;" type="text" value="Helen Chen"/>	<input style="width: 95%;" type="text" value="9/1/2018"/>	<input style="width: 95%;" type="text" value="6/30/2019"/>
<b>Treasurer</b>	<b>Term Start Date</b>	<b>Term End Date</b>

# Club Administration

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

# Club Demographics

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**WHERE LEADERS ARE MADE** [FIND A CLUB](#)

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[Home](#) / [My Toastmasters](#) / [Profile](#) / [Club Central](#) / [Club Demographics](#)

Current Time at Toastmasters World Headquarters: **Monday, September 17, 2018 1:38 PM Mountain Standard Time**  
Currently Managing **1234190 - Wanna Talk?**

## | CLUB DEMOGRAPHICS

<b>Club Name:</b>	<b>Officer Term:</b>
<input type="text" value="Wanna Talk?"/>	<input type="text" value="Annual"/>
<b>Club Type:</b>	<b>Membership Composition:</b>
<input type="text" value="Company"/>	<input type="text" value="Open to all interested parties"/>
<b>Club Manual Language*:</b>	<b>Club's Corporate Sponsor:</b>
<input type="text" value="English (United States)"/>	<input type="text"/>
<b>Charter Date:</b> 8/1/2017	<b>Online Attendance Accepted?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
	<b>Advanced Club</b> <input type="radio"/> Yes <input checked="" type="radio"/> No

---

### Mailing Address

# Club Demographics

## Mailing Address

Same as President's mailing address

Country\*  
Greenland

Attn Line

Company / In Care Of

Address 1\*  
12345 Main St

Address 2  
Rm 105

City\*  
Bluehills

Mailing Address Preview

Wanna Talk?  
12345 Main St  
Rm 105  
Bluehills, 3999

Submit



# Club Demographics

## Mailing Address

Same as President's mailing address

Country\*  
Greenland

Attn Line

Company / In Care Of

Address 1\*  
12345 Main St

Address 2  
Rm 105










City\*  
Bluehills

Mailing Address Preview

Wanna Talk?  
12345 Main St  
Rm 105  
Bluehills, 3999

Submit

# Club Administration

 <b>Club Officer Assignment</b> Review, update and assign club officers	 <b>Club Demographics</b> Review and update your club's mailing address, officer terms and club preferences
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# Club Financials

Currently Managing 1234190 - Wanna Talk?

## CLUB FINANCIALS

Club Receipts and Statements may be searched up to two years. If a particular receipt you are searching for is not listed, please contact Club & Member Support at [membership@toastmasters.org](mailto:membership@toastmasters.org).

Download Receipts (.CSV)

2018

Export Excel /  
CSV

Date	Name	Transaction	Payment Method	Amount	
September 20, 2018		<a href="#">Receipt - 5859098</a>	CK - 4587	\$1,658.75	<a href="#">Quick View</a>
September 06, 2018		<a href="#">Receipt - 5859076</a>	CK - 2345	\$210.00	<a href="#">Quick View</a>
August 29, 2018	Wanna Talk?	<a href="#">Receipt - 5858678</a>	Visa - 1111	\$990.00	<a href="#">Quick View</a>
August 29, 2018	Wanna Talk?	<a href="#">Receipt - 5858679</a>	Visa - 1111	\$690.00	<a href="#">Quick View</a>

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# Club Financials

Download Receipts (.CSV)

2018 Export Excel / CSV

Date	Name	Transaction	Payment Method	Amount	
September 20, 2018		<a href="#">Receipt - 5859098</a>	CK - 4587	\$1,658.75	<a href="#">Hide</a>
Order	Name	Description	Amount		
9008596178	Alan Miller, ACS	TI - Charter Club Mbrship District U 01-Aug-2018 to 31-Jan-2019	\$33.75		
9008596179	Alan Miller, ACS	TI - Club Mbrship District U 01-Feb-2019 to 31-Mar-2019	\$15.00		
9008596180	Betty Jones, PM1	TI - Charter Club Mbrship District U 01-Aug-2018 to 31-Jan-2019	\$33.75		
9008596180	Betty Jones, PM1	New Member Fee	\$20.00		
9008596181	Betty Jones, PM1	TI - Club Mbrship District U 01-Feb-2019 to 31-Mar-2019	\$15.00		
9008596182	Dani Gray	TI - Charter Club Mbrship District U 01-Aug-2018 to 31-Jan-2019	\$33.75		
9008596182	Dani Gray	New Member Fee	\$20.00		
9008596183	Dani Gray	TI - Club Mbrship District U 01-Feb-2019 to 31-Mar-2019	\$15.00		
9008596184	Eve J. Combs	TI - Charter Club Mbrship District U 01-Aug-2018 to 31-Jan-2019	\$33.75		
9008596185	Eve J. Combs	TI - Club Mbrship District U 01-Feb-2019 to 31-Mar-2019	\$15.00		

# Club Financials

## RECEIPT INFORMATION

Receipt Number: 5859076

Club Number: 01234190

Club Name: Wanna Talk?

Date: 9/6/2018

Payment Type: CK

Credit Card Number: 12345

Name on Card

Export Excel / CSV










Print

ORDER #	NAME	DESCRIPTION	AMOUNT
9008596118	Alan Miller, ACS	TI - Club Mbrship District 78 01-Sep-2018 to 30-Sep-2018	\$7.50
9008596119	Alan Miller, ACS	TI - Club Mbrship District 78 01-Oct-2018 to 31-Mar-2019	\$45.00
9008596120	Eve J. Combs	TI - Club Mbrship District 78 01-Sep-2018 to 30-Sep-2018	\$7.50
9008596121	Eve J. Combs	TI - Club Mbrship District 78 01-Oct-2018 to 31-Mar-2019	\$45.00
9008596122	Sue Kramer, CTM	TI - Club Mbrship District 78 01-Sep-2018 to 30-Sep-2018	\$7.50
9008596123	Sue Kramer, CTM	TI - Club Mbrship District 78 01-Oct-2018 to 31-Mar-2019	\$45.00
9008596124	Victoria Williams	TI - Club Mbrship District 78 01-Sep-2018 to 30-Sep-2018	\$7.50
9008596125	Victoria Williams	TI - Club Mbrship District 78 01-Oct-2018 to 31-Mar-2019	\$45.00

Total: **\$210.00**

Thank you

# Club Administration

 <b>Club Officer Assignment</b> Review, update and assign club officers	 <b>Club Demographics</b> Review and update your club's mailing address, officer terms and club preferences
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# Distinguished Performance Report

**TOASTMASTERS INTERNATIONAL**

District 89 | 2018-2019 | Sep | As of 17-Sep-2018 | Export

**Club Search**  
Name or Number

**01976054 Spring City Toastmasters**

Club Alignment		Membership		Goals	
Region	14	Base	To Date	Goals Met	6
District	89	24	32	Distinguished	5
Division	Y	Required 20		Select Distinguished	7
Area	01	20 members or a net growth of 5 new members		President's Distinguished	9

**Chartered 10/3/2011**

Goals to Achieve	Goal	To Date	Status
<b>Education (A maximum of 6 will count toward DCP credit.)</b>			
1 Competent Communicator (CC) awards	2	0	2 CCs needed
2 More Competent Communicator (CC) awards	2	0	2 CCs needed
3 Advanced Communicator (ACB, ACS, ACG) awards	1	1	✓
4 More Advanced Communicator (ACB, ACS, ACG) awards	1	0	1 AC needed
5 Leadership Awards (CL, ALB, ALS) or Distinguished Toastmaster (DTM) award	1	1	✓
6 More CL, ALB, ALS, or DTM award	1	1	✓
Level 1 awards	4	1	3 Level 1s needed



# Distinguished Performance Report

TOASTMASTERS INTERNATIONAL

District 89 2018-2019 Sep As of 17-Sep-2018 Export

Club Search: District Performance | Division and Area Performance | **Club Performance** | Club Status

01976054 Spring City Toastmasters










Club Alignment		Membership		Goals	
Region	14	Base	To Date	Goals Met	6
District	89	24	32	Distinguished	5
Division	Y	Required 20		Select Distinguished	7
Area	01	20 members or a net growth of 5 new members		President's Distinguished	9

Chartered 10/3/2011

Goals to Achieve		Goal	To Date	Status
<b>Education (A maximum of 6 will count toward DCP credit.)</b>				
1	Competent Communicator (CC) awards	2	0	2 CCs needed
2	More Competent Communicator (CC) awards	2	0	2 CCs needed
3	Advanced Communicator (ACB, ACS, ACG) awards	1	1	✓
4	More Advanced Communicator (ACB, ACS, ACG) awards	1	0	1 AC needed
5	Leadership Awards (CL, ALB, ALS) or Distinguished Toastmaster (DTM) award	1	1	✓
6	More CL, ALB, ALS, or DTM award	1	1	✓
P1	Level 1 awards <i>All Pathways education awards must be submitted in both Base Camp and Club Central.</i>	4	1	3 Level 1s needed



# Club Administration

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# Club Achievements

## Award Data

Listed below are the awards your club has achieved and the year in which each was earned. Awards earned prior to the 2003-2004 program year are not displayed.

Anniversary Certificate

## Membership Building Programs

Smedley Award - the club added five new, dual or reinstated members during August and September.	None
Talk Up Toastmasters Award - the club added five new, dual or reinstated members during February and March.	None
Beat the Clock Award - the club added five new, dual or reinstated members during May and June.	None

## Distinguished Club Program

President's Distinguished Club - the highest level of recognition available. The club met the membership prerequisite and achieved at least nine of the 10 goals.	None
Select Distinguished Club - the club met the membership prerequisite and achieved seven or eight of the 10 goals.	None
Distinguished Club - the club met the membership prerequisite and achieved five or six of the 10 goals.	None

# Club Achievements

ta

are the awards your club has achieved and the year in which each was earned. Awards earned prior to the 2003-2004 program year  
yed.

Anniversary Certificate

### Membership Building Programs

award - the club	None
toastmasters A	None
lock Award - t	None
hed Club P	None
's Distinguished Club - the highest level of recognition available. The club met the membership te and achieved at least nine of the 10 goals.	None
tinguished Club - the club met the membership prerequisite and achieved seven or eight of the 10 goals.	None

### Generate anniversary certificate










1st Anniversary

Generate Cancel

# Club Achievements



# Club Administration

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# Eligibility Assistant

## ELIGIBILITY ASSISTANT

This tool allows club and district officers to check membership status, club status, and if a member is serving as a club or district officer. This information can be used when determining whether or not members are eligible to compete in speech contests and/or be a proxy.

Please note, club officers can only check the eligibility of members within their own clubs. The same restriction applies to district leaders. For example, an area director can only check members within their area, a division director can only check members within their division, and a district director can only check members within their district.

Be sure to review the [Speech Contest Rulebook](#) (Item 1171) for the complete list of eligibility requirements.

To verify the eligibility of members in recently chartered clubs, or for additional questions regarding eligibility, please contact Education Services at [speechcontests@toastmasters.org](mailto:speechcontests@toastmasters.org) for further assistance.

### Search for a member

Member ID

Last Name

Check Myself

Search


### Resources

[Speech Contest Rulebook](#)

[Policy 2.0](#)

# Eligibility Assistant



Member Not Found



Member not found or member's information is not accessible by this user  
Please contact World Headquarters for further assistance at [+1 720 439 5050](tel:+17204395050).  
Hours are M - F 6am - 7pm Mountain Time, excluding U.S. Holidays.


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# Eligibility Assistant



We are unable to process your request at this time



We apologize for any inconvenience this may have caused.  
If you are searching for Speech Contest eligibility, please contact [SpeechContests@toastmasters.org](mailto:SpeechContests@toastmasters.org) to verify member eligibility.  
For Proxy eligibility, please contact [ProxyInfo@toastmasters.org](mailto:ProxyInfo@toastmasters.org).

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# Eligibility Assistant

Member Profile - Helen Chen

Checked on Sep-18-2018

Send results by email










First Name	Last Name	Member ID
Helen	Chen	7078200

Club Information

Club Name	Club ID	Current Positions	Member Status	Last Payment Received	Paid Until	Renewal Period	Club Status
Wanna Talk?	1234190	President	Paid	Sep-05-2018	Jan-31-2019	April	Ineligible as of Jan-31-2019

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# Club Administration

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# Club Contact and Meeting Information

Welcome, Helen | [Logout](#) | [Find a Club](#) | [Start a Club](#) | [Contact Us](#)

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[About](#) | [Pathways](#) | [Education](#) | [Membership](#) | [Leadership Central](#) | [Resources](#) | [Magazine](#) | [Events](#) | [Shop](#)

[Home](#) / [My Toastmasters](#) / [Profile](#) / [Club Central](#) / [Club Contact and Meeting Information](#)

Current Time at Toastmasters World Headquarters: **Friday, September 7, 2018 3:20 PM PT**  
Currently Managing: **1234190 - Wanna Talk**

## CLUB CONTACT AND MEETING INFORMATION

**Contact Phone**

**Website**

**Contact Email**

**Facebook**

---

### Club Meeting Location

**Place or Venue Line 1 \***

**Place or Venue Line 2**

Map Satellite

# Club Contact and Meeting Information

## Club Meeting Location

Place or Venue Line 1\*

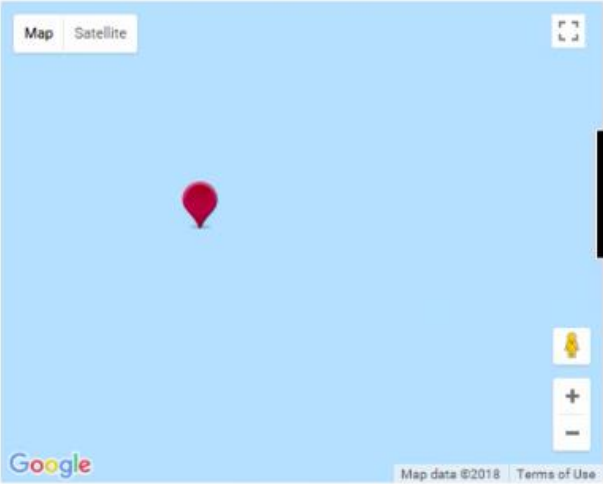
Place or Venue Line 2

Country\*

Address Line 1\*

Address Line 2

City\*



Updating the physical address may not update the map marker. To update the map marker please drag and drop the red marker on the map to accurately reflect meeting location and click Submit.

**New Meeting Period** **Reset**

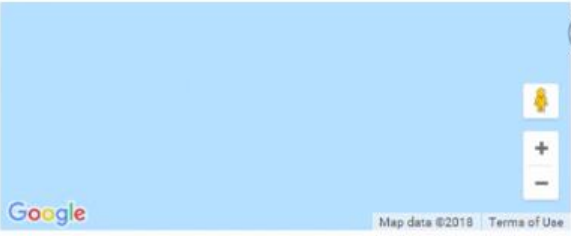
Meeting Frequency Day Comments Start Time\* End Time

# Club Contact and Meeting Information

Address Line 1\*

Address Line 2

City\*












Updating the physical address may not update the map marker. To update the map marker please drag and drop the red marker on the map to accurately reflect meeting location and click Submit.

**Meeting Schedule** ⓘ

Meeting Frequency	Day	Comments	Start Time *	End Time	
<input type="text" value="Weekly"/>	<input type="text" value="Tuesday"/>	<input type="text"/>	<input type="text" value="6:30 AM"/>	<input type="text" value="8:30 AM"/>	<input type="button" value="Remove"/>
<hr/>					
<hr/>					
<input type="button" value="Submit"/>					

**Feedback**

# Club Administration

 <b>Club Officer Assignment</b> Review, update and assign club officers	 <b>Club Demographics</b> Review and update your club's mailing address, officer terms and club preferences
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# Addendum of Standard Club Options

The screenshot displays the Toastmasters International website interface. At the top, a dark red header contains the Toastmasters logo, the slogan "WHERE LEADERS ARE MADE", and navigation links such as "Welcome, Helen", "Logout", "Find a Club", "Start a Club", and "Contact Us". A search bar and a "FIND A CLUB" button are also present. Below the header, a secondary navigation bar lists categories like "About", "Pathways", "Education", "Membership", "Leadership Central", "Resources", "Magazine", "Events", and "Shop". The main content area features a breadcrumb trail: "Home / My Toastmasters / Profile / Club Central / Addendum of Standard Club Options". It shows the current time as "Wednesday, September 5, 2018 4:55 PM Mountain Standard Time" and the user's role as "Currently Managing : 1234190 - Wanna Talk?". The title "ADDENDUM OF STANDARD CLUB OPTIONS" is prominently displayed, accompanied by a "Print" button. Below the title, the "Last Modified" date is "9/5/2018". Two input fields are shown: "Club Name" with the value "Wanna Talk?" and "Club Location (City)" with the value "Bluhills". A status indicator shows "Online Attendance Accepted: No". A paragraph of text explains that the club must complete this addendum to specify its operational choices, and any changes require a majority vote. At the bottom, there are "Expand All" and "Collapse All" buttons.

Welcome, Helen | Logout | Find a Club | Start a Club | Contact Us | Search

**TOASTMASTERS INTERNATIONAL** WHERE LEADERS ARE MADE **FIND A CLUB**

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Home / My Toastmasters / Profile / Club Central / Addendum of Standard Club Options

Current Time at Toastmasters World Headquarters: **Wednesday, September 5, 2018 4:55 PM Mountain Standard Time**  
Currently Managing : 1234190 - Wanna Talk?

## | ADDENDUM OF STANDARD CLUB OPTIONS

Print

**Last Modified: 9/5/2018**


Club Name:  Club Location (City):

Online Attendance Accepted: No

This club shall, upon adoption of this constitution and thereafter as needed, complete this Addendum of Standard Club Options to specify the detailed choices it has made to govern its operations. Any changes must be approved by a vote of at least a majority of the active individual members of the club present and voting at a duly called and noticed club business meeting at which a quorum was at all times present.

Expand All Collapse All


# Addendum of Standard Club Options

Print 

Last Modified: 9/5/2018

Club Name:

Club Location (City):

Online Attendance Accepted: No 

This club shall, upon adoption of this constitution and thereafter as needed, complete this Addendum of Standard Club Options to specify the detailed choices it has made to govern its operations. Any changes must be approved by a vote of at least a majority of the active individual members of the club present and voting at a duly called and noticed club business meeting at which a quorum was at all times present.

1. Name
2. Membership Composition
3. Membership Composition - Honorary Members
4. New Member Fee
5. Club Dues
6. Reinstatement Fee
7. Transfer Fee
8. Inactive Member Dues



# Addendum of Standard Club Options

---

1. Name

2. Membership Composition

3. Membership Composition - Honorary Members

4. New Member Fee

5. Club Dues

6. Reinstatement Fee

7. Transfer Fee

8. Inactive Member Dues

9. Regular Meetings

10. Executive Committee Meetings

11. Additional Officers

12. Terms of Office

13. Rules of Order

Comments: (300 character maximum)

<https://tmcstest2.toastmasters.org/my-toastmasters/profile/club-central/addendum-of-standi>

# Addendum of Standard Club Options

7. Transfer Fee

8. Inactive Member Dues

9. Regular Meetings

10. Executive Committee Meetings

11. Additional Officers

12. Terms of Office

This club elects officers on **Annual** terms, from . [Click here](#) to submit a Change of Election Term to WAS.

(Clubs meeting every week throughout the entire year may choose half-year terms; all other clubs must choose full-year terms. The beginning and end of the terms are set forth in Article VI, Section 3, of the Club Constitution.)










13. Rules of Order

**Comments:** (300 character maximum)

300 remaining

**Update**

# Club Administration

 <b>Club Officer Assignment</b> Review, update and assign club officers	 <b>Club Demographics</b> Review and update your club's mailing address, officer terms and club preferences
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# Administrative Reports

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Current Time at Toastmasters World Headquarters: **Wednesday, October 3, 2018 5:32 PM Mountain Standard Time**  
Currently Managing **1234190 - Wanna Talk?**

## | ADMINISTRATIVE REPORTS

- Select Report
- Charter Members
- Past and Present Members
- Past and Present Club Officers
- Past and Present Education Awards

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# Administrative Reports

## ADMINISTRATIVE REPORTS

Charter Members

Search:

Club Status: Ineligible Charter Date: Aug 01, 2018

Excel Print

Member ID	Name	Email Address	Member Since
00310533	Alan Miller, ACS, CL	asmiller@test.com	Oct. 1, 1993
00344652	Sue Kramer, CTM	skramer@test.com	Mar. 1, 1999
00407475	Eve J. Combs	evecombs@test.com	Apr. 1, 2002
07078195	Betty Jones, PM2	bjones@test.net	Aug. 1, 2018
07078196	Karl Shore	cshore@test.net	Aug. 1, 2018
07078197	Dani Gray	dgray@test.net	Aug. 1, 2018
07078198	Franklin Romero	fromero@test.net	Aug. 1, 2018
07078199	George Patrick	gpatrick@test.net	Aug. 1, 2018
07078200	Helen Chen	hchen@test.net	Aug. 1, 2018
07078201	John Smith	jsmith@test.net	Aug. 1, 2018
07078202	Joseph Brown	ibrown@test.net	Aug. 1, 2018

# Administrative Reports

Current Time at Toastmasters World Headquarters: **Wednesday, October 3, 2018 5:32 PM Mountain Standard Time**  
Currently Managing **1234190 - Wanna Talk?** ✕

## ADMINISTRATIVE REPORTS

Charter Members

Search:  Excel Print


Club Status: Ineligible Charter Date: Aug 01, 2018

Member ID	Name	Email Address	Member Since
00310533	Alan Miller, ACS, CL	asmiller@test.com	Oct. 1, 1993
00344652	Sue Kramer, CTM	skramer@test.com	Mar. 1, 1999

Total Members: 25 Rows per page:  1 - 2 of 2 (filtered from 25 total entries)

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[f](#) [t](#) [in](#) [✉](#) [+](#)

# Administrative Reports

Current Time at Toastmasters World Headquarters: **Wednesday, October 3, 2018 5:32 PM Mountain Standard Time** ✕  
Currently Managing 1234190 - Wanna Talk?

## ADMINISTRATIVE REPORTS

Past and Present Club Officers ▾

Term Start:   Term End:

Search:

Member ID	Name	Position
07078195	Betty Jones, PM2	Vice President Public Relations
07078200	Helen Chen	President
07078200	Helen Chen	President
07078201	John Smith	Secretary
07078203	Julius Clarke	Vice President Education
07078203	Julius Clarke	Vice President Education
07078210	Patricia Williams	President
07078212	Robert Jones	Vice President Membership
07078214	Sunny Moon	Sergeant at Arms

# Administrative Reports

Past and Present Club Officers

Term Start: 05/21/2018 Term End: 10/03/2018 [Submit](#)


Search: He

Member ID	Name	Position
07078200	Helen Chen	President
07078200	Helen Chen	President

Rows per page: 25 1 - 2 of 2 (f)

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# Administrative Reports

Current Time at Toastmasters World Headquarters: **Wednesday, October 3, 2018 5:32 PM Mountain Standard Time** ✕  
Currently Managing **1234190 - Wanna Talk?**

## ADMINISTRATIVE REPORTS

Past and Present Club Officers ▾

Term Start:   Term End:

Search:

Member ID	Name	Position
<input type="checkbox"/> 07078200	Helen Chen	President
<input type="checkbox"/> Start	Aug. 1, 2018	
<input type="checkbox"/> End	Aug. 31, 2018	
<input checked="" type="checkbox"/> 07078200	Helen Chen	President

Rows per page:  1 - 2 of 2 (filtered from 10 total entries)

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# Administrative Reports

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Current Time at Toastmasters World Headquarters: **Wednesday, October 3, 2018 5:32 PM Mountain Standard Time**  
Currently Managing **1234190 - Wanna Talk?**

## ADMINISTRATIVE REPORTS

Past and Present Education Awards

Search:

[Excel](#) [Print](#)

Member ID	Member Name	Award Name	Award Date
00310533	Alan Miller, ACS, CL	Competent Leader (CL)	Oct. 3, 2018
00310533	Alan Miller, ACS, CL	Competent Leader (CL)	Oct. 3, 2018
07078195	Betty Jones, PM2	Presentation Mastery 2 (PM2)	Oct. 3, 2018
07078195	Betty Jones, PM2	Presentation Mastery 1 (PM1)	Sep. 20, 2018

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# Quiz Time

1. Where to check your club Toastmasters transaction?
2. How to assign a club officer role?
3. Where can you check your club Distinguished Performance Report?

# Contact



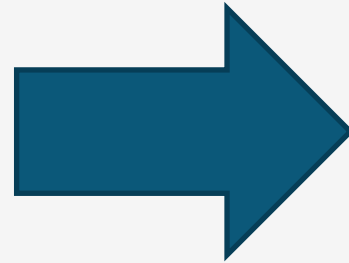
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