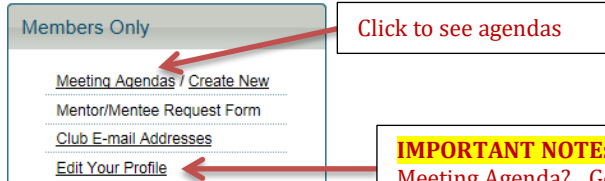


Signing up & changing your roles for “Sporty Speakers” meeting

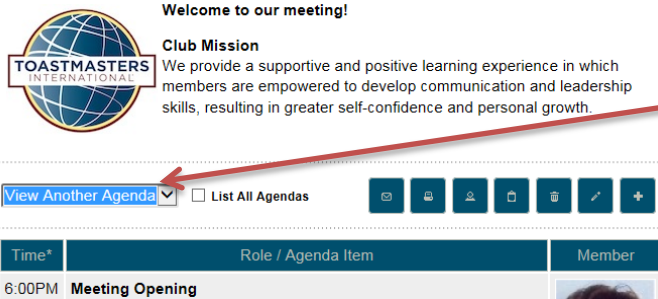
1. Visit Pathways to obtain speech projects here: <https://www.toastmasters.org/start-pathways>.
2. Quick Reference Sheet for doing Speeches and Roles: [Here](#)
3. Visit Sporty Speakers for signing up for all roles. <https://sportyspeakers.toastmastersclubs.org>
4. Click on “Member Login”. (if this is your first time visiting the site, you will be prompted to be emailed your password)
5. Click on “Meeting Agendas” on the left bar



Click to see agendas

IMPORTANT NOTE: Want your picture to appear on the Meeting Agenda? Go to “Edit Your Profile” to upload your picture. Be sure to make public so others can see it.

6. From the “Meeting Agenda page” you can select the date for which you want to sign up for a role or change a role.



Select meeting date and the agenda with roles will appear on the screen

Member Role Signup

6:18PM **Speaker #2**
 6:26PM Delivers a prepared or "hot seat" speech from one of the many Toastmasters manuals.
 role filled by **Tanya Pater** [X]

Manual / Speech / Time
 Choose Manual / Speech

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

Your Speech Title
 Enter the title of your speech.

Your Speech Introduction
 Enter a complete introduction for the Toastmaster.

Update Speech Details

6:26PM **Table Topics**
 6:36PM Impromptu speaking. The Table Topics Master calls upon several members to deliver 1-2 minute unprepared speeches on a topic announced right before the member is chosen.

Sign Up

6:36PM **General Evaluator**
 6:41PM The General Evaluator runs the evaluation portion of the meeting, introduces the evaluators, calls on reports, evaluates the evaluators and the meeting as a whole.
 role filled by **Alex Farkas** [X]

When you sign up for a role, the picture you added to your profile will appear here

If giving a speech, complete this section

SIGN UP FOR ROLE: roles that are available are noted with "Sign Up". If signing up for a role, click this button. If you loaded your picture in your profile it will show up here.

TO REMOVE NAME: to remove your name from the agenda, click the X to remove your name. If less than 2 days before the meeting, please find someone to take your role

7. Notifying the CLUB of role change

- a. Click on the email icon at the top of the Meeting Agenda screen.

Click on **EMAIL** icon here and the window below will appear.

View Another Agenda List All Agendas

Send Meeting Agenda via E-mail [X]

Email Subject

Enter a different subject above for the email if you wish.

Custom Message

Source [Icons]

Styles [Dropdown] Format [Dropdown] Font [Dropdown] Size [Dropdown]

Characters (including HTML): 0, Words: 0

Enter a custom message to send along with the meeting agenda.

Send to all club members (including TM and VPED)
 Toastmaster
 Vice President of Education

Type message to CLUB informing them of the update here! Be sure to sign your name to it.

Check the box for who you want this email to be sent then...

click on "Send E-mail"

Understanding the meeting roster/agenda buttons



**The "Download Multiple Meeting Sign-up Sheet" is one of the most helpful for ALL members. When you click on it, you get an Excel spreadsheet of 'all' meeting rosters that have been created by the VP of Education (and it shows everyone that has signed up along with all the open roles that are available. Much more convenient than opening a bunch of rosters to find an available slot.*