

2016

Toastmasters International

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GETTING COMFORTABLE WITH CLUB CENTRAL

User guide for conducting essential club business on the Toastmasters International website.

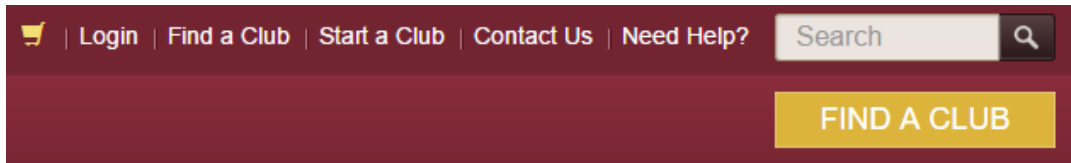
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Log In

Go to www.toastmasters.org to login.

Click the Login button on the top menu bar of your screen.

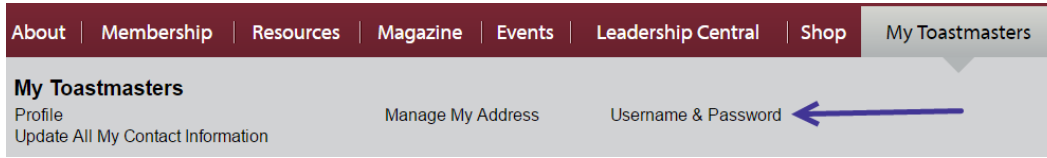


Enter your user name and password, and then click the LOGIN button. If this is your first time to use the TI website or you have forgotten your password, click on “Forgot your password?” and TI will send you a temporary password. Type your password, and then click the Login button.

A screenshot of the login form on the Toastmasters.org website. The form is set against a light gray background. It contains two input fields: "Username" and "Password". Below the "Password" field is a dark red button with the text "Login". At the bottom of the form, there is a blue link that says "Forgot your password?".

Change Username & Password

Click My Toastmasters, and then click Username & Password.



To change your username, [click here](#).

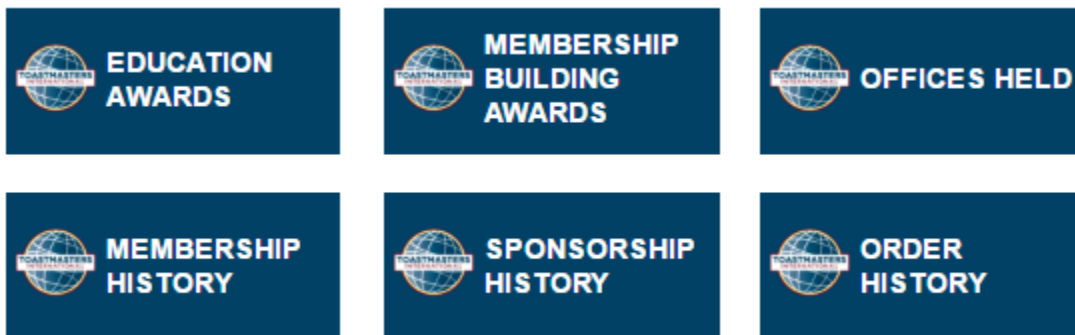
Change Password

To change your password, type a new password below:

***Required**
Username 00856791
New password *
Confirm password *

Type your new username and/or password, confirm, and then click UPDATE.

Notice that from My Toastmasters, you can also view/update your Profile, upload a photo, update contact information, and access the personal reports Toastmasters has built into this system for you!



Access Club Central

Current club officers may access Club Central by clicking Leadership Central to display topics, and then Club Central to conduct club business.

The image shows a navigation menu with the following items: About, Membership, Resources, Publications, Events, and Leadership Central. The 'Leadership Central' item is highlighted in a dark red color. A dropdown menu is open below it, containing the following items: Club Central (with a blue arrow pointing to it), Club Officer Tools, Logos, Images and Templates, Speech Contests, District Central, District Leader Tools, Public Relations, Leader Letter, Distinguished Performance Reports, Region Advisor Tools, Governing Documents, and Month-End Closing Dates.

About	Membership	Resources	Publications	Events	Leadership Central
Leadership Central					
Club Central	←	District Central	Distinguished Performance Reports		
Club Officer Tools		District Leader Tools	Region Advisor Tools		
Logos, Images and Templates		Public Relations	Governing Documents		
Speech Contests		Leader Letter	Month-End Closing Dates		

Note: Current district, division, and area directors may also access District Central to conduct district business.

Conduct Club Business

Now that you're logged in to Club Central, you'll see a list of the clubs to which you have access. Click on your club name to display the list of actions you can choose:

You're currently managing: 00007704 - Lifebuilders Club [Exit](#)

[Assign/Delegate International Election Club Proxy](#)

[Submit membership application\(s\) - new/dual/reinstate](#)

[Pay dues](#)

[Update my club meeting information](#)

[Search Club Receipts](#)

[View/Update/Print my club officer information](#)

[Update my club mailing address](#)

[Submit education award\(s\) for club members](#)

[View/Update/Print my club membership roster](#)

[Update my Addendum of Standard Club Options](#)

[View my club's awards](#)

[View DCP reports](#)

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

Assign/Delegate International Election Club Proxy

This menu item allows the Club President and Secretary to assign/delegate their club proxy vote for the International Election and Annual Business Meeting.

You're currently managing: 00007704 - Lifebuilders Club Exit

- [Assign/Delegate International Election Club Proxy](#)
- [Submit membership application\(s\) - new/dual/reinstate](#)
- [Pay dues](#)
- [Update my club meeting information](#)
- [Search Club Receipts](#)
- [View/Update/Print my club officer information](#)

Click to confirm who will carry your proxy.

Use this section to perform one of the following actions for the Annual Business Meeting:

Send a Club Delegate	Designate District Director	Designate Active Toastmaster
--------------------------------------	---	--

View candidate and proposal lists, and provide any instructions about casting your vote.

The following candidates have been nominated by the International Leadership Committee for election to the positions listed, at the Annual Business Meeting.

OFFICE	NAME	OFFICE	REGION	NAME
--------	------	--------	--------	------

For more information on the proposals, please visit www.toastmasters.org/2016-Proposals

Proposal A: Amendments to the Bylaws of Toastmasters International

- Yes
- No

Proposal B: Amendments to the Bylaws of Toastmasters International

- Yes
- No

Provide instructions about the casting of your votes below:

If no instructions are indicated, the proxyholder will exercise his/her judgement.

Click to sign and submit your proxy.

IMPORTANT NOTICE: Typing your name in the box below will constitute your electronic signature.

 Jul. 24, 2016

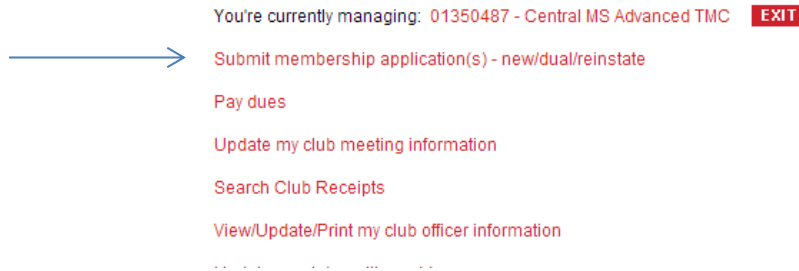
By clicking on this box, I am affixing my electronic signature, which is legally equivalent to my handwritten signature.

[Submit](#)

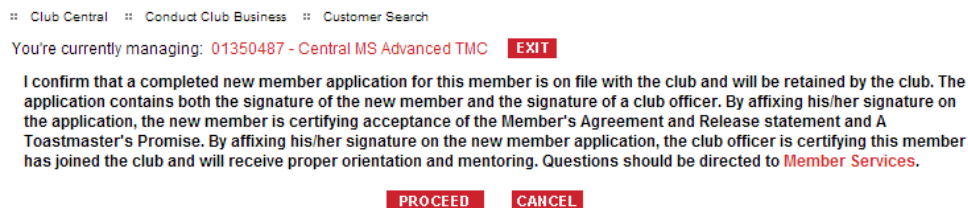
Submit membership application(s) – new/dual/reinstate

Add a **NEW** member

Click Submit membership application(s) – new/dual/reinstate from Conduct Club Business screen.



IMPORTANT: Once you have the signed membership application **IN YOUR HAND** and are ready to enter your **NEW** member, click the **PROCEED** button; otherwise, click **CANCEL** or **EXIT**.



Type the **NEW** member's Last Name, First Name and Email Address, and then click **SEARCH**.

Add New Member

Search Existing or Former Members:
To search for an existing, reinstated or dual member, please enter their "Last Name (Surname)" and "Customer ID" or "Last Name (Surname)" and "Email Address" only and then hit the "Search" button. If an exact match cannot be found, proceed with a new member entry or conduct another search.

Add New Member:
Enter new member information below, as you would like it to appear on their record, i.e. Capitalize the first letter of both the first name and last name (surname) and capitalize the middle initial if applicable.

Last Name (Surname)

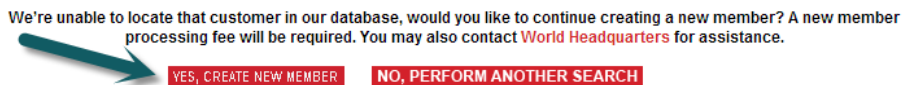
First Name

Middle Initial

Customer ID Or Email Address

SEARCH

Since new members are not yet in the system, click here.



Enter new member information. **Please note that their name will appear in the TI records however you type it on this screen!**

Add New Member

Personal Identification Details

Last Name (Surname) *

First Name *

Middle Name

Suffix

Gender Female Male

Address
(monthly Toastmasters magazine will be sent to this address)

Address Type * Home Work

Country Code *

Company / In care of

Address Line 1 *

Mail Address Preview:

To create new members, complete their information and follow the prompts. **Please note that their name will appear in the TI records however you type it on this screen!**

Add New Member

Personal Identification Details

Last Name (Surname) *

First Name *

Middle Name

Suffix

Gender Female Male

Address
(monthly Toastmasters magazine will be sent to this address)

Address Type * Home Work

Country Code *

Company / In care of

Address Line 1 *

Mail Address Preview:

Select membership dates and choose new member kit language.

Add New Member

Membership Information

Membership Begin Date:

Membership End Date:

Membership kit included? Yes No

Language for new member kit:

Add sponsor information from your signed application and follow the prompts.

Sponsor Information

Was the applicant sponsored? Yes No

Is the sponsor in this club? Yes No

CALCULATE

s reserved.
TMPWEB03

Sponsor Detail lookup - Google Chrome

https://cdcentral.toastmasters.org/ebusPPROD/ClubCentral/ConductClubBusiness/SponsorDetaillookup/tabid/204/Default.aspx

Search for the new member's sponsor:

Last Name

First Name

SEARCH

Select CALCULATE, then review your order and correct any errors before clicking CREATE ORDER.

You are now ready to enter additional new members, or proceed to PAY DUES.

Order Summary

Bill To Address

Central MS Advanced TMC
8004 Lakeview Blvd
Byram, MS 39272
United States

Ship To Address

New Member
123 Any St
Your Town, MS 39212
United States

Sponsor Information

Last Name:

First Name:

Membership Information

Begin Date:

7/1/2013

End Date:

9/30/2013

New Member Kit?:

No

Language for Kit:

[PAY DUES](#)

[ADD NEXT MEMBER](#)

Add a **DUAL/REINSTATED** member

Click Submit membership application(s) – new/dual/reinstate from Conduct Club Business screen.

You're currently managing: 01350487 - Central MS Advanced TMC [EXIT](#)

[Submit membership application\(s\) - new/dual/reinstate](#)

[Pay dues](#)

[Update my club meeting information](#)

[Search Club Receipts](#)

[View/Update/Print my club officer information](#)

...

When you have the signed membership application in hand and are ready to enter your **DUAL/REINSTATED** member, click the PROCEED button; otherwise, click CANCEL or EXIT.

Club Central Conduct Club Business Customer Search

You're currently managing: 01350487 - Central MS Advanced TMC [EXIT](#)

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 [Member Services](#).

[PROCEED](#) [CANCEL](#)

To search for an existing, reinstated or dual member, type the member's Last Name and Customer ID or Email Address, and then click SEARCH.

Add New Member

Search Existing or Former Members:
To search for an existing, reinstated or dual member, please enter their "Last Name (Surname)" and "Customer ID" or "Last Name (Surname)" and "Email Address" only and then hit the "Search" button. If an exact match cannot be found, proceed with a new member entry or conduct another search.

Add New Member:
Enter new member information below, as you would like it to appear on their record, i.e. Capitalize the first letter of both the first name and last name (surname) and capitalize the middle initial if applicable.

Last Name (Surname)

First Name

Middle Initial

Customer ID Or Email Address

SEARCH

Existing and lapsed members should be in the system, but they may have been originally entered under a different name or email address. Click on **NO, PERFORM ANOTHER SEARCH** to keep trying!

We're unable to locate that customer in our database, would you like to continue creating a new member? A new member processing fee will be required. You may also contact [World Headquarters](#) for assistance.

YES, CREATE NEW MEMBER

NO, PERFORM ANOTHER SEARCH



If you cannot locate a reinstating or dual member in the system, **STOP!** Click on this link to contact World Headquarters for the member's existing Customer ID before proceeding!

When the existing member's information appears, click ADD MEMBERSHIP.

Add New Member

Personal Identification Details

Last Name (Surname)* Customer Number

First Name*

Middle Name

Suffix

Gender Female Male

ADD MEMBERSHIP **CANCEL**

Complete this section just as you would for a new member, but notice an existing member can choose whether or not to purchase a new member kit.

Add New Member

Membership Information

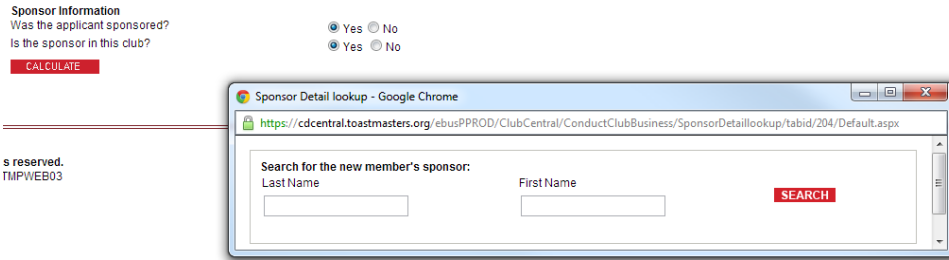
Membership Begin Date:

Membership End Date:

Is member purchasing a new member kit? Yes No

Language for new member kit:

Add sponsor information from your signed application and follow the prompts.



Select CALCULATE, then review your order and correct any errors before clicking CREATE ORDER.

Order Summary

Bill To Address

Central MS Advanced TMC
8004 Lakeview Blvd
Byram, MS 39272
United States

Ship To Address

New Member
123 Any St
Your Town, MS 39212
United States

Sponsor Information

Last Name:
First Name:

Membership Information

Begin Date: 7/1/2013
End Date: 9/30/2013
New Member Kit?: No
Language for Kit:

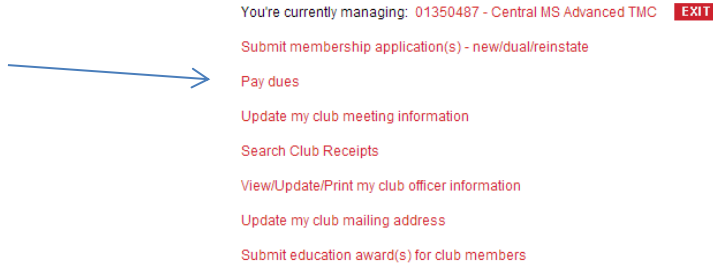
PAY DUES

ADD NEXT MEMBER

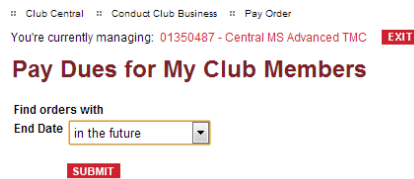
You are now ready to enter another dual/reinstating member, or proceed to PAY DUES.

Pay dues

Click Pay dues from the Conduct Club Business screen.



Select the date range for which you want to search, then click SUBMIT. New members will be “in the future,” but reinstating members should be found under “equal any date.”



Select the member(s) for whom you want to pay, enter the credit card information in the space provided, and then click PROCESS PAYMENT.

Pay Dues for My Club Members

Find orders with
End Date

SUBMIT

Sort Results By

Check All/Uncheck All	Member Name	Member Number	Description	Order Number	Amount
<input type="checkbox"/>			T1 - Club Mbrship District 43 01-Apr-2013 to 30-Sep-2013	9001939787	\$36.00
<input type="checkbox"/>			T1 - Club Mbrship District 43 01-Jul-2013 to 30-Sep-2013	9002287784	\$18.00
<input type="checkbox"/>			T1 - Club Mbrship District 43 01-Apr-2013 to 30-Sep-2013	9001928701	\$36.00
<input type="checkbox"/>			T1 - Club Mbrship District 43 01-Apr-2013 to 30-Sep-2013	9001938048	\$36.00
Check All/Uncheck All					
<input type="checkbox"/>					

Total: \$ 0.00

Payment Information

Card Type *

Card Number *

Expiration *

Name On Card *

Billing Address of Card

Country *

Address line *

City *

State/Province *

Postal Code *

PROCESS PAYMENT

The Pay Order Thank you page shows your payment was accepted.

:: Club Central :: Conduct Club Business :: [Pay Order Thank you page](#)
You're currently managing: 01350487 - Central MS Advanced TMC [EXIT](#)
Central MS Advanced TMC (01350487)
Order Number: 9002287784
Order Date: 7/4/2013
Ship To:
TI - Club Mbrship District 43 01-Jul-2013 to 30-Sep-2013 \$18.00

Payment Information	
Date:07/04/2013 2:28 PM	Amount Due: \$18.00
Visa \$18.00	Amount Paid: \$18.00
	Balance Due: \$0.00
Billing Address: Central MS Advanced TMC 8004 Lakeview Blvd Byram, MS 39272 United States	

[BACK TO SEARCH RESULTS](#)

Toastmasters International will send you an email confirming the submitted payment(s).

Semiannual Dues Renewals

Membership renewals are due by October 1st and April 1st.

Select the option of **“in the future”** to pull up all orders with a future membership end date.

Select the members you wish to pay for and follow the prompts to submit payment.

Important notes from Toastmasters International regarding membership payment processing:

1. There must be a minimum of **EIGHT** members paying dues, and (at least) three of the eight must be renewing membership.
2. Renewals can be submitted online, by mail or by fax.
3. We do not advise submitting renewals by email as it is not secure.
4. If paying by check, you can print the list with the renewing members indicated and mail it, along with payment, to Toastmasters International. Checks must be made payable to Toastmasters International.

With more than 15,400 clubs in 135 countries paying dues online, it is highly recommended that you pay early and avoid any system slowness due to heavy activity!

Update my club meeting information

Click Update my club meeting information from Conduct Club Business screen.



What you enter in this section links to the "FIND A CLUB" button on the Toastmasters International home page, and will help attract NEW members to your club!

Club Central Conduct Club Business Club Meeting

You're currently managing: 01350487 - Central MS Advanced TMC **EXIT**

Update My Club Meeting Information

Use this section to update your club meeting time and location as they are stored in Toastmasters International's records and appear in the Find a Meeting Location section. Changes made here will appear on the Web site within two business days. Information should appear exactly as you wish it to display on the Web site. Use upper and lower case where appropriate and avoid abbreviations.

Club Number 01350487 Country United States

* Required

Club Contact Information

Club Name*	Central MS Advanced TMC **	Want new members? Make sure these details stay current so the public can reach positive, enthusiastic members for more information about your club!
Contact phone	769-233-3316	
Contact email	cmat1350487@gmail.com	
Web site	1350487.toastmastersclubs.org	
Facebook		

Meeting Information (suggested contents shown below each field)

Meeting Day*	Saturday 1st & 3rd <small>Monday, 2nd & 4th Thursday</small>	Time*	7:30 am, 8:20am <small>7:30 am, 12:45 pm</small>	Frequency*	Twice a Mont ▾
Place*	IHOP Restaurant <small>Name of facility or business</small>				
Place (cont)					
Address*	474 Brianwood <small>Street address or location</small>				
City*	Jackson **	Moved? Be sure to update your address and map location so potential members can find you!			
State/Province	Mississippi ▾	Click here to review and update your map location.			
ZIP/Postal Code	39206				

Search Club Receipts

Click Search Club Receipt from Conduct Club Business screen.

- You're currently managing: 01275010 - Downtown Jackson Toastmasters [Exit](#)
- [Submit membership application\(s\) - new/dual/reinstate](#)
- [Pay dues](#)
- [Update my club meeting information](#)
- [Search Club Receipts](#) ←
- [View/Update/Print my club officer information](#)
- [Update my club mailing address](#)
- [Submit education award\(s\) for club members](#)
- [View/Update/Print my club membership roster](#)
- [Update my Addendum of Standard Club Options](#)
- [View my club's awards](#)
- [View DCP reports](#)
- [Wire Transfer Instructions \(PDF\)](#)

Enter date range and click Search.

Search for payments received within this date range
Club receipts may be searched up to two years. If a particular receipt you are searching for is not listed, please contact Member Services at membership@toastmasters.org.

From: To:

[SEARCH](#) [EXPORT](#) [BACK TO CLUB CENTRAL](#)

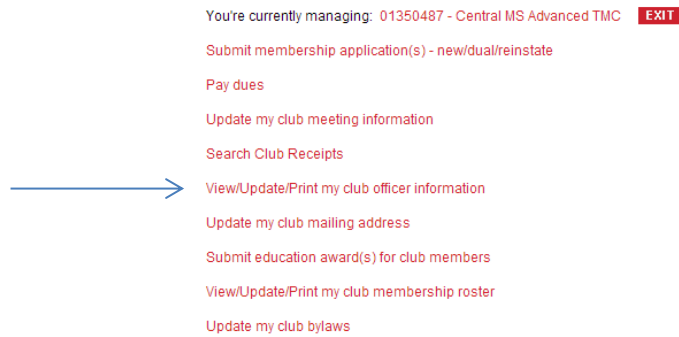
July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[Clear](#) [Close](#)

Print or upload the desired receipt(s).

View/Update/Print my club officer information

Click View/Update/Print my club officer information from Conduct Club Business screen.



IMPORTANT: Do not make any changes on this screen unless you are replacing or removing a current club officer. THERE IS NO UNDO FEATURE!

This brings up your list of CURRENT club officers.

:: Club Central :: Conduct Club Business :: Update club officers

You're currently managing: 01350487 - Central MS Advanced TMC **EXIT**

Officer Term Current

PRINT ROSTER

URGENT NOTE: Replacing or removing a CURRENT officer might cause them to lose credit for serving as a club officer, even if your entry was made in error.

Position	Name	Term Begin Date	Term End Date	
Club President	Mary M. Mixon, ACS, ALB	7/1/2013	6/30/2014	REPLACE
Club VP Education	Barbara Lowe, ACG, ALB	7/1/2013	6/30/2014	REPLACE REMOVE
Club VP Membership	Jack Lee Thomas, ACB, CL	7/1/2013	6/30/2014	REPLACE REMOVE
Club VP PR	Clinton Russell, ACB, CL	7/1/2013	6/30/2014	REPLACE REMOVE
Club Secretary	Maribel Martinez, CC, ALB	7/1/2013	6/30/2014	REPLACE
Club Treasurer	Debra G. Hardy, DTM	7/1/2013	6/30/2014	REPLACE REMOVE
Club Sergeant at Arms	Artaymis Maat, ACB, ALB	7/1/2013	6/30/2014	REPLACE REMOVE

CONFIRM **CANCEL**

Click REPLACE or REMOVE to replace current standing officer(s), and then use the dropdown box(es) to select the new officer(s).

[Editor’s Note: I used the future officer selection screen for illustration purposes, but the same procedure applies.] Use the dropdown boxes to select incoming officer(s), and enter their term begin date.

:: Club Central :: Conduct Club Business :: Update club officers
 You're currently managing: 01275010 - Downtown Jackson Toastmasters **EXIT**
 Officer Term Current Future 07/01/2013 - 06/30/2014 ▼

PRINT ROSTER

Position	Name	Term Begin Date	Term End Date
Club President	--Select-- ▼	7/1/2013	6/30/2014
Club VP Education	--Select-- ▼	7/1/2013	6/30/2014
Club VP Membership	--Select-- ▼	7/1/2013	6/30/2014
Club VP PR	--Select-- ▼	7/1/2013	6/30/2014
Club Secretary	--Select-- ▼	7/1/2013	6/30/2014
Club Treasurer	--Select-- ▼	7/1/2013	6/30/2014
Club Sergeant at Arms	--Select-- ▼	7/1/2013	6/30/2014

CONFIRM **CANCEL**

Verify your entry is correct, and then click CONFIRM.

Position	Name	Term Begin D
Club President	Clinton Russell, ACB, ▼	7/1/2013
Club VP Education	Yatorsha Marie Mereg ▼	7/1/2013
Club VP Membership		013
Club VP PR		013
Club Secretary		013
Club Treasurer		013
Club Sergeant at Arms		013

Message from webpage

Are you sure you want to update club roster?

CONFIRM **CANCEL**

Verify your entry one last time, and then click OK.

Update your club mailing address (if desired) before submitting your officer list, then click SAVE or RETURN TO CONDUCT CLUB BUSINESS. Toastmasters International will send you an email confirming the changes made.

Enter **FUTURE** officers

Click View/Update/Print my club officer information to bring up your CURRENT club officer list, then click **FUTURE** to enter incoming club officers. Future option is only visible during officer renewal period.

Semiannually elected officers serve July 1 – December 31 and January 1 – June 30 terms. Annually elected officers serve July 1 – June 30 terms. Deadline for submitting incoming annual officer list is June 30th to earn DCP credit.

:: Club Central :: Conduct Club Business :: Update club officers
 You're currently managing: 01275010 - Downtown Jackson Toastmasters **EXIT**
 Officer Term Current Future 07/01/2013 - 06/30/2014 ▼

Use the dropdown boxes to select incoming officer(s).

:: Club Central :: Conduct Club Business :: Update club officers
 You're currently managing: 01275010 - Downtown Jackson Toastmasters **EXIT**
 Officer Term Current Future 07/01/2013 - 06/30/2014 ▼

PRINT ROSTER

Position	Name	Term Begin Date	Term End Date
Club President	--Select--	7/1/2013	6/30/2014
Club VP Education	--Select--	7/1/2013	6/30/2014
Club VP Membership	--Select--	7/1/2013	6/30/2014
Club VP PR	--Select--	7/1/2013	6/30/2014
Club Secretary	--Select--	7/1/2013	6/30/2014
Club Treasurer	--Select--	7/1/2013	6/30/2014
Club Sergeant at Arms	--Select--	7/1/2013	6/30/2014

CONFIRM **CANCEL**

Verify your entries, then click CONFIRM.

Position	Name	Term Begin D
Club President	Clinton Russell, ACB, ▼	7/1/2013
Club VP Education	Yatorsha Marie Merez ▼	7/1/2013
Club VP Membership		013
Club VP PR		013
Club Secretary		013
Club Treasurer		013
Club Sergeant at Arms		013

Message from webpage

? Are you sure you want to update club roster?

OK Cancel

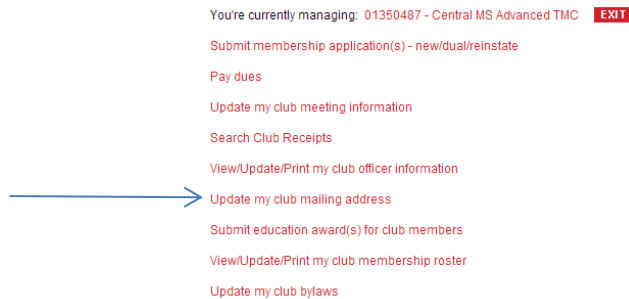
CONFIRM **CANCEL**

Verify your entries one last time, and then click OK.

Update your club mailing address if desired before submitting your officer list, then click SAVE or RETURN TO CONDUCT CLUB BUSINESS. Toastmasters International will send you an email confirming the changes made.

Update my club mailing address

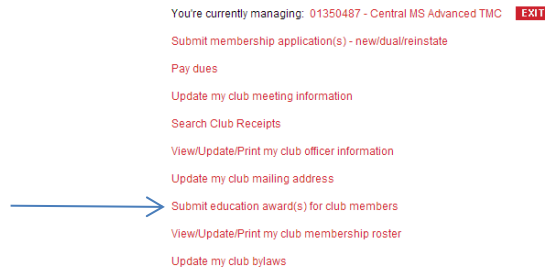
Click Update my club mailing address from Conduct Club Business screen.



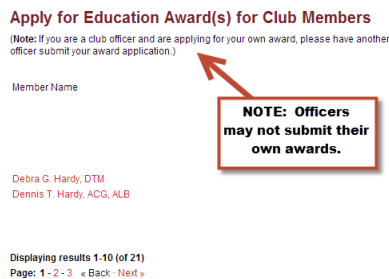
Enter the updated information and click SAVE or RETURN TO CONDUCT CLUB BUSINESS. Toastmasters International will send you an email confirming the changes made.

Submit education awards for club members

Click Submit education award(s) for club members from Conduct Club Business screen.



Select the club member who earned the award.



Select "Apply" to enter the award earned.

Submit Education Award Application for Dennis T. Hardy, ACG, ALB

Applicant May Not Submit Their Own Education Awards, Even If They Are a Current Club Officer.

CC	Competent Communicator	Apply
ACB	Advanced Communicator Bronze	Apply
ACS	Advanced Communicator Silver	Apply
ACG	Advanced Communicator Gold	Apply
CL	Competent Leader	Apply
ALB	Advanced Leader Bronze	Apply
ALS	Advanced Leader Silver	Apply
DTM	Distinguished Toastmaster	Apply

NOTE: Officers may not submit their own awards.

If member has earned the same award within the past twelve months, the system will ask whether this is a duplicate application. Verify with the member before proceeding.

Possible Duplicate Application?

Our records show that Dennis T. Hardy, ACG, ALB, received the following award(s) in the past 12 months.

Award	Date Earned	Club Number	Club Name
Competent Communicator	8/26/2012	01350487	Central MS Advanced TMC
Competent Communicator	9/29/2012	01275010	Downtown Jackson Toastmasters

If this is duplicate application for this member, please click DUPLICATE APP to exit this process and return to the Club Business main menu.

To continue submitting an application for this member, click CONTINUE PROCESSING.

[DUPLICATE APP](#)

[CONTINUE PROCESSING](#)

Enter/update member address if needed. Make sure to click "Yes" if member wants a recognition letter sent to their manager, supervisor or employer.

Application Details for CC Award

Applicant May Not Submit Their Own Education Awards, Even If They Are a Current Club Officer.

Enter/update the following information. Changes made to the member's address will update the permanent information on file at World Headquarters. If you wish for the award packet 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.

Member Information

Member Number:

Last Name: Hardy
 First Name: Dennis
 Middle Name: T.

Suffix:

Shipping Address: [\(Ship Somewhere Else | Update Address\)](#)

8004 Lakeview Blvd
 Byram, MS 39272

Name on Certificate:

Please exclude professional and/or occupational status (ex: Dr., Ph.D.)

Email:

Do you wish to send a letter of recognition to the member's employer? Yes No

Click Yes to enter employer info for recognition letter.

[ENTER APPLICATION DETAILS](#)

If member wants a recognition letter sent, enter the employer information carefully and review before clicking CONFIRM, as the letter will be addressed exactly as you specify!

Enter speech titles (if applicable) and project completion dates from member records, then click REVIEW THE APPLICATION.

Project Completion Record (Competent Communicator)

Applicant May Not Submit Their Own Education Awards, Even If They Are a Current Club Officer.

	Speech Title (Enter the names of the speeches presented)	Date
Project One	Speech 1	1/1/2013
Project Two	Speech 2	1/2/2013
Project Three	Speech 3	1/3/2013
Project Four	Speech 4	1/4/2013
Project Five	Speech 5	1/5/2013
Project Six	Speech 6	1/6/2013
Project Seven	Speech 7	1/7/2013
Project Eight	Speech 8	1/8/2013
Project Nine	Speech 9	1/9/2013
Project Ten	Speech 10	1/10/2013

Important note: Members earning their FIRST CC award will receive two FREE advanced manuals (of their choice) if you click here before reviewing the application!!

(Available to first time CC award recipients) Click here for 2 free manuals

REVIEW THE APPLICATION

Review your entries and edit as needed. Please notice that members earning their first Competent Communicator award qualify to receive two FREE advanced manuals

Review CC Application

Applicant May Not Submit Their Own Education Awards, Even If They Are a Current Club Officer.

Make sure someone else enters your awards!

If you need to change the information press the EDIT button.

The following is a summary of the CC application you have entered. Please review the information to ensure its accuracy.

Member Information

Member Number
Last Name Hardy
First Name Dennis
Middle Name T.
Suffix
Shipping Address 8004 Lakeview Blvd
 Byram, MS 39272
Name on Certificate Dennis T. Hardy
Email dth9230@gmail.com

Project Completion Record

Project #	Speech Title	Date
Project One	Speech 1	6/1/2013
Project Two	Speech 2	6/2/2013
Project Three	Speech 3	6/3/2013
Project Four	Speech 4	6/4/2013
Project Five	Speech 5	6/5/2013
Project Six	Speech 6	6/6/2013
Project Seven	Speech 7	6/7/2013
Project Eight	Speech 8	6/8/2013
Project Nine	Speech 9	6/9/2013
Project Ten	Speech 10	6/10/2013

STOP:
 Last chance to make corrections!
 Name and address correct?
 Entering the correct award?
 Speech titles and dates are correct?

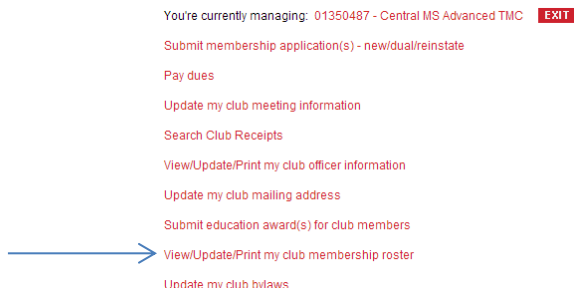
Please note that you cannot make changes to an award application by clicking the back browser button. To make edits to a submitted award application, contact Member Services at educationawards@toastmasters.org or call 949-858-8255.

SUBMIT CERTIFICATION EDIT

Click EDIT to make any necessary changes. When everything is correct, click SUBMIT CERTIFICATION. Toastmasters International will send you and the member an email confirming the award was submitted.

View/Update/Print my club membership roster

Click View/Update/Print my club membership roster from Conduct Club Business screen.



Edit member address and/or contact information from this screen as needed.

Club Membership Roster

Members for Club: 01350487

Members may update their information by accessing members.toastmasters.org and selecting **My Profile** link on the navigation menu.

Export to Excel **Export to CSV** **Printer Friendly**

Customer ID	Name	Address	Membership Period	Status(*)
		Home: Cell: Email: Work:	4/1/2013 - 9/30/2013 Member since: 12/1/2011	Active

[Edit Address](#)
[Edit Contact Information](#)

Notice the summary at the end of your report.

Members in Club:21

Note: If members have transferred in/out of your club in this dues period, the total shown above may not match the Membership to Date count on the DCP.

Status(*) Active: as of the Report Date, the member's dues are paid for the dates shown.

Graced: as of the Report Date, the member is in the two-month grace period following the Membership Period.

Membership lists may be exported or printed as needed, but be sure to protect your members' privacy!

View DCP reports

Click View DCP reports from Conduct Club Business screen to access the Dashboard, or simply type dashboards.toastmasters.org in your browser search window.

You're currently managing: 01350487 - Central MS Advanced TMC **EXIT**

- Submit membership application(s) - new/dual/reinstate
- Pay dues
- Update my club meeting information
- Search Club Receipts
- View/Update/Print my club officer information
- Update my club mailing address
- Submit education award(s) for club members
- View/Update/Print my club membership roster
- Update my club bylaws
- View my club's awards
- Assign/Delegate Club Proxy
- View DCP reports
- Wire Transfer Instructions (PDF)

→

The world is at your fingertips. EXPLORE!!

Need help navigating the Dashboard? Type <http://dashboards.toastmasters.org/docs/Dashboard%20Guide.pdf> into your web browser to access the Dashboard guide.

TOASTMASTERS INTERNATIONAL

These reports are for the program year July 1, 2015 to June 30, 2016 and are not yet final.

Club Search: Name or Number [Search] Select a District [Dropdown] 2015-2016 [Dropdown] Jun [Dropdown] As of 16-Jul-2016 [Dropdown] Export [Dropdown]

Region	DSP	Training	Membership Payments					Club Growth			Distinguished Clubs			
			New	Renewals	Charter	YTD	Base	Growth	YTD	Base	Growth	YTD	%	
Region 01			8,360	26,152	1,183	35,695	36,351			887	907		402	
District 02	Y	Y	1,715	5,420	175	7,310	7,709	-5.18%	172	184	-6.52%	80	43.48%	
District 09	Y	Y	440	1,577	66	2,083	1,985	4.94%	62	60	3.33%	29	48.33%	
District 15	Y	Y	787	2,354	148	3,289	3,348	-1.7%	87	83	4.82%	38	45.78%	
District 21	Y	Y	1,333	4,061	89	5,483	5,709	-3.96%	149	162	-8.02%	60	37.04%	
District 26	Y	Y	1,751	5,586	443	7,780	7,744	0.46%	178	176	1.14%	88	50%	
District 32	Y	Y	764	2,571	65	3,400	3,448	-1.39%	94	97	-3.09%	42	43.3%	
District 96	Y	Y	1,570	4,583	197	6,350	6,410	-0.94%	145	145	0%	65	44.83%	
Region 02			10,381	32,802	1,596	44,779	45,127		1,065	1,079		525		
District 04	Y	Y	3,297	10,127	687	14,111	13,873	1.72%	285	280	1.79%	154	55%	
District 07	Y	Y	1,479	5,010	153	6,642	6,950	-4.43%	169	176	-3.98%	77	43.75%	
District 13	Y	Y	1,906	5,707	387	7,980	7,823	0.72%	220	211	4.27%	111	52.61%	
District 39	Y	Y	1,325	4,805	118	6,248	6,532	-4.35%	170	183	-7.1%	70	38.25%	
District 49	Y	Y	578	2,137	78	2,793	2,737	2.05%	66	68	-2.94%	33	48.53%	
District 57	Y	Y	1,796	5,016	193	7,005	7,112	-1.5%	155	161	-3.73%	80	49.69%	
Region 03			10,821	32,956	1,949	45,726	44,367		1,071	1,042		549		
District 16	Y	Y	928	2,901	130	3,959	3,825	3.5%	99	96	3.13%	54	56.25%	
District 22	Y	Y	954	3,555	158	4,667	4,490	3.94%	118	113	4.42%	44	38.94%	
District 23	Y	Y	860	2,675	133	3,668	3,520	4.2%	106	102	3.92%	48	47.06%	
District 25	Y	Y	1,572	4,886	235	6,693	6,679	0.21%	161	167	-3.59%	83	49.7%	
District 50	Y	Y	1,973	5,576	421	7,970	7,687	3.68%	188	179	5.03%	104	58.1%	
District 55	Y	Y	2,157	6,396	391	8,944	8,641	3.51%	197	189	4.23%	115	60.85%	
District 56	Y	Y	2,377	6,967	481	9,825	9,525	3.15%	202	196	3.06%	101	51.53%	
Region 04			7,223	27,811	974	36,008	36,318		949	973		426		
District 06	Y	Y	2,302	6,893	403	11,398	10,989	3.72%	299	289	3.46%	156	53.96%	

Callouts in the image:

- Search for a specific club or district (points to search bar)
- Explore reports (points to Other Reports menu)
- Built-in support features (points to Support menu)
- Mobile app-friendly version! (points to Mobile menu)