



Free ToastHost 3

now mobile friendly with new features coming regularly

sample website

10,000 clubs agree it helps manage your Toastmasters club

TIP #1 ::

MENTOR PROGRAM MANAGEMENT

NOVEMBER 2018

Especially for *VPEs*

There are three ways to gain access to the mentoring features of the website. 1. Login as Admin and choose Membership Management (MM) from the module selection drop-down menu. 2. Ask the Admin to give you access rights to MM.* They can find this on the Access Settings tab in the Admin Console. 3. Click the checkbox in the mentoring form

**Then all you have to do is login as yourself and look on your Members Only tab for the link*

admin console

admin console

Site Administration

Make any changes to your website using this administration area. Be sure to click the "Save" button at the bottom of the window to save all changes.

Select a Module: Website Settings, Membership Management, Email & Contact Forms, Custom Web Pages, File Manager, Meeting Agenda Settings, News Management, Social Links, Statistics, About

You can delegate access to certain FreeToastHost Admin Console modules here to a maximum of three club officers. Links to these modules are included on the Members Only menu after the officers below have logged in.

Delegate Admin Console Access:

Select Officer(s) Allowed to Access Website Settings *: Select People...

Select Officer(s) Allowed to Access Membership Management: President, Vice President Education, Vice President Membership

Select Officer(s) Allowed to Access Email & Contact Forms: Vice President Membership, Vice President Public Relations

Select Officer(s) Allowed to Access Custom Web Pages: Vice President Education

Save Close

Mentoring form

Email & Contact Forms

This module will allow you to set your email settings and activate your "Contact Us" form & Mentor / Mentee Request form". Be sure to click the "Save" button at the bottom of the window to save all changes.

Email Settings, Email Security, Club Email Addresses, Contact Us Form, Mentoring Form

Here you can set which member needs to be notified when someone completes the mentor request form.

Mentor / Mentee Requests

Vice President Education

Give This Member Access To Assign Mentor(s) Tool

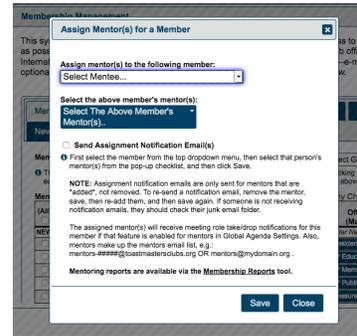
If you check this check box, then a direct link to the Assign Mentor(s) Tool (from Membership Management) will be added to the Members Only menu for the above person after they log in. If this person already has access to Membership Management, then you may want to un-check this.

Did you know that FreeToastHost has features specifically to support a strong mentoring program? We believe in the value of mentoring. Mentors can now be assigned to members in Membership Management. There is a new Mentoring Report in Membership Management; also, alternatively, club members can now designate one or more other club members as their mentor(s) in their member profile. Once mentors are assigned to members, mentors are automatically included in a special new email list called "mentors", e.g. mentors####@toastmastersclubs.org or mentors@customdomain.org. Also, you can include those mentors in the list of ones that get notified when someone adds or drops a meeting role. We hope to add additional features in the future to support a strong mentoring program. Have any ideas? Let us know at <http://support.toastmastersclubs.org>

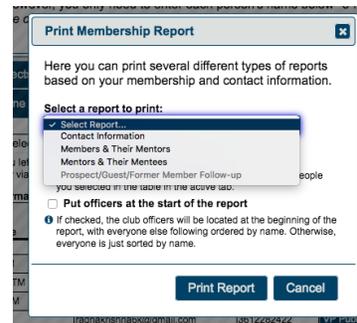
Save Close

Once MM is open, you can:

- A. Assign members to a mentor by either first clicking the box next to the members name in MM or choosing Assign Member Mentor(s) from the Membership Tools drop-down menu, then select the member to be a Mentee from the first drop-down menu. Then select their mentor from the blue Select drop-down menu. If the member already has a mentor, their name would appear in the second menu. If you click on the box below that, then when you click Save both parties will receive an email confirming the assignment.



- B. Find out who is mentoring who by selecting Membership Reports from the Membership Tools menu. Then you can select Members and their Mentors or Mentors and their Mentees to get two views of how your mentoring assignments are lined up.



Would you like to discuss how your website can simplify your officer role duties and make meetings more productive?

I am available to give you guidance by using Zoom, the web conferencing system the District uses. A very special guest speaker will join us for any club who gets at least five officers ready to invest an hour.

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