



# Free ToastHost 3

now mobile friendly with new features coming regularly



sample website

*10,000 clubs agree it helps manage your Toastmasters club*

## FTH TIP :: DUES MANAGEMENT

*For Treasurers especially*

Login as Admin and choose Dues Management from the module selection drop down menu or ask the Admin to give you access rights to Dues Management and open it from the Members Only list.

1. Once it is open, update the Invoice Settings and preview it on tab 2, then in the tab 3, click “Reset ALL” tracking information and click “Update and SEND INVOICES.”
2. As members pay, go into this handy tracker and click how they paid. You can make notes on the right. Each time you’re done, click “Update Changes Only.” Save paper 😊
3. Before the last meeting of the dues deadline month, go to the fourth tab and click on Basic Follow-up Emails-UNPAID DUES. Craft something relevant and then “Send E-mail.” The only recipients will be those with a dot to the left of their name on tab 3.

Would you like to discuss how your website can simplify your officer role duties?

I am available to give you guidance 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.

*Marc Richards*

*Marc Richards, DTM*  
Area B23 Director  
Club Website Training Chair