

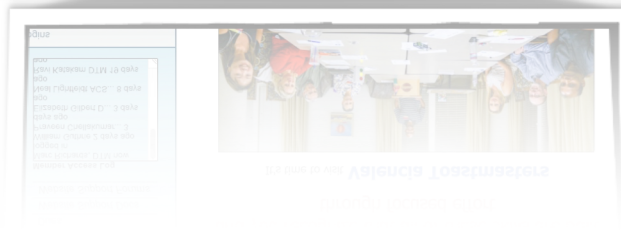


# Free ToastHost 3

now mobile friendly with new features coming regularly



sample website



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

## **FTH TIP :: OFFICER CHANGEOVER**

**As soon as the new year starts (July 1) change the officer assignments in Membership Management.**

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

1. Once it is open, click on each officer's role.
2. Unselect the role for that officer until all are unselected then click Save.
3. Then go back into the membership list and find the new officers. Click on Select Officer Role(s) and select their new role. Click Save.

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.

**Exciting news: I will lead a session at TLI on June 15 to go over some of the basics of FreeToastHost, the website you're using. Hope you can attend!**

*Marc Richards*

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