



Minato-Mirai Toastmasters Club has introduced the meeting management system called “**easy-Speak**” since 2016. We use easy-Speak for 1) Attendance Confirmation, 2) Role assignment, 3) Agenda preparation and 4) Meeting minutes.

This manual is to help club members to use easy-Speak for general purposes. It includes an essential guidance only. For more role-specific guidance, please download the “**easy-Speak Manual for TMOD**”, “**easy-Speak Manual for Prepared Speakers**”, “**easy-Speak Manual for GRAHCO**” from the link below.

<http://minatomiraitmc.toastmastersclubs.org/downloads.html>

Minato-Mirai Toastmasters Club recommends members to use [Google Chrome](#) or [Microsoft Edge](#) to save an agenda as PDF. You can download Chrome from the link below for free.

<https://www.google.com/chrome/browser/desktop/index.html>

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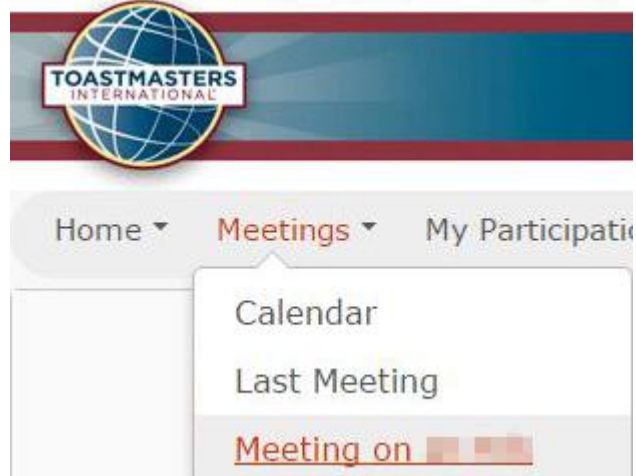
このマニュアルの日本語の解説は、以下のページをご参照ください。



1. 出欠確認するには（出欠確認依頼メールへの対応）
<https://minatomiraitmc.blogspot.com/2016/10/attendance-confirmation.html>
2. ロール確認するには（ロール確認依頼メールへの対応）
<https://minatomiraitmc.blogspot.com/2016/10/easy-speak-role-confirmation.html>
3. アジェンダをプリントするには
<https://minatomiraitmc.blogspot.com/2016/10/print-agenda-on-easy-speak.html>
4. Prepared Speech のリクエストを出すには
<https://minatomiraitmc.blogspot.com/2016/11/easy-speak-request-a-speech.html>
5. パスワードをリセットするには（パスワードを忘れたときの対応）
<https://minatomiraitmc.blogspot.com/2016/10/reset-password-on-easy-speak.html>

1 How to confirm your participation

We can easily inform our officers of the attendance with easy-Speak as below.

Log in to easy-Speak and go to "Meetings" > "Meeing on [date]".



Click " **Accept**" or " **Decline**" button beside "I WILL / WILL NOT attend this meeting".



1.1. Replying with clicking on a link in an email from easy-Speak

When receiving an email from easy-Speak.

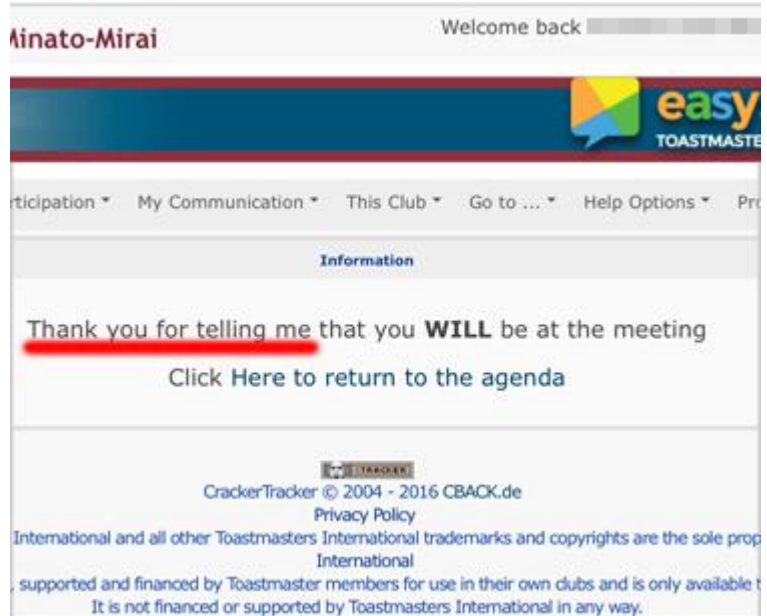
Click the link of either "I WILL" or "I will NOT" on the email from easy-Speak.



Enter the username, password and log in



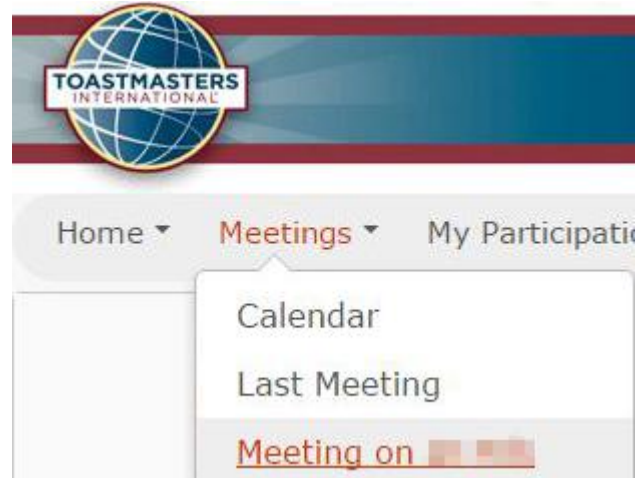
See the "Thank you" message and close the browser





2 How to confirm your meeting role

When the VPE or TMOD asks members to confirm the agenda for the next meeting, you are encouraged to confirm your role on easy-Speak.

Login to easy-Speak and go to "Meetings"
>"Meeting on [date]".

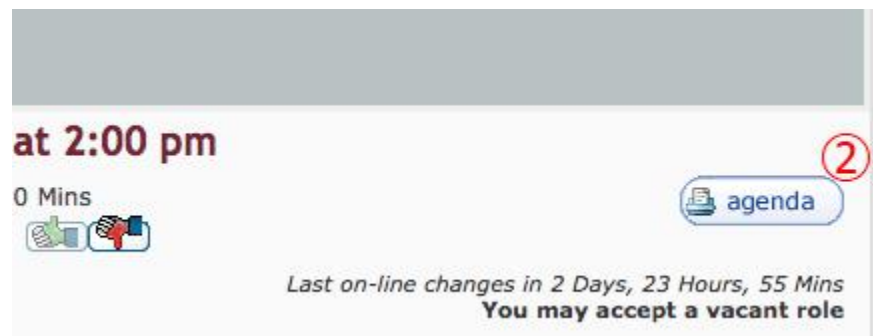


Confirm your role and click
"  **Accept**" or
"  **Decline**" beside your
name.



3 How to print an agenda

Click "**agenda**" button on the
top **RIGHT** corner of the
screen.



Note: please be careful that there are 2 different "agenda" buttons on the screen.

Right-click on the agenda. Click
"Print".



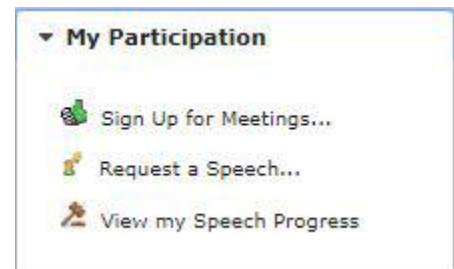
4 How to request a speech

You can request a speech on a preferable date on easy-Speak.

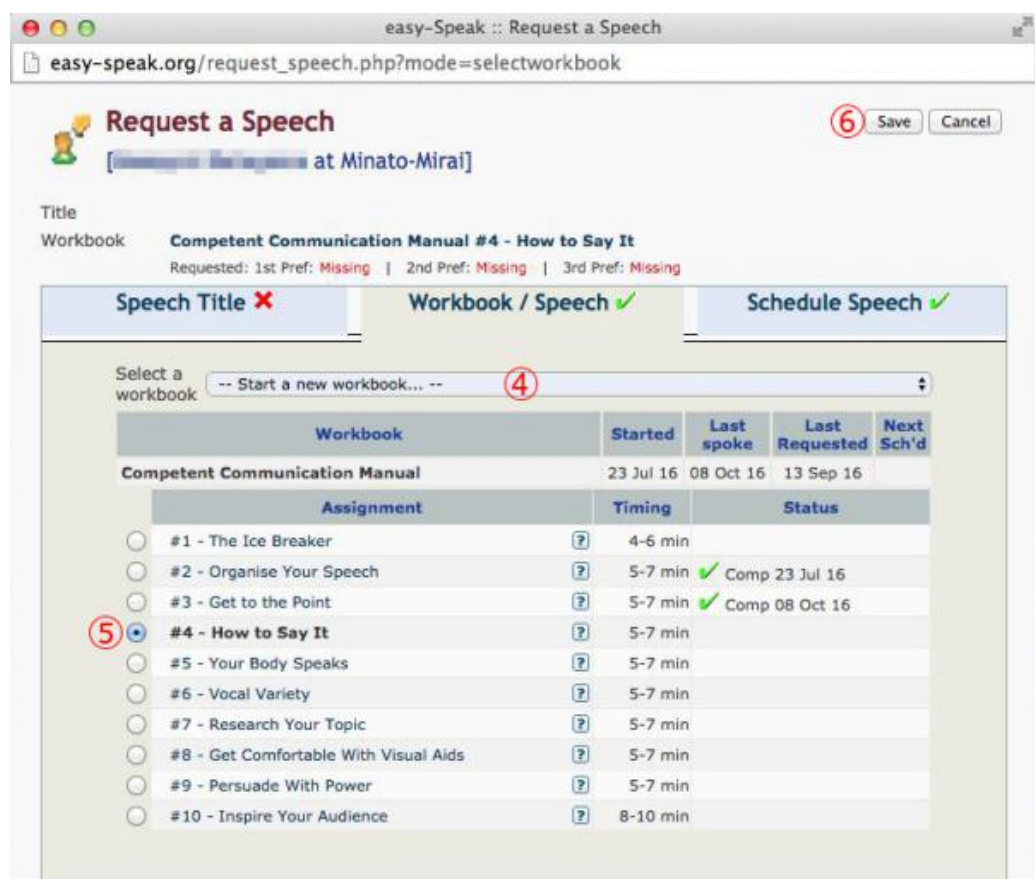
Log in to easy-Speak and go to **[Meetings]** -> **[Meeting List]**.



Go to **[My Participation]** on the left side bar and click **[Request a Speech...]**.



Open the tab **[Schedule Speech]** and click the preferable date of the meeting.



Open the tab **[Workbook / Speech]** and select a Workbook and an Assignment.

Click **[Save]**.

5 How to reset my Username and Password?

You can easily reset your password on easy-Speak by yourself.

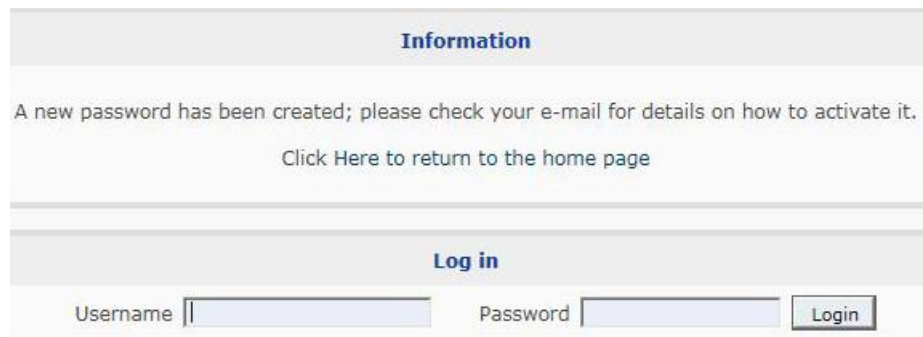
Click the link of "**I forgot my password**" on easy-Speak.



Enter "**Username**", "**E-mail address**" and click "**Save**". If you lose your Username, ask to VPE by email.



Check your email after the information says "A new password has been created".



Click the link of "To activated the request click here" on the email from easy-Speak.

THE PASSWORD WILL ONLY BE CHANGED IF YOU ACTIVATE THIS REQUEST.

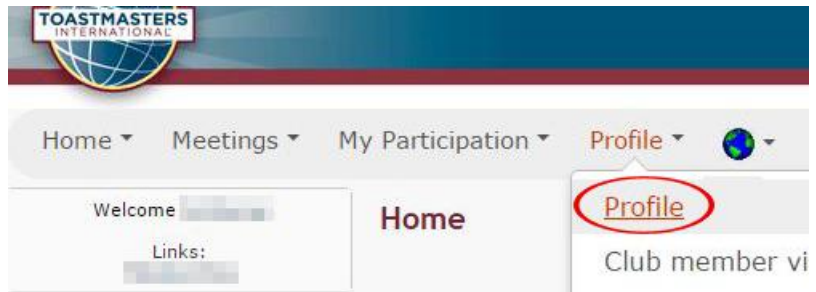
[To activate the request click here.](#) and you will then be logged in automatically.

In the future you may log in using the following credentials:

Username:
Password:



You can automatically login to easy-Speak after clicking the link on the email. It is recommended to **change the Username and Password which are easy to remember**. Go to "Profile" > "Profile".



Click "Registration" tab. Change the "Username" which is easy to remember. Enter the "Current Password"

which is written on the email from easy-Speak. Enter the "New password" which is easy to remember "Confirm password" means to re-enter the "New password".



My User Profile

Save (9) Reset

Registration Personal Preferences Communication Images Attachments

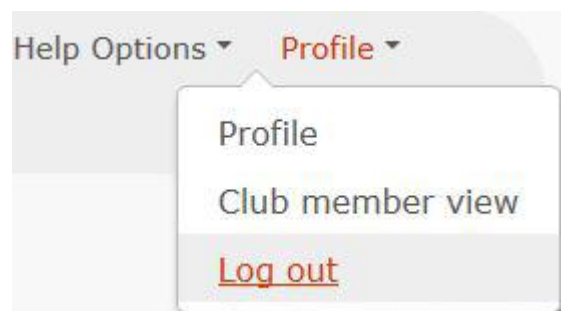
Registration Information

Items marked with a * are required unless stated otherwise.

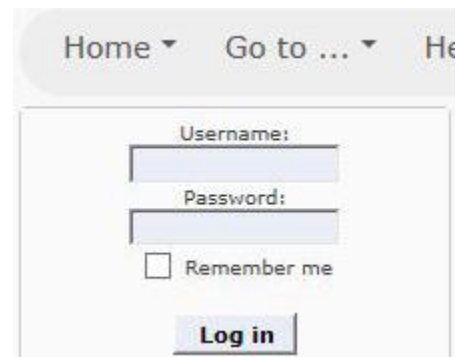
Username *	example	4
E-mail address *	example@exam.ple	5
Current password * You must confirm your current password if you wish to change it or alter your e-mail address	6
New password * You only need to supply a password if you want to change it	7
Confirm password * You only need to confirm your password if you changed it above	8

Click "Save" at last.

Go to "Profile" > "Logout".



Enter "**Username**" and "**Password**" and click "**Login**".



Home ▾ Go to ... ▾ He

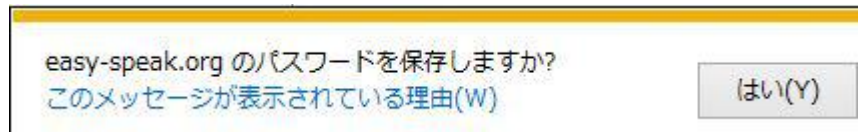
Username:

Password:

Remember me

Log in

If your browser says "Do you want Internet Explorer to remember the password?", click "Yes".



easy-speak.org のパスワードを保存しますか?
このメッセージが表示されている理由(W)

はい(Y)

Your browser won't forget your Username and Password even if you forget it.