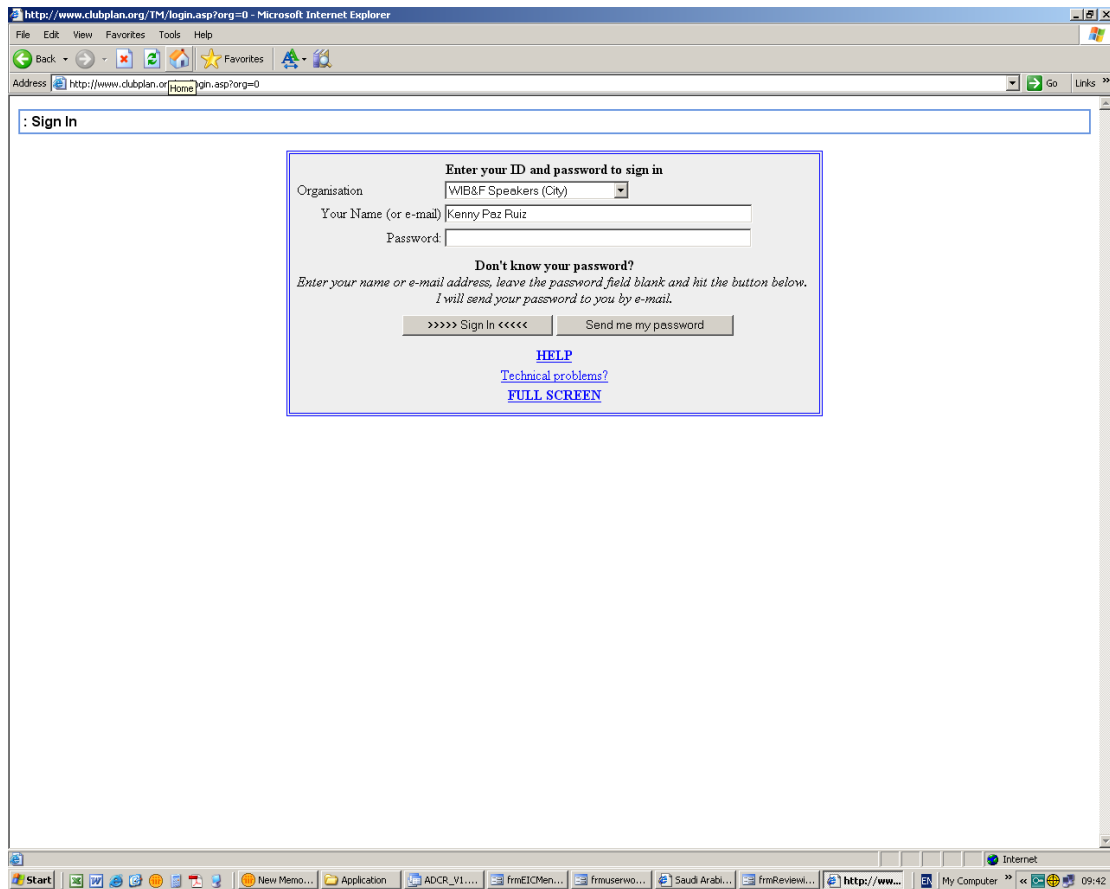


HOW TO USE CLUBPLAN



In this screen you can request your password and also contact John Campbell for any technical difficulties

http://www.clubplan.org/tm/tm_meetings.asp?date=39581&mtg=1901 - Microsoft Internet Explorer

Address http://www.clubplan.org/tm/tm_meetings.asp?date=39581&mtg=1901

135 Fishergate
City of London, City of London, UK

Get directions: [To here](#) - [From here](#)
[Search nearby](#)

View Larger Map

[Edit Meeting](#) [Edit All Roles](#) [Print Friendly](#) *Click role title to change assigned person*
=biography available; =photograph available; =send email =history

Role	Order	Person	Speech Project	Title	Status
President		Lynne Cantor			Confirm
Toastmaster		Liz Whitfield			Confirm
General Evaluator					
Grammarian		Julia Kowalle			Confirm
Timekeeper		Yemi Leighton			Confirmed
Topics Master		Chryste Dao			Confirm
Table Topics Evaluator (All)		Lucy Sydenham			Confirm
Speaker		Zofia Czarnicka	#01: The Ice Breaker		Confirm
Speaker		Monika Kundu	(Edit Speech Project)		Confirm
Speaker		Louise Bicknell	(Edit Speech Project)		Confirm
Speaker		Lynne Cantor	#07 CC: Research Your Topic		Confirm
Evaluator					
Evaluator					
Evaluator					
Evaluator		Jade Simpson			Confirm
Reserve Speaker					

[Attending](#)

1 [Jacky Norman](#)

[Not Attending](#)

1 [Marina Morozova](#)

2 [Heather Mullins](#)

3 [Kenny Paz Ruiz](#)

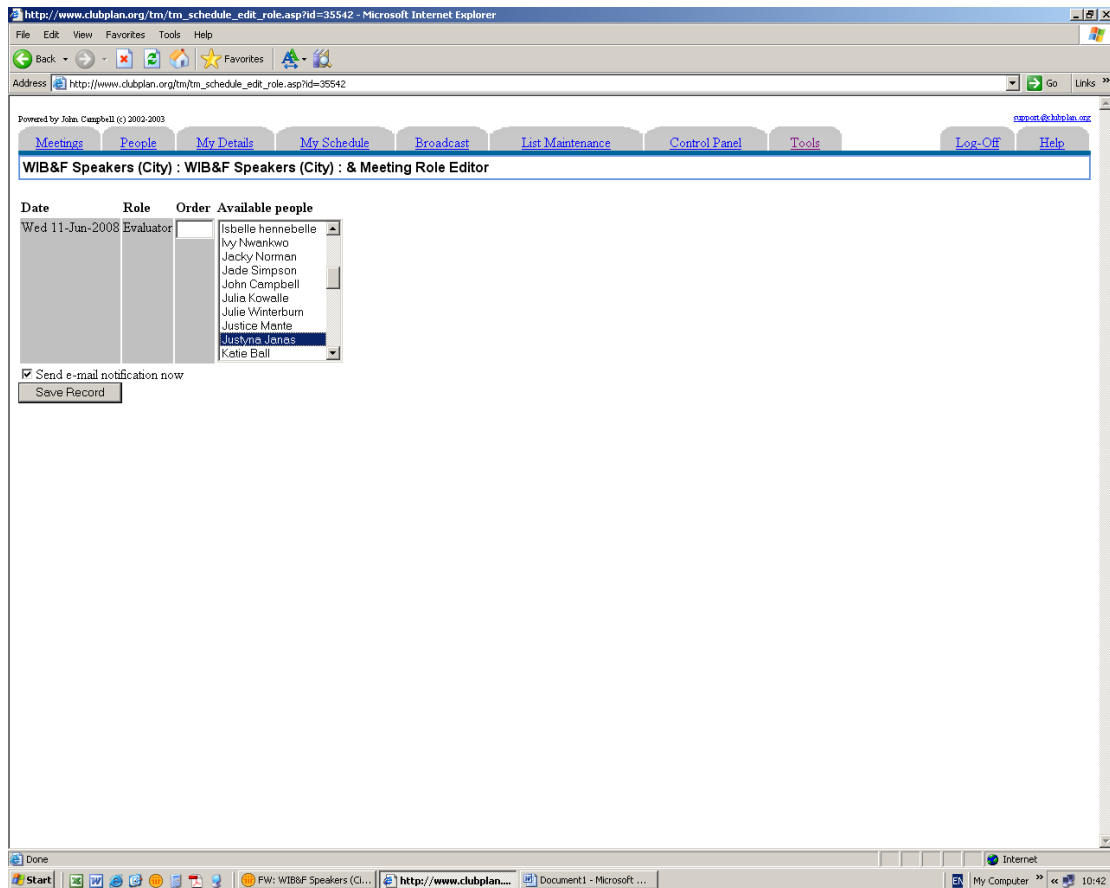
4 [Melanie Madders](#)

Done

Start | W: W1B&F Speakers (Cl... | http://www.clubplan... | My Computer | 10:42

Once you log on, you will see on your screen the details of the next meeting. You can also move around the different future dates by clicking on the date on your left.

To book a role, click on the role name



Once you have clicked on the role this menu will appear, look for your name and click save. An email notification will go to you and the committee to advise that the role has been filled.

http://www.clubplan.org/tm/tm_meetings.asp?mtg=2052 - Microsoft Internet Explorer

Address: http://www.clubplan.org/tm/tm_meetings.asp?mtg=2052

Map showing address: 135 Bishopsgate, City of London, City of London, UK. Get directions: To here - From here - Search nearby.

Click role title to change assigned person
 = biography available; = photograph available; = send email = history

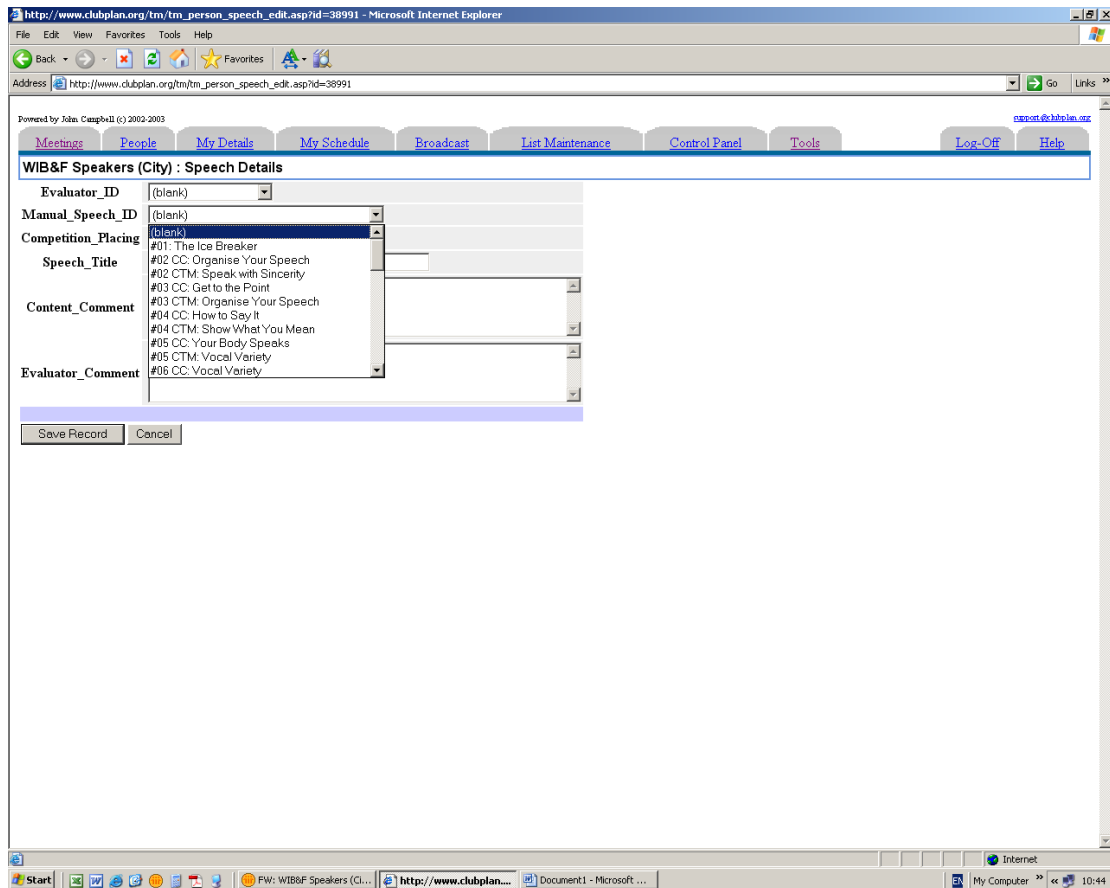
Role	Order	Person	Speech Project	Title	Status
President					
Toastmaster		Julia Kowalle			Confirm
General Evaluator		Lynne Cantor			Confirm
Grammarian					
Timekeeper					
Topics Master		Jade Simpson			Confirm
Table Topics Evaluator (All)					
Speaker		Heather Mulling	(Edit Speech Project)		Confirm
Speaker					
Speaker		Kenny Par Ruiz	(Edit Speech Project)		Confirm
Speaker		Zofia Czarnicka	#02 CC. Organise Your Speech		Confirm
Evaluator					
Evaluator					
Evaluator					
Evaluator					
Reserve Speaker					

Attending: 1 Anna Cole

Not Attending

http://www.clubplan.org/tm/tm_person_speech_edit.asp?id=38991

If you have booked a speech you then click on edit speech project and select the appropriate number



Most of us are on the Competent Communicator Programme therefore speech projects will start with CC. Add the title of your speech (this can be done any time, not necessarily when the role is booked) Click save.

http://www.clubplan.org/tm/tm_meetings.asp?mtg=2052 - Microsoft Internet Explorer

Address: http://www.clubplan.org/tm/tm_meetings.asp?mtg=2052

Map showing address: 135 Bishopsgate, City of London, City of London, UK

Click role title to change assigned person

biography available; photograph available; send email; history

Role	Order	Person	Speech Project	Title	Status
President					
Toastmaster		Julia Kowalle			Confirm
General Evaluator		Lynne Cantor			Confirm
Grammarian					
Timekeeper					
Topics Master		Jade Simpson			Confirm
Table Topics Evaluator (All)					
Speaker		Heather Mulling	(Edit Speech Project)		Confirm
Speaker					
Speaker		Kenny Par Ruiz	(Edit Speech Project)		Confirm
Speaker		Zofia Czarnecka	#02 CC. Organise Your Speech		Confirm
Evaluator					
Evaluator					
Evaluator					
Evaluator					
Reserve Speaker					

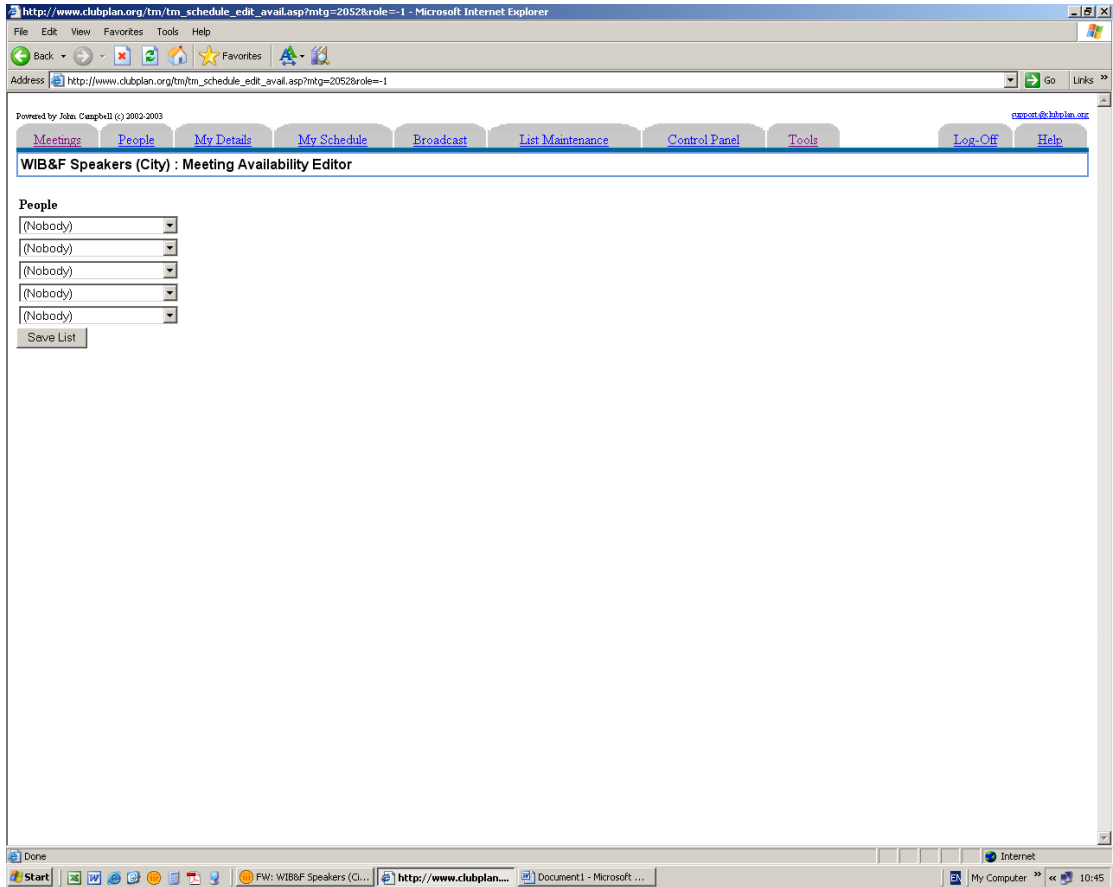
Attending

Not Attending

1 Anna Cole

http://www.clubplan.org/tm/tm_person_speech_edit.asp?id=38991

Always remember to confirm your attendance. You can do this by clicking on the attending or not attending link.



This screen will show and you need to select your name from the list and click save list.