

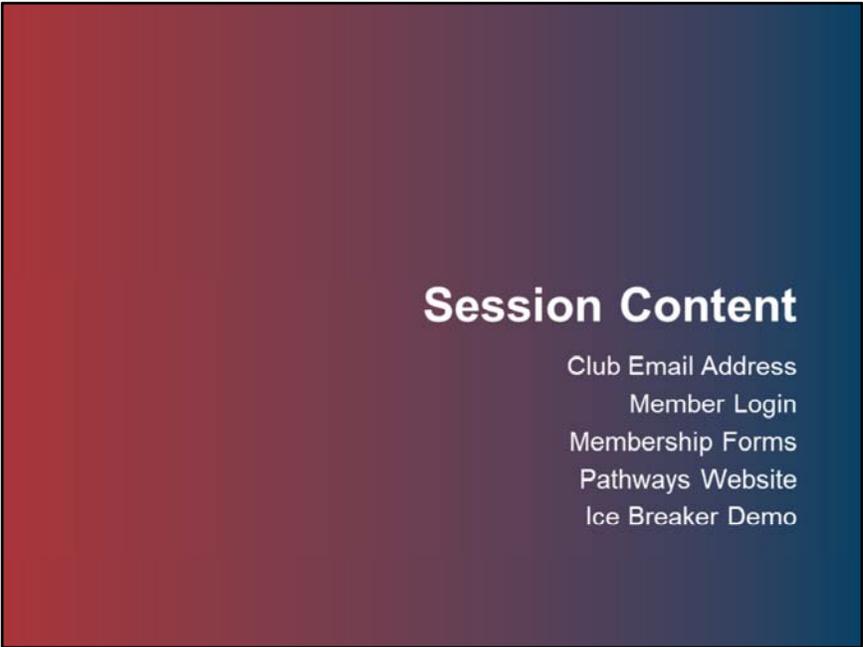


PATHWAYS

Preparation for Pathways

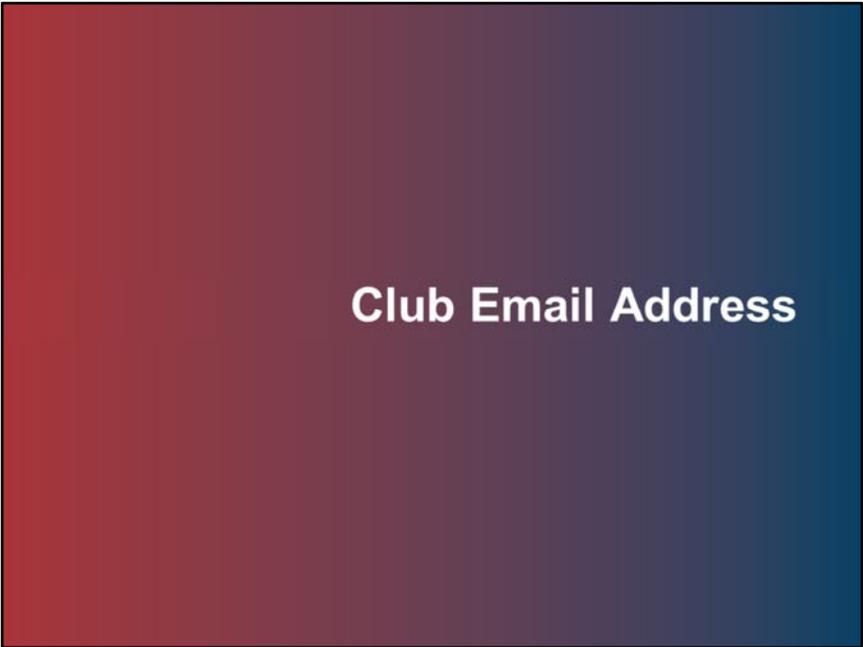
Brent J Anderson, DTM – Pathways Ambassador and Guide

This session covers preparation steps for the launch of Pathways.



This session covers the following topics:

- Club Email Address
- Member Login
- Membership Forms
- Pathways Website
- Ice Breaker Demo



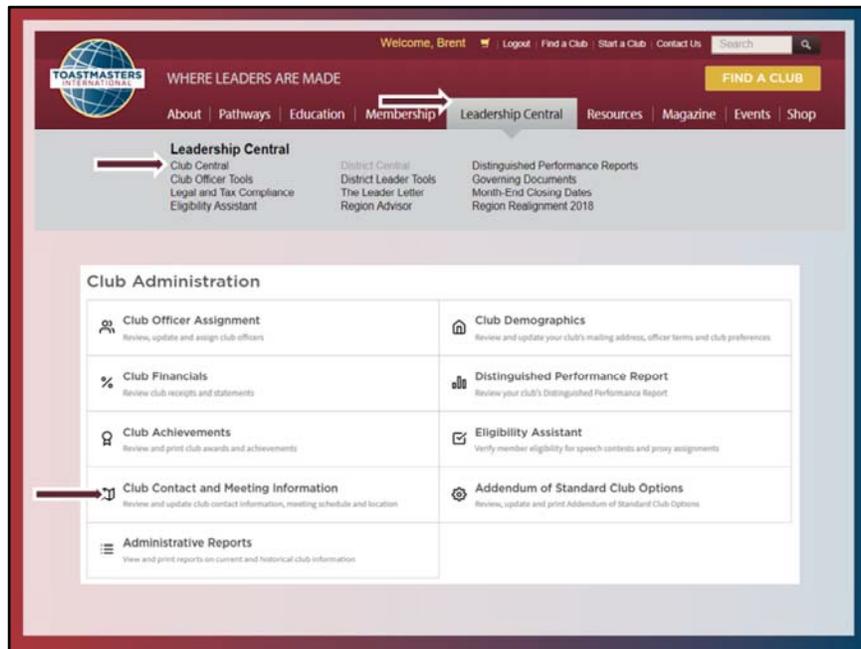
Topic 1: Club Email Address

Club Email Address

- ▶ Toastmasters International has asked all clubs to update their email address on the Toastmasters International website.
- ▶ This email address is under Club Central, and club contract and meeting information.
- ▶ Updates to the email address can take 24 hours to complete.

Toastmasters International sent clubs an email requesting that they update their club email addresses on the Toastmasters International website in advance of the Pathways launch. This is to facilitate Base Camp sending emails to the Base Camp managers (President, VPE, and Secretary).

The email address for clubs can be accessed by any officer logging into the TI website and accessing Club Central. Then click on Club Contact and Meeting Information and locate the email field. Updates to email addresses can take 24 hours to take effect.



After logging into the system. Click on Club Central under the Leadership Central tab.

Then find Club Contact and Meeting Information.

CLUB CONTACT AND MEETING INFORMATION

Contact Phone	Website
<input type="text"/>	<input type="text" value="http://8623.toastmastersclubs.org/"/>
Email	Facebook
<input type="text" value="president-8623@toastmastersclubs.org"/>	<input type="text"/>

Next locate the email field and update and save the information.

Club Email Address

- ▶ You can only use one email address but it must serve two purposes.
 - It will be a single point of contact for anyone who finds your club on the TI website and wants to email you.
 - It will be the email address that Base Camp sends email to and must be able to reach the Base Camp Managers (President, VPE, and Secretary).

Toastmasters International only gives one single email address however, this email must serve two different functions.

First, it will be the single point of contact for anyone who locates and wishes to contact your club on the TI website. Up until now this has always been the case and the primary function of this email address.

Second, this email address will be used by Base Camp to send emails to when Base Camp Managers have an item requiring their attention. Therefore, these emails must be received by the President, VPE, and Secretary of the club.

Club Email Address

- ▶ If you use Free Toast Host for your club website, they have an easy solution to this single email dilemma, how one email address can go to multiple people.
- ▶ If you do not use Free Toast Host then you must find your own solution or create and share a single email account among multiple club officers.

Having a single email address perform all these functions can be tricky. Some clubs may desire that the those interested in the club contact their VPM or perhaps another member or officer in their club. Likewise, having a single email also forward to 3 additional officers (President, VPE, and Secretary) without instruction is not easy to accomplish.

If you are using Free Toast Host to host your club website fortunately they have recognized these issues and have come up with an easy and elegant solution to address this issue since they filter incoming emails. How Free Toast Host works is shown on the upcoming slides.

If you do not use this service, it may be worth looking into. Otherwise you are on your own to figure out how you want to sort out the email issues between your club officers. Most likely the easiest is to setup a single account and just share login information between the officers.

Club Email Address

► For Free Toast Host users you can use any of these email addresses associated with your website as your contact email address.

- contact-#####@toastmastersclubs.org (or contact@customdomain.org)
> When enabled in the **Email and Contact Forms Module**
- saa-#####@toastmastersclubs.org (or saa@customdomain.org)
- secretary-#####@toastmastersclubs.org (or secretary@customdomain.org)
- treasurer-#####@toastmastersclubs.org (or treasurer@customdomain.org)
- vppr-#####@toastmastersclubs.org (or vppr@customdomain.org)
- vpm-#####@toastmastersclubs.org (or vpm@customdomain.org)
- vpe-#####@toastmastersclubs.org (or vpe@customdomain.org)
- president-#####@toastmastersclubs.org (or president@customdomain.org)

For Free Toast Host you can use any of the email addresses listed on the slide as shown. The ##### is replaced with your club number, or customdomain is replaced with your particular website domain if you have a custom domain. Note that the contact email address has to be enabled for it to work.

Further explanation of the email filtering and forwarding is explained on the next slide.

Club Email Address

- ▶ If you use a Free Toast Host email address then incoming email will be filtered as follows.
 - Base Camp Emails will go to the Base Camp Managers – President, VPE, Secretary
 - Non Base Camp Emails will go to the email address as listed.

Free Toast Host examines all incoming email and will filter it in one of two ways. If it sees it is from Base Camp it will reroute the email to the Base Camp Managers (President, VPE, and Secretary) no matter what email address is listed. If the email is not from Base Camp then it will let the email go through to the intended recipient.

If you use Free Toast Host the only real decision you need to make is who do you want to receive outside email for your club. Once you have decided on that use the appropriate email on the TI website, and Free Toast Host will handle the email filtering from then on for you.

Club Email Address

- ▶ For example: Club #123
 - President – Sally
 - VPE – Tom
 - VPM – Pam
 - Secretary – Mike
 - Member – Jill
 - Guest – Jake
 - Email used VPM-123@toastmastersclubs.org

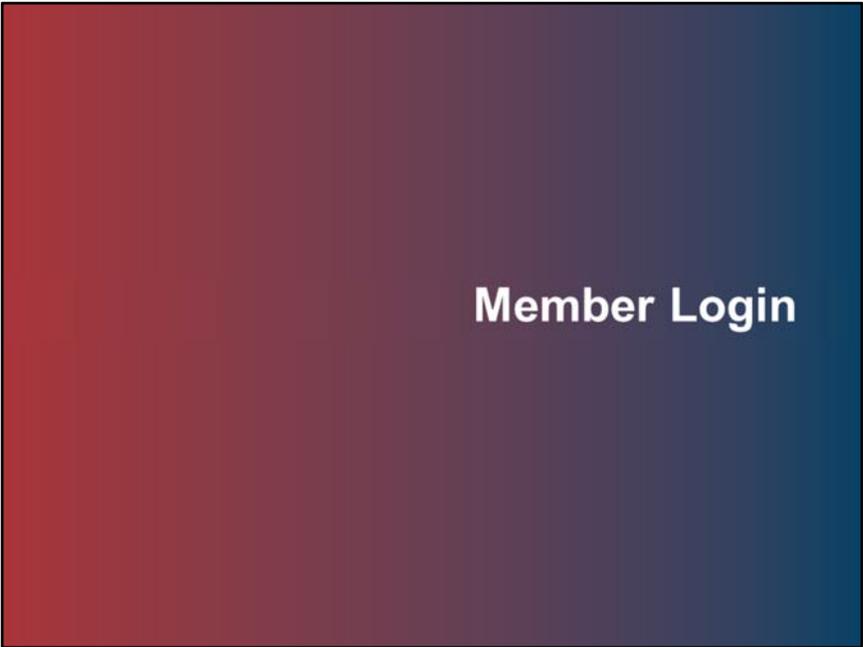
- If guest, Jake, emails the club his email is not from Base Camp and his email will go to the VPM, Pam.
- If member, Jill, completes Level 1 in Base Camp, that will generate a Base Camp email which will go to the club email address and get filtered, it will not go to the VPM, Pam but will be rerouted to the President, Sally, VPE, Tom, and Secretary, Mike.

The following is an example of the email filtering in action. This is Club #123.

The club President is Sally, VPE is Tom, VPM is Pam, Secretary is Mike. Club member working in Pathways is Jill. A guest interested in visiting the club is Jake. The email the club has used on the TI website is VPM-123@toastmastersclubs.org.

Jake has found Club #123 on the TI website and sends an email to VPM-123@toastmastersclubs.org. When Free Toast Host receives the email the system recognizes that the email is not from Base Camp therefore it allows it to pass through the system to the VPM of the club Pam.

Jill a member of the club just completed all the requirements for Level 1 in Pathways. She submitted a Level 1 approval completion request in Base Camp. This generated a Base Camp email that was sent to the Base Camp Managers of her club. Base Camp sent the email to the email address on file on the TI website VPM-123@toastmastersclubs.org. When Free Toast Host receives the email the system recognizes that the email originated from Base Camp therefore it will not send the email to the VPM, Pam, instead it reroutes the email to the Base Camp Managers, the President, Sally, VPE, Tom, and Secretary, Mike.



Topic 2: Member Login

Member Login

- ▶ It is encouraged that all members login to the Toastmasters International website prior to the launch of Pathways to make sure they have established a login.
- ▶ If a member does not have an email address on file with TI or needs to change their email address they can call TI to update their information.
- ▶ Members should review their member profile for accuracy and completeness of information.

Prior to the launch of Pathways all members are strongly encouraged to login to the Toastmasters International website. Most members have never logged in before and with Pathways they need a login to access the system. This first step can help clear any issues with login access before launch.

If a member does not have an email address on file or needs to update their email address they can call TI to update this information.

If a member has not logged in before they can enter member number or email address and click on forgot password to setup a login.

After gaining access the member should review their profile for accuracy and completeness of information. Look to make sure all awards are present and officer service is correct. Report any issues to TI.



Topic 3: Membership Forms

Membership Forms

- ▶ New membership forms are included on the USB drive with your Pathways welcome kits.
- ▶ The new forms will be used once Pathways launches.
- ▶ Print forms in advance so you are ready to switch to the new forms when we launch and discard all old forms once we switch over.

Included on the USB drive delivered with the Pathways welcome kits is a new Membership form. This form is not currently available online.

The new form is to be used once Pathways launches and old forms are to be discontinued at that point.

Print out the new membership forms in advance so you are ready to use the new forms when we launch.



Topic 4: Pathways Website

Pathways Website

- ▶ Encourage members to learn more about Pathways by visiting the Toastmasters International website and viewing the Pathways website.
- ▶ <https://www.toastmasters.org/pathways-overview>

In addition to logging into the TI website, encourage members to visit the Pathways website. There are additional videos and information on Pathways that members can view and read.



Topic 5: Ice Breaker Demo

Ice Breaker Demo

- ▶ A live demonstration of the Ice Breaker project was conducted. Members can view the Ice Breaker project themselves at the following link.
- ▶ <https://www.toastmasters.org/pathways-overview>

During the virtual support session a live demonstration of the Ice Breaker project was conducted. Members can view the Ice Breaker project themselves on the Pathways website.

The Ice Breaker project is the same across all 10 Paths in Pathways.

