

# 2013

Toastmasters International  
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## **GETTING COMFORTABLE WITH CLUB CENTRAL**

User guide for conducting essential club business on the Toastmasters International website.

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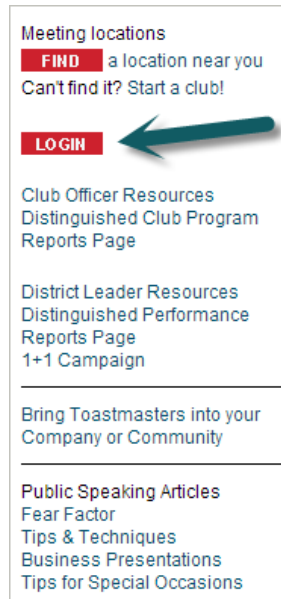
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# Logging In

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Go to [www.toastmasters.org](http://www.toastmasters.org) to login.

Click the Login button on the left side of your screen.



Enter your email address or user name and password, and then click the LOGIN button. If this is your first time to use the TI website or you have forgotten your password, click on "Forgot your password?" and TI will send you a temporary password. Type your password, and then click the LOGIN button.

**Login**

Email / User Name:

Password:

**LOGIN**

**Forgot your password?**

**First-time user?**

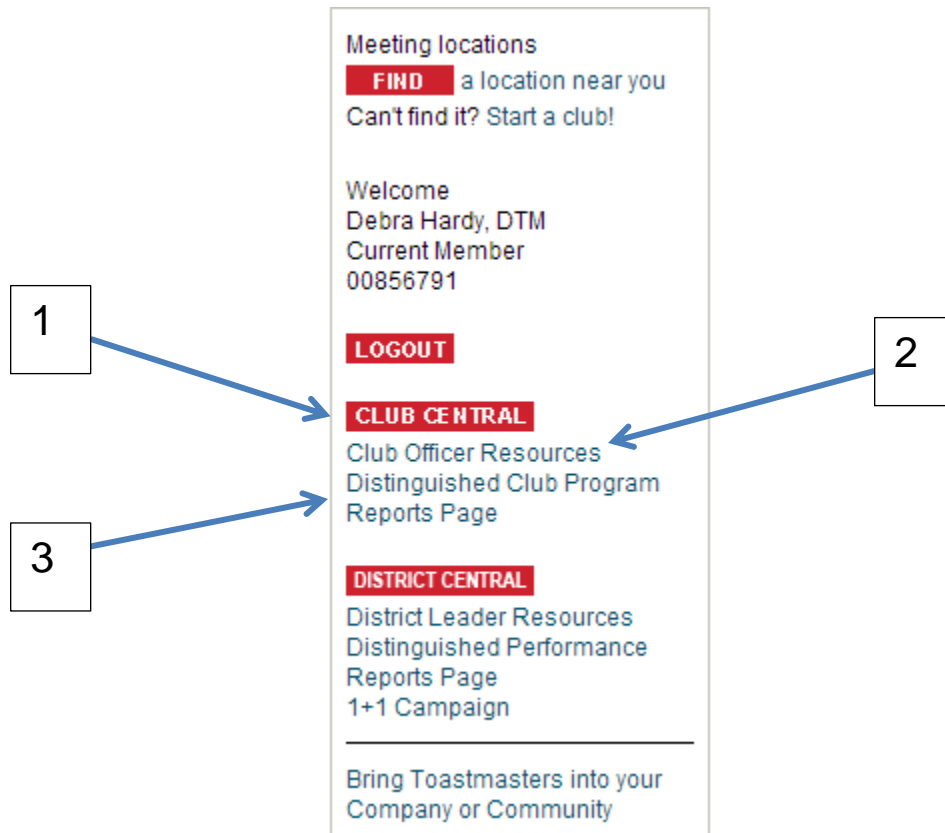
Click on "Forgot your password?," enter your email and a password will be sent to you.

# Accessing Club Central

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Current club officers can access Club Central in one of three ways:

1. Click CLUB CENTRAL to conduct club business. - OR -
2. Click Club Officer Resources for information on managing your club. – OR -
3. Click Distinguished Club Program Reports Page to access DCP reports.



# Conducting Club Business

---

Now that you're logged in to Club Central, you'll see a list of the clubs to which you have access. Click on your club name to see the list of actions you can choose:

You're currently managing: 01350487 - Central MS Advanced TMC **EXIT**

[Submit membership application\(s\) - new/dual/reinstate](#)

[Pay dues](#)

[Update my club meeting information](#)

[Search Club Receipts](#)

[View/Update/Print my club officer information](#)

[Update my club mailing address](#)

[Submit education award\(s\) for club members](#)

[View/Update/Print my club membership roster](#)

[Update my club bylaws](#)

[View my club's awards](#)

[Assign/Delegate Club Proxy](#)

[View DCP reports](#)

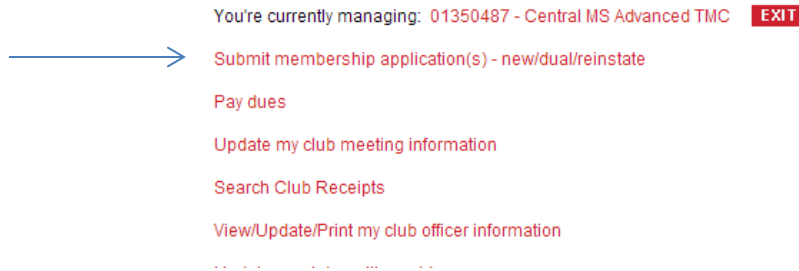
[Wire Transfer Instructions \(PDF\)](#)

# Submit membership application(s) – new/dual/reinstate

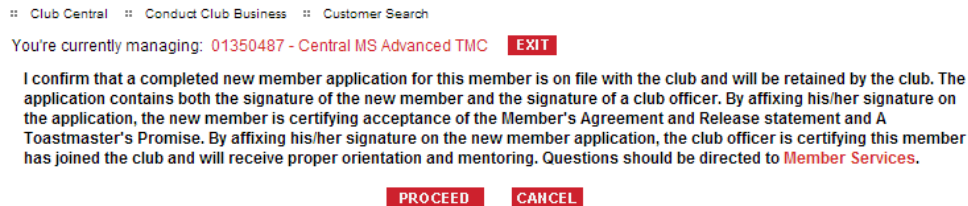
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## Adding a **NEW** member

Click Submit membership application(s) – new/dual/reinstate from Conduct Club Business screen.



When you have the signed membership application in hand and are ready to enter your **NEW** member, click the PROCEED button; otherwise, click CANCEL or EXIT.



Type the **NEW** member's Last Name, First Name and Email Address, and then click SEARCH.

### Add New Member

**Search Existing or Former Members:**  
To search for an existing, reinstated or dual member, please enter their "Last Name (Surname)" and "Customer ID" or "Last Name (Surname)" and "Email Address" only and then hit the "Search" button. If an exact match cannot be found, proceed with a new member entry or conduct another search.

**Add New Member:**  
Enter new member information below, as you would like it to appear on their record, i.e. Capitalize the first letter of both the first name and last name (surname) and capitalize the middle initial if applicable.

Last Name (Surname)

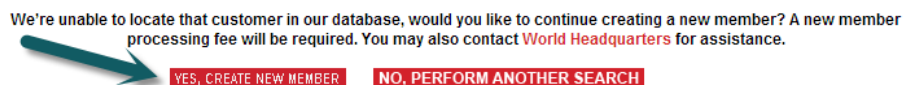
First Name

Middle Initial

Customer ID  Or Email Address

**SEARCH**

Since new members are not yet in the system, click here.



Enter new member information. **Please note that their name will appear in the TI records however you type it on this screen!**

**Add New Member**

**Personal Identification Details**

Last Name (Surname) \*

First Name \*

Middle Name

Suffix

Gender  Female  Male

**Address**  
(monthly Toastmasters magazine will be sent to this address)

Address Type \*  Home  Work

Country Code \*

Company / In care of

Address Line 1 \*

Mail Address Preview:

To create new members, complete their information and follow the prompts. **Please note that their name will appear in the TI records however you type it on this screen!**

**Add New Member**

**Personal Identification Details**

Last Name (Surname) \*

First Name \*

Middle Name

Suffix

Gender  Female  Male

**Address**  
(monthly Toastmasters magazine will be sent to this address)

Address Type \*  Home  Work

Country Code \*

Company / In care of

Address Line 1 \*

Mail Address Preview:

Select membership dates and choose new member kit language.

**Add New Member**

**Membership Information**

Membership Begin Date:

Membership End Date:

Membership kit included?  Yes  No

Language for new member kit:

Add sponsor information from your signed application and follow the prompts.

**Sponsor Information**

Was the applicant sponsored?  Yes  No

Is the sponsor in this club?  Yes  No

**CALCULATE**

s reserved.  
TMPWEB03

Sponsor Detail lookup - Google Chrome

https://cdcentral.toastmasters.org/ebusPPROD/ClubCentral/ConductClubBusiness/SponsorDetaillookup/tabid/204/Default.aspx

Search for the new member's sponsor:

Last Name  First Name  **SEARCH**

Select CALCULATE, then review your order and correct any errors before clicking CREATE ORDER.

You are now ready to enter additional new members, or proceed to PAY DUES.

## Order Summary

### Bill To Address

Central MS Advanced TMC  
8004 Lakeview Blvd  
Byram, MS 39272  
United States

### Ship To Address

New Member  
123 Any St  
Your Town, MS 39212  
United States

### Sponsor Information

Last Name:  
First Name:

### Membership Information

Begin Date: 7/1/2013  
End Date: 9/30/2013  
New Member Kit?: No  
Language for Kit:

PAY DUES

ADD NEXT MEMBER

## Adding a **DUAL/REINSTATED** member

Click Submit membership application(s) – new/dual/reinstate from Conduct Club Business screen.

You're currently managing: 01350487 - Central MS Advanced TMC **EXIT**

→ [Submit membership application\(s\) - new/dual/reinstate](#)

[Pay dues](#)

[Update my club meeting information](#)

[Search Club Receipts](#)

[View/Update/Print my club officer information](#)

...

When you have the signed membership application in hand and are ready to enter your **DUAL/REINSTATED** member, click the PROCEED button; otherwise, click CANCEL or EXIT.

:: Club Central :: Conduct Club Business :: Customer Search

You're currently managing: 01350487 - Central MS Advanced TMC **EXIT**

I confirm that a completed new member application for this member is on file with the club and will be retained by the club. The application contains both the signature of the new member and the signature of a club officer. By affixing his/her signature on the application, the new member is certifying acceptance of the Member's Agreement and Release statement and A Toastmaster's Promise. By affixing his/her signature on the new member application, the club officer is certifying this member has joined the club and will receive proper orientation and mentoring. Questions should be directed to [Member Services](#).

**PROCEED** **CANCEL**



To search for an existing, reinstated or dual member, type the member's Last Name and Customer ID or Email Address, and then click SEARCH.

### Add New Member

**Search Existing or Former Members:**  
To search for an existing, reinstated or dual member, please enter their "Last Name (Surname)" and "Customer ID" or "Last Name (Surname)" and "Email Address" only and then hit the "Search" button. If an exact match cannot be found, proceed with a new member entry or conduct another search.

**Add New Member:**  
Enter new member information below, as you would like it to appear on their record, i.e. Capitalize the first letter of both the first name and last name (surname) and capitalize the middle initial if applicable.

Last Name (Surname)

First Name

Middle Initial

Customer ID  Or Email Address

**SEARCH**

Existing and lapsed members should be in the system, but they may have been originally entered under a different name or email address. Click on **NO, PERFORM ANOTHER SEARCH** to keep trying!

We're unable to locate that customer in our database, would you like to continue creating a new member? A new member processing fee will be required. You may also contact [World Headquarters](#) for assistance.

**YES, CREATE NEW MEMBER** **NO, PERFORM ANOTHER SEARCH**



If you cannot locate a reinstating or dual member in the system, STOP!  
Click on this link to contact World Headquarters for the member's existing Customer ID before proceeding!

When the existing member's information appears, click ADD MEMBERSHIP.

### Add New Member

#### Personal Identification Details

Last Name (Surname) \*  Customer Number

First Name \*

Middle Name

Suffix

Gender  Female  Male

**ADD MEMBERSHIP** **CANCEL**

Complete this section just as you would for a new member, but notice an existing member can choose whether or not to purchase a new member kit.

### Add New Member

#### Membership Information

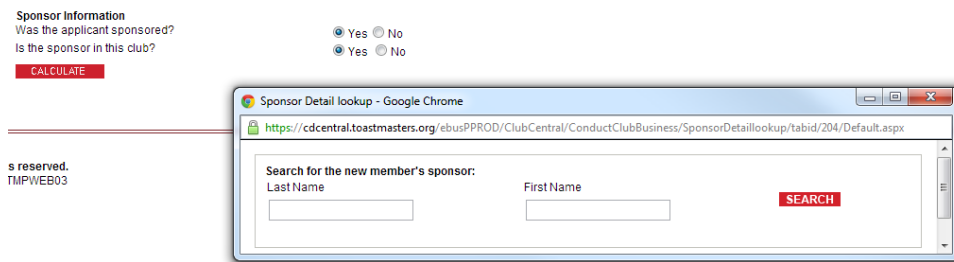
Membership Begin Date:

Membership End Date:

Is member purchasing a new member kit?  Yes  No

Language for new member kit:

Add sponsor information from your signed application and follow the prompts.



Select CALCULATE, then review your order and correct any errors before clicking CREATE ORDER.

## Order Summary

### Bill To Address

Central MS Advanced TMC  
8004 Lakeview Blvd  
Byram, MS 39272  
United States

### Ship To Address

New Member  
123 Any St  
Your Town, MS 39212  
United States

### Sponsor Information

Last Name:  
First Name:

### Membership Information

Begin Date: 7/1/2013  
End Date: 9/30/2013  
New Member Kit?: No  
Language for Kit:

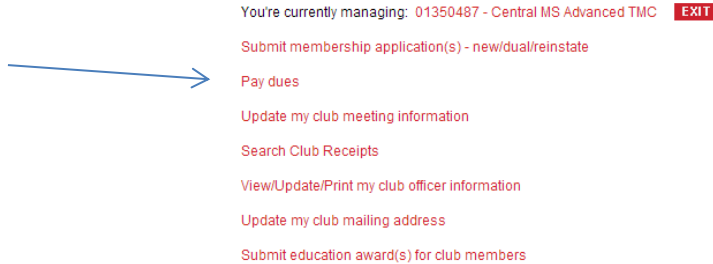
**PAY DUES**

**ADD NEXT MEMBER**

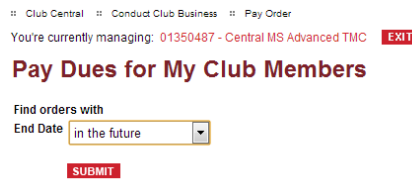
You are now ready to enter another dual/reinstating member, or proceed to PAY DUES.

# Pay dues

Click Pay dues from the Conduct Club Business screen.



Select the date range for which you want to search, then click SUBMIT. New members will be “in the future,” but reinstating members should be found under “equal any date.”



Select the member(s) for which you want to pay, enter the credit card information in the space provided, and then click PROCESS PAYMENT.

### Pay Dues for My Club Members

Find orders with  
End Date

**SUBMIT**

Sort Results By

| Check All/Uncheck All    | Member Name | Member Number | Description  | Order Number | Amount  |
|--------------------------|-------------|---------------|--|--------------|---------|
| <input type="checkbox"/> |             |               | T1 - Club Mbrship District 43 01-Apr-2013 to 30-Sep-2013 | 9001939787   | \$36.00 |
| <input type="checkbox"/> |             |               | T1 - Club Mbrship District 43 01-Jul-2013 to 30-Sep-2013 | 9002287784   | \$18.00 |
| <input type="checkbox"/> |             |               | T1 - Club Mbrship District 43 01-Apr-2013 to 30-Sep-2013 | 9001928701   | \$36.00 |
| <input type="checkbox"/> |             |               | T1 - Club Mbrship District 43 01-Apr-2013 to 30-Sep-2013 | 9001938048   | \$36.00 |
| Check All/Uncheck All    |             |               |  |              |         |
| <input type="checkbox"/> |             |               |  |              |         |

**Total: \$ 0.00**

Payment Information

Card Type \*

Card Number \*

Expiration \*

Name On Card \*

Billing Address of Card

Country \*

Address line \*

City \*

State/Province \*

Postal Code \*

**PROCESS PAYMENT**

The Pay Order Thank you page shows your payment was accepted.

Club Central :: Conduct Club Business :: [Pay Order Thank you page](#)  
You're currently managing: 01350487 - Central MS Advanced TMC [EXIT](#)

**Central MS Advanced TMC (01350487)**  
**Order Number: 9002287784**  
Order Date: 7/4/2013  
Ship To:

TI - Club Mbrship District 43 01-Jul-2013 to 30-Sep-2013 \$18.00

| Payment Information  |                      |
|--|----------------------|
| Date:07/04/2013 2:28 PM  | Amount Due: \$18.00  |
| Visa   \$18.00   | Amount Paid: \$18.00 |
|  | Balance Due: \$0.00  |
| <b>Billing Address:</b><br>Central MS Advanced TMC<br>8004 Lakeview Blvd<br>Byram, MS 39272<br>United States |                      |

[BACK TO SEARCH RESULTS](#)

Toastmasters International will send you an email confirming the submitted payment(s).

## Semiannual Dues Renewals

Membership renewals are due by October 1<sup>st</sup> and April 1<sup>st</sup>.

Select the option of **“in the future”** to pull up all orders with a future membership end date.  
Select the members you wish to pay for and follow the prompts to submit payment.

### ***Important notes regarding membership payment processing:***

1. There must be a minimum of six members paying dues and three must be renewing.
2. Renewals can be submitted online, by mail or by fax.
3. We do not advise submitting renewals by email as it is not secure.
4. If paying by check, you can print the list with the renewing members indicated and mail it, along with payment, to Toastmasters International. Checks must be made payable to Toastmasters International.

With 13,500 clubs paying dues online, we encourage you to pay early and avoid any system slowness due to heavy activity!

# Update my club meeting information

Click Update my club meeting information from Conduct Club Business screen.

You're currently managing: 01350487 - Central MS Advanced TMC **EXIT**

[Submit membership application\(s\) - new/dual/reinstate](#)

[Pay dues](#)

 [Update my club meeting information](#)


[Search Club Receipts](#)

[View/Update/Print my club officer information](#)

[Update my club mailing address](#)

What you enter in this section links to the "Find a location near you" from the Toastmasters International home page, and will help attract NEW members to your club!

Meeting locations  
**FIND** a location near you  
Can't find it? Start a club!

**LOGIN** 

Club Officer Resources  
Distinguished Club Program  
Reports Page

Club Central :: Conduct Club Business :: Club Meeting  
You're currently managing: 01350487 - Central MS Advanced TMC **EXIT**

## Update My Club Meeting Information

Use this section to update your club meeting time and location as they are stored in Toastmasters International's records and appear in the Find a Meeting Location section. Changes made here will appear on the Web site within two business days. Information should appear exactly as you wish it to display on the Web site. Use upper and lower case where appropriate and avoid abbreviations.

Club Number 01350487      Country United States

\* Required

### Club Contact Information

|               |  |   |
|---------------|--|---|
| Club Name*    | <input type="text" value="Central MS Advanced TMC"/> **    | <div style="border: 1px solid red; padding: 5px; width: fit-content;">Want new members? Make sure these details stay current so the public can reach positive, enthusiastic members for more information about your club!</div> |
| Contact phone | <input type="text" value="769-233-3316"/>                  |   |
| Contact email | <input type="text" value="cmat1350487@gmail.com"/>         |   |
| Web site      | <input type="text" value="1350487.toastmastersclubs.org"/> |   |
| Facebook      | <input type="text"/>                                       |   |

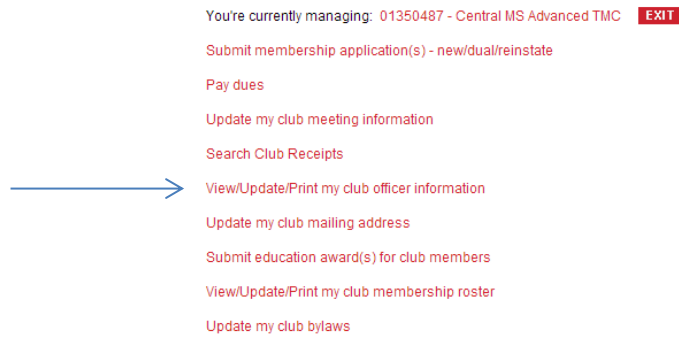
### Meeting Information (suggested contents shown below each field)

|                 |  |  |  |            |   |
|-----------------|--|--|--|------------|---|
| Meeting Day*    | <input type="text" value="Saturday 1st &amp; 3rd"/><br><small>Monday, 2nd &amp; 4th Thursday</small> | Time*  | <input type="text" value="7:30 am, 8:20am"/><br><small>7:30 am, 12:45 pm</small> | Frequency* | <input type="text" value="Twice a Mont"/> |
| Place*          | <input type="text" value="IHOP Restaurant"/><br><small>Name of facility or business</small>          |  |  |            |   |
| Place (cont)    | <input type="text"/>   |  |  |            |   |
| Address*        | <input type="text" value="474 Brianwood"/><br><small>Street address or location</small>              |  |  |            |   |
| City*           | <input type="text" value="Jackson"/> **  |  |  |            |   |
| State/Province  | <input type="text" value="Mississippi"/>   |  |  |            |   |
| ZIP/Postal Code | <input type="text" value="39206"/>   | <a href="#">Click here</a> to review and update your map location. |  |            |   |

Moved? Be sure to update your address and map location so potential members can find you!

# View/Update/Print my club officer information

Click View/Update/Print my club officer information from Conduct Club Business screen.



**IMPORTANT: Do not make any changes on this screen unless you are replacing or removing a current club officer. THERE IS NO UNDO FEATURE!**

This brings up your list of CURRENT club officers.

:: Club Central :: Conduct Club Business :: Update club officers

You're currently managing: 01350487 - Central MS Advanced TMC **EXIT**

Officer Term  Current

**PRINT ROSTER**

**URGENT NOTE:** Replacing or removing a CURRENT officer might cause them to lose credit for serving as a club officer, even if your entry was made in error.

| Position              | Name                      | Term Begin Date | Term End Date |                              |
|-----------------------|---------------------------|-----------------|---------------|------------------------------|
| Club President        | Mary M. Mixon, ACS, ALB   | 7/1/2013        | 6/30/2014     | <b>REPLACE</b>               |
| Club VP Education     | Barbara Lowe, ACG, ALB    | 7/1/2013        | 6/30/2014     | <b>REPLACE</b> <b>REMOVE</b> |
| Club VP Membership    | Jack Lee Thomas, ACB, CL  | 7/1/2013        | 6/30/2014     | <b>REPLACE</b> <b>REMOVE</b> |
| Club VP PR            | Clinton Russell, ACB, CL  | 7/1/2013        | 6/30/2014     | <b>REPLACE</b> <b>REMOVE</b> |
| Club Secretary        | Maribel Martinez, CC, ALB | 7/1/2013        | 6/30/2014     | <b>REPLACE</b>               |
| Club Treasurer        | Debra G. Hardy, DTM       | 7/1/2013        | 6/30/2014     | <b>REPLACE</b> <b>REMOVE</b> |
| Club Sergeant at Arms | Artaymis Maat, ACB, ALB   | 7/1/2013        | 6/30/2014     | <b>REPLACE</b> <b>REMOVE</b> |

**CONFIRM** **CANCEL**

Click REPLACE or REMOVE to replace current standing officer(s), and then use the dropdown box(es) to select the new officer(s).

[Editor’s Note: I used the future officer selection screen for illustration purposes, but the same procedure applies.] Use the dropdown boxes to select incoming officer(s), and enter their term begin date.

:: Club Central :: Conduct Club Business :: Update club officers  
 You're currently managing: 01275010 - Downtown Jackson Toastmasters **EXIT**  
 Officer Term  Current  Future 07/01/2013 - 06/30/2014

**PRINT ROSTER**

| Position              | Name       | Term Begin Date | Term End Date |
|-----------------------|------------|-----------------|---------------|
| Club President        | --Select-- | 7/1/2013        | 6/30/2014     |
| Club VP Education     | --Select-- | 7/1/2013        | 6/30/2014     |
| Club VP Membership    | --Select-- | 7/1/2013        | 6/30/2014     |
| Club VP PR            | --Select-- | 7/1/2013        | 6/30/2014     |
| Club Secretary        | --Select-- | 7/1/2013        | 6/30/2014     |
| Club Treasurer        | --Select-- | 7/1/2013        | 6/30/2014     |
| Club Sergeant at Arms | --Select-- | 7/1/2013        | 6/30/2014     |

**CONFIRM** **CANCEL**

Verify your entry is correct, and then click CONFIRM.

| Position              | Name                    | Term Begin D |
|-----------------------|-------------------------|--------------|
| Club President        | Clinton Russell, ACB, ▾ | 7/1/2013     |
| Club VP Education     | Yatorsha Marie Merce ▾  | 7/1/2013     |
| Club VP Membership    |                         | 013          |
| Club VP PR            |                         | 013          |
| Club Secretary        |                         | 013          |
| Club Treasurer        |                         | 013          |
| Club Sergeant at Arms |                         | 013          |

Message from webpage

Are you sure you want to update club roster?

**CONFIRM** **CANCEL**

Verify your entry one last time, and then click OK.

Update your club mailing address (if desired) before submitting your officer list, then click SAVE or RETURN TO CONDUCT CLUB BUSINESS. Toastmasters International will send you an email confirming the changes made.

### Entering **FUTURE** officers

Click View/Update/Print my club officer information to bring up your CURRENT club officer list, then click **FUTURE** to enter incoming club officers. Future option is only visible during officer renewal period.

Semiannual officers serve July 1 – December 31 and January 1 – June 30 terms.  
 Annually elected officers serve July 1 – June 30 terms. Deadline for submitting incoming annual officer list is June 30<sup>th</sup> to earn DCP credit.

:: Club Central    :: Conduct Club Business    :: Update club officers  
 You're currently managing: 01275010 - Downtown Jackson Toastmasters    **EXIT**  
 Officer Term     Current     Future    07/01/2013 - 06/30/2014    ▼

Use the dropdown boxes to select incoming officer(s).

:: Club Central    :: Conduct Club Business    :: Update club officers  
 You're currently managing: 01275010 - Downtown Jackson Toastmasters    **EXIT**  
 Officer Term     Current     Future    07/01/2013 - 06/30/2014    ▼

**PRINT ROSTER**

| Position              | Name       | Term Begin Date | Term End Date |
|-----------------------|------------|-----------------|---------------|
| Club President        | --Select-- | 7/1/2013        | 6/30/2014     |
| Club VP Education     | --Select-- | 7/1/2013        | 6/30/2014     |
| Club VP Membership    | --Select-- | 7/1/2013        | 6/30/2014     |
| Club VP PR            | --Select-- | 7/1/2013        | 6/30/2014     |
| Club Secretary        | --Select-- | 7/1/2013        | 6/30/2014     |
| Club Treasurer        | --Select-- | 7/1/2013        | 6/30/2014     |
| Club Sergeant at Arms | --Select-- | 7/1/2013        | 6/30/2014     |

**CONFIRM**    **CANCEL**

Verify your entries, then click CONFIRM.

| Position            | Name                    | Term Begin D |
|---------------------|-------------------------|--------------|
| Club President      | Clinton Russell, ACB, ▼ | 7/1/2013     |
| Club VP Education   | Yatorsha Marie Merc ▼   | 7/1/2013     |
| Club VP Membershi   |                         | 013          |
| Club VP PR          |                         | 013          |
| Club Secretary      |                         | 013          |
| Club Treasurer      |                         | 013          |
| Club Sergeant at Ar |                         | 013          |

Message from webpage

**?** Are you sure you want to update club roster?

OK    Cancel

**CONFIRM**    **CANCEL**

Verify your entries one last time, then click OK.

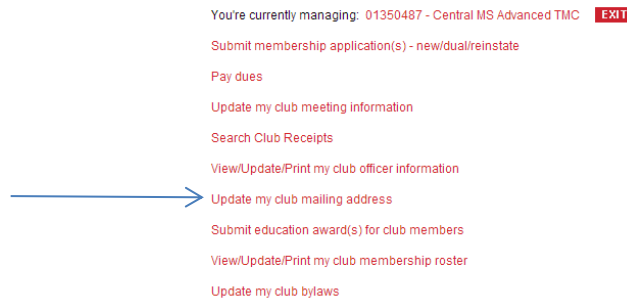
Update your club mailing address if desired before submitting your officer list, then click SAVE or RETURN TO CONDUCT CLUB BUSINESS. Toastmasters International will send you an email confirming the changes made.



# Update my club mailing address

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Click Update my club mailing address from Conduct Club Business screen.

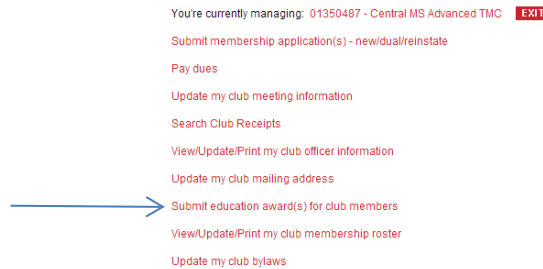


Enter the updated information and click SAVE or RETURN TO CONDUCT CLUB BUSINESS. Toastmasters International will send you an email confirming the changes made.

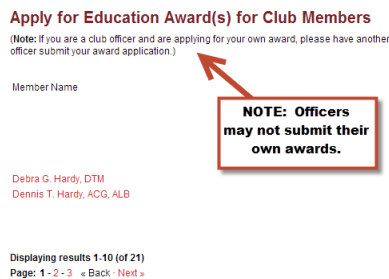
# Submit education awards for club members

---

Click Submit education award(s) for club members from Conduct Club Business screen.



Select the club member who earned the award.



Select "Apply" to enter the award earned.

### Submit Education Award Application for Dennis T. Hardy, ACG, ALB

Applicant May Not Submit Their Own Education Awards, Even If They Are a Current Club Officer.

|     |                              |       |
|-----|------------------------------|-------|
| CC  | Competent Communicator       | Apply |
| ACB | Advanced Communicator Bronze | Apply |
| ACS | Advanced Communicator Silver | Apply |
| ACG | Advanced Communicator Gold   | Apply |
| CL  | Competent Leader             | Apply |
| ALB | Advanced Leader Bronze       | Apply |
| ALS | Advanced Leader Silver       | Apply |
| DTM | Distinguished Toastmaster    | Apply |

**NOTE: Officers may not submit their own awards.**

If member has earned the same award within the past twelve months, the system will ask whether this is a duplicate application. Verify with the member before proceeding.

### Possible Duplicate Application?

Our records show that Dennis T. Hardy, ACG, ALB, received the following award(s) in the past 12 months.

| Award                  | Date Earned | Club Number | Club Name                     |
|------------------------|-------------|-------------|-------------------------------|
| Competent Communicator | 8/26/2012   | 01350487    | Central MS Advanced TMC       |
| Competent Communicator | 9/29/2012   | 01275010    | Downtown Jackson Toastmasters |

If this is duplicate application for this member, please click DUPLICATE APP to exit this process and return to the Club Business main menu.

To continue submitting an application for this member, click CONTINUE PROCESSING.

[DUPLICATE APP](#)

[CONTINUE PROCESSING](#)

Enter/update member address if needed. Make sure to click "Yes" if member wants a recognition letter sent to their manager, supervisor or employer.

### Application Details for CC Award

Applicant May Not Submit Their Own Education Awards, Even If They Are a Current Club Officer.

Enter/update the following information. Changes made to the member's address will update the permanent information on file at World Headquarters. If you wish for the award packet to be mailed to a different address you may specify that below.

Information should appear exactly as you wish it to appear in World Headquarters files and on printed award materials. Use upper and lower case where appropriate and avoid abbreviations.

#### Member Information

Member Number:

Last Name: Hardy  
First Name: Dennis  
Middle Name: T.

Suffix:

Shipping Address: [\(Ship Somewhere Else | Update Address\)](#)

8004 Lakeview Blvd  
Byram, MS 39272

Name on Certificate:

Please exclude professional and/or occupational status (ex: Dr., Ph.D.)

Email:

Do you wish to send a letter of recognition to the member's employer?  Yes  No

**Click Yes to enter employer info for recognition letter.**

[ENTER APPLICATION DETAILS](#)

If member wants a recognition letter sent, enter the employer information carefully and review before clicking CONFIRM, as the letter will be addressed exactly as you specify!

Enter speech titles (if applicable) and project completion dates from member records, then click REVIEW THE APPLICATION.

### Project Completion Record (Competent Communicator)

**Applicant May Not Submit Their Own Education Awards, Even If They Are a Current Club Officer.**

|               | Speech Title (Enter the names of the speeches presented) | Date      |
|---------------|--|-----------|
| Project One   | Speech 1   | 6/1/2013  |
| Project Two   | Speech 2   | 6/2/2013  |
| Project Three | Speech 3   | 6/3/2013  |
| Project Four  | Speech 4   | 6/4/2013  |
| Project Five  | Speech 5   | 6/5/2013  |
| Project Six   | Speech 6   | 6/6/2013  |
| Project Seven | Speech 7   | 6/7/2013  |
| Project Eight | Speech 8   | 6/8/2013  |
| Project Nine  | Speech 9   | 6/9/2013  |
| Project Ten   | Speech 10  | 6/10/2013 |

**REVIEW THE APPLICATION**

Review your entries and edit as needed.

### Review CC Application

Applicant May Not Submit Their Own Education Awards, Even If They Are a Current Club Officer.

Make sure someone else enters your awards!

If you need to change the information press the EDIT button. The following is a summary of the CC application you have entered. Please review the information to ensure its accuracy.

#### Member Information

**Member Number**  
**Last Name** Hardy  
**First Name** Dennis  
**Middle Name** T.  
**Suffix**  
**Shipping Address** 8004 Lakeview Blvd  
 Byram, MS 39272  
**Name on Certificate** Dennis T. Hardy  
**Email** dth9230@gmail.com

#### Project Completion Record

| Project #     | Speech Title | Date      |
|---------------|--------------|-----------|
| Project One   | Speech 1     | 6/1/2013  |
| Project Two   | Speech 2     | 6/2/2013  |
| Project Three | Speech 3     | 6/3/2013  |
| Project Four  | Speech 4     | 6/4/2013  |
| Project Five  | Speech 5     | 6/5/2013  |
| Project Six   | Speech 6     | 6/6/2013  |
| Project Seven | Speech 7     | 6/7/2013  |
| Project Eight | Speech 8     | 6/8/2013  |
| Project Nine  | Speech 9     | 6/9/2013  |
| Project Ten   | Speech 10    | 6/10/2013 |

**STOP:**  
 Last chance to make corrections!  
 Name and address correct?  
 Entering the correct award?  
 Speech titles and dates are correct?

Please note that you cannot make changes to an award application by clicking the back browser button. To make edits to a submitted award application, contact Member Services at educationawards@toastmasters.org or call 949-858-9255.

**SUBMIT CERTIFICATION** **EDIT**

Click EDIT to make any necessary changes. When everything is correct, click SUBMIT CERTIFICATION. Toastmasters International will send you and the member an email confirming the award was submitted.


# View/Update/Print my club membership roster

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Click View/Update/Print my club membership roster from Conduct Club Business screen.

You're currently managing: 01350487 - Central MS Advanced TMC [EXIT](#)

- [Submit membership application\(s\) - new/dual/reinstate](#)
- [Pay dues](#)
- [Update my club meeting information](#)
- [Search Club Receipts](#)
- [View/Update/Print my club officer information](#)
- [Update my club mailing address](#)
- [Submit education award\(s\) for club members](#)
- [View/Update/Print my club membership roster](#)
- [Update my club bylaws](#)



Edit member address and/or contact information from this screen as needed.

## Club Membership Roster

Members for Club: 01350487

Members may update their information by accessing [members.toastmasters.org](http://members.toastmasters.org) and selecting **My Profile** link on the navigation menu.

[Export to Excel](#) [Export to CSV](#) [Printer Friendly](#)

| Customer ID | Name | Address                           | Membership Period                               | Status(*) |
|-------------|------|-----------------------------------|---|-----------|
|             |      | Home:<br>Cell:<br>Email:<br>Work: | 4/1/2013 - 9/30/2013<br>Member since: 12/1/2011 | Active    |

[Edit Address](#)  
[Edit Contact Information](#)

Notice the summary at the end of your report.

### Members in Club:21

Note: If members have transferred in/out of your club in this dues period, the total shown above may not match the Membership to Date count on the DCP.

Status(\*) Active: as of the Report Date, the member's dues are paid for the dates shown.

Graced: as of the Report Date, the member is in the two-month grace period following the Membership Period.

Membership lists may be exported or printed as needed, but be sure to protect your members' privacy!

# View DCP reports

Distinguished Club Program (DCP) Reports may be accessed from the Toastmasters International home page at [www.toastmasters.org](http://www.toastmasters.org)

Meeting locations

**FIND** a location near you

Can't find it? Start a club!

**LOGIN**

Club Officer Resources  
Distinguished Club Program  
Reports Page



or click View DCP report from the Conduct Club Business screen.



You're currently managing: 01350487 - Central MS Advanced TMC **EXIT**

[Submit membership application\(s\) - new/dual/reinstate](#)

[Pay dues](#)

[Update my club meeting information](#)

[Search Club Receipts](#)

[View/Update/Print my club officer information](#)

[Update my club mailing address](#)

[Submit education award\(s\) for club members](#)

[View/Update/Print my club membership roster](#)

[Update my club bylaws](#)

[View my club's awards](#)

[Assign/Delegate Club Proxy](#)

[View DCP reports](#)

[Wire Transfer Instructions \(PDF\)](#)

This brings up the Distinguished Performance Reports Page. Click on the link to access our new dashboard.

## Distinguished Performance Reports Page

Welcome to the new 2013-2014 program year! One of your responsibilities and opportunities as a Toastmasters leader is to participate in the recognition program. To help you measure progress toward your goals, you need access to exceptional reporting tools. Toastmasters is pleased to announce the redesigned dashboard reporting system for the distinguished club, area, division and district recognition programs. The new system is intuitive and easy to use.

The dashboard gives you access to reports with key performance indicators that relate to the specific goals within your responsibility. The redesigned dashboard has a familiar look and feel, up-to-date performance data, enhanced performance capabilities and an improved user experience that will help you and your teams stay on track to achieving distinguished status and recognition.

Best of all, you can access the reports almost anywhere; the new system is mobile-friendly and compatible with the most widely used browsers.

### [Distinguished Performance Reports Dashboard](#)

Beta-testing was conducted with club and district leaders to ensure usability and accuracy prior to launching the new dashboard, and new features will be tested and added in the future.

Your questions and feedback are important to us, so please direct any comments about the dashboard to [support@toastmasters.org](mailto:support@toastmasters.org).



The world is at your fingertips. EXPLORE!!

**TOASTMASTERS INTERNATIONAL**

Select a District | 2013-2014 | Jul | As of 3-Aug-2013 | Export

**Club Search**  
Name or Number

**Search for a specific club or district**

**Explore other reports**

**Dashboard guides and support**

**Available for tablets and mobile devices**

**World Map:** REGION 1-10, REGION 8, REGION 11, REGION 13, REGION 14, REGION 12

| Region                | Membership Payments |               |              |               |                |        | Club Growth   |               |        | Distinguished Clubs |   |
|-----------------------|---------------------|---------------|--------------|---------------|----------------|--------|---------------|---------------|--------|---------------------|---|
|                       | New                 | Dues Renewals | Charter      | YTD           | Base           | Growth | YTD           | Base          | Growth | YTD                 | % |
| > Region 01           | 424                 | 145           | 50           | 619           | 33,746         |        | 872           | 870           |        | 0                   |   |
| > Region 02           | 634                 | 106           | 160          | 900           | 40,892         |        | 1,013         | 1,006         |        | 0                   |   |
| > Region 03           | 601                 | 422           | 42           | 1,065         | 39,414         |        | 974           | 973           |        | 0                   |   |
| > Region 04           | 307                 | 72            | 51           | 430           | 34,892         |        | 939           | 938           |        | 0                   |   |
| > Region 05           | 525                 | 289           | 149          | 963           | 41,063         |        | 1,039         | 1,032         |        | 0                   |   |
| > Region 06           | 430                 | 284           | 0            | 714           | 41,812         |        | 941           | 944           |        | 0                   |   |
| > Region 07           | 582                 | 326           | 177          | 1,085         | 45,999         |        | 1,111         | 1,106         |        | 0                   |   |
| > Region 08           | 643                 | 428           | 75           | 1,146         | 49,255         |        | 1,173         | 1,170         |        | 0                   |   |
| > Region 09           | 527                 | 234           | 80           | 841           | 39,993         |        | 866           | 862           |        | 0                   |   |
| > Region 10           | 813                 | 315           | 90           | 1,218         | 46,484         |        | 1,154         | 1,151         |        | 0                   |   |
| > Region 11           | 586                 | 433           | 231          | 1,250         | 62,725         |        | 1,167         | 1,157         |        | 0                   |   |
| > Region 12           | 610                 | 175           | 0            | 785           | 39,697         |        | 950           | 950           |        | 0                   |   |
| > Region 13           | 711                 | 302           | 184          | 1,197         | 52,019         |        | 978           | 968           |        | 0                   |   |
| > Region 14           | 368                 | 375           | 111          | 844           | 33,482         |        | 756           | 751           |        | 0                   |   |
| > Region Undistricted | 152                 | 147           | 97           | 396           | 12,522         |        | 243           | 246           |        | 0                   |   |
| <b>Grand Totals</b>   | <b>7,903</b>        | <b>4,053</b>  | <b>1,497</b> | <b>13,453</b> | <b>614,795</b> |        | <b>14,175</b> | <b>14,124</b> |        | <b>0</b>            |   |