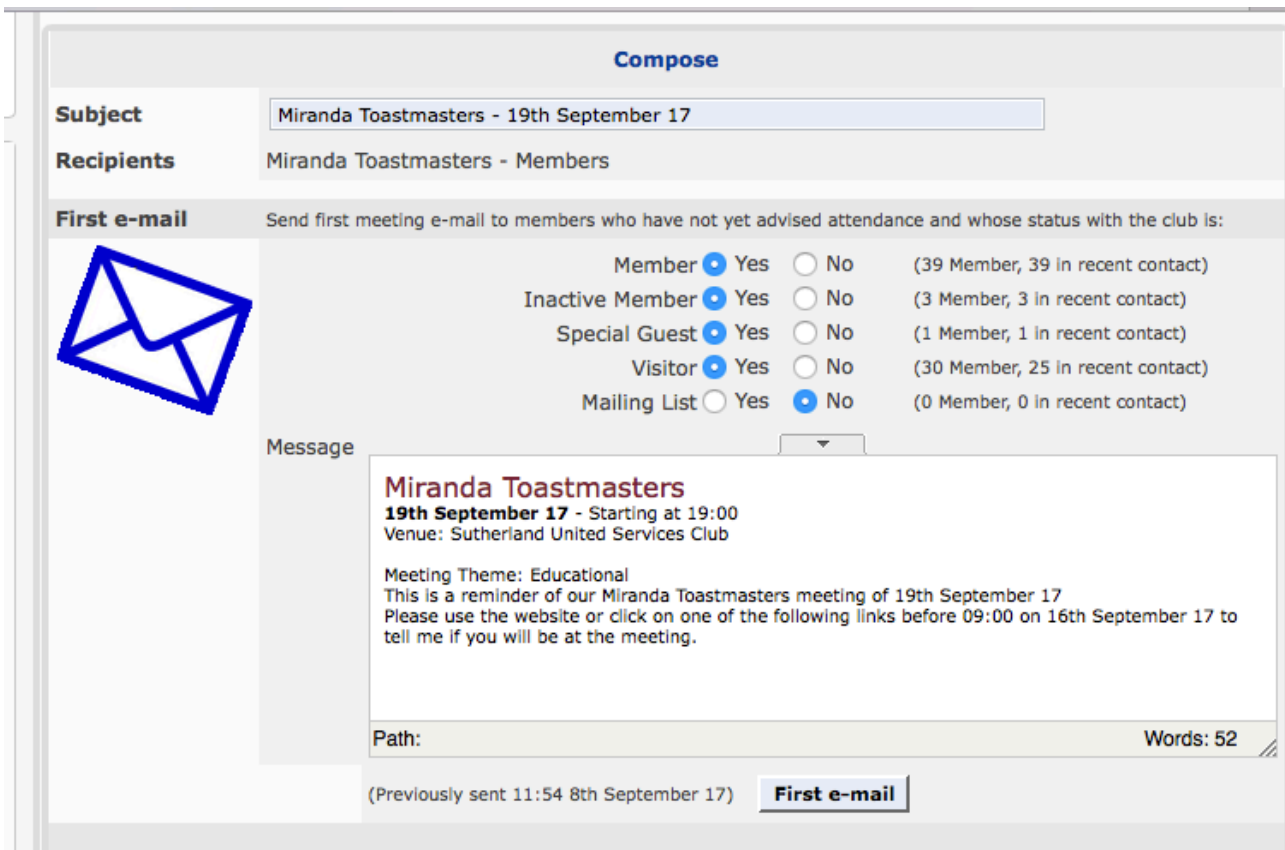


Guide to Easy Speak Update 1 19 Sept 2017

This is a guide as to how Emails are generated automatically in Easy Speak (ES) which is used to plan all Miranda Toastmasters meetings

1. When a meeting is completed the VPE enters Actual attendance and Roles performed and lists the Awards for the night. Then the last Meeting is CLOSED for any changes.
2. A new meeting is then added and Roles are AUTO Selected By ES based on its records of each member and when they last did any of the 22 meeting assignments in a normal meeting
3. On the Friday after the last meeting where all attending will have received an agenda for the next 3 meetings the 1st Email goes out. This takes account of any apologies received and gives all members a chance to plan for their roles over the weekend



Compose

Subject Miranda Toastmasters - 19th September 17

Recipients Miranda Toastmasters - Members

First e-mail Send first meeting e-mail to members who have not yet advised attendance and whose status with the club is:

Member	<input checked="" type="radio"/> Yes	<input type="radio"/> No	(39 Member, 39 in recent contact)
Inactive Member	<input checked="" type="radio"/> Yes	<input type="radio"/> No	(3 Member, 3 in recent contact)
Special Guest	<input checked="" type="radio"/> Yes	<input type="radio"/> No	(1 Member, 1 in recent contact)
Visitor	<input checked="" type="radio"/> Yes	<input type="radio"/> No	(30 Member, 25 in recent contact)
Mailing List	<input type="radio"/> Yes	<input checked="" type="radio"/> No	(0 Member, 0 in recent contact)

Message

Miranda Toastmasters
19th September 17 - Starting at 19:00
Venue: Sutherland United Services Club

Meeting Theme: Educational
This is a reminder of our Miranda Toastmasters meeting of 19th September 17
Please use the website or click on one of the following links before 09:00 on 16th September 17 to tell me if you will be at the meeting.

Path: Words: 52

(Previously sent 11:54 8th September 17) **First e-mail**

4. On Tuesday 1 week before the next meeting there are usually only 50% of members who have checked ES. The VPE then sends Texts or Emails to those with key roles to get further responses

5 . After this process the next email generated in ES is 5th Email which goes to members on Fri before the meeting to allow another weekend to get responses

You will note it goes to both Users who have Roles and Users who have Not Replied

The screenshot shows a configuration interface for email templates. At the top, there is a 'Path:' field and a 'Words: 14' indicator. The interface lists five email templates, each with a title, a description, and a 'Send' button. The 'Send' buttons are labeled 'Second e-mail', 'Third e-mail', 'Fourth e-mail', 'Fifth e-mail', and 'Mentors' e-mail'. The 'Third e-mail' template includes options for 'Send reminder to users who confirmed their roles more than two weeks ago' (Yes/No) and 'Resend e-mail to users who have not replied in' (24 Hours, Yes/No). The 'Fifth e-mail' template includes an option for 'Also send e-mail to members who have not replied' (Yes/No) and a timestamp '(Previously sent 09:04 15th September 17)'. The 'Mentors' e-mail' template includes an option for 'Copy VPE on these e-mail' (Yes/No). The interface also shows '(Not previously sent)' for each template.

6. At this stage we do not have all Mentors appointed but in due course this email will be sent so they can follow up with their Mentees

7. If on the Friday before the next meeting you have not been able to access ES for any reason please TEXT or Email the VPE with I WILL/I Will NOT be at the meeting

7. There should not be changes being made up until the morning of the meeting. At that time the agenda is printed and if there are still ? showing against roles they have to be filled by the VPE at the meeting

This is something which may be unavoidable in some cases but should not be the Norm for every meeting

John Paterson

VPE

