Getting Comfortable with Club Central

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

Go to www.toastmasters.org to login.

Click the Login button on the top menu bar of your screen.

Enter your 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.
Accessing Club Central

Current club officers may access Club Central by clicking Leadership Central to display topics, and then Club Central to conduct club business.

Note that current district officers may also access District Central to conduct district business.
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 display the list of actions you can choose:

- You’re currently managing: 00007704 - Lifebuilders Club
- 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 Addendum of Standard Club Options
- View my club’s awards
- View DCP reports
- Wire Transfer Instructions (PDF)
Submit membership application(s) – new/dual/reinstate

**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.

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

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

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!*

Select membership dates and choose new member kit language.

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.

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

**Order Summary**

<table>
<thead>
<tr>
<th>Bill To Address</th>
<th>Ship To Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central MS Advanced TMC</td>
<td>New Member</td>
</tr>
<tr>
<td>8004 Lakeview Blvd</td>
<td>123 Any St</td>
</tr>
<tr>
<td>Byram, MS 39272</td>
<td>Your Town, MS 39212</td>
</tr>
<tr>
<td>United States</td>
<td>United States</td>
</tr>
</tbody>
</table>

**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**

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**Adding a DUAL/REINSTATED 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 DUAL/REINSTATED member, click the PROCEED button; otherwise, click CANCEL or EXIT.
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.

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!

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.

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 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: 

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

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

**Semiannual Dues Renewals**

Membership renewals are due by October 1st and April 1st.

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 from Toastmasters International regarding membership payment processing:**

1. There must be a minimum of **EIGHT** 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 more than 14,350 clubs in 122 countries 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.

What you enter in this section links to the “FIND A CLUB” button on the Toastmasters International home page, and will help attract NEW members to your club!
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.

![Screenshot of club officer information list]

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.

Verify your entry is correct, and then click CONFIRM.

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 30th to earn DCP credit.

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

Verify your entries, then click CONFIRM.

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

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.
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.

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

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.

Review your entries and edit as needed. Please notice that members earning their first Competent Communicator award qualify to receive two FREE advanced manuals.

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

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

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

Club Membership Roster

Members may update their information by accessing members.toastmasters.org and selecting My Profile link on the navigation menu.

<table>
<thead>
<tr>
<th>Customer ID</th>
<th>Name</th>
<th>Address</th>
<th>Membership Period</th>
<th>Status(*)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>4/1/2013 - 3/31/2013</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Member since: 12/1/2011</td>
</tr>
</tbody>
</table>

Notice the summary at the end of your report.

Members in Club21
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 DCF.

Status(*) Active as of the Report Date, the member’s dues are paid for the dates shown. Grace: 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!
Distinguished Club Program (DCP) Reports may be accessed from the Toastmasters International home page at www.toastmasters.org

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

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 team 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.
The world is at your fingertips. EXPLORE!!