

# Manage Your Club with Club Central

Club Central is your one-stop-shop for conducting your club administration business, managing your club, and connecting you to Toastmasters International (WHQ). It's everything you need to be an effective officer for your club, right at your fingertips. Follow this tip-sheet to get logged in and conducting your club business via Club Central at [www.toastmasters.org](http://www.toastmasters.org)

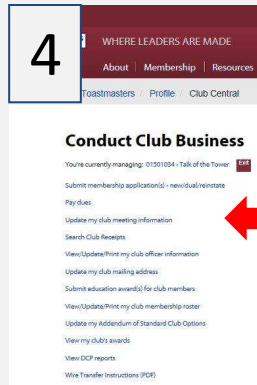
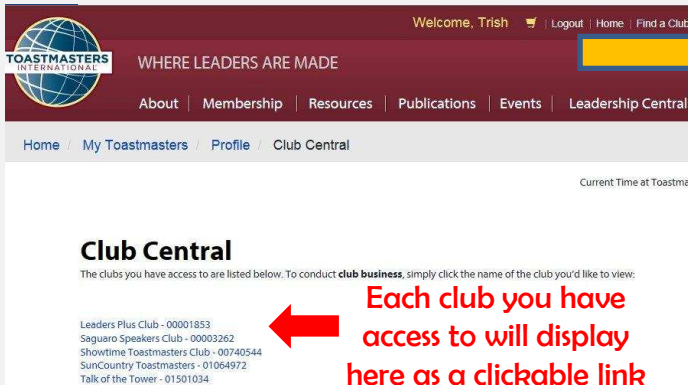
Visit [www.toastmasters.org](http://www.toastmasters.org) and login

Click on the Leadership Central tab  
To access the link to Club Central



Select the club you want to work with

Select the business activity to perform



The Conduct Club Business menu options remain the same and will guide you through each process

Each club you have access to will display here as a clickable link

## Update Club Officers

Club Central Conduct Club Business

### Conduct Club Business

You're currently managing: 01150141 - West Phoenix Express

- Submit membership application(s) - new/dual/reinstates
- 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)

1

Current Time at Toastmasters World Headquarters: June 07, 2014 11:11 AM PT

Club Central Conduct Club Business Update club officers

You're currently managing: 01150141 - West Phoenix Express EXIT

Officer Term:  Current  Future 07/01/2014 - 6/30/2015

PRINT ROSTER

Position	Name	Term Begin Date	Term End Date
Club President	--Select--	7/1/2014	6/30/2015
Club VP Education	--Select--	7/1/2014	6/30/2015
Club VP Membership	--Select--	7/1/2014	6/30/2015
Club VP PR	--Select--	7/1/2014	6/30/2015
Club Secretary	--Select--	7/1/2014	6/30/2015
Club Treasurer	--Select--	7/1/2014	6/30/2015
Club Sergeant at Arms	--Select--	7/1/2014	6/30/2015

CONFIRM CANCEL

Update your officers for the next term

# Pay Dues for Your Club Members

**1 Conduct Club Business**

You're currently managing: 01150141 - West Phoenix Express EXIT

- Submit membership application(s) - new/dual/reinstate
- ▶ Pay dues
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**2**

**TOASTMASTERS INTERNATIONAL**  
MEMBERS

WHERE LEADERS ARE MADE

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

Welcome  
Trish Blackwelder, DTM  
Current Member

**LOGOUT**

**CLUB CENTRAL**  
Club Officer Resources  
Distinguished Club Program  
Reports Page

District Officer Resources  
Distinguished Performance  
Reports Page

Current Time at Toastmasters World Headquarters: June 07, 2014 11:52 AM PT

You're currently managing: 01150141 - West Phoenix Express EXIT

**Pay Dues for My Club Members**

Find orders with  
End Date: in the future

▶

Select the time period for renewals

**3 Pay Dues for My Club Members**

You're currently managing: 01150141 - West Phoenix Express EXIT

Find orders with  
End Date: in the future

SUBMIT

Sort Results By: Last Name

Check All/Uncheck All	Member Name	Member Number	Description	Order Number	Amount
<input type="checkbox"/>	[REDACTED]	[REDACTED]	T1 - Club Mbrship District 03 01-Apr-2014 to 30-Sep-2014	9002920597	\$36.00
<input type="checkbox"/>	Trish L. Blackwelder, DTM	[REDACTED]	T1 - Club Mbrship District 03 01-Apr-2014 to 30-Sep-2014	9002919646	\$36.00
<input type="checkbox"/>	[REDACTED]	[REDACTED]	T1 - Club Mbrship District 03 01-Apr-2014 to 30-Sep-2014	9002931393	\$36.00
<input type="checkbox"/>	[REDACTED]	[REDACTED]	T1 - Club Mbrship District 03 01-Apr-2014 to 30-Sep-2014	9002917775	\$36.00
Check All/Uncheck All					Total: \$ 0.00

Select the Members That Are Paying Dues from the Table

Payment Information

Card Type \* [Dropdown]

Card Number \* [Input]

Expiration \* January 2014

Name On Card \* [Input]

Billing Address of Card

Country \* -- Select --

Address line \* [Input]

City \* [Input]

State/Province \* [Input]

Postal Code \* [Input]

PROCESS PAYMENT

- ### Tips From WHQ for Dues Renewals
- There must be a minimum of 8 members paying dues, 3 of which must be renewing.
  - Renewals can be submitted online (preferred), by USMail, or by Fax.
  - It is NOT advisable to submit renewals by email (email is NOT secure).
  - To pay by check:
    - Print the list with the renewing members indicated and mail with check to Toastmasters International. Checks MUST be made payable to Toastmasters International.

# Update Club Meeting Information

## Conduct Club Business

You're currently managing: 01150141 - West Phoenix Exp

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)

1

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Enter Meeting Info Here: Location, Date, Time, Address

Club Charter Date & Non-Profit EIN# Display Here

Current Time at Toastmasters World Headquarters: June 07, 2014 11:16 AM PT

Club Central Conduct Club Business Club Meeting

You're currently managing: 01150141 - West Phoenix Express **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: 01150141 Country: United States

**Club Name & Number Displays at Top**

**Enter Club Contact Info Here**

**Enter Additional Club Info Here**

**UPDATE**

# Update Club Mailing Address

Enter Mailing Address for Club Here

This is also where new Officer Manuals will be mailed annually

Current Time at Toastmasters World Headquarters: June 07, 2014 11:34 AM PT

Club Central Conduct Club Business Update Club Address

Country Code: United States

Name: West Phoenix Express

Attn Line: Trish Blackwelder

Company / In care of:

Address Line 1:

Address Line 2:

City:

State: Arizona

ZIP Code:

Language for officer manuals: English

**SAVE** **RETURN TO CONDUCT CLUB BUSINESS**

Mailing Address Preview:  
West Phoenix Express  
Trish Blackwelder



# Add New Members to your Club

Club Central | Conduct Club Business | Current Time at Toastmasters World Headquarters: June 07, 2014 11:21 AM PT

**Conduct Club Business**

You're currently managing: 01150141 - West Phoenix Express **EXIT**

**Submit membership application(s) - new/dual/reinstate**

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.

**Confirm you have a signed new member application to process by selecting PROCEED**

**PROCEED** **CANCEL**

Club Central | Conduct Club Business | Customer Search | Current Time at Toastmasters World Headquarters: June 07, 2014 11:24 AM PT

You're currently managing: 01150141 - West Phoenix Express **EXIT**

**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):  **Enter the member info and click SEARCH**

First Name:  **---OR---**

Middle Initial:

Customer ID:  Or Email Address:  **If this is a dual or reinstating member, Enter the member/customer ID and click SEARCH**

**SEARCH**

Club Central | Conduct Club Business | Select/Create New Member | Current Time at Toastmasters World Headquarters: June 07, 2014 11:24 AM PT

You're currently managing: 01150141 - West Phoenix Express **EXIT**

**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:

Address Line 2:

City:

State:

ZIP Code:

**Contact Information**

Home Phone:  (1)  (Ext)

Mobile Phone:  (1)  (Ext)

Work Phone:  (1)  (Ext)

Fax:  (1)  (Ext)

Email Address:

**Enter member details for the new Toastmasters, then click ADD MEMBERSHIP**

**ADD MEMBERSHIP** **CANCEL**

Club Central | Conduct Club Business | Customer Search | Current Time at Toastmasters World Headquarters: June 07, 2014 11:24 AM PT

You're currently managing: 01150141 - West Phoenix Express **EXIT**

**Add New Member**

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**

- Complete Order & Pay Dues**
1. The next screen will confirm the new member information entered and ask for the new member sponsor information.
  2. To complete the new membership application, select **CREATE ORDER**.
  3. The Order Confirmation page will offer a link to the **PAY DUES** where you will apply the new member dues payment in the same manner as processing a dues renewal.

# Submit Educational Awards for your Members

Club Central Conduct Club Business

## Conduct Club Business

You're currently managing: 01150141 - West Phoenix Express **EXIT**

- Submit membership application(s) - new/dual/reinstate
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- Search Club Receipts
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- Wire Transfer Instructions (PDF)

Club Central Conduct Club Business Apply for Educational Awards

You're currently managing: 00001853 - Leaders Plus Club **EXIT**

## Apply for Education Award(s) for Club Members

(Note: If you are a club officer and are applying for your own award, please have another officer submit your award application.)

Member Name

- Trish L. Blackweider, DTM

Displaying results 1-10 (of 22)  
Page: 1 - 2 - 3 « Back » Next »

Select the member name from the list

Club Central Conduct Club Business Certification Listing

You're currently managing: 00001853 - Leaders Plus Club **EXIT**

## Submit Education Award Application for Trish L. Blackweider, DTM

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

Select the type of award application being submitted.

NOTE: Officers cannot submit their own educational awards

### To Complete the Award Application

1. Enter the award information as provided on the award application
2. Submit and confirm that the information was entered correctly
3. Submit the award. Once submitted, no further edits can be made to the award application. If there was an error in the entry, call Membership Services at Toastmasters International

# View My Club Awards

- My Club Awards provides an historical record of club achievements in Membership Campaigns and Distinguished Club Program performance
- Clubs that achieve Distinguished Club status for three or more consecutive years received District 3 Legacy Club status. Because this is a district award, it will not be listed on your club record with WHQ.

Club Central Conduct Club Business Club Awards

You're currently managing: 01150141 - West Phoenix Express **EXIT**

## My Club Awards

### Club 1150141

Award Data

Listed below are the awards the club has achieved and the year in which each was earned. Awards earned prior to the 2003-2004 program year will not appear.

#### Membership Building Programs

Beat the Clock - the club added five new, dual or reinstated members during May and June.	None
Smedley Award - the club added five new, dual or reinstated members during August and September.	None
Talk up Toastmasters - the club added five new, dual or reinstated members during February and March.	None

#### Distinguished Club Programs

President's Distinguished Club - the highest level of recognition available. The club met the membership prerequisite and achieved at least nine of the 10 goals.	None
Select Distinguished Club - the club met the membership prerequisite and achieved seven or eight of the 10 goals.	None
Distinguished Club - the club met the membership prerequisite and achieved at least five of the 10 goals.	None

# Search Club Receipts

Club Central Conduct Club Business

## Conduct Club Business

You're currently managing: 01150141 - West Phoenix Express **EXIT**

Submit membership application(s) - new/dual/reinstate

Pay dues

Update my club meeting information

**1** → Search Club Receipts

View/Update/Print my club officer information

Update my club mailing address

Submit education award(s) for club members

**2** → 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)

WHQ now offers the ability to search for a receipt

- Enter the date range of the payment you are looking for, and click **SEARCH**
- The list of search results provide transaction level details for the payment.

Club Central Conduct Club Business Search Club Receipts

## Search Club Receipts

Search for payments received within this date range

Club receipts may be searched up to two years. If a particular receipt you are searching for is not listed, please contact Member Services at [membership@toastmasters.org](mailto:membership@toastmasters.org).

From: \*  To: \* 06/07/2014

**SEARCH** **EXPORT**

Club Central Conduct Club Business Search Club Receipts

## Search Club Receipts

Search for payments received within this date range

Club receipts may be searched up to two years. If a particular receipt you are searching for is not listed, please contact Member Services at [membership@toastmasters.org](mailto:membership@toastmasters.org).

From: \* 01/01/2013 To: \* 06/07/2014

**SEARCH** **EXPORT**

Receipt No.	Name	Payment Method	Amount	Date	Reference
View 3147449		Visa	\$36.00	9/26/2013	

TOASTMASTERS WHERE LEADERS ARE MADE [www.toastmasters.org](http://www.toastmasters.org)

Payment Information

Receipt Number: 3147449  
 Club Number: 01150141  
 Club Name: West Phoenix Express  
 Date: 9/26/2013  
 Payment Type: Visa  
 Credit Card Number: [REDACTED]  
 Name on Card: [REDACTED]

Order No	Name	Description	Amount
9002370899	[REDACTED]	Membership Order T1 - Club Mbrship District 03 01-Oct-2013 to 31-Mar-2014	\$36.00

Total: \$36.00

Thank you,  
 Toastmasters International

Toastmasters International | 23182 Arroyo Vista | Rancho Santa Margarita | CA | 92688 | [www.toastmasters.org](http://www.toastmasters.org)

- Use the **VIEW** option to see a copy of the original eReceipt for the payment.

# View / Update / Print Your Club Membership Roster

- Display Only Information
  - Customer/Member ID
  - Full Name + Ed Level
  - Address & Emails
  - Active membership period & date the member joined Toastmasters International
  - Current membership status for this club (active or graced)
- Editable Info
  - Member mailing address
  - Member contact info
  - Print / Export Options
  - MS Excel or .CSV file

Current Time at Toastmasters World Headquarters: June 07, 2014 11:46 AM PT

Club Central Conduct Club Business Membership Roster

You're currently managing: 00001853 - Leaders Plus Club **EXIT**

## Club Membership Roster

Members for Club: 00001853

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

**Export to Excel** **Export to CSV** **Printer Friendly**

Customer ID	Name	Address	Membership Period	Status (*)
[REDACTED]	[REDACTED]	[REDACTED]	4/1/2014 - 9/30/2014 Member since: 2/1/2003	Active
			<a href="#">Edit Address</a> <a href="#">Edit Contact Information</a>	
[REDACTED]	[REDACTED]	[REDACTED]	4/1/2014 - 9/30/2014 Member since: 6/1/2013	Active
			<a href="#">Edit Address</a> <a href="#">Edit Contact Information</a>	
[REDACTED]	Trieh L. Blackwelder, DTM	[REDACTED]	4/1/2014 - 9/30/2014 Member since: 12/1/1995	Active
			<a href="#">Edit Address</a> <a href="#">Edit Contact Information</a>	



# Update Your Addendum of Standard Club Options

Formerly known as the Club Bylaws, the Addendum of Club Options is where the club defines the unique values for their club record at WHQ

- Club Name
- Club Meeting Location (City)
- Membership Composition – closed corporate clubs would designate a restriction to “XYZ Corporate employees”
- Honorary membership (as defined by club)
- Club officer terms (annual, unless the club meets weekly and opts for semi-annual)
- New Member Fee (\$20 as defined by WHQ + any additional club defined new member fees)
- Club Dues (\$36 as defined by WHQ + any additional club defined membership fees)
- Reinstatement fee (as defined by club)
- Transfer Fee (as defined by club)
- Inactive Member Dues (\$36 as defined by WHQ + any additional club defined inactive fees)
- Meeting days and times
- Executive committee meeting frequency
- Additional Club Officers as defined by the Club (not eligible for DCP Goal #9)

Club Central Conduct Club Business

## Conduct Club Business

You're currently managing: 01150141 - West Phoenix

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

[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 \(PDF\)](#)

Club Central Conduct Club Business Addendum of Standard Club Options

You're currently managing: 01150141 - West Phoenix Express

EXIT

PRINTER FRIENDLY

## Update my Addendum of Standard Club Options

\* Required

Last Modified: 12/17/2013

Club Name:\*

Club Location (City):\*

This club shall, upon adoption of this constitution and thereafter as needed, complete this Addendum of Standard Club Options to specify the detailed choices it has made to govern its operations. Any changes must be approved by a vote of at least a majority of the active individual members of the club present and voting at a duly called and noticed club business meeting at which a quorum was at all times present.

### 1. Name

The name and location of this club shall be as set forth above. Such name and location may be changed by a modification of this Addendum as provided in Article X, Section 7 of the club's constitution.

### 2. Membership Composition

Subject to the nondiscrimination requirements set forth in Section 1 of Article II of the Club Constitution, individual membership in this club shall be restricted to

(If no restrictions will be placed on membership in this club, enter "no restrictions" above.)

### 3. Membership Composition

Honorary individual memberships in this club shall be conferred for a term of  year(s) and otherwise as provided in the Club Constitution.

### 4. New Member Fee

The new member fee for individual membership in this club shall be \$, payable as provided in the Club Constitution.

(The dues collected from a new individual member in addition to the new member fee shall include the membership payment to Toastmasters International, plus any club dues.)

### 5. Club Dues

The dues of this club for active individual members shall be \$ per person per  months. Such dues shall be payable in advance of or on  and .

(Club dues shall include the amount of the Toastmasters International membership payment.)