

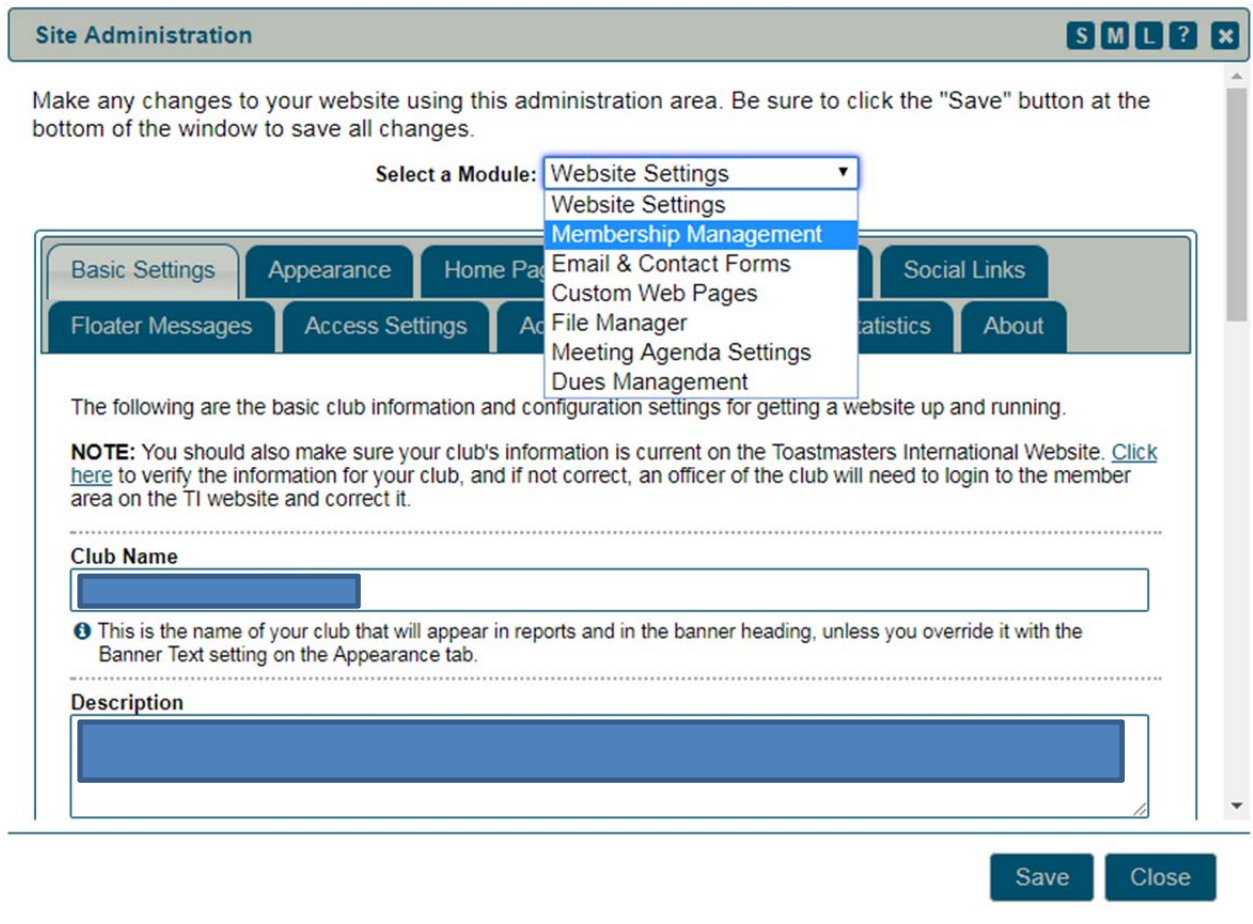
## How to set up your FreeToastHost website to get ready for Pathways.

Step-by-step version:

FIRST part, done in FTH:

The site admin needs to enable your FTH contact email.

1. Login to your FTH club website as admin, and launch the admin console
2. Select a Module: Membership Management



The screenshot shows the 'Site Administration' interface. At the top, there is a header with the title 'Site Administration' and navigation icons (S, M, L, ?, X). Below the header, a message states: 'Make any changes to your website using this administration area. Be sure to click the "Save" button at the bottom of the window to save all changes.'

The main content area features a 'Select a Module:' dropdown menu. The dropdown is open, showing a list of modules: 'Website Settings', 'Membership Management' (highlighted in blue), 'Email & Contact Forms', 'Custom Web Pages', 'File Manager', 'Meeting Agenda Settings', and 'Dues Management'. Below the dropdown, there are several tabs: 'Basic Settings', 'Appearance', 'Home Page', 'Social Links', 'Floater Messages', 'Access Settings', 'Ad', 'Statistics', and 'About'.

Below the tabs, there is a section titled 'The following are the basic club information and configuration settings for getting a website up and running.' followed by a **NOTE**: 'You should also make sure your club's information is current on the Toastmasters International Website. [Click here](#) to verify the information for your club, and if not correct, an officer of the club will need to login to the member area on the TI website and correct it.'

Below the note, there are two input fields: 'Club Name' and 'Description'. The 'Club Name' field has a blue highlight. Below the 'Club Name' field, there is an information icon and text: 'This is the name of your club that will appear in reports and in the banner heading, unless you override it with the Banner Text setting on the Appearance tab.'

At the bottom right of the interface, there are two buttons: 'Save' and 'Close'.

- a. Verify that the email addresses for the President, VPE and Secretary are correct; update them if necessary. Be sure to click Save, then Close when done.

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**Membership Management** S M L ? ✕

This system is designed to minimize duplicate contact information and make access to this club website as easy as possible for each member. Full member information can be obtained by any club officer at the Toastmasters International website. However, you only need to enter each person's name below--e-mail address & phone are optional. *Be sure to save changes on one tab before switching to another tab below.*

Members Prospects Guests Former Members Friends/Affiliates Quick Add

New Member Welcome Custom Groups

Membership Tools:    +

**The tools in this menu let you work with multiple people at once. Select people below by checking the box at the far left of each person's row (or via custom groups above), then select the relevant tool from the menu above. [▼ More ▼](#)**

**Member Contact Information:** *Be sure to SAVE any CHANGES you make below.*

<input type="checkbox"/> (All)	Name	Email Address	Phone	Officer Role(s) (Maximum of 3)	View/ Edit Profile
<input type="checkbox"/> NEW				Enter New Info & Click Save	NEW
<input type="checkbox"/>				President	→
<input type="checkbox"/>				VP Education	→
<input type="checkbox"/>				VP Membership	→
<input type="checkbox"/>				VP Public Relations	→
<input type="checkbox"/>				Secretary	→

### 3. Select a module: Email and contact Forms

**Site Administration** S M L ? ✕

Make any changes to your website using this administration area. Be sure to click the "Save" button at the bottom of the window to save all changes.

Select a Module:

Basic Settings Appearance Home Page Social Links  
Floater Messages Access Settings Ad Statistics About

The following are the basic club information and configuration settings for getting a website up and running.

**NOTE:** You should also make sure your club's information is current on the Toastmasters International Website. [Click here](#) to verify the information for your club, and if not correct, an officer of the club will need to login to the member area on the TI website and correct it.

Club Name

**This is the name of your club that will appear in reports and in the banner heading, unless you override it with the Banner Text setting on the Appearance tab.**

Description

## How to set up your FreeToastHost website to get ready for Pathways.

- a. On the Contact Us Form, under Club Contacts for the Contact Us Form, select up to three members who are willing to take emails and possibly phone calls from prospective visitors. If you already have them, you're good.

**Email & Contact Forms** S M L ? X

This module will allow you to set your email settings and activate your "Contact Us" form & Mentor / Mentee Request form". Be sure to click the "Save" button at the bottom of the window to save all changes.

Email Settings | Email Security | Club Email Addresses | **Contact Us Form** | Mentoring Form

Here you can configure how the Contact Us form works and select which officer(s) or member(s) need to be notified when someone submits the form.

**NOTE:** To link directly to your "Contact Us" form, use [http://\[redacted\]toastmastersclubs.org?contactus](http://[redacted]toastmastersclubs.org?contactus)

Club Contacts for the "Contact Us" Form...

[redacted]	<input type="checkbox"/>	This member will accept prospect phone calls
[redacted]	<input type="checkbox"/>	This member will accept prospect phone calls
[redacted]	<input type="checkbox"/>	This member will accept prospect phone calls

**i** Select up to three officer roles or members that will be handling the contact form submissions. The member e-mail addresses are **not** made public on the form, and not visible anywhere on the website. The names and phone number of the contacts will **ONLY** be made public if you select that option for the member. Be sure to get the member's consent before selecting this option.

Check this to enable the contact-[redacted]@toastmastersclubs.org email address.

**i** If enabled, the contact-[redacted]@toastmastersclubs.org email address provides an alternate way for your club contacts to receive emails. This is a **publicly accessible** email address--it can become the target of spammers. If you choose to

Save Close

- b. Also on the Contact Us Form tab, check the box to enable the contact email, which will be contact-####@toastmastersclubs.org. (the #'s will be replaced by your club number) - copy the address shown for later use.
  - c. The contact address is a PUBLIC email - anyone can send to it. Switch to the Email Security tab and review the settings to see if you want to make any changes.
  - d. Save and Close.
4. Test the contact address by sending an email to it and verifying that the listed contacts got the test message.

SECOND part, done in Toastmasters Club Central:

5. Change your club's public email address in Club Central to the contact email you just set up above. Any club officer can do it, as follows:
  - a. Go to Toastmasters.org > Leadership Central > Club Central > Login. Select the appropriate club, if applicable.
6. Click on Club Contact and Meeting Information.
  - a. Change the Email to be the FTH contact email that was set up in FTH.

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- b. While you're in Club Central, review the other information to be sure it's correct (meeting place and address, map location, contact phone, websites, meeting days, time and frequency).
7. When you're done, don't forget to click the Submit button.

Within 24 hours, the changes will take effect.

After that, any messages from Base Camp to the club (such as for level completion) will be sent to the three Base Camp manager officers (VPE, Pres, Sec) INSTEAD OF the listed public contact emails.

\*\*\* What about clubs not using FreeToastHost?\*\*\*

Every club has the same problem: base camp messages are sent ONLY to the club's find-a-club public email address, but the base camp managers (VPE, president, secretary) who need to take action are most likely not recipients.

The solution? Each club will make their own choice, but one good option is to set up a group email for the club's public email address that goes NOT ONLY to the member who responds to public queries, but ALSO the base camp managers: VPE, Pres and Secy.

The group email should replace your club's public email address per the 'SECOND' sections above. Google groups or gmail works for this purpose.