When scheduling a speech outside your club, you’ll use the External Training feature.

Navigate to your Education Transcript, select the Options dropdown menu and select Add External Training.
Scheduling a Speech Outside Your Club

Complete the form:
Provide a brief assignment description for your transcript.

Describe your plan for completing this assignment.
Scheduling a Speech Outside Your Club

Specify the group you will present to or work with.

Indicate the start and completion dates.
Scheduling a Speech Outside Your Club

Select the Path from the dropdown menu.

Select the Project from the dropdown menu.
Scheduling a Speech Outside Your Club

Select the Planned location for completion of the assignment from the dropdown menu. If you will be speaking at a different Toastmasters club, select In a club other than my home club. If you will be completing this outside of Toastmasters, select Outside of Toastmasters.

Attach supporting materials, if necessary, and then select the Submit button.
You can also attach supporting materials after the assignment is complete.
Scheduling a Speech Outside Your Club

The external training will now be listed in your transcript as Pending Approval.

Your VPE will review the request and either approve or deny it.

Once your VPE has approved the request, your transcript will show the External Training as Registered.
Scheduling a Speech Outside Your Club

To view any comments left by your VPE, select the arrow adjacent to the Withdraw button and select View Training Details.

Then view any comments in the Approval History section of the Training Details page by selecting the arrow to the right of the section title.

If the request is denied, begin the process again and include any information requested in the Approval History section.