

# Speechcraft Coordinator Quick Start Guide

How exciting—you are on your way to the Speechcraft digital experience! Follow the steps below to start your fantastic journey as a coordinator:

1. Retrieve your Speechcraft Order Confirmation email—this will be the email generated after you placed your Speechcraft Digital Bundle order. Your order confirmation number—also referred to as the Digital Bundle Order Number—will be at the top line. If you no longer have your Order Confirmation email with the order confirmation number, it can be found in your Profile in your Order History tab. Please note: if you purchased more than one bundle in the order, your order confirmation number will be the same for all bundles.

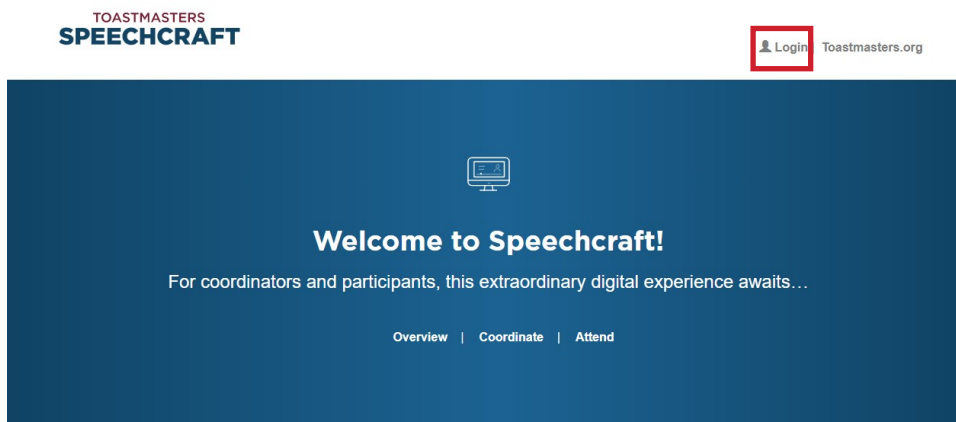


Order Confirmation: 0123456789

Thank you for ordering from Toastmasters International! A summary of your purchase is shown below. Once your order has shipped, you will receive a follow-up email. Tracking information will be included if you selected 1-day, 2-day or courier shipping. (Tracking details are not available for standard or airmail shipping.)

If you purchased digital content, you can download it from your [Toastmasters Profile](#) under "My Downloads".

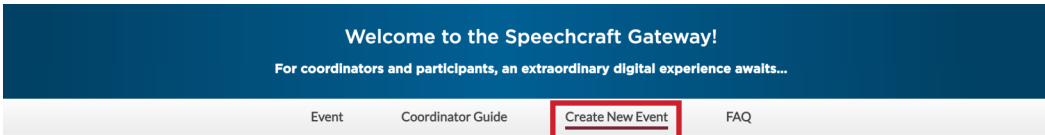
2. Click on this link: [www.toastmasters.org/Speechcraft](http://www.toastmasters.org/Speechcraft) and bookmark it for future reference. This is your access to Speechcraft. Log in to the Speechcraft Gateway using your Toastmasters membership account information.



3.

Click on the “Create New Event” tab. Even if you don’t yet know the details for your event, you’ll come here to redeem your Digital Bundle. On this page, you should see your club name appear. Provide the order confirmation number/Digital Bundle Order Number that you retrieved from the email.

Verify your contact information and add a name for your Speechcraft. In the Event Date, Time, and Location section, indicate if you have not yet determined dates for your Speechcraft event or if you are ready to add dates. If you know your Speechcraft dates, you will be prompted to input these details. Fill out the remaining fields and hit “Submit.”



### Create New Event

Ready to host a new Speechcraft event? Submit the form below and you'll on your way!

#### 1. Choose a Club

Club Name\* <sup>(i)</sup>

Club URL (optional) <sup>(i)</sup>

#### 2. Provide Digital Bundle Order Number

Enter Order Number\* <sup>(i)</sup>

If you have not yet purchased a Digital Bundle, go to the [Toastmasters Online Store](#) to do so; make note of your order number before returning to this page.

#### 3. Verify Coordinator Information

As the person creating the event, you will be listed as the coordinator. Check to make sure the information below is correct; if not, please update it on your [Toastmasters Profile](#). This is what will be provided to the attendees (Speechcrafters) you add to your event.

Coordinator Name: Melissa Santero, PM1  
Email Address: msantero@toastmasters.org

Additional Contact Information (optional)

#### 4. Enter Event Details

Please provide the details of your event, which will be displayed on attendees' (Speechcrafters') pages for their reference. Note: Once you submit this form, the Event Name will not be editable; the Event Dates can be changed, but not canceled.

Event Name\*

Event Date, Time and Location <sup>(i)</sup>  
 I have not yet determined the dates for my Speechcraft Event  
 I am ready to provide the dates for my Speechcraft Event

#### 5. Provide Attendee Price

Please provide the price you will charge per attendee, if anything\* <sup>(i)</sup>  
Select Currency

#### 6. Agree to Terms and Conditions

I agree to the [Toastmasters Speechcraft Terms and Conditions](#)

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# 4.

Your Event tab will populate. This is your Speechcraft access on Base Camp; anytime you are accessing Speechcraft, you will click on this “Go” button.

When you are ready to add or edit dates and attendees, also known as Speechcrafters, you will do so here on the “Event” tab. After attendees are added, they will receive an email inviting them to set up their Speechcraft login. Please note that you will need to specify your date and location details before adding attendees.



### Current and Future Events

Bright and Early Toastmasters - First Speechcraft Event - April 1, ▾

Bright and Early Toastmasters - First Speechcraft Event

**Go To My Speechcraft Learning**

Go

Dates and Times 4/1/2021 12:00:00 PM-5/26/2021 1:00:00 PM [✎](#)  
Every Thursday from 12-1 PM MT

Location In-Person Location: [✎](#)  
9127 S Jamaica St  
Englewood, CO 80112  
Online Meeting Link: TBD

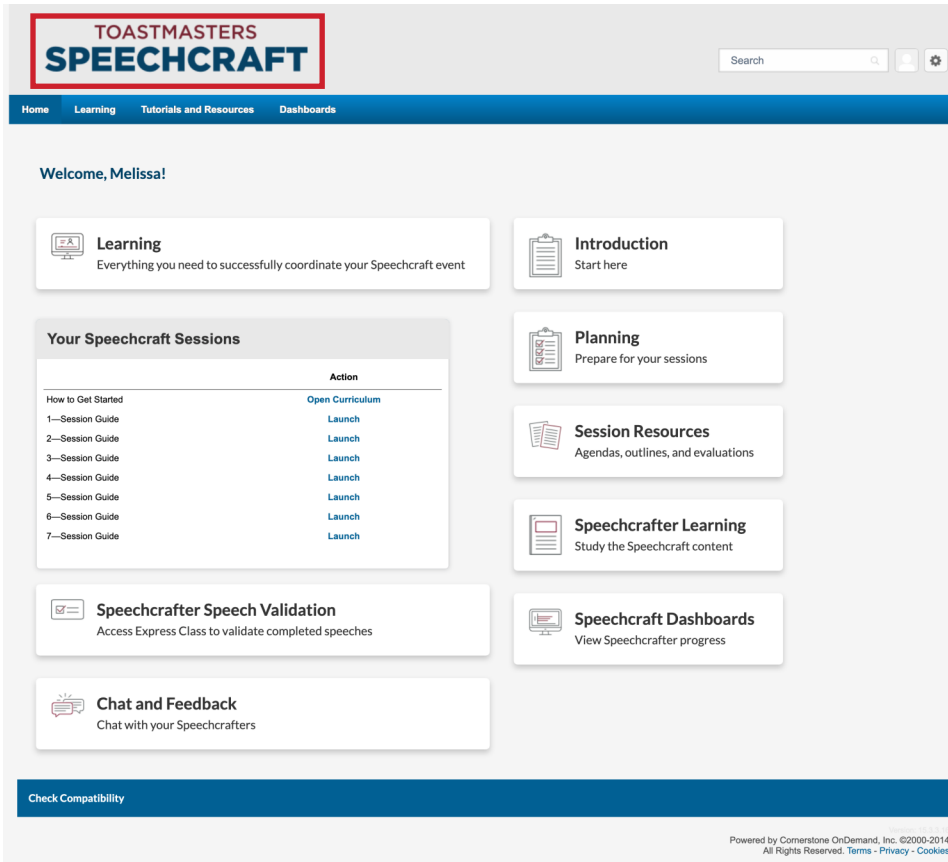
Coordinator Melissa Smith, PM1 [✎](#)  
msmith@email.com  
Bright and Early Toastmasters  
You can also reach me at +1 555-555-5555

Attendees	Name	Email	Status	Action
1.	Suzanne Mallory	smallory@email.com	Pending Registration	<a href="#">Edit</a> <a href="#">✎</a>
2.	Martin Eckart	meckart@email.com	Pending Registration	<a href="#">Edit</a> <a href="#">✎</a>

[Add](#) [✎](#)  
2 of 5 Seats Filled

5.

When you are ready to access your coordinator materials, click on the “Go” button to log in to the Speechcraft Portal on Base Camp. A quick way to confirm that you are in Speechcraft is to look for the Toastmasters Speechcraft logo on the upper left. (If you see the Toastmasters Pathways logo, then you are not in Speechcraft. Go back and click on the URL in Step 2). Please note: The Speechcraft Portal is accessed on Base Camp, but it is not the same as the Pathways Portal on Base Camp. Both portals are separate spaces, and you will not be able to toggle between the two.



6.

Congratulate yourself for being among the trailblazers in the new Speechcraft digital experience!