Speechcraft Participant 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 participant:

1.

Retrieve your Speechcraft Registration email (sent from the Speechcraft Team with the email address admin@toastmasters.org) to finalize your Speechcraft registration; click and follow your unique link in the email to complete the registration process.

Greetings Melissa,
How exciling—you are on your way to becoming a Speechcrafter through the Speechcraft event, Bright and Early Speechcrafters, starting on 4/1/2021 12:00:00 PM—but you still must registert Please continue the sign-up process below to access your online content.
Your Gateway to Speechcraft Follow this link to finalize your registration by creating a Toastmasters profile.
Need Assistance? Contact your coordinator, Suzanne Mallory, at: <u>smallory@email.com</u>
Sincerely,
Speechcraft Team Toostmasters International www.toostmasters.org

2.

After completing registration, you will be transported to the Speechcraft Gateway. We recommend you bookmark this page (<u>www.toastmasters.org/Speechcraft</u>) for ease of future access to your Speechcraft learning. Click the "Go" button to access the Speechcraft Portal on Base Camp (the system where Speechcraft learning lives).



Your Speechc	raft Event
	Toasting With Altitude - GoLive Event
= 8	Go To My Speechcraft Learning
Ť	Go
Dates and Times	4/1/2021 12:00:00 PM - 7/26/2021 1:00:00 F
	Every Monday from 12-1 PM
Location	In-Person Location:
	9127 S Jamaica St
	Englewood, CO 80112



Take the Self-Assessment—Before evaluation. This is an important step as it creates a baseline for your Speechcraft experience and will help you gauge what you learn and how your skills develop. You will find the assessment listed as the first item in the "Surveys to Complete" box. Click on the title.

me Learning Tutorials and Resources Dashboards	
Welcome, Suzanne!	
Learning Access your Speechcraft projects	Wy Badges View-your progress and feedback badges
Chat and Feedback Chat with your coordinator and fellow Speechcrafters	Tutorials and Resources Access a variety of resources
Surveys to Complete	Speechcraft Dashboards See your self-assessment results
A, Heliki Surry-Special III	

4

The Self-Assessment—Before/Details page will open. Click directly on the blue "Launch" bar.





A Self-Assessment Instructional PDF will open in a separate tab or window explaining the next steps to take the assessment, which are also listed below. Close the tab or window and return to the Self-Assessment—Before/Details page.



Click directly on the blue bar (be sure not to open or click on the drop-down), which will now read "Mark Complete"—this simply indicates that you are ready to begin the assessment.



7.

The page will refresh and the blue bar will now read "Evaluate"—click directly on that (and not on the drop-down) and the self-assessment introduction page will open.

1. Self-Assessment—Before

Details

Complete this assessment before you begin your Speechcraft course. You will complete another assessment midway through Speechcraft and a third after you have completed the course. Your responses to these assessments will help you gauge what you learn and how your skills develop. Internet speeds vary depending on your internet service provider and the country you live in.

Show More

Some items on Base Camp may take longer to load than others.

Before launching this item, ensure that your pop-up blocker is turned off.

Pend	ng Evaluation
	complete the pending evaluation to
	ete this training.

8.

The self-assessment introduction page will note that this assessment is only available for 10 days (after you first access it from the Surveys to Complete box). Click "Continue" at the bottom of the page.





Rate your level of agreement with all statements (click on "Next" to scroll through all three pages) and click on "Submit Final Answers" after rating the last one. You will be returned to the Self-Assessment—Before/Details page. You can now leave the Speechcraft Portal on Base Camp. Remember, when you are ready to return to the Speechcraft Gateway, you will want to use the page you bookmarked: www.toastmasters.org/Speechcraft.

Question 1.						
While participating	/hile participating in a conversation with a new acquaintance, I feel very nervous.					
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree		
Question 2.						
Ordinarily I am ve	ry calm an	d relaxed	in con	versations.		
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree		
Question 3 .						
I have no fear of s	peaking up	o in conv	ersatio	IS.		
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree		

10.

Congratulate yourself for being a Speechcrafter in the new Speechcraft digital experience! You will soon be contacted by your Coordinator for next steps.