



District 5: Serving San Diego and Imperial Counties and Yuma, AZ

Website User Guide

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Event Calendar

Viewing the Event Calendar

To view the events calendar:

1. Click on the “Calendar” button located on the menu bar.

The screenshot shows the website for District 5: Serving San Diego and Imperial Counties and Yuma, AZ. The logo for Toastmasters International is in the top left. The main navigation menu includes: Guests, Education, Membership, Clubs, **Calendar** (circled in red), About, and District Directory. A black arrow points to the 'Calendar' button. Below the menu is a 'District 05 Performance 2014-2015' section with three performance metrics:

Paid Clubs	
Base	To Date
152	143
Goals	
Distinguished	157
Select Distinguished	160
President's Distinguished	165

Payments	
Base	To Date
6,544	6,600
Goals	
Distinguished	6,741
Select Distinguished	6,872
President's Distinguished	7,068

Distinguished Clubs	
Base	To Date
152	81
Goals	
Distinguished	61
Select Distinguished	69
President's Distinguished	76

Submitting an Event to the Calendar

To Submit an Event to the Calendar:

1. Hover over the “Calendar” button on the menu and click “Submit an Event to the Calendar” from the drop down menu
2. Fill out the Event Submission form with the details about your event

The screenshot shows the same website as above, but with the 'Calendar' button in the navigation menu highlighted with a red circle. A blue arrow points to the dropdown menu that appears when hovering over the button, which contains the option 'Submit an Event to the Calendar'. Below the menu is a video player for 'District 5 Promo Video'.

Registering for Calendar Events

To register for an Event:

1. Go to the calendar page: <http://d5tm.org/events-page/>
2. Click on the event you would like to register for
3. On the event page, click the “Register Now” button
4. Fill out the registration form

Toastmaster Leadership Institute

Date/Time
Date(s) - 07/25/2015
8:00 am - 3:00 pm

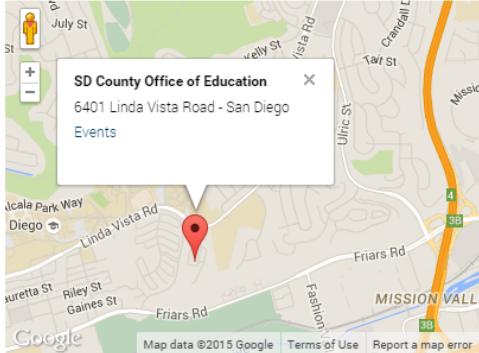
Location
SD County Office of Education

Categories

- Training

Club Officer Training, Contest Training, Communication/Leadership Courses and Lunch Schedule will be available soon.

Register Now ←




New Clubs

Creating a New Club


To get more information on creating a new toastmasters club:

1. Go to <http://d5tm.org/new-clubs/> by clicking on the “New Clubs” button on the main menu



District 5: Serving San Diego and Imperial Counties and Yuma, AZ

Guests | Education | Meetings | **New Clubs** | Calendar | About | District Directory



Submitting a New Club Lead

To submit a new club lead:

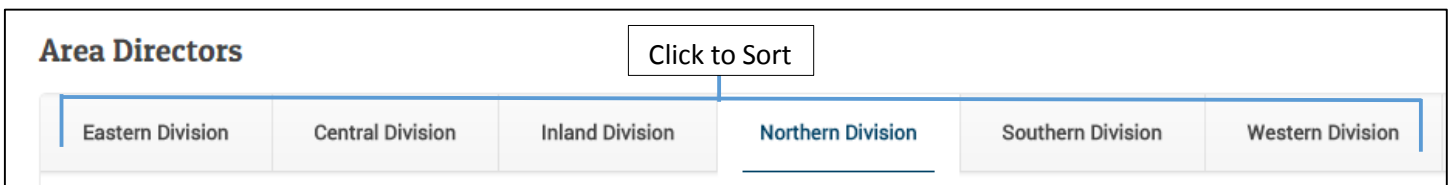
1. Go to <http://d5tm.org/new-club-lead/> by clicking on the “New Club Lead” button located on the main menu
 - a. First hover over “New Clubs” and the “New Club Lead” button will appear as a drop down link
2. Fill out the required information on the “New Club Lead” Form
3. Click “Send”

District Officers

Finding District Officers

To locate your district officers:



1. Click on the “District Directory” button located on the main menu
2. Sort the lists of officer by position or location by clicking on the tabs at the top of the tables



Contact District Officers

To contact your district officers:

1. Locate the officer you would like to reach out to using the District Directory: <http://d5tm.org/district-5-directory/>
2. Copy their email address from the 3rd column of the directory table

Location: Eastern Division			
Position	Name	Email	
Eastern Division Director	Michael Barron, DTM	Eastern2016@d5tm.org	
Area 2 Director	Myra Garlit, ACG, ALB	a2d2016@d5tm.org	 more info...
Area 4 Director	Thomas Boggs, ACS	a4d2016@d5tm.org	more info...
Area 15 Director	Deb Dillingham, CC, ALB	a15d2016@d5tm.org	 more info...

Signing Up for Opportunities

Are you interested in signing up for leadership opportunities within District 5?

1. Send an email with your name, contact information and brief summary of your toastmasters experience to the district directory: dd2016@d5tm.org

Have any additional questions about how to use the website?

Feel free to reach out to our website manager: Erik Egelko | Erik@bytela.com | (415)857-1348