

Reporting Toastmasters Area Visits Online

From the <http://www.toastmasters.org> website, click on "Officer Resources".



Reporting Toastmasters Area Visits Online

Click on “Club and District Business”.

The screenshot shows the Toastmasters International website in a Windows Internet Explorer browser window. The address bar displays the URL <http://www.toastmasters.org/Members/OfficerResources.aspx>. The page title is "Officer Resources". The main navigation bar includes links for Home, Member Experience, Membership Building, Officer Resources, Toastmaster Magazine, Shop, and 2009 Convention. The page content is titled "Officer Resources" and features a sub-header "Your responsibilities are your opportunities." Below this, there is a list of resources, including "Club and District Business", which is highlighted with a red circle. Other resources listed include "Club Officer Resources", "District Officer Resources", "Policies and Procedures", "Financial Resources", "2009 Month-End Closing Dates", "2008-2009 District Governors (PDF)", "Area Club Visits", "District Web Sites", "District Calendar", and "Liability Insurance Coverage". A login form is visible on the left side of the page, and a search bar is located at the top right.

Reporting Toastmasters Area Visits Online

Click "District Business".

The screenshot shows a Windows Internet Explorer browser window displaying the Toastmasters International website. The address bar shows the URL: <http://www.toastmasters.org/Members/OfficerResources/Business.aspx>. The page title is "Club and District Business".

The main content area features a section titled "Club and District Business" with the sub-heading "Give us the business!". Below this, there are two sub-sections: "Club Business" and "District Business". The "District Business" link is circled in red. The text under "District Business" reads: "Need to report off-club training reports? View prospective clubs? Submit Area Visit reports? You're in the right place! Follow the District Business link."

On the left side of the page, there is a sidebar menu under the heading "Club and District Business". The menu items include: Club Officer Resources, District Officer Resources, Club and District Business, Reports, Policies and Procedures, Financial Resources, 2009 Month-End Closing Dates, 2008-2009 District Governors (PDF), Area Club Visits, District Web Sites, District Calendar, and Liability Insurance Coverage. The "District Business" link in this menu is also circled in red.

At the bottom of the page, there is a "Related Resources" section with links to "Eight Steps to a Budget", "Club Officer Resources", "Funding Officer Training", and "District Finance Officer".

The browser's taskbar at the bottom shows several open applications: "AOL Radio powered...", "Toastmasters Interna...", and "Report Instructions - ...". The system tray on the right shows the time as 3:27 PM and the Internet Protected Mode as Off.

Reporting Toastmasters Area Visits Online

Click "Enter Area Visit report of club visit".

District Login Page -- Powered by TIMSnet - Windows Internet Explorer
https://ecommerce.toastmasters.org/ecommerce/timssnet_new/timssnet/district/login/tm_login_district.cfm

Toastmasters International
District Business Section

Members

Login

Current Time at Toastmasters: July 11, 2009 01:25 PM PST DT000

[Enter Area Visit report of club visit](#) download a printable PDF version.

To conduct the following transactions, please login with your District access information:

- ▶ Enter officer training
- ▶ Monitor prospective clubs
- ▶ Review district awards earned

District Login:

District Number:

Password:

[Forgot your password?](#)

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23162 Arroyo Vista, Rancho Santa Margarita, CA 92688
Phone: 949-858-9255 Fax: 949-858-1207 [Contact Us](#)

McAfee SECURE
TESTED DAILY 11-JULY

Internet | Protected Mode: Off 100%

3:28 PM

Reporting Toastmasters Area Visits Online

Select the Period for which you are reporting a visit (Round 1 are the Fall Visits and Round 2 are the Spring visits).

The screenshot shows a web browser window displaying the Toastmasters International website. The page title is "Area Report of Club Visit". The main content area contains the following text:

Area Report of Club Visit

An area governor visit is an important opportunity to help the club in its efforts to achieve the club mission and to provide a supportive environment where Toastmasters can learn communication and leadership skills. It is a chance to work together toward achieving Distinguished Club Program goals so that each member receives the full benefits of the Toastmasters program.

Area Visit Round 1 Deadline – Online submissions must be made between July 1 and November 30 for credit in the Distinguished Area Program.

Area Visit Round 2 Deadline – Online submissions must be made between January 1 and May 31 for credit in the Distinguished Area Program.

Online submissions are not accepted during the months of June and December.

Area Visit Reporting

Choose the period for which you would like to submit:

Please select [Please select] [Area Visit Round 1]

Enter the desired club number and press TAB. Click SELECT to choose the club shown, or click SEARCH to look for club information.

Club Number:

SEARCH by Club Name

The footer of the page includes copyright information: © 1998 - 2009 Toastmasters International, and contact information for the Rancho Santa Margarita office. A McAfee SECURE logo is also present.

You will also need to enter the Club number and confirm the club information that will display.

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Area Visit Reporting

Choose the period for which you would like to submit.
Area Visit Round 1

Enter the desired club number and press TAB. Click SELECT to choose the club shown, or click SEARCH to look for clubs by name.

Club Number: 00009309

SEARCH by Club Name

Club Name: Power Speakers Toastmasters Club

City: Birmingham

State/Province: AL

Area 00 District 00 Crown 00

SELECT

The "SELECT" button is circled in red. The browser's address bar shows the URL: https://ecommerce.toastmasters.org/ecommerce/timssnet_new/timssnet/district/tm_clubselect.cfm#TNTSURL#/Timssnet/district/tm_clubselect.cfm. The system clock at the bottom right indicates the time is 3:30 PM on July 11, 2009.

If this is the correct club, press the SELECT button.

An online version of the Area Visit form will display. You will need to have the information available as shown on the form.

Reporting Toastmasters Area Visits Online

At the bottom of the form, you will enter your name as the person submitting the report. Note that you can enter other email addresses (besides those who will automatically receive copies). You may want to CC the Club VPE before you hit the SUBMIT button.

The screenshot shows a web browser window displaying the 'Area Visit Report' form. The browser's address bar shows the URL: https://ecommerce.toastmasters.org/ecommerce/timssnet_new/Timssnet/district/tm_areavisit.ctm. The form is titled 'IV. Area Governor Comments' and contains several text input fields with vertical scrollbars:

- List members interested in future leadership roles within the district:
- Club strengths:
- Areas needing attention:
- What can the district and I do to support the club?
- Recommendations for action:

Below the form, there is a 'Submitted By' section with the following fields:

- Name of Area Governor:
- E-mail:
- Confirm E-mail:
- Telephone:

Below these fields, a note states: 'Upon submission, an e-mail confirmation will be sent to the e-mail address entered above and to the address on file for the following officers: District Governor, Lt. Governor Education & Training, Lt. Governor Marketing, Division Governor, Club President'. It also includes a field for additional email addresses and a note: 'Note: You can enter more than one e-mail address by separating them using a semi-colon (;)'. At the bottom of the form are 'SUBMIT' and 'Reset' buttons. The browser's taskbar at the bottom shows the time as 3:33 PM.

If you DO NOT receive an automatic confirmation of the report within 24 hours, the system did not accept the report and you should re-enter it.

Note that you can also submit a hardcopy report to TI by FAXing the completed Area Visit form as indicated on the form. In this case, you would not also need to enter the report online.