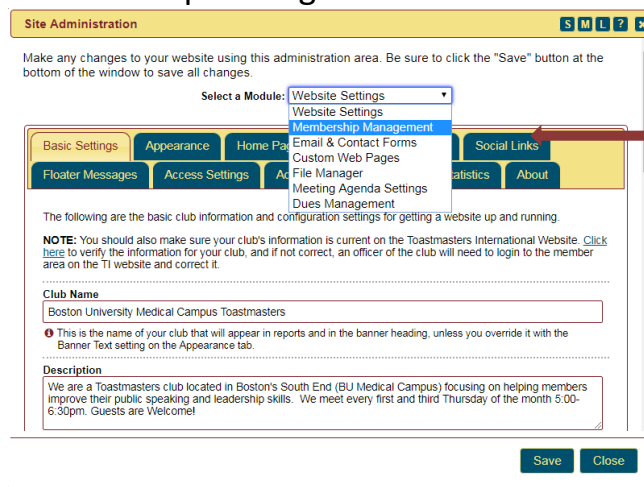


## Forwarding Basecamp emails from Free Toast Host

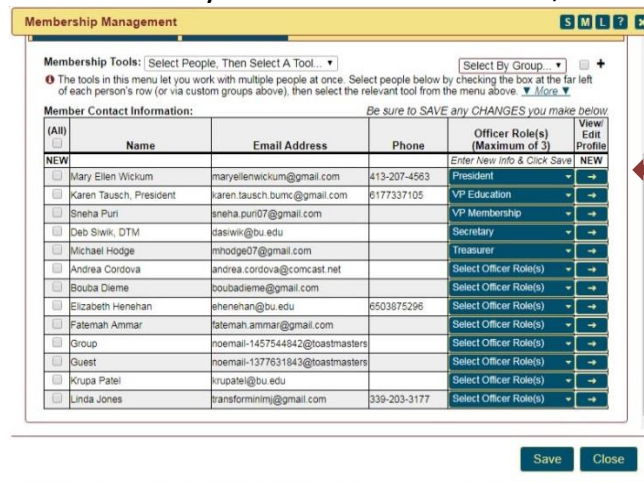
The site admin needs to enable your FTH contact email.

1. Login to your FTH club website as admin, and launch the admin console
2. Select a Module: Membership Management



The screenshot shows the 'Site Administration' interface. At the top, there's a title bar with 'Site Administration' and window control icons. Below it, a message says: 'Make any changes to your website using this administration area. Be sure to click the "Save" button at the bottom of the window to save all changes.' A 'Select a Module:' dropdown menu is open, showing 'Website Settings' selected. Other options include 'Membership Management', 'Email & Contact Forms', 'Custom Web Pages', 'File Manager', 'Meeting Agenda Settings', and 'Dues Management'. Below the dropdown, there are several tabs: 'Basic Settings', 'Appearance', 'Home Page', 'Social Links', 'Floater Messages', 'Access Settings', 'About', and 'Statistics'. The 'Membership Management' tab is highlighted. Below the tabs, there's a section for 'Club Name' with a text input field containing 'Boston University Medical Campus Toastmasters'. A note below it says: 'NOTE: This is the name of your club that will appear in reports and in the banner heading, unless you override it with the Banner Text setting on the Appearance tab.' Below that is a 'Description' section with a text area containing: 'We are a Toastmasters club located in Boston's South End (BU Medical Campus) focusing on helping members improve their public speaking and leadership skills. We meet every first and third Thursday of the month 5:00-6:30pm. Guests are Welcome!'. At the bottom right, there are 'Save' and 'Close' buttons.

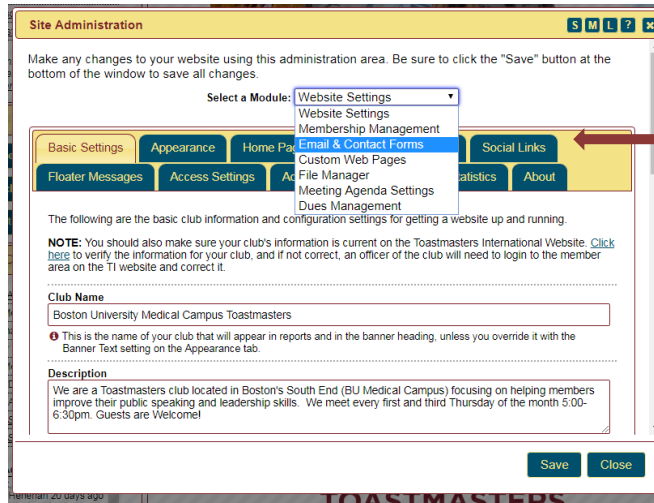
- 2a. Verify that the email addresses for the President, VPE and Secretary are correct; update them if necessary. Be sure to click Save, then Close when done.



The screenshot shows the 'Membership Management' interface. At the top, there's a title bar with 'Membership Management' and window control icons. Below it, there's a 'Membership Tools:' section with a dropdown menu set to 'Select People, Then Select A Tool...'. A note says: 'The tools in this menu let you work with multiple people at once. Select people below by checking the box at the far left of each person's row (or via custom groups above), then select the relevant tool from the menu above. More'. Below this is a table titled 'Member Contact Information:'. The table has columns for 'Name', 'Email Address', 'Phone', 'Officer Role(s) (Maximum of 3)', and 'View/ Edit Profile'. The table contains several rows of member information. At the bottom right, there are 'Save' and 'Close' buttons.

(All)	Name	Email Address	Phone	Officer Role(s) (Maximum of 3)	View/ Edit Profile
<input type="checkbox"/>	Mary Ellen Wickum	maryellenwickum@gmail.com	413-207-4563	President	NEW
<input type="checkbox"/>	Karen Tausch, President	karen.tausch.bumc@gmail.com	6177337105	VP Education	NEW
<input type="checkbox"/>	Sneha Puri	sneha.puri07@gmail.com		VP Membership	NEW
<input type="checkbox"/>	Deb Siwik, DTM	dsiwik@bu.edu		Secretary	NEW
<input type="checkbox"/>	Michael Hodge	mhodge07@gmail.com		Treasurer	NEW
<input type="checkbox"/>	Andrea Cordova	andrea.cordova@comcast.net		Select Officer Role(s)	NEW
<input type="checkbox"/>	Bouba Dieme	boubadieme@gmail.com		Select Officer Role(s)	NEW
<input type="checkbox"/>	Elizabeth Henehan	ehenehan@bu.edu	6503875296	Select Officer Role(s)	NEW
<input type="checkbox"/>	Fatemah Ammar	fatemah.ammar@gmail.com		Select Officer Role(s)	NEW
<input type="checkbox"/>	Group	noemail-1457544942@toastmasters		Select Officer Role(s)	NEW
<input type="checkbox"/>	Guest	noemail-1377631843@toastmasters		Select Officer Role(s)	NEW
<input type="checkbox"/>	Krupa Patei	krupatei@bu.edu		Select Officer Role(s)	NEW
<input type="checkbox"/>	Linda Jones	transforminimj@gmail.com	339-203-3177	Select Officer Role(s)	NEW

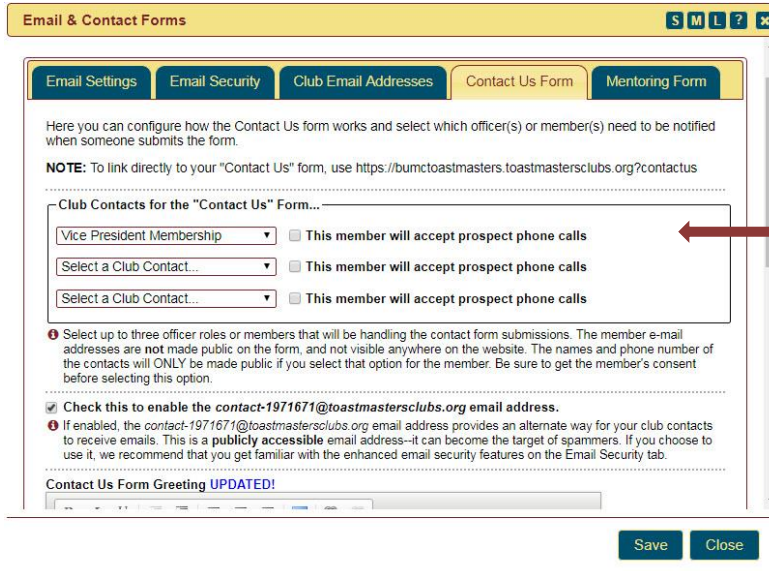
3. Select a module: Email and contact Forms



3a. On the Contact Us Form, under Club Contacts for the Contact Us Form, select up to three members who are willing to take emails and possibly phone calls from prospective visitors. If you already have them, you're good.

3b. Also on the Contact Us Form tab, check the box to enable the contact email, which will be

contact-####@toastmastersclubs.org. (the #'s will be replaced by your club number) - copy the address shown, for later use.



3c. The contact address is a PUBLIC email - anyone can send to it. Switch to the Email Security tab and review the settings to see if you want to make any changes.

3d. Any emails from [basecamp@toastmasters.org](mailto:basecamp@toastmasters.org) will automatically be sent to the President, VP Education, and Secretary. All other emails will go to the recipients of the "Contact Us" Form above.

3e. Save and Close.

4. Test the contact address by sending an email to it and verifying that the listed contacts got the test message.

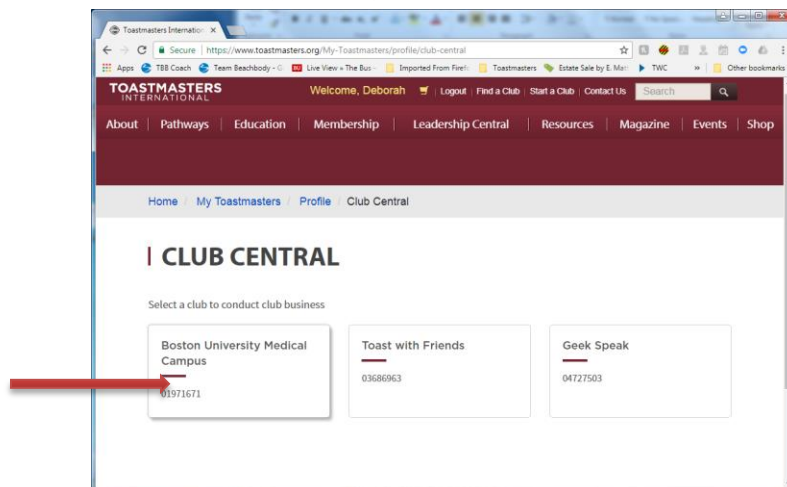
### Change your club's public email address in Club Central to the contact email you just set up above.

1. Login to toastmasters.org



2. From the Leadership Central tab click on Club Central

3. Click on the club you are updating.



4. Go to Club Administration > Club contact and Meeting Information.

TOASTMASTERS INTERNATIONAL | Welcome, Deborah | Logout | Find a Club | Start a Club | Contact Us | Search

About | Pathways | Education | Membership | Leadership Central | Resources | Magazine | Events | Shop

**CLUB CENTRAL** | 1971671 - BOSTON UNIVERSITY MEDICAL CAMPUS

### Club Membership

<b>Add Membership</b> Add new, dual or reinstated members	<b>Submit Payment</b> Submit credit or debit card payment for memberships
<b>Submit Education Awards</b> Submit member education awards	<b>Club Roster</b> Review and print your club's roster. Update member contact information

### Club Administration

<b>Club Officer Assignment</b> Review, update and assign club officers	<b>Club Demographics</b> Review and update your club's mailing address, officer terms and club preferences
<b>Club Financials</b> Review Club receipts and statements	<b>Distinguished Performance Report</b> Review your Club's Distinguished Performance Report
<b>Club Achievements</b> Review and print club awards and achievements	<b>Eligibility Assistant</b> Verify member eligibility for speech contests and proxy assignments
<b>Club Contact and Meeting Information</b> Review and update club contact information, meeting schedule and location	<b>Addendum of Standard Club Options</b> Review, update and print Addendum of Standard Club Options
<b>Administrative Reports</b>	



5. Put in the new email address.

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About | Pathways | Education | Membership | Leadership Central | Resources | Magazine | Events | Shop

Current Time at Toastmasters World Headquarters: **Wednesday, April 25, 2018 8:10 AM PT**  
Currently Managing **1971671 - Boston University Medical Campus**

### CLUB CONTACT AND MEETING INFORMATION

<b>Contact Phone</b> [617] 638-8022	<b>Website</b> http://1971671.toastmastersclubs.org/
<b>Email</b> contact-1971671@toastmastersclubs.org	<b>Facebook</b> https://www.facebook.com/groups/263641103719293



6. Make sure to click on Submit at the bottom of the page.