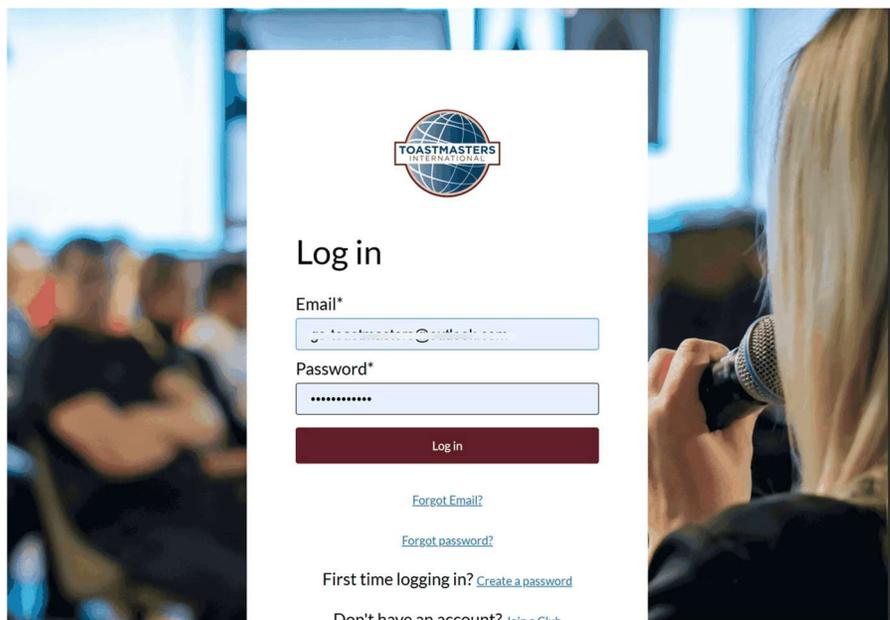
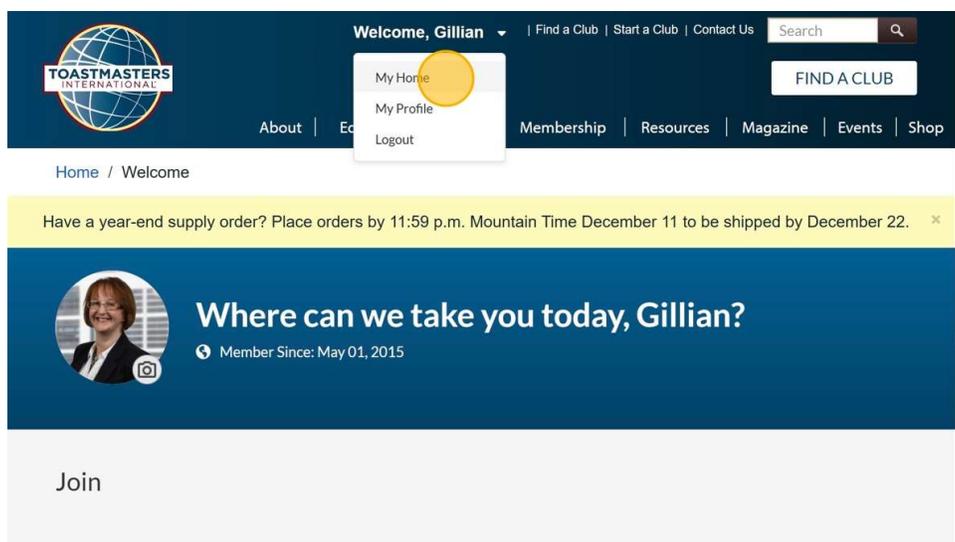


## Accessing Prospective Member/ Guest Information on Toastmasters Website

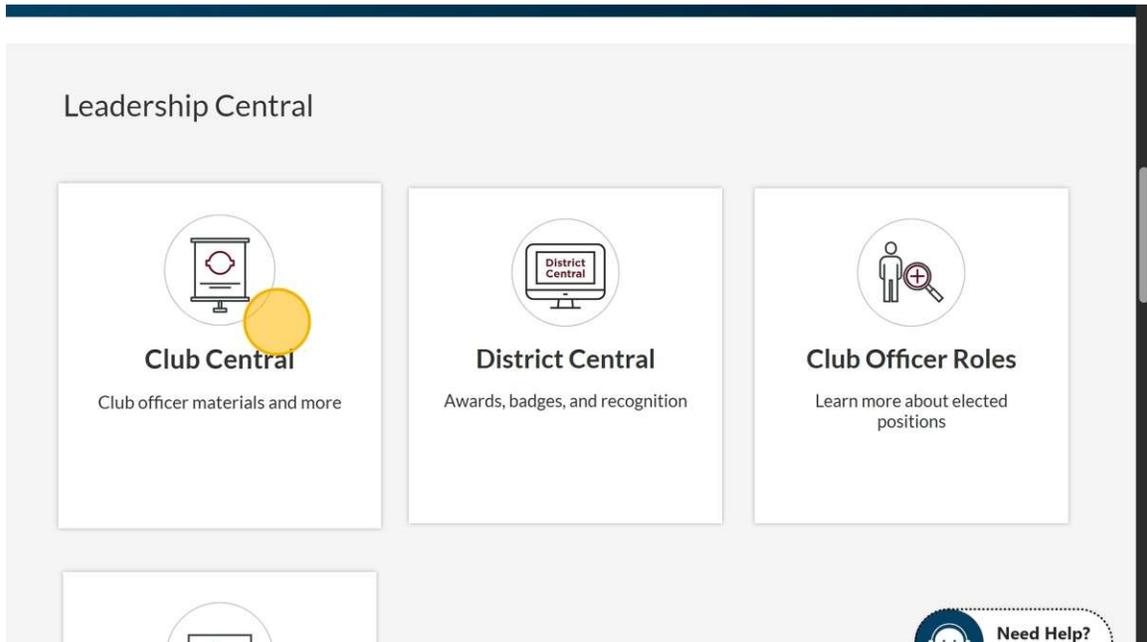
### 1. Navigate to, and login, at [www.toastmasters.org](http://www.toastmasters.org)



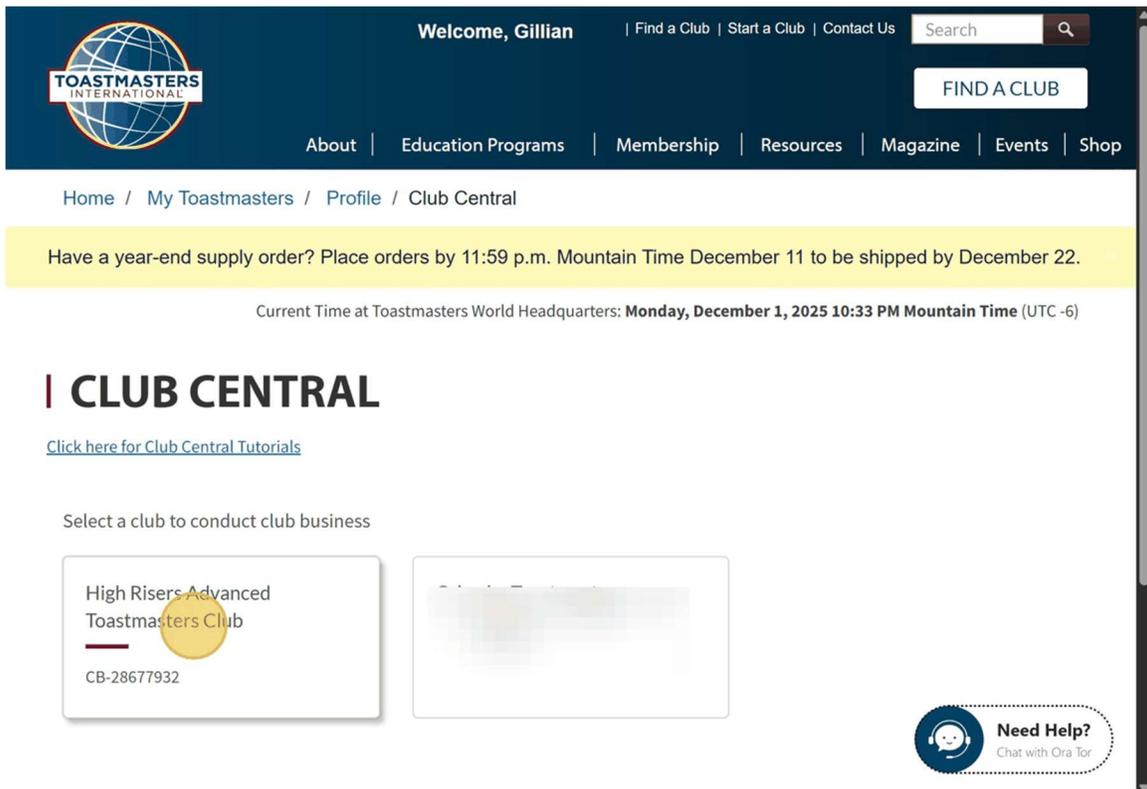
### 2. Click "My Home"



3. Scroll down the page, until you see "Club Central" tab - which you will click on



4. If you are a club officer/ member of more than one club, choose relevant club; if not, skip this step



5. Once you are in 'Club Central', scroll down

The screenshot shows the top navigation bar of the Toastmasters International website. It includes the logo, a user greeting 'Welcome, Gillian', and links for 'Find a Club', 'Start a Club', and 'Contact Us'. A search bar and a 'FIND A CLUB' button are also present. Below the navigation bar is a breadcrumb trail: 'Home / My Toastmasters / Profile / Club Central'. A yellow banner contains a message about year-end supply orders. Below that, the current time at the headquarters is displayed as 'Monday, December 1, 2025 10:33 PM Mountain Time (UTC -6)'. The main heading is 'CLUB CENTRAL', followed by a link to 'Club Central Tutorials'. A dropdown menu shows the selected club: 'CB-28677932 - HIGH RISERS ADVANCED TOASTM'. The section title 'Club Membership' is visible at the bottom of the screenshot.

6. At Club Membership, you will see 'Prospective Member Management'; click here

This screenshot shows the 'Club Membership' section of the website. It features a navigation bar with links for 'About', 'Education Programs', 'Membership', 'Resources', 'Magazine', 'Events', and 'Shop'. The 'Club Membership' heading is followed by two main categories: 'Membership Management' and 'Prospective Member Management'. The 'Prospective Member Management' option is highlighted with a yellow circle and includes a description: 'Facilitate the journey from first contact, to guest, to new member application'. Below this, the 'Club Management' section is visible, containing 'Club Contact and Meeting Information' and 'Club Officer Assignment'.

7. In this frame, you will see and be able to manage all guest information that has been entered - club officers are encouraged to keep this up-to-date

**TOASTMASTERS INTERNATIONAL** | Welcome, Gillian | Find a Club | Start a Club | Contact Us | Search

About | Education Programs | Membership | Resources | Magazine | Events | Shop

## Prospective Member Management

Guest Information Form

Prospective	Email	Date Created	Date Modified	Assigned To	Activity Status
		June 4, 2025	June 4, 2025	Gillian Sheldon	Officer contacted prospective member
		May 25, 2025	May 25, 2025	Gillian Sheldon	Officer contacted prospective member
		May 16, 2025	May 16, 2025	Not Assigned	Club visit scheduled

Need Help? Chat with Ora Tor

8. To access a contact, click on the guests name (highlighted blue)

**TOASTMASTERS INTERNATIONAL** | Welcome, Gillian | Find a Club | Start a Club | Contact Us | Search

About | Education Programs | Membership | Resources | Magazine | Events | Shop

## Prospective Member Management

Guest Information Form

Prospective	Email	Date Created	Date Modified	Assigned To	Activity Status
<a href="#">Sandeep Sood</a>		June 4, 2025	June 4, 2025	Gillian Sheldon	Officer contacted prospective member
		May 25, 2025	May 25, 2025	Gillian Sheldon	Officer contacted prospective member
		May 16, 2025	May 16, 2025	Not Assigned	Club visit scheduled
		May 13, 2025	May 13, 2025	Gillian Sheldon	Officer contacted

Result per page 10 | 1 of 1

Need Help? Chat with Ora Tor

## 9. Relevant contact details and requests will appear on this screen

The screenshot shows the 'Prospective Member' page on the Toastmasters International website. The header includes the logo, navigation links, and a search bar. The main content area features a 'Send Membership Application' button and a note about using the 'Activity Status' dropdown. Below this are several input fields for contact information:

Contact First Name	Contact Last Name	Date Created
Sandeep	Sood	June 4, 2025
Phone	Country	Email

## 10. Click this field.

This screenshot shows the same 'Prospective Member' page, but with additional fields filled out. A yellow circle highlights the 'Date Created' field. Below the contact information are three dropdown menus: 'Assigned To' (Gillian Sheldon), 'Activity Status' (Officer contacted prospective me), and 'How did you hear about Toastmasters?' (I used to be a member). A message box contains a message from the prospective member. A 'Need Help?' chat button is visible in the bottom right corner.

Note: To respond to the prospective member, you'll need to email them using the Contact Email above.

**CAUTION:** You cannot respond directly from this portal. The Club Officer will need to copy the email and reply directly in their email program (iMail, outlook, Gmail, etc.). Once complete - recommend updating the member management portal with this date/ assigned member.