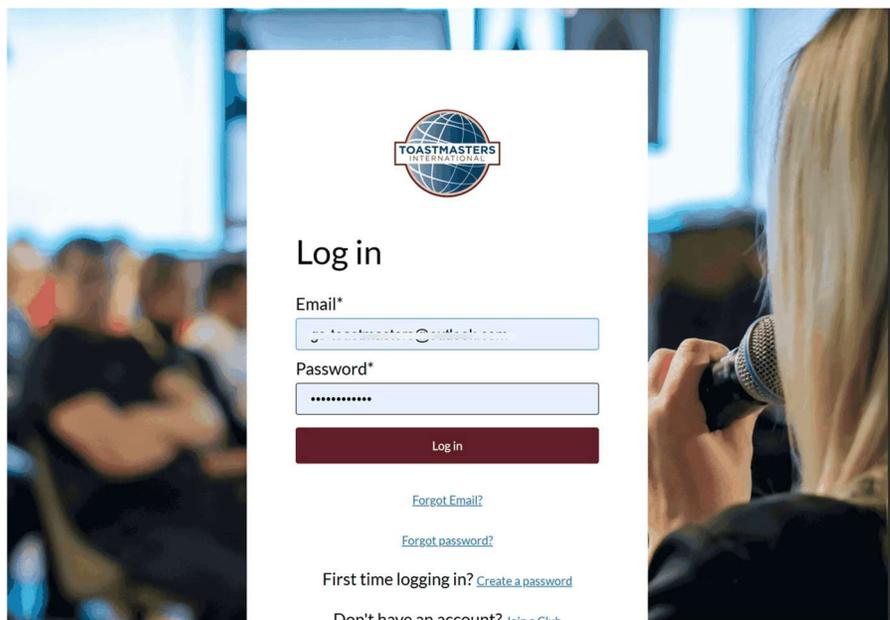
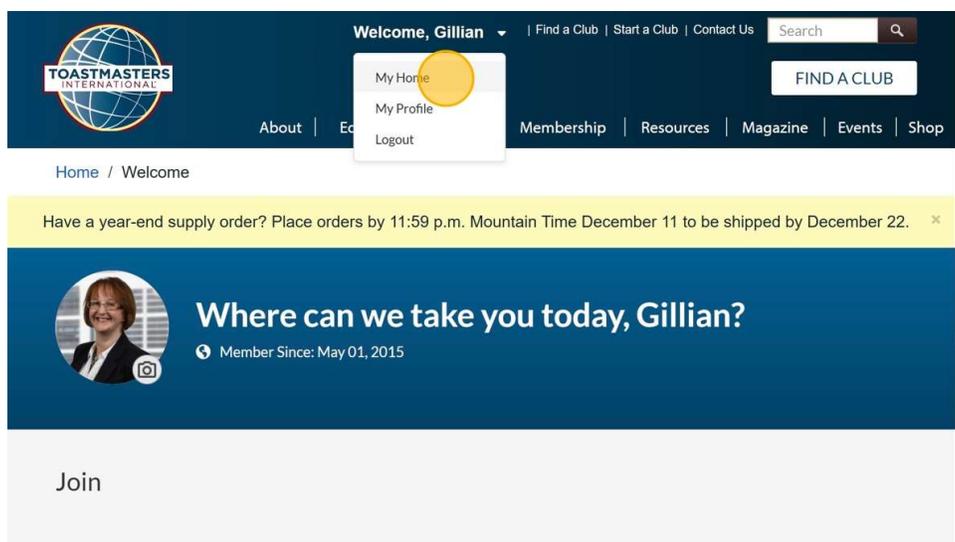


Accessing Prospective Member/ Guest Information on Toastmasters Website

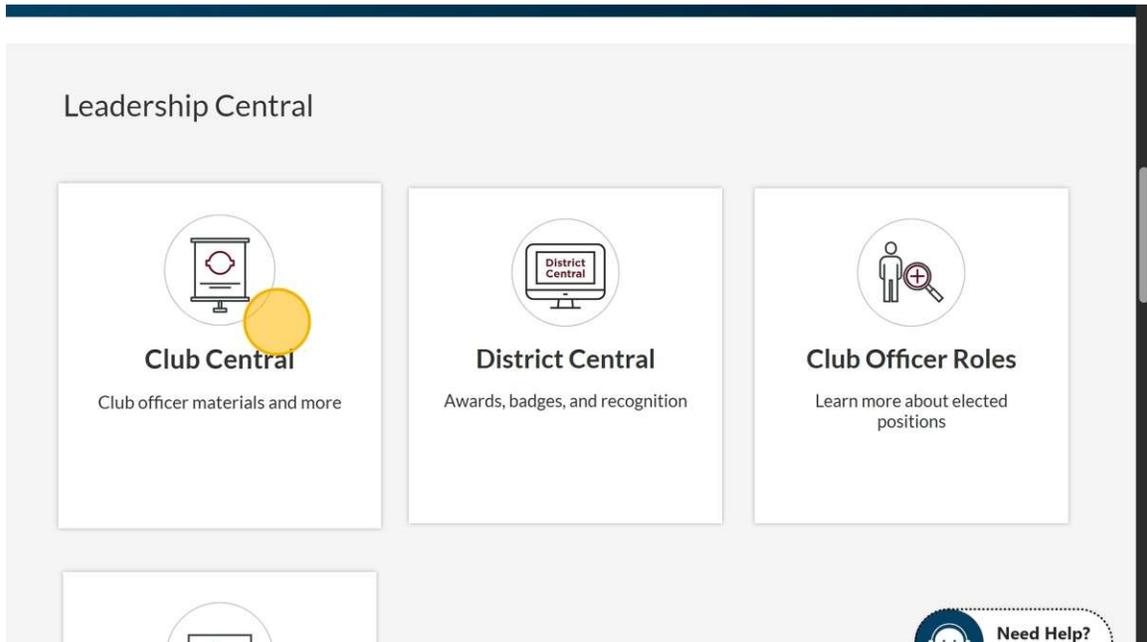
1. Navigate to, and login, at www.toastmasters.org



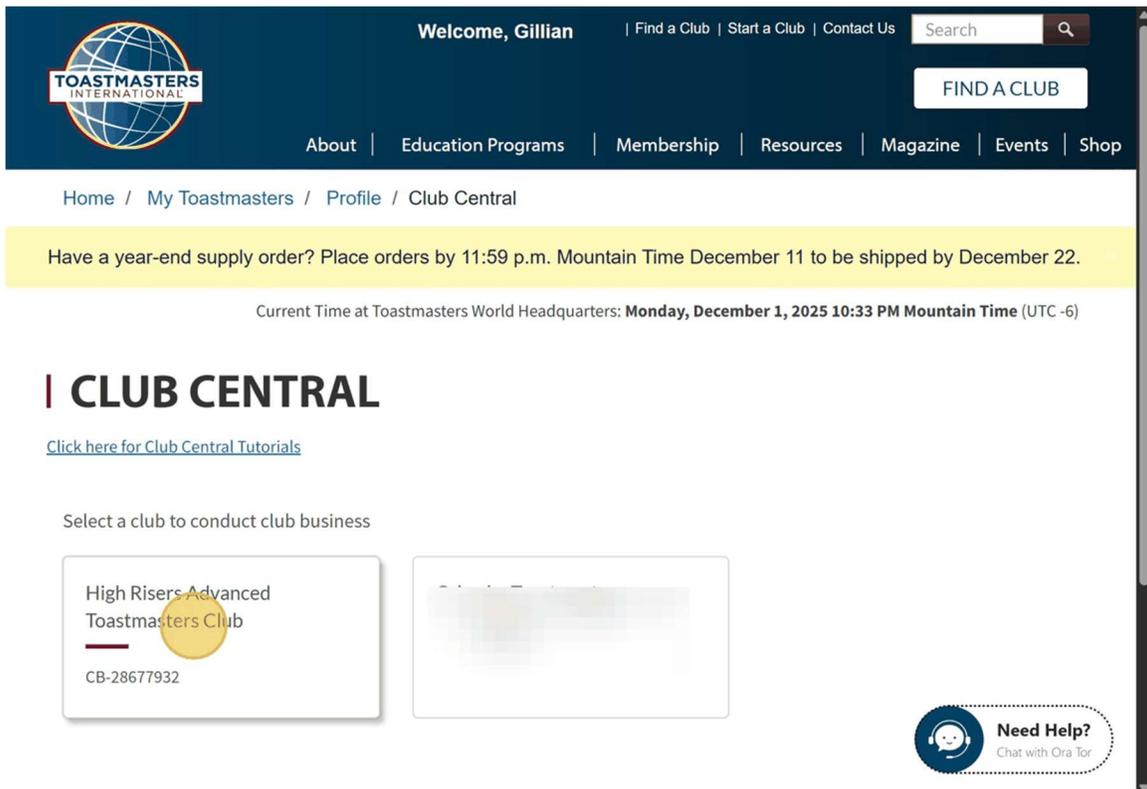
2. Click "My Home"



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

Welcome, Gillian | Find a Club | Start a Club | Contact Us Search

TOASTMASTERS INTERNATIONAL

FIND A CLUB

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

Home / My Toastmasters / Profile / Club Central

Have a year-end supply order? Place orders by 11:59 p.m. Mountain Time December 11 to be shipped by December 22.

Current Time at Toastmasters World Headquarters: **Monday, December 1, 2025 10:33 PM Mountain Time** (UTC -6)

CLUB CENTRAL

[Click here for Club Central Tutorials](#)

Select a club to conduct club business
CB-28677932 - HIGH RISERS ADVANCED TOASTM. ▾

Club Membership

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

INTERNATIONAL

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

Club Membership

- Membership Management**
Add/update member records, review/print club roster, and submit payment
- Prospective Member Management**
Facilitate the journey from first contact, to guest, to new member application

Club Management

- Club Contact and Meeting Information**
Update club contact/meeting information
- Club Officer Assignment**
Review, update and assign club officers

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

Have a year-end supply order? Place orders by 11:59 pm, Mountain Time, December 11 to be shipped by December 22.

Prospective Member Management

Guest Information Form

Prospective	Email	Date Created	Date Modified	Assigned To	Activity Status
Sandeep Sood		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
Sandeep Sood		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

Need Help? Chat with Ora Tor

Result per page 10 1 of 1

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

The screenshot shows the Toastmasters International website interface. At the top, there is a navigation bar with the logo, a user greeting 'Welcome, Gillian', and links for 'Find a Club', 'Start a Club', and 'Contact Us'. A search bar is also present. Below the navigation bar, there are links for 'About', 'Education Programs', 'Membership', 'Resources', 'Magazine', 'Events', and 'Shop'. The breadcrumb trail reads: 'Home / My Toastmasters / Profile / Club Central / Prospective Member Management / Prospective Member'. A yellow banner below the breadcrumb contains the text: 'Have a year-end supply order? Place orders by 11:59 p.m. Mountain Time December 11 to be shipped by December 22.' The main content area is titled 'Prospective Member' and includes a 'Send Membership Application' button. Below this, a note states: 'Use the "Activity Status" dropdown below to track the prospective member's journey to membership.' The form contains several input fields: 'Contact First Name' (Sandeep), 'Contact Last Name' (Sood), 'Date Created' (June 4, 2025), 'Phone', 'Country', and 'Email'. A yellow circle highlights the 'Date Created' field.

10. Click this field.

This screenshot shows the same 'Prospective Member' form as in the previous image, but with additional fields filled out. The 'Assigned To' field is set to 'Gillian Sheldon', the 'Activity Status' is 'Officer contacted prospective me', and the 'How did you hear about Toastmasters?' field is 'I used to be a member'. Below these fields is a 'Message From Prospective Member' section containing a text area with the message: 'Hello, toastmaster to enhance my skill set on public speaking and leadership. Please let me know what time and day the chapter runs these'. A yellow circle highlights the 'Date Created' field. At the bottom right, there is a 'Need Help?' chat button. A note at the bottom states: '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.