

FTH でグループメールを作る方法

How to make a group mail in FTH

- ① Home Page に Admin で入る。Login as site admin
- ② Launch admin console をクリック Click “Launch admin console”



Meeting Report
What we learned.
Voice of Members
Voice of Guests
On-Line Meeting
Membership Dues
Annual schedule
Pathways Q & A
How to Member Login

For more information on Toastmasters International, visit www.toastmasters.org

Logins

- Member Login
- Launch admin console**
- Logout as site admin

Members Only

- Mentor/Protégé Request Form
- Club E-mail Addresses
- Edit Your Profile

英語のコミュニケーション能力を高めたい！
リーダーシップを学びたい！
クラブの活動を通して、自分の世界を広げたい！

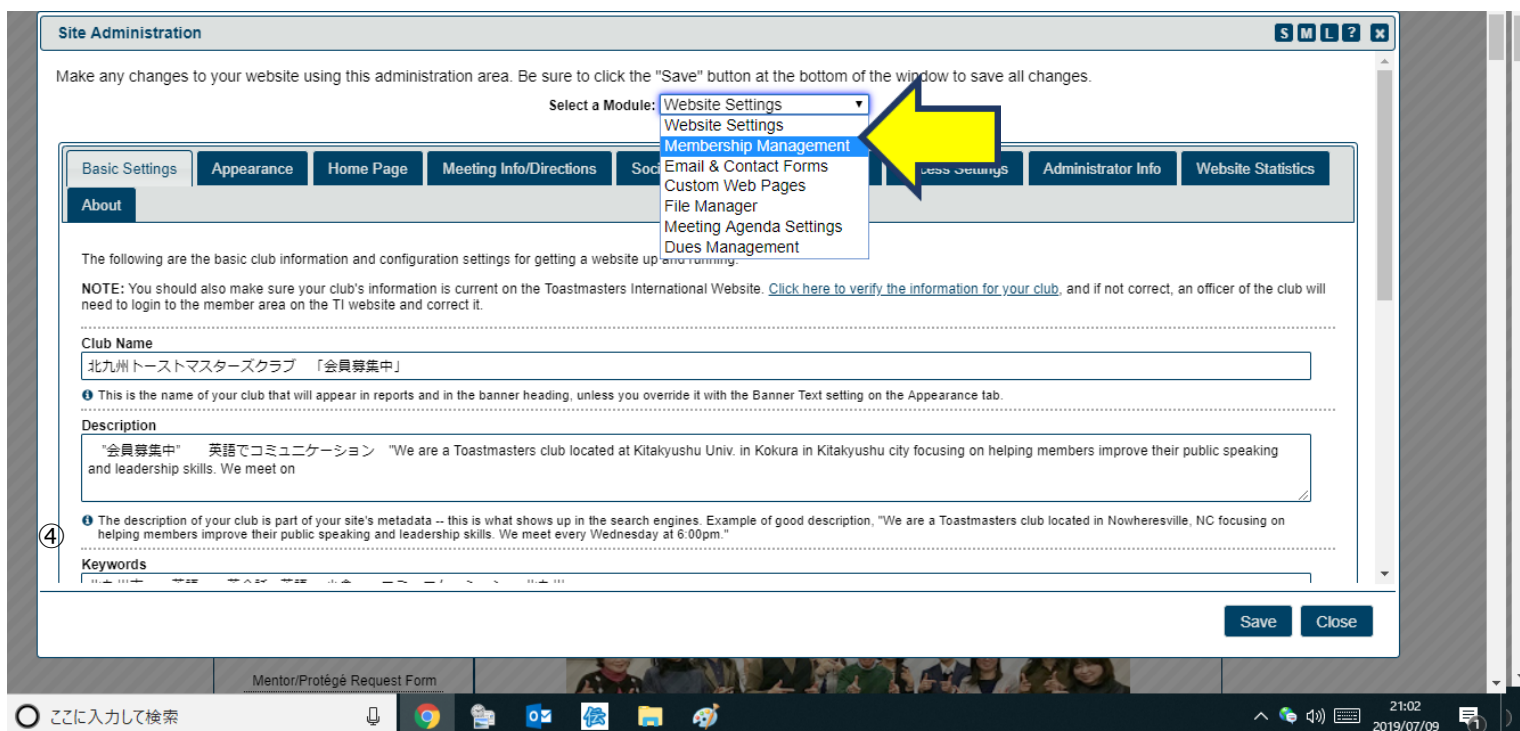
そんな方は、北九州トーストマスターズクラブへ！！

If you want to improve your communication skill in English,
If you want to learn about leadership,
please join Kitakyushu Toastmasters Club!

北九州トーストマスターズクラブは、
いつでも会員募集中！



- ③ Website settings のプルダウンから members management を選ぶ Choose members management in Website



Site Administration

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.

Select a Module: Website Settings
Website Settings
Membership Management
Email & Contact Forms
Custom Web Pages
File Manager
Meeting Agenda Settings
Dues Management

Basic Settings Appearance Home Page Meeting Info/Directions Social Media Settings Administrator Info Website Statistics

About

The following are the basic club information and configuration settings for getting a website up and running.

NOTE: You should also make sure your club's information is current on the Toastmasters International Website. [Click here to verify the information for your club](#), and if not correct, an officer of the club will need to login to the member area on the TI website and correct it.

Club Name
北九州トーストマスターズクラブ 「会員募集中」

Description
"会員募集中" 英語でコミュニケーション "We are a Toastmasters club located at Kitakyushu Univ. in Kokura in Kitakyushu city focusing on helping members improve their public speaking and leadership skills. We meet on

Keywords

Save Close

Mentor/Protégé Request Form

ここに入力して検索

21:02
2019/07/09

④ クラブメンバーリストが出る。Custom Groups を選ぶ Club member list appears. Choose Custom Group.

Membership Management S M L ?

This system is designed to minimize duplicate contact information and make access to this club website as easy as possible for each member. Full member information can be obtained by any club officer at the Toastmasters International website. However, you only need to enter each person's name below--e-mail address & phone are optional. *Be sure to save changes on one tab before switching to another tab below.*

Members | Prospects | Guests | Former Members | Friends/Affiliates | Quick Add | New Member Welcome | **Custom Groups** | Settings

Membership Tools: Select People, Then Select A Tool... Select By Group... ▾

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...), then select the relevant tool from the menu above. [▼ More ▼](#)

Member Contact Information:

(All) <input type="checkbox"/>	Name	Email Address	Phone	Officer Role(s) (Maximum of 3)	View/ Edit Profile
NEW <input type="checkbox"/>	Reika Tanaka		-4015	President	
<input type="checkbox"/>	Kumiko I...		-6669	VP Education	
<input type="checkbox"/>	Kaji, Tat...		-4241	VP Membership	
<input type="checkbox"/>	Nakashii		-5909	VP Public Relations	
<input type="checkbox"/>	TM Ichin		-4241	Secretary	
<input type="checkbox"/>	Nagtata,		-3652	Treasurer	
<input type="checkbox"/>	Otsuka,		-0689	Sergeant at Arms	
<input type="checkbox"/>	Furukaw		-5951	Select Officer Role(s)...	
<input type="checkbox"/>	Futana,		-2917	Select Officer Role(s)...	

⑤ Select Group members で Pres, VPE, Sec を選ぶ

Membership Management S M L ? X

This system is designed to minimize duplicate contact information and make access to this club website as easy as possible for each member. Full member information can be obtained by any club officer at the Toastmasters International website. However, you only need to enter each person's name below--e-mail address & phone are optional. *Be sure to save changes on one tab before switching to another tab below.*

Members | Prospects | Guests | Former Members | Friends/Affiliates | Quick Add | New Member Welcome | **Custom Groups** | Settings

In addition to the built-in e-mail lists that FreeToast! provides, you can define your own custom e-mail groups here for your club. These groups will work like the built-in e-mail lists. Just follow the 3-step process below to create a custom e-mail group. *Be sure to click Save below to save each new group or change to an existing group before working with a different one.*

1. Select the contact list containing the people to make the group from...
Members ▾

Which contact list should be used to create the custom group? *You can not create groups containing people from multiple lists.*

2. Select Existing Custom Group... *OR* Enter NEW Custom Group Name:
Select Group... ▾ *OR* pathwaysbasecamp9155

Select an existing group or enter a new group name at the right. Group names can only contain: a-z, 0-9, and hyphen (-).
NOTE: To duplicate an existing group, select it then enter a different name in the box at the right, then click Save.

3. Choose People for Selected Custom Group:
Reika Tanaka, Kumiko Matsumra, CC, ALB, TM Ichiro

Select one or more persons to assign to the group above. People can be in multiple groups.
NOTE: To delete an existing group, select the group name above, un-check all of its members above, then click Save.

Save Close

1. Enter NEW Custom Group Name にグループメールの名前を入れる。

Put the group mail name in **Enter NEW Custom Group Name**.

例) **Enter NEW Custom Group Name** に pathways と入れるとメールアドレスは下記ようになります。

EX) If you post "pathways" in the Enter **NEW Custom Group Name**, the mail address will be as

follows.

-の後の数字はクラブナンバーです。自動で入ります。例の 9155 は北九州 TMC のナンバーです。

After – your club no. will be added automatically. 9155 in the following sample mail address is Kitakyushu TMC's no.

pathways-9155@toastmastersclubs.org

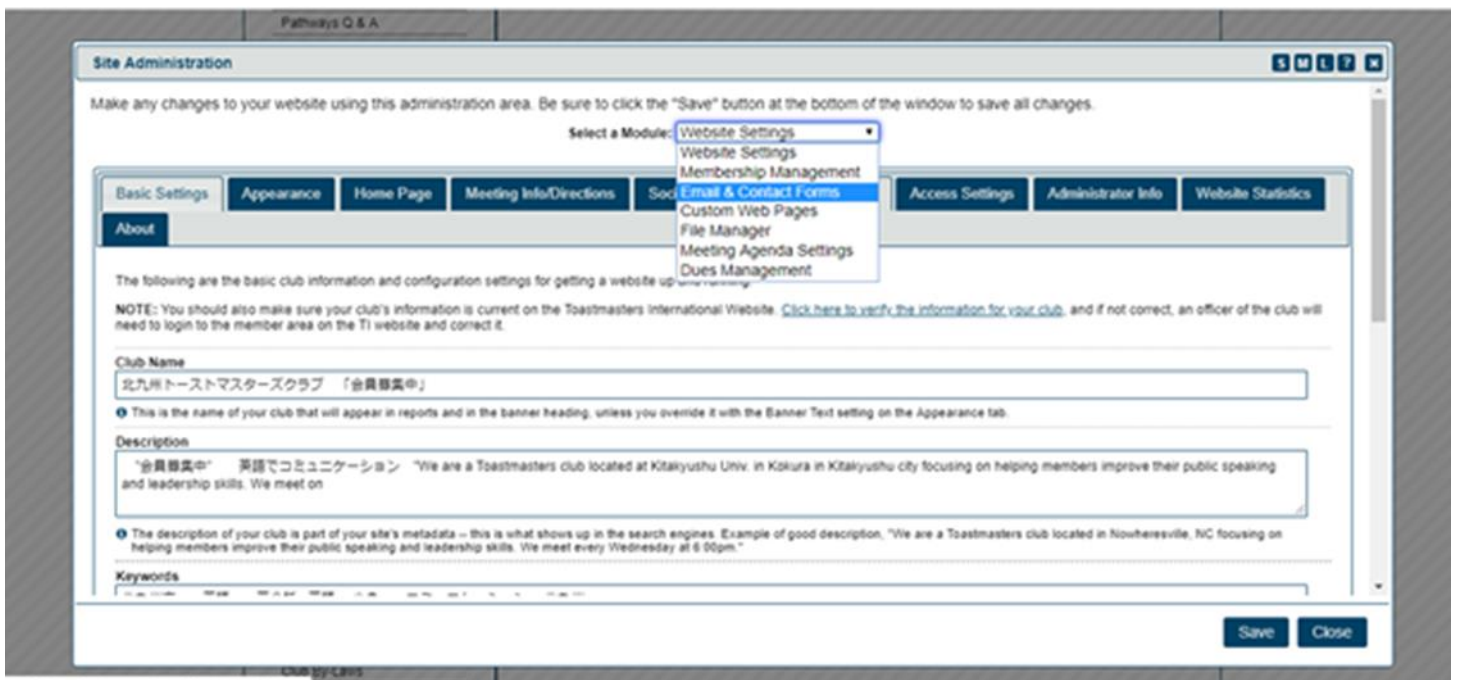
皆様は上記の「赤」の部分のみを決めます。All you have to do is to decide the red part.

メールアドレスは出てきませんが、この部分を入れれば下記のアドレスになります。


The mail address does not appear. When you decide the group name, the address will be as follows.

(Group name you like)-your club no.@toastmastersclubs.org

⑦ 再び web setting >Email & Custom Forms/ web setting again>Email & Custom Forms



Email & Contact Forms

This module will allow you to  your email settings and activate your "Contact Us" form & Mentor / Mentee Request to save all changes.

A screenshot of the 'Email & Contact Forms' settings page. The page has a navigation bar with tabs: 'Email Settings', 'Email Security', 'Club Email Addresses', 'Contact Us Form', and 'Mentoring Form'. The 'Email Settings' tab is selected. The main content area starts with the text: 'FreeToastHost has a variety of email features. Here you can control how some of these features work.' Below this, there are three dropdown menus for selecting recipients of replies: 'Recipient of replies to members email list emails', 'Recipient of replies to officer email list emails', and 'Recipient of replies to custom group emails'. At the bottom, there is a note: 'Select the recipient of replies to various email lists'.

- ⑨ Email white List に BaseCamp@toastmasters.org を記入する。Save & Close

Put BaseCamp@toastmasters.org in "Email White List" and Save & Close.

Email & Contact Forms S M L ? x

This module will allow you to set your email settings and activate your "Contact Us" form & Mentor / Mentee Request form". Be sure to click the "Save" button at the bottom of the window to save all changes.

Email Settings | Email Security | Club Email Addresses | Contact Us Form | Mentoring Form

FreeToastHost has a variety of Email Security features already built in that protect you from spammers. You do **not** have to do anything to enable those features. However, if you would like to assert more control over how FreeToastHost handles your club email to protect you from spammers, the following settings allow you to do that.

Email White List

BaseCamp@toastmasters.org

④ Use this to specify a comma separated list of email addresses and/or domains of "safe" email senders that should be allowed to send to the same club email addresses as any normal member would be. (White listed email addresses cannot send to email lists with unsubscribe features.) Make sure you include the "@" symbol when specifying a domain name. (e.g., @okdomain.com)

Email Black List

④ Use this to specify a comma separated list of email addresses and/or domains of "unsafe" email senders that should always be blocked from sending to *any* club email addresses. Make sure you include the "@" symbol when specifying a domain name. (e.g., @baddomain.com)

NOTE: While the Black List and White List may be used together, the Black List is always checked *first*.

"Crowd-Sourced" Black List

Use "Crowd-Sourced" Email Black List

Save Close


ここまでを FTH のホームページで作ります。After finishing the above, please go to Clun Central in TI web.

⑩ ⑤の Enter NEW Custom Group Name で作ったメールアドレスを Club Central に登録する


- ⑪ Toastmasters International の website を開く <https://www.toastmasters.org/>
- ⑫ Leadership Central を開く Open the Leadership Central.


→ ↻ 🏠 <https://www.toastmasters.org> 🔍 ⭐ 📷 🌐

アプリ FB 受信トレイ - sumisu... Google d76web OneDrive マイドライブ - Google... FTH kitaQ TI 駅探 W 辞書 kitaQ伝 楽天e-NAVI

 WHERE LEADERS ARE MADE 🛒 Login Find a Club Start a Club Contact Us Search 🔍 FIND A CLUB

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







WHERE LEADERS ARE MADE

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About Pathways Education Membership Leadership Central Resources Magazine Events Shop



Leadership Central

Club Central
Club Officer Tools
Logos, Images and Templates
Speech Contests
Eligibility Assistant
Wow!Factor

District Central
District Leader Tools
Public Relations
The Leader Letter
Legal and Tax Compliance

Distinguished Performance Reports
Region Advisor
Governing Documents
Month-End Closing Dates
Region Realignment 2018



14 Club Contact and Meeting Information を開ける

Club Administration

Table with 2 columns and 5 rows of club administration options including Club Officer Assignment, Club Financials, Club Achievements, Club Contact and Meeting Information, Administrative Reports, Club Demographics, Distinguished Performance Report, Eligibility Assistant, and Addendum of Standard Club Options.



Current Time at Toastmasters World Headquarters: Wednesday, July 10, 2019 8:59 PM Mountain Standard Time
Currently Managing 9155 - Kitakyushu Toastmasters Club

CLUB CONTACT AND MEETING INFORMATION

Form fields for Contact Phone, Website, Email, and Facebook. Email field contains kitaqpathways@googlegroups.com.



ここに作ったグループメールを入れる
Put the group mail you made here.

Meeting Location

Form field for Meeting Location with text 'The University of Kitakyushu' and a map preview.

15 右下の submit をクリック Submit.

8070874

Meeting location and time settings

Meeting Schedule


Meeting Days *

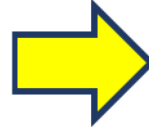
2nd & 4th Friday

Time *

6:30-8:30 pm

Frequency

Twice Monthly 



Submit