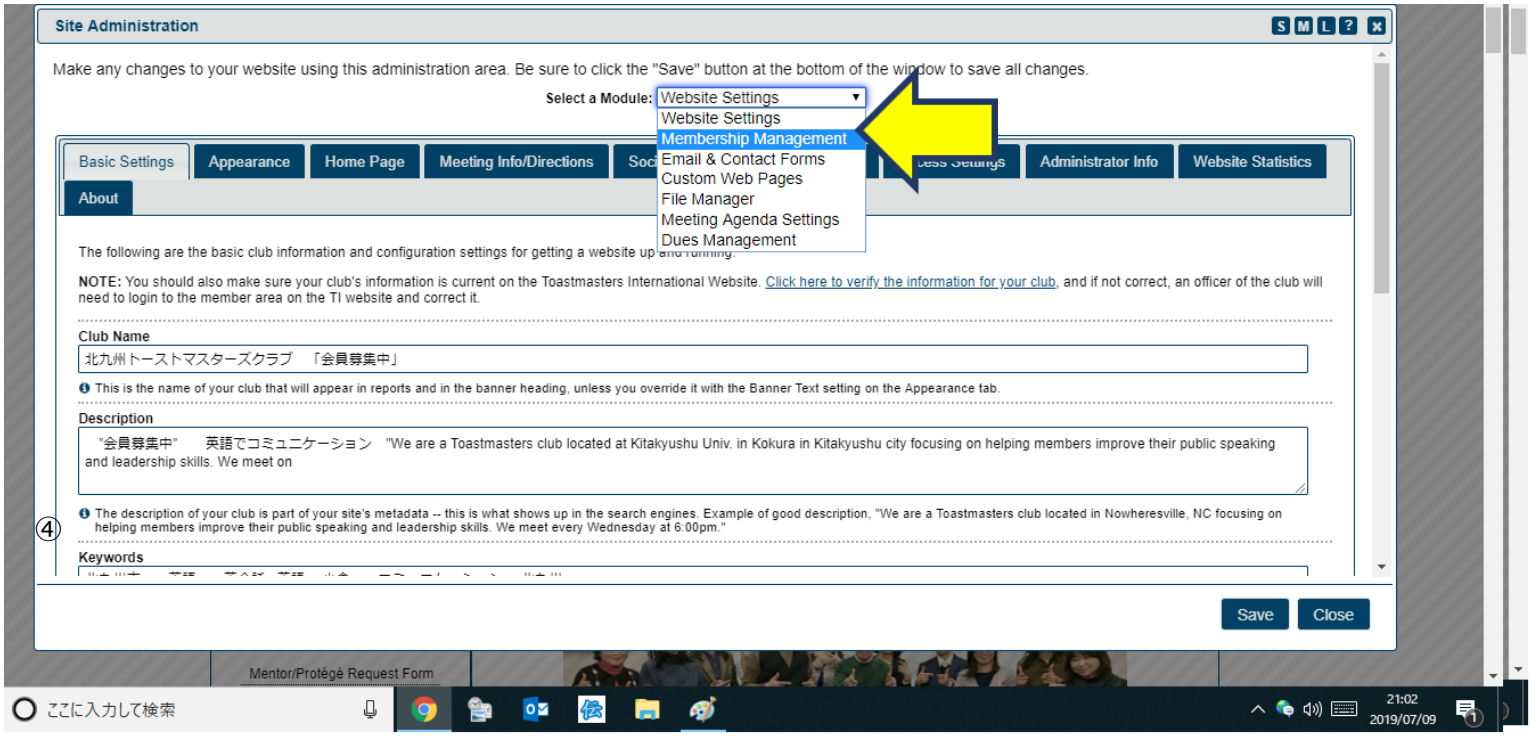
FTH でグループメールを作る方法

How to make a group mail in FTH

① Home Page に Admin で入る。Login as site admin

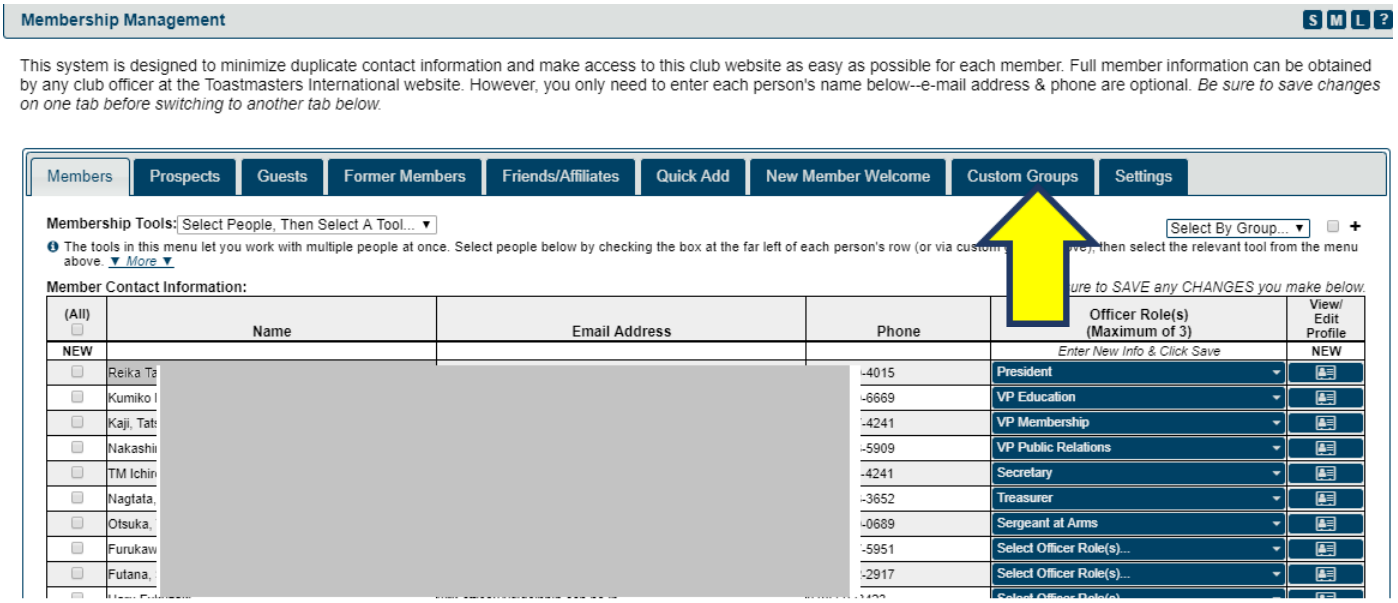
② Launch admin console をクリック Click “Launch admin console”

③ Website settings のプルタグから members management を選ぶ Choose members management in Website

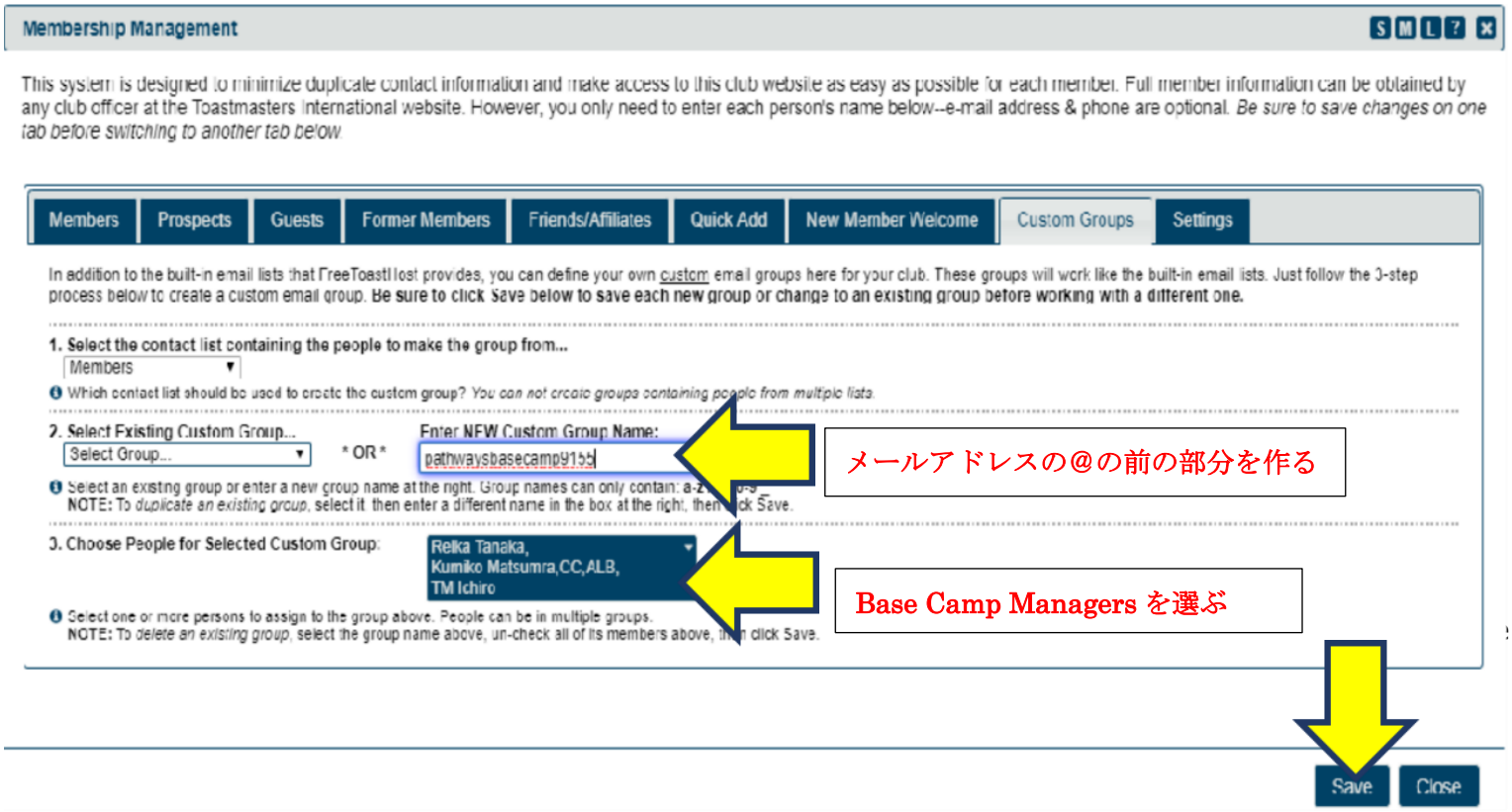


④

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.



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



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のようになります。

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

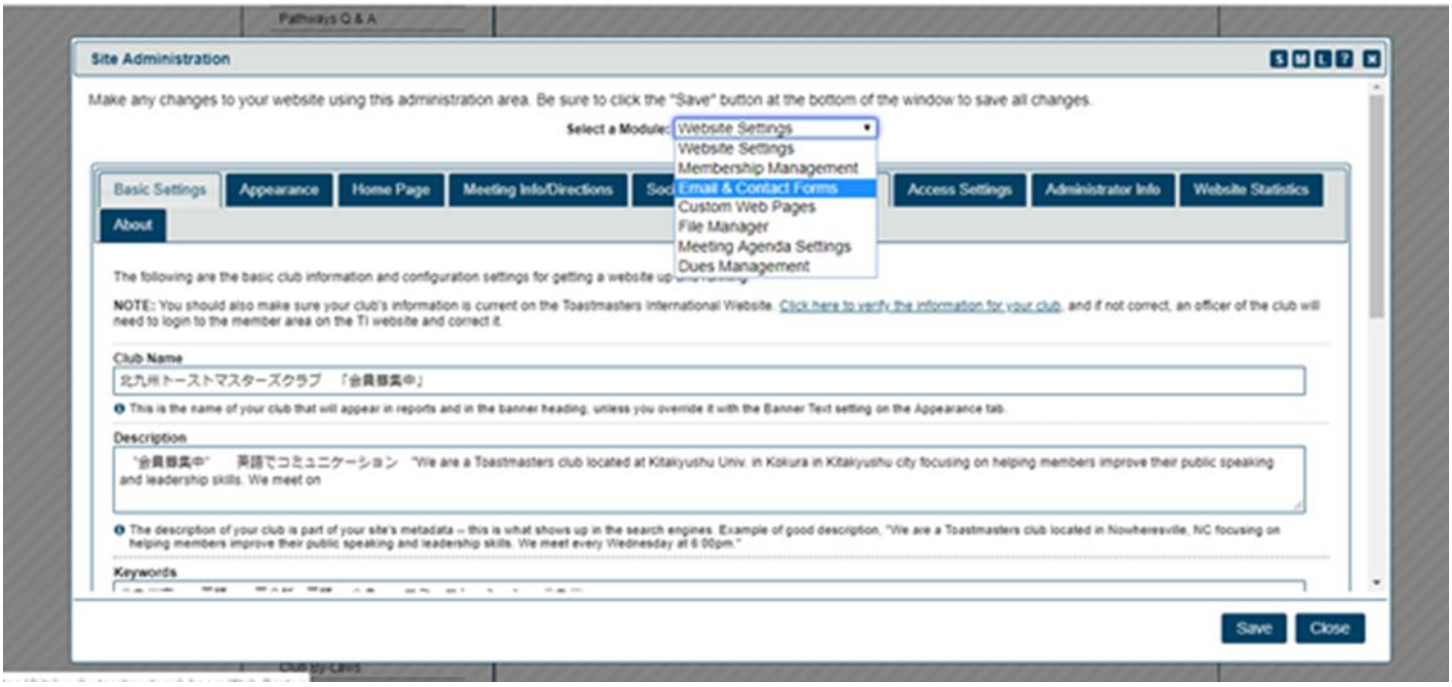
皆様は上記の「赤」の部分のみを決めます。All you have to do is to decide the red part.

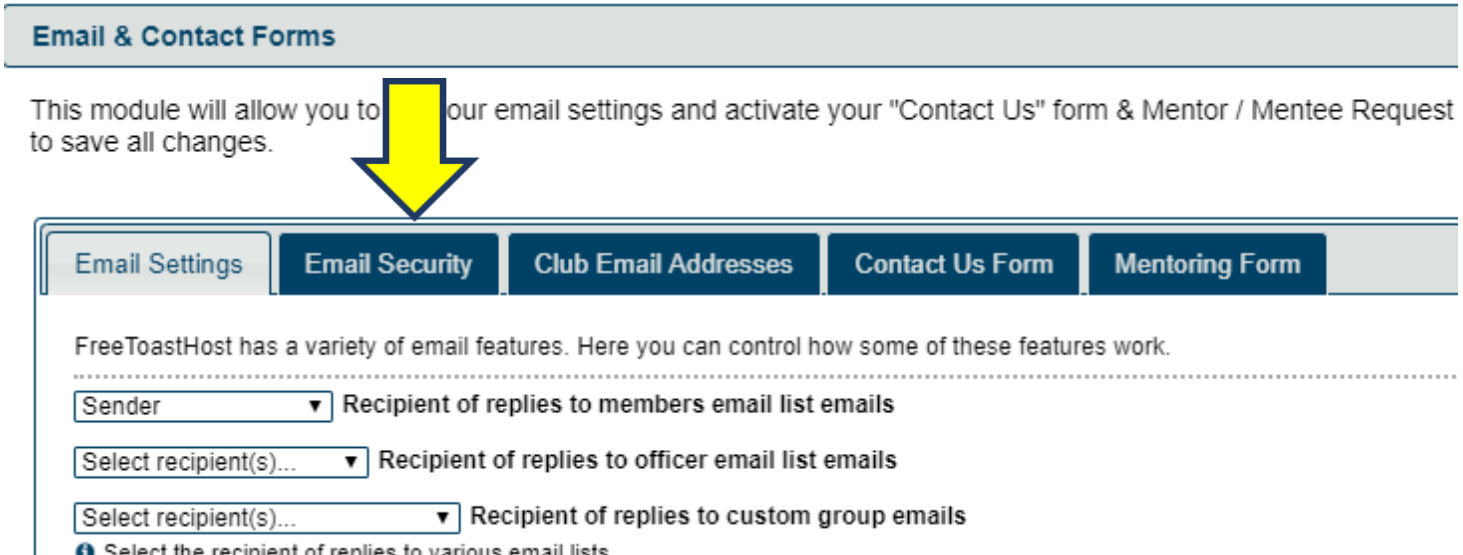
メールアドレスは出てきませんが、この部分を入れれば下記のアドレスになります。

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

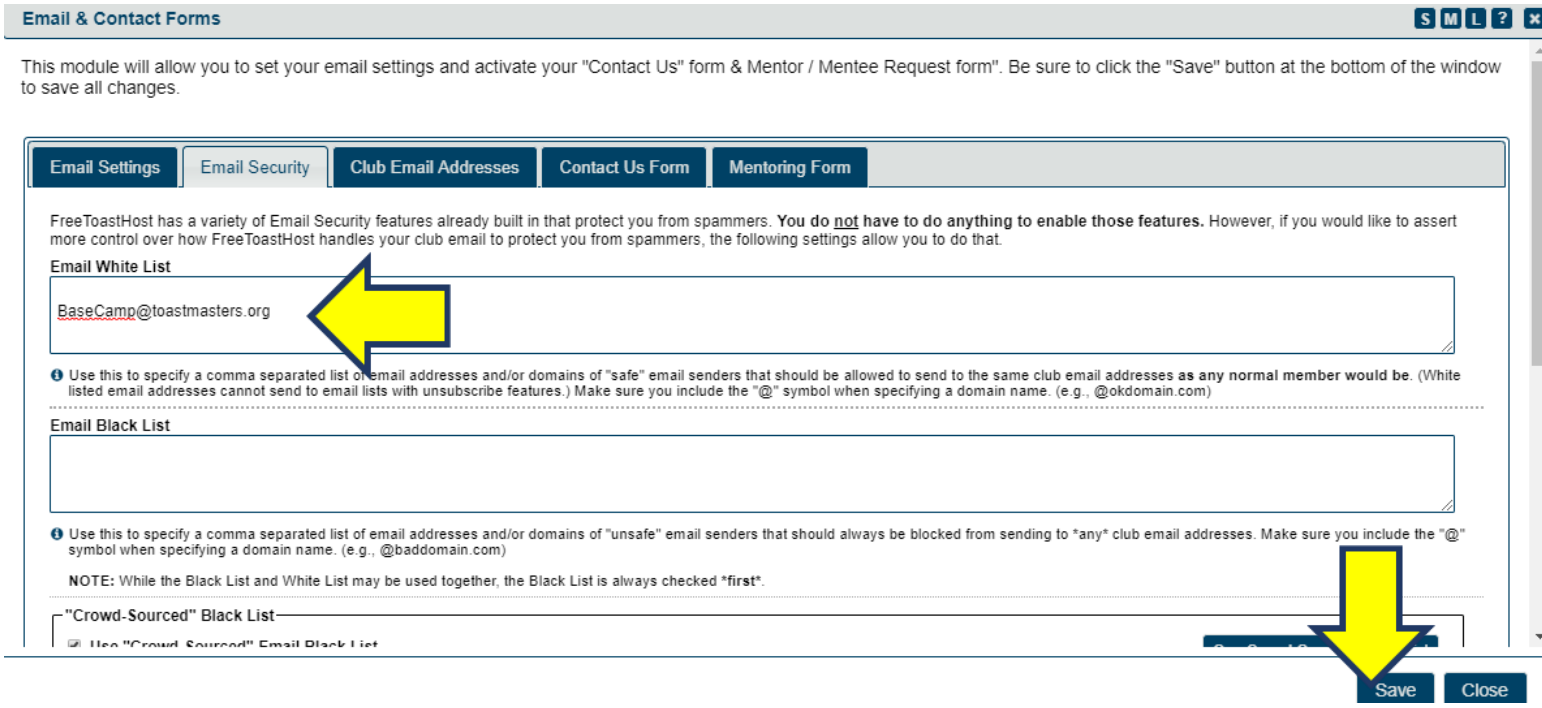
⑦ 再び web setting >Email & Custom Forms/ web setting again>Email & Custom Forms





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.



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.

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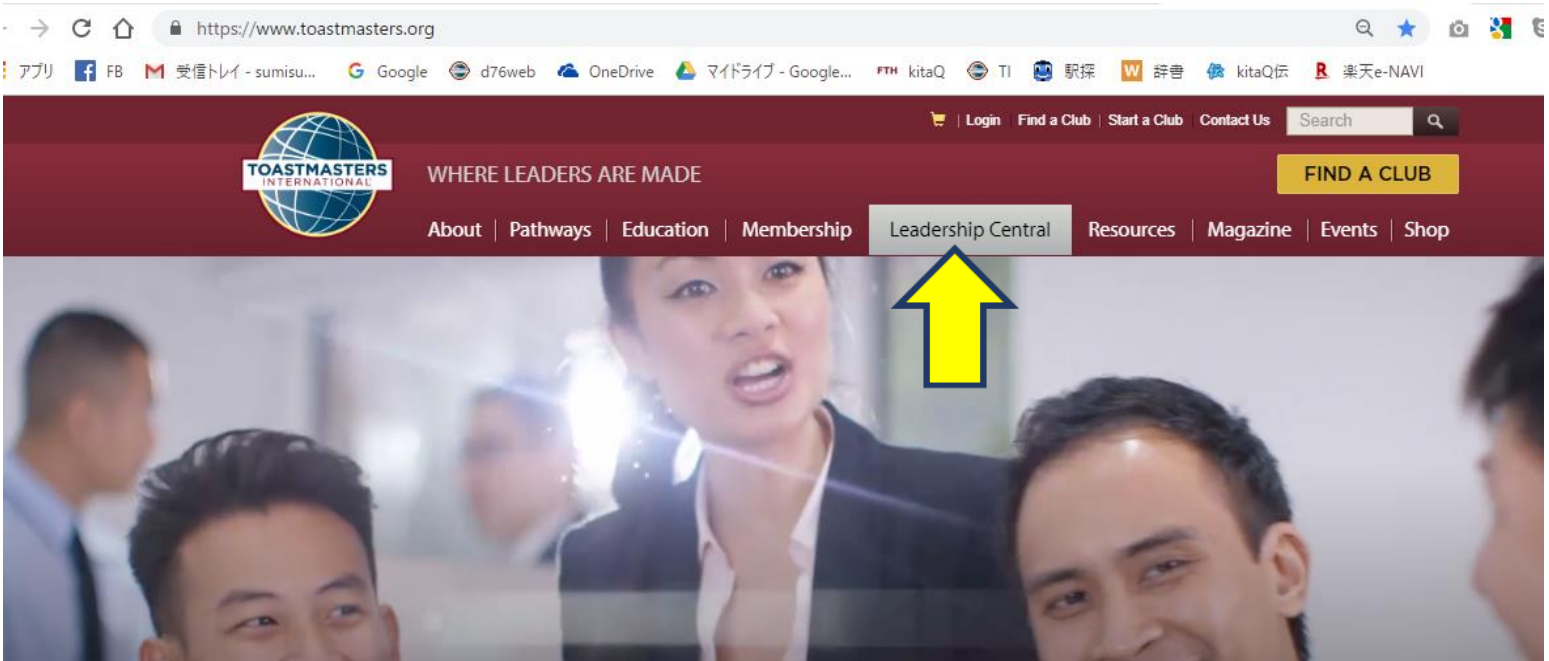
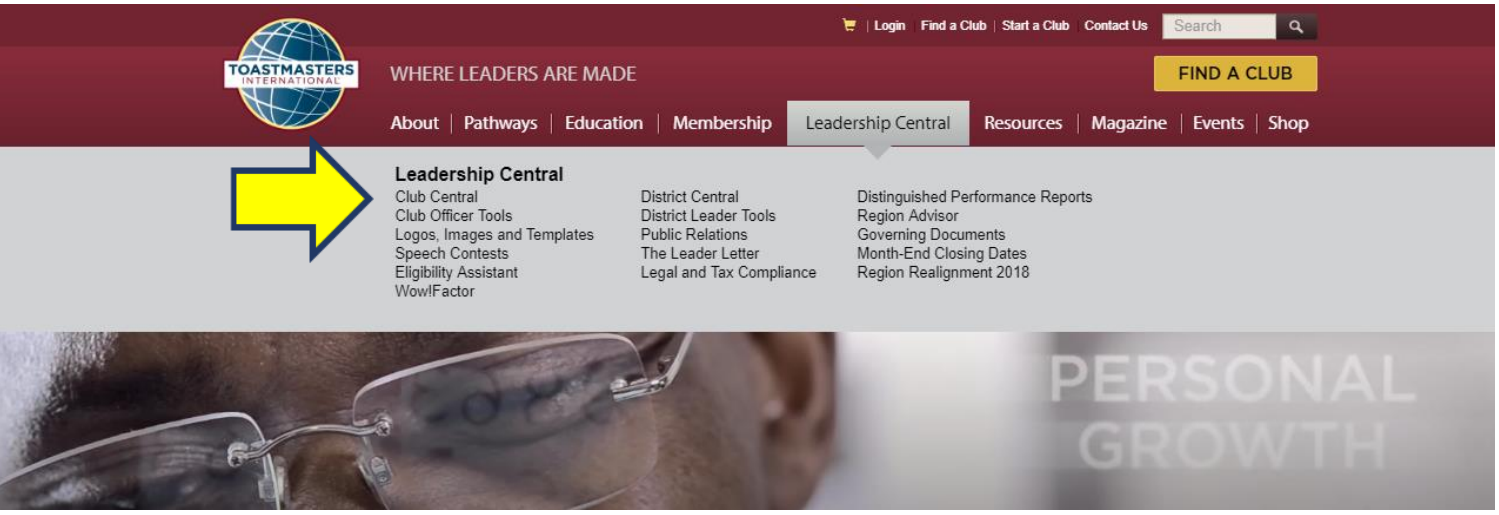
⑩ ⑤の Enter NEW Custom Group Name で作ったメールアドレスを Club Central に登録する

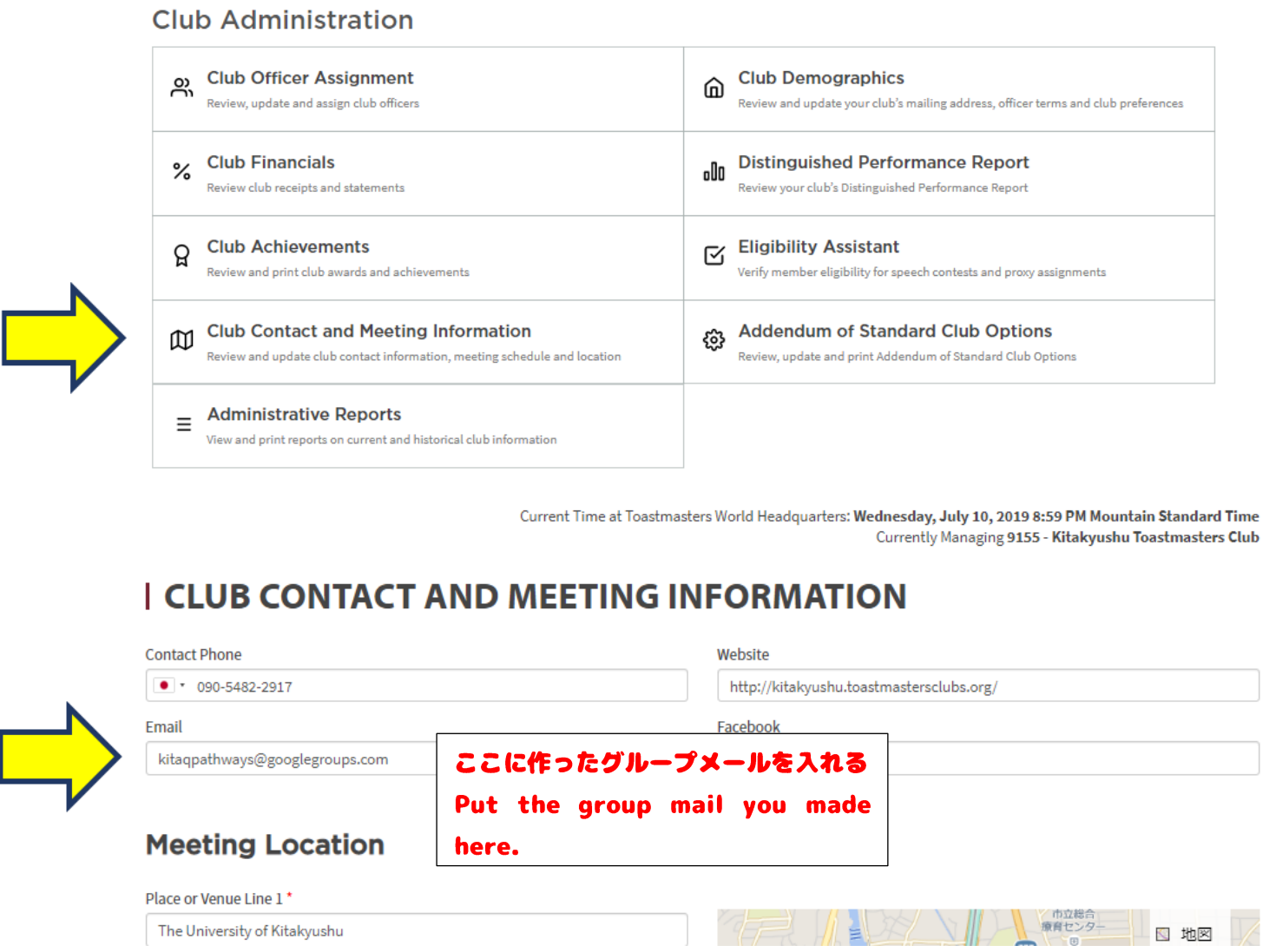
⑪ Toastmasters International の website を開く https://www.toastmasters.org/

⑫ Leadership Central を開く Open the Leadership Central.





⑭　Club Contact and Meeting Information を開ける



⑮　右下の submit をクリック　Submit.

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Meeting Schedule

Meeting Days *

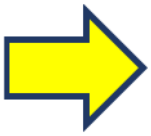
2nd & 4th Friday

Time *

6:30-8:30 pm

Frequency

Twice Monthly



Submit