

GGTM ONBOARDING CHECKLIST

	Task	Responsible
1	Process application and make sure they are added to applicable tools and account onboarding emails sent.	VP of Membership / Treasurer
2	VPM to send Onboarding Email to the member	VP of Membership
3	VPE to guide member to complete this Onboarding Checklist	VP of Education
4	IMPORTANT! MEMBER, DO THIS FIRST! Process two emails to initiate access to the websites from: <ul style="list-style-type: none"> - membership@toastmasters.org (TMI Website) - server@toastmastersclub.org (Agenda Website) 	Member
5	Confirm access to key tools: <ul style="list-style-type: none"> - Login to the Toastmasters International Website - Login to the Golden Gate Toastmasters Club Website - Subscribe to the Google GGTM Calendar 	Member
6	Subscribe to the GGTM Newsletter released weekly to read meeting recaps and other important announcements: https://news.goldengatet Toastmasters.com/subscribe	Member
7	Setup access by going to this Discord Server You'll only have access to three channels to start <ul style="list-style-type: none"> - #welcome: Gene posted a welcome message here with some instructions to get started. Post a self-introduction to the #ice-breakers channel to get access to other channels - #discord-help: Post here and @officer for help needed 	Member
8	If you're interested in mentorship, fill out the Request a Mentor form .	Member
9	GGTM now has a YouTube channel! If you'd like to have your recorded videos uploaded (listed privately, for your reference), please fill out this consent form . For more information, read FAQs here .	Member
10	Sign up for Meeting Roles	Member
11	Plan for your Ice Breaker speech (whether you're a new or continuing member)	Member
12	Begin exploring Pathways . Select your Pathway using Basecamp and explore the projects	Member VP of Education
13	Bookmark bit.ly/GGTM-resources for your reference	Member
14	Provide feedback, news and other relevant info to the club via the: Golden Gate Toastmasters Feedback Form	Member
15	Get your Toastmaster journey started!	Member + GGTM

