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: - membership@toastmasters.org (TMI Website) - server@toastmastersclub.org (Agenda Website)	Member
5	Confirm access to key tools: - Login to the <u>Toastmasters International Website</u> - Login to the <u>Golden Gate Toastmasters Club Website</u> - Subscribe to the Google <u>GGTM Calendar</u>	Member
6	Subscribe to the GGTM Newsletter released weekly to read meeting recaps and other important announcements: https://news.goldengatetoastmasters.com/subscribe	Member
7	Setup access by going to this <u>Discord Server</u>	Member
	You'll only have access to three channels to start - #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	
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 <u>Ice Breaker</u> speech (whether you're a new or continuing member)	Member
12	Choose your Pathway and start learning and logging speeches. You can access Base Camp, the portal for Pathways learning, by	Member / VP of Education
	going to toastmasters.org -> Welcome, [your name] -> My Home -> Go to Base Camp	
	Make sure to click Complete My Project at the end of each project to get credit. It is NOT enough to select the corresponding project under your speech on https://56.toastmastersclubs.org/agenda.html .	

13	Bookmark bit.ly/GGTM-resources for your reference	Member
14	Provide feedback, news and other relevant info to the club via the: <u>Golden Gate Toastmasters Feedback Form</u>	Member
15	Get your Toastmaster journey started!	Member + GGTM