

# Procedure for the FreeToastHost 1.0 to 2.0 Conversion

by

Alison Harries

District 78 Public Relations Officer (2011 – 2012)

**Important: To be read BEFORE requesting a website  
on the FreeToastHost (FTH) 2.0 platform**

## Points to remember

- There is no phone support for FTH 2.0. All inquiries, complaints and tips are handled through forums. Use the “Support Forums” and “Frequently Asked Questions” links on the left side of the home page of <http://www.toastmastersclubs.org/welcome/>
- The deadline for FTH 2.0 club and district website conversion is February 17, 2012. This is exactly 6 months after the rebranding and new website platform unveiling at the International convention in August 2011. On February 17, 2012, FTH 1.0 will cease to exist and any websites still hosted on it will disappear.
- Once you request a website on the FTH 2.0 platform, you have one month to perform the conversion and transfer your data to it.
- Any future duty roster data **cannot** be electronically transferred from the FTH 1.0 website to the new 2.0 one. You will need to enter this data by hand on the new 2.0 website.
- The membership data **can** be electronically transferred but it has to be collected and formatted in such a way that it can be used by the new 2.0 website. This process will be covered later.

## Preparation

1. On the current club 1.0 website, login as a member and print out the duty rosters that are ahead of the date of conversion. You will need these later when creating the meeting agendas in the new 2.0 website.
2. On the current club 1.0 website, login as the site administrator and go to the “Website Settings” heading. Click to expand it, if it is not already expanded. Go to the “Site Administrator Email Address” box and enter your email address, if it is not already there, and save. **This is extremely important!** This is the email address used by FTH for authorization for a new website. Explanation: The first part of the conversion process is to ask for a website on the 2.0 platform. The FTH software then goes to your 1.0 website and sends an email to the address in this box, asking that person to authorize your request for a new 2.0 website. Obviously, if this address is not set to your email address, you will have to track down that person, have them logon to their email service, open the email and do what it asks in order to authorize a new 2.0 website. Because this is not mentioned when you request a 2.0 website, this has caused much frustration and delay.



### Website Settings (click to expand)

Before you announce your site to your members, you need to enter a few important settings. These can be changed at any time.

#### Enter Your Club Name

Enter your club name as you want it to appear on your main banner image. By default, this will say "Toastmasters Club" until you change it here.

#### Choose Master Username

Your master username is used as your username (login) for this admin area, forum admin, FAQ admin and club calendar admin. It is also the first part of your URL *http://[username].freetoasthost.org* as well as your group e-mail list *[username]@freetoasthost.org*.

#### Change Master Password

 verify (re-type) >> 

Your master password is used in combination with your username for this admin area, forum admin, FAQ admin and club calendar admin.

#### Site Administrator E-mail Address

xxxx.xxxx@xxx.com

All new member information will be carbon copied (CC) to this address. It will also be used as the from address for e-mails being sent from this site.

3. On the Toastmasters International website, login. Hopefully you are a club officer and have access to Club Central. If this is not the case, you will have to work with a club officer so that he/she can do this step for you. Once you are in Club Central and have selected the appropriate club to view, select the "Update my club meeting information" link. Under the Club Contact Information heading is the "Contact e-mail" box. Enter your email address, if it is not already there, and save. **This is extremely important!** This is the email address used by FTH for authorization for a new website, if the first email should fail. Explanation: If the email address in Step 2 is invalid for some reason (typo, etc.) and is bounced back, the FTH software then grabs this email address and sends the authorization email there. If this address is not set to your email address, you will have to track down that person, have them logon to their email service, open the email and do what it asks in order to authorize a new 2.0 website. Because this also is not mentioned when you request a 2.0 website, this has caused much frustration and delay. Just to be safe, it is a good idea to have your email address in both places.
4. While still in Club Central, go to the "View/Update/Print my club membership roster" link. Click on the "Export to Excel" button at the bottom or top. Save the resultant spreadsheet on your computer. Make a copy of it because you will be modifying it and want to be able to return to the original if something happens. In Excel, open the spreadsheet and delete all but the name, email and one of the phone number columns. **There must be no spaces between the digits in the phone number and it must be at least 3 digits long.** Modify them if necessary. Please check this data for accuracy. Save the spreadsheet. Leave it up in Excel.

## Conversion

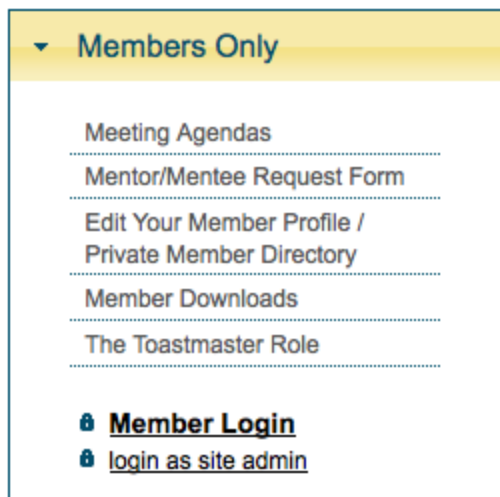
From this point on, this document is a hybrid. I cut and pasted parts of the “Getting Started Guide (Clubs)” from the FTH 2.0 website and have interspersed their steps with my comments. This guide was written by the developers of FTH and I would like to thank them for all their work. To look at or print the complete guide, please click on the “Getting Started Guide (Clubs)” from the home page of <http://www.toastmastersclubs.org/welcome/>. My comments will be in a different font, so you will be able to tell them apart from the guide text.

## Step 1: Request Your FreeToastHost 2.0 Website

- Visit <http://www.toastmastersclubs.org>
- Follow the instructions on the homepage to request your website.
- Once confirmed, you will receive an e-mail with the details of your new website.

## Step 2: Login To Your FreeToastHost 2.0 Website

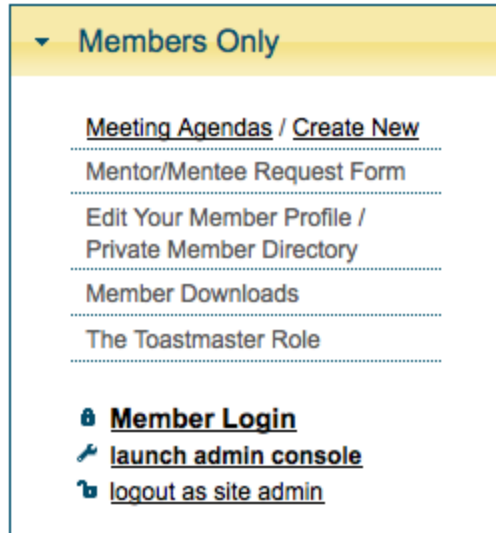
- Once you receive your welcome e-mail, you can login by clicking the "login as site admin" link in the "Members Only" left menu section.



- Enter your club number and temporary password as listed in your welcome e-mail.

## Step 3: Launch the Admin Console To Setup Your Site

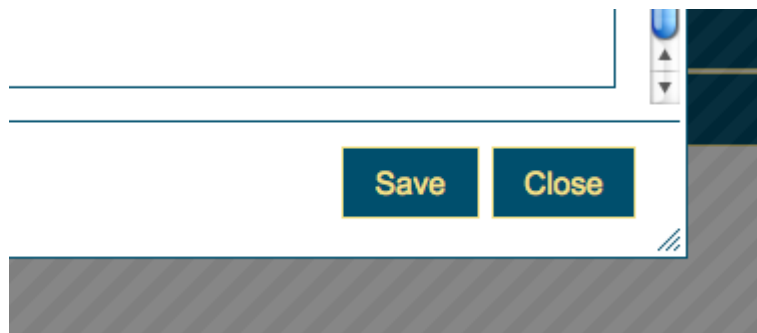
- Once you are logged in, the links at the bottom of the "Members Only" menu will change to show that you are logged in, and show the link to launch the admin console. Click the "launch admin console" link.



The site administrator's interface always defaults to the Club Website Settings page because it is the first value in the pulldown list. Also, every time you Save and sometimes Close (see next step), the webpage refreshes by going blank and then re-displaying.

## Step 4: Club Website Settings

- Go through the options in your club website settings and customize the settings. Each field has an explanation under it, if you are not sure what to enter. If you require more information or details, check our [FAQ](#).
- When you are done, click the "Save" button at the bottom of the admin console window.



The first part of the website settings webpage is displayed below. Enter your club name in the second box. This is the name that is going to appear in the first part of the URL. For instance, **club**.toastmastersclubs.org. You do not need to fill in the first box if you do not have a custom domain. You can leave the Google boxes blank. The rest of the fields are easy to understand and should be filled in accordingly.

### 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.

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.

Select:

#### Club Website Settings

**Custom Website Domain**

**i** Make sure you own the domain and have moved it first! [More...](#)

---

**Website Alias**

**i** This will be used in place of your club number in your URL (website address). Not necessary if you are using a Custom Website Domain above. [More...](#)

---

**Your Club Website Color Theme**

---

## Step 5: Administrator Information

- Using the pulldown menu at the top center of the admin console, select the "Administrator Information". This will automatically take you to the "Administrator Information" screen, within the admin console.
- Go through the options and customize the settings. Each field has an explanation under it, if you are not sure what to enter. If you require more information or details, check our [FAQ](#).
- When you are done, click the "Save" button at the bottom of the admin console window. This will take you back to the main screen -- the Club Website Settings.

No special characters are allowed in the password – only numbers and letters

## Step 6: Membership Management

- Using the pulldown menu at the top center of the admin console, select the "Membership Management". This will automatically take you to that screen, within the admin console.
- Go through the options and customize the settings. Each field has an explanation under it, if you are not sure what to enter. If you require more information or details, check our [FAQ](#).
- When you are done, click the "Save" button at the bottom of the admin console window. This will take you back to the main screen -- the Club Website Settings.

Go back to the Excel spreadsheet and select the Name, Email and Phone number columns and copy (control c) and then paste (control v) them into the Membership Management text area. If the first row is the title row (name, email, phone) then remove that row. Save. After you have the member data installed, go back into this area and assign the officer positions to the appropriate members using the 2 boxes below the text area. Do not send the members the welcome message until the site is fully setup. See step 12 about that.

## Step 7: Default Website Pages / Forms

- Now that you have entered members, you will be able to choose which members will be the club contacts. Select the member(s) from the list of available members, and choose to include their phone numbers or not (get permission first from them!)
- Select the member in charge of your club's mentor program.
- Create your membership information / meeting information / directions page.
- When you are done, click the "Save" button at the bottom of the admin console window. This will take you back to the main screen -- the Club Website Settings.

You can leave the Google Map box blank.

## Step 8: Social Networking Links

- You might find it beneficial to your club to start social networking accounts with some of the major social networking sites. If you do, enter in the URLs in this section, and the logos/links will appear in the bottom left menu.



- When you are done, click the "Save" button at the bottom of the admin console window. This will take you back to the main screen -- the Club Website Settings.

You can skip this section if you want to.

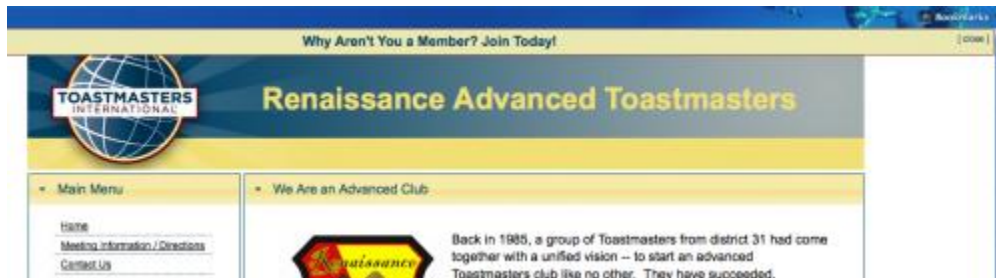
## Step 9: Custom Webpages

- Create as many custom webpages as you like. It is a requirement that the webpages you create are linked to either the public or members only menu (this is done automatically). You can upload your own images, or use the Toastmasters International approved stock image gallery.
- When you are done, click the "Save" button at the bottom of the admin console window. This will take you back to the main screen -- the Club Website Settings.

You can skip this section if you want to.

## Step 10: Floater Messages

- You can enter messages that appear at the top of the browser window for both members and guests (two different messages). These messages show up only once per session -- as to not annoy members and guests.

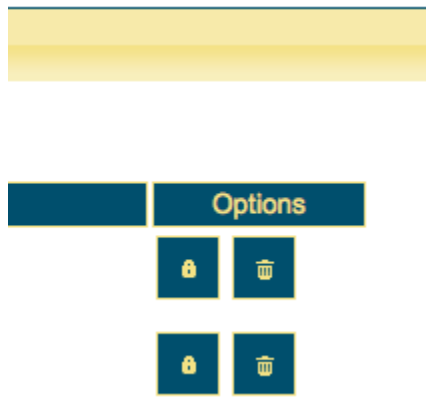


- When you are done, click the "Save" button at the bottom of the admin console window. This will take you back to the main screen -- the Club Website Settings.

You can skip this section if you want to.

## Step 11: File Manager

- Upload files that you would like guests and/or members to have the ability to download. By default, the file is member only, but it can be made public by clicking the lock icon.
- By default, the file name is used for the description. You can change these, then click the "save" button. You don't need to save for just uploading files, changing to or from private, or removing.



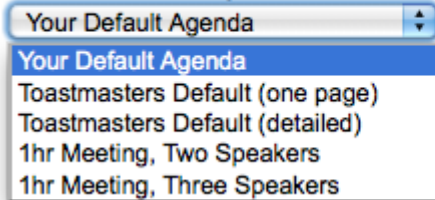
There are 3 documents that are already uploaded that come with the new website. This is a good place to put scanned newspaper clippings and meeting agenda templates (rebranded).

## Step 11: Meeting Agenda Settings

- This is where you setup your "default agenda" or "agenda template". This template will be used as the basis for all your future meetings.
- Start with your Meeting Global Settings, then create each agenda item.
- When you are done, click the "Save" button at the bottom of the admin console window. This will take you back to the main screen -- the Club Website Settings.

*You can choose to select one of the pre-designed agendas if you prefer, by clicking the "Create New" link in the Members Only menu. You can then modify and customize the agenda, click the edit button and select "Save this agenda as your default agenda" under the "Meeting Agenda Setup" pane.*

### Create From Template



The image shows a screenshot of a web interface. At the top, there is a section titled "Create From Template". Below this title is a dropdown menu. The dropdown menu is currently open, showing a list of options. The first option is "Your Default Agenda", which is highlighted in blue. Below it are four other options: "Toastmasters Default (one page)", "Toastmasters Default (detailed)", "1hr Meeting, Two Speakers", and "1hr Meeting, Three Speakers". To the right of the dropdown menu, there is some partially visible text that reads "of the many pre-designed default agendas to use" and "enda.".

*Check the FAQs and forums for more details on the features of FreeToastHost 2.0! This is just the Quick Start / Getting Started Guide.*

The agenda is organized by the times. If you want just the roles, and not the administrative part of the meeting to show, you will still have to enter times, and in the order you want to display the roles. The "Getting Started Guide (Clubs)" covers this function quite well, so reference that for more information and tips. This is the section where you will need those printed duty rosters from Preparation Step 1. The meeting agendas automatically appear on the Club Calendar when saved.

Note to supplement the User Guide: Emails sent from the website with the meeting agenda do not have the originator's email address as the sender. You can no longer tell who sent the email by the return address, so if you use this feature, it is a good idea for the sender to include his/her name in the accompanying text message.

## Step 12: Your site is converted! Notify Your Members!


- Notify your members! Let them know your URL. Once a member visits the site, they will be able to authorize their account and create a custom password.

This is accomplished by sending them the welcome message from the Membership Management page, last box. See Conversion Step 6. At the same time, send out an email with a link to the “FTH 2.0 Video User Guide”, located at <http://www.toastmastersclubs.org/welcome/#!/prettyPhoto/0/> or a link to it can be found on the left side of the home page of <http://www.toastmastersclubs.org/welcome/> Urge your members to view it before establishing a login because it contains information on how to do this. It is very useful User Guide provided by FTH. It is narrated by the developer and goes into considerable detail on how to use it as a member (not as site administrator). It is an hour long. In that same email provide new members with the club’s new URL and remind them to replace the old one in their “Favorites” website address list. Now login to Club Central on the Toastmasters International website and under “Update my club meeting information” change the “web site” box to the new club URL. Note that the middle address has 4 “s” in it and is plural, as in toastmastersclubs.


## Once Your FTH 2.0 Site Is Complete and Live...

Once all members have established logins, go back to the old 1.0 website and login as site administrator. At the top of the admin page, should be a place to enter your new website URL for forwarding purposes. Have all members put the new website URL in their “Favorites” website address list and delete the old one.

Enter in your clubnumber or alias (it does not matter which), then click the arrow to save. The server will check to make sure you have entered a valid FTH 2.0 site, and redirect all web traffic going to your old FTH 1.0 URL to your new FTH 2.0 URL.

 **FreeToastHost 2.0 is now available! This is a required upgrade that must be done before February 17, 2012.**  
Please get started by visiting the [FTH 2.0 Quick Start Guide](#).

Your FreeToastHost URL is now being redirected to <http://advanced.toastmastersclubs.org>.

**Is your FTH 2.0 ready to go live? Enter it here, then click arrow:**  
http://.toastmastersclubs.org 

Note: This will only forward your FTH address, not your custom domain, if you are using one. And this forward will only work until February 17, 2012, so please discontinue using/promoting the "freetoasthost" domain.

### DON'T forward if:

- You copied and pasted your website from FTH 1.0 to 2.0, until you have corrected all your links (pictures), as the redirect will cause them not to be seen.
- You have not updated your contact list.