

How to set up Online Meetings in easy-Speak

– rev 3-24-20

I'll use the example of a Zoom meeting: <http://us04web.zoom.us/j/7074012263>

There are three actions to make this work for your club:

1. You **must** add a new location in your Club Control Panel
 - o Use a descriptive name for the meeting location and
 - o Enter the base url for your chosen conferencing tool (In this example. <https://zoom.com/j/> - **(More explanation below)**)
 - o **Locations** *An explanation of the use of locations and their maintenance in the Club Control Panel.*
2. You must then edit each meeting that you want to hold online to use the new location that you just added
3. You must then edit the agenda for that meeting again to show the call details for that specific meeting

In the Control Panel: Club Control Panel > Locations edit

Location Settings

Toastmaster club	I NgoISp
Location Name	Online-Tri
	<input type="radio"/> Physi
Virtual Meetings - Meeting root url <i>(You will be able to add meeting-dependant information on the agenda screen)</i>	us04w et

If you do NOT welcome guests to these online meetings, use the third option 'Virtual Hidden' and the meetings will not be listed in the calendar with other online meetings if the user is not already connected to your club

Edit the meeting(s) concerned and change the venue to use the new venue you just created

You will then have additional choices on the agenda screen....

Meeting Edit (VPE permissions)

Meet online: [Click here to join meeting 7074012263](#) Edit meeting

link: (text)

Meeting Theme

This is an online meeting, [click here to get the date and](#)

Toastmaster Meeting: #45 - 2 Hours,



[Please click if you would like to atte](#)

Enter **ONLY** the call reference in the 'Edit meeting link' box. The rest of the url must come from the location that you entered in the Control Panel. Put some text into the narrative text (for Zoom that is likely to be the reference number again)



What a user sees - Meeting View

Meet online: [Click here to join meeting 7074012263](#) Meeting Theme **Reden i**

This is an online meeting, [click here to get the date](#)

Toastmaster Meeting: #45 - 2 Hc



Please click if you would like to

Explanation:

The full URL for the meeting will be: <http://us04web.zoom.us/j/7074012263>

That is made up of two parts:

1. The base url: <http://us04web.zoom.us/j/> which is the same for all meetings and **MUST BE** saved in the Control Panel
2. A meeting identity which is specific for each meeting: 7074012263 which is entered for each meeting

The two pieces are concatenated to produce the clickable link shown above

easy-Speak Developer
England

[Back to top](#)

 profile

 pm

 email

