

FREETOASTHOST WEBSITE INTRODUCTION

Congratulations! Your new hosting account with FreeToastHost, a service from Toastmasters International, has now been configured. Here is some basic account information:

username: district55

password: letmein (you should change this)

master domain: district55.freetoasthost.us

The site admin user and password work correctly for the site administration link bottom center of every page

*** SITE ACCESS ***

Your new website can be found at

<http://district55.freetoasthost.us>

(Please note: there is no "www" in your URL)

*** GETTING STARTED ***

If you have not done so already, watch the presentation at

<http://www.igroops.com/igroops/fth/av/154J5YIO5H/001.html>

We have done all we can to setup your website and make it ready for use. However, there are a few things that you will need to do. This can take as little as 15 minutes! This is all done by using the site administrator. To enter the site administrator, click the "site administration" link at the bottom of any page on your website. When prompted, enter your username and password listed above.

1) Website Settings: under the heading "Website Settings" change your master password by entering a new password and confirming. Click the "update settings" button when done.

2) Edit HTML Pages: under the heading "Edit HTML Pages" you will want to do at least the following:

Update/Create Membership Information

Update/Create Directions

Update/Create Contact Us

Simply click on the links and you will be in edit mode for those pages.

3) Toastmasters Member Administration: under the heading "Toastmasters Member Administration", start adding your members. At the least, add a firstname, lastname and e-mail address. You do not have to enter a password, the default "letmein" will be assigned and members will be asked to change their password. It is suggested that you add yourself first so you can see what your users will see when they are added.

That's it! From here, you can browse through the administration area and customize your website even more.

*** GETTING TECHNICAL SUPPORT ***

The Support and Development team of FreeToastHost is not part of Toastmasters International, so please do not contact TI for help with your website. FreeToastHost has an extensive support iGrOOp set up at

<http://www.igroops.com/igroops/fth>

This is free to join. As a member, you will be able to

- participate in live chats and web "teleconferences" relating to FreeToastHost
- view calendar of updates and upcoming live FTH presentations
- ask questions on the FTH mailing list / web forum
- comment on FAQs
- watch / listen to live presentations on FTH done by the creator of FTH as well as Toastmasters from around the globe
- and more

To join this iGrOOp, visit <http://www.igroops.com/igroops/fth/info/join.html>

** Please do not request help by e-mail – our support volunteers are not setup to provide support this way **

TOP QUESTIONS AND ANSWERS

Q. I cannot login to my brand new account, why?

A. 9/10 times this is due to user error. If you are getting a "server error" (it will actually say "server error" on the screen), it is a setup issue and we need to fix it, otherwise, please read on:

#1 error: users not clicking the right link. Do not try to retype the link, just click on it in your mail or copy and paste into your browser. The correct link to get to your home page looks like:

[http://\[username\].freetoasthost.\[ext\]](http://[username].freetoasthost.[ext])

#2 error: users clicking wrong link once on page. The correct link to click is at the VERY bottom of your home page in the CENTER. It reads, "site administration". That is the link you want to click to get into the admin area.

#3 error: users entering the username/passwd incorrectly. Again, copy and paste -- do not try to retype. This IS case sensitive.

#4 error: another club member may have already received the e-mail and changed the password. Use the "forgot password" link on the left menu on YOUR website, and select "admin" then press the submit button. The current username/password will be sent to the e-mail address on file.

#5 PC error. Sometimes the PC that is being used just cannot access this for whatever reason. Send the welcome e-mail to another club member and have them try.

#6 User error. Sometimes the user just does not get it for whatever reason -- kind of like looking for your glasses when they are on your head. It happens to the best of us. Send the welcome e-mail to another club member and have them try.

Q. Can I change our username / URL?

A. Yes. You can change your username in the admin area of your website to any other name that is not in use on any of our FTH servers. This is done "Website Settings" where you are asked to "choose a master username".

I hope you enjoy your new website and get as much benefit from it as we are getting from it for

our local club.

To Your Success,

Bo Bennett, DTM

Creator, FreeToastHost

FTH Project Administrator for Toastmasters International