Speechcraft Coordinator Quick Start Guide

How exciting—you are on your way to the Speechcraft digital experience! Follow the steps below to start your fantastic journey as a coordinator:

1. Retrieve your Speechcraft Order Confirmation email—this will be the email generated after you placed your Speechcraft Digital Bundle order. Your order confirmation number—also referred to as the Digital Bundle Order Number—will be at the top line. If you no longer have your Order Confirmation email with the order confirmation number, it can be found in your Profile in your Order History tab. Please note: if you purchased more than one bundle in the order, your order confirmation number will be the same for all bundles.

![Order Confirmation Email]

2. Click on this link: [www.toastmasters.org/Speechcraft](http://www.toastmasters.org/Speechcraft) and bookmark it for future reference. This is your access to Speechcraft. Log in to the Speechcraft Gateway using your Toastmasters membership account information.

![Speechcraft Gateway Login]
Click on the “Create New Event” tab. Even if you don’t yet know the details for your event, you’ll come here to redeem your Digital Bundle. On this page, you should see your club name appear. Provide the order confirmation number/Digital Bundle Order Number that you retrieved from the email.

Verify your contact information and add a name for your Speechcraft. In the Event Date, Time, and Location section, indicate if you have not yet determined dates for your Speechcraft event or if you are ready to add dates. If you know your Speechcraft dates, you will be prompted to input these details. Fill out the remaining fields and hit “Submit.”
Your Event tab will populate. This is your Speechcraft access on Base Camp; anytime you are accessing Speechcraft, you will click on this “Go” button. When you are ready to add or edit dates and attendees, also known as Speechcrafters, you will do so here on the “Event” tab. After attendees are added, they will receive an email inviting them to set up their Speechcraft login. Please note that you will need to specify your date and location details before adding attendees.
5. When you are ready to access your coordinator materials, click on the “Go” button to log in to the Speechcraft Portal on Base Camp. A quick way to confirm that you are in Speechcraft is to look for the Toastmasters Speechcraft logo on the upper left. (If you see the Toastmasters Pathways logo, then you are not in Speechcraft. Go back and click on the URL in Step 2). Please note: The Speechcraft Portal is accessed on Base Camp, but it is not the same as the Pathways Portal on Base Camp. Both portals are separate spaces, and you will not be able to toggle between the two.

6. Congratulate yourself for being among the trailblazers in the new Speechcraft digital experience!