

AGENDA Addition Request

1. Currently time for each role is indicated on the left column (as per screenshot below)

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Time*	Role / Agenda Item	Member
7:25PM	5 MIN NOTICE TO MEETING START (SAA)	Lahiru Yapa
7:30PM	Asks members to please be seated as meeting will start shortly	
	✉ Role filled by Lahiru Yapa	
7:30PM	CALL TO ORDER (SAA)	Lahiru Yapa
7:31PM	Meeting called to order and gavel passed to Chairman/Madam Chair	
	Mention to members and guests where restrooms are located and to please turn off/place on silent mobile phones.	
	✉ Role filled by Lahiru Yapa	
7:31PM	CHAIRMAN OPENS MEETING	Dennis Whiting CTM
7:32PM	Chairman accepts gavel and calls for each role as per the agenda	
	✉ Role filled by Dennis Whiting CTM [X]	
7:32PM	PRESIDENT'S OPENING REMARKS	Brian Jones DTM
7:35PM	President sets the tone of the meeting with opening remarks	
	✉ Role filled by Brian Jones DTM	
7:35PM	WELCOME TO VISITORS	Vic Manuja ATMB, CL CC
7:36PM	Visitors to the club are introduced and given a warm welcome	
	✉ Role filled by Vic Manuja ATMB, CL CC [X]	

Is it possible to include the actual time in a column to the right of the assignment, or is it added manually next to the assignment and before allocated member?

I checked the box in Global Setting as indicated and on the printed agenda it only reads time in the left column

FTH

https://4875toastmastersclubsorg.toastmastersclubs.org/agenda-00975665.html#null

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Meeting Agenda Settings

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Create your meeting agenda templates here that will be used as the starting point for each newly created agenda. You can also customize some settings related to the roster. You can optionally get started by selecting one of the supplied pre-designed agenda templates when you create a new agenda, rather than create your own agenda templates. [More...](#)

Global Settings

Default Meeting Description

Agenda Templates

☐ Include member photos in the meeting agenda

☒ Include role times on printed agendas

☒ Include role descriptions in the printed meeting agenda

☒ Include meeting notes on printed agendas

☒ Enable Role Confirmations

Expire role confirmations after days.

Enter a large number of days (e.g. 999) if you do not want confirmations to expire.

Notify the following people when a member indicates that they are ATTENDING a meeting...

Club President ,
Vice President Education ,
Meeting Toastmaster(s) ,
Meeting Table Topics Master(s)

... in any of the next meetings.

Notify the following people when a member indicates that they are NOT ATTENDING a meeting...

Club President ,
Vice President Education

... in any of the next meetings.

Notify the following people when a member TAKES a meeting role...