



Add New Members

District 40

When you have the signed membership application in hand and are ready to enter your new member, log onto Toastmasters.org, choose Leadership Central, then Club Central.

Click the “Add Membership” tile under “Club Membership”.

Club Membership

- Add Membership**
Add new, dual or reinstated members
- Submit Payment
Submit credit or debit card payment for memberships. Create custom invoice
- Submit Education Awards
Submit member education awards
- Club Roster

When adding a member to your roster, you have the choice between Dual/Reinstated or New Member (never been a Toastmaster).

Adding a Dual/Reinstated Member If the member is transferring from another club or has been a member in the past, you may ask if they know their Member ID (optional). Enter the applicant’s last name and email address then click “Search”.

- The email address must be the same used in the past with Toastmasters International. If a member is reinstating after years being away from TI, their email address may have changed.
- If information entered is accurate but member is not recognized by the system, call TI to resolve.

ADD MEMBERSHIP

Is the applicant new to Toastmasters International?

No, Dual/Reinstated Member Yes, New Member

Last Name (Surname)*

Email or Member ID*

Search

Adding a New Member From the first page, click on “Yes, New member” button. Then on the following page, complete the form. If a current club member has sponsored the new member, indicate that. Check the box to certify that you have the signed membership application. Click “Submit.”