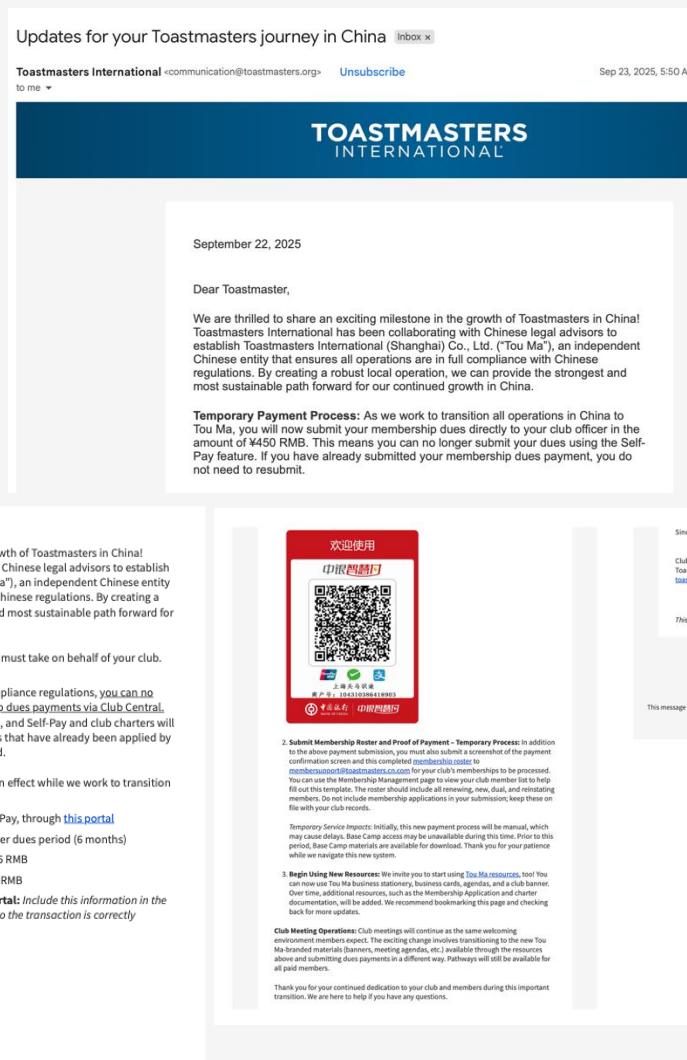


# Recent communication titled “Updates for your Toastmasters journey in China” (sent on September 23 at 5:50 a.m. China time) By Toastmasters International



邮件内容要点归纳 Chinese Summary of the email:

Toastmasters International 正在中国成立全新的合规实体：头马识途。从即日起，中国区所有俱乐部需按照新的临时流程完成会费缴纳与会员提交：

1. 会费缴纳方式变更：不能再使用 Club Central 或银行转账，须通过指定门户以微信/支付宝/银联支付。
2. 提交材料：需将支付截图及填写完整的会员名单发送至 [membersupport@toastmasters.cn.com](mailto:membersupport@toastmasters.cn.com)，用于处理会员资格。
3. 资源更新：俱乐部可开始使用新的 Tou Ma 品牌物料。
4. 在过渡期间可能出现处理延迟，Base Camp 会暂时受影响。谢谢大家的支持与耐心。

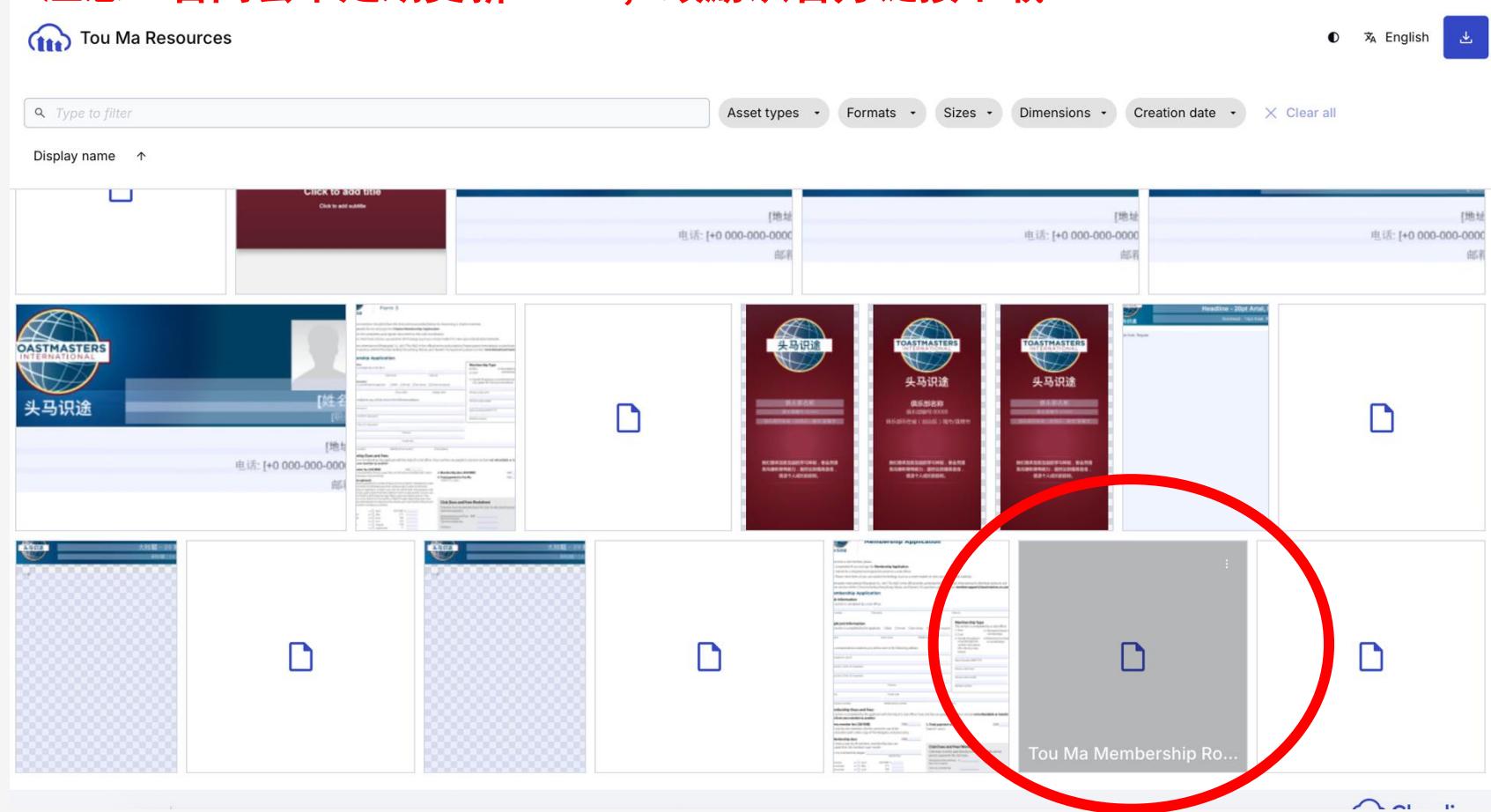
## 1. 下载表格 Download the Excel File

目前已有的头马识途的相关资源请见如下网址，其中Excel表格在图片红色圆圈处：

You can find the existing “Tou Ma Shi Tu” resources at the link below, red marked is the excel.

<https://collection.cloudinary.com/toastmasters/8f03478679239c10f9ad004cadf4ec96>

**注意：官网会不定期更新Excel，鼓励从官方链接下载**



The screenshot shows a digital asset management or cloud storage interface. At the top, there are filters for 'Asset types', 'Formats', 'Sizes', 'Dimensions', and 'Creation date', along with a 'Clear all' button. Below the filters is a search bar with the placeholder 'Type to filter'. The main area displays a grid of files. One file, 'Tou Ma Membership Roster', is circled in red. The file preview shows it is an Excel spreadsheet with the title 'Tou Ma Membership Roster' and a file size of 434.91KB. Other files visible include 'Tou Ma Shi Tu' (a PDF), 'Tou Ma Shi Tu' (another PDF), and 'Copy of VAT Invoice Issuance Proced...' (a PDF).

Excel表格也可以从这个百度网盘链接下载

**注意：官网会不定期更新Excel，鼓励从官方链接下载**

如果需要发票：也请填写如下开票资料填写

The Excel file can also be downloaded from Baidu link.

Please note: the official version is updated from time to time, so we encourage everyone to download it from the official link.

If you need an invoice, please fill in the billing information below.



The screenshot shows a Baidu Netdisk download page. At the top, there are buttons for '全部文件 / Tou Ma Shi Tu' (All files / Tou Ma Shi Tu), '举报' (Report), and '全选' (Select all). Below this, a list of files is shown. The first file is 'Tou Ma Membership Roster-2.xlsx', which was uploaded on 2025/11/30 at 15:45:11 and has a size of 434.91KB. The second file is 'Copy of VAT Invoice Issuance Proced...', which was uploaded on the same date and has a size of 14.41KB.

## 2. 填表 Fill in the File

B	C	D	E	F	G	H
	<b>Membership Information</b>					
	Club name:	Enter your club name here			By signature	
	Club number:	Enter your club number here starting with CB-			By signature	
	Payment Confirmation Number:	Enter the payment confirmation number here starting with 3104415			Completed	
	Electronic Signature:	Your signature is required			Thick blue border	
Date:		Total Amount: ￥ -				
Required information for every member						
Member Count	Member Number	Surname/Last Name	Given Name	Membership Type	Start Month	New Member Fee
					¥ -	¥ -
					¥ -	¥ -
					¥ -	¥ -
					¥ -	¥ -
					¥ -	¥ -
					¥ -	¥ -
					¥ -	¥ -

举例：

Club Name : Shanghai No.1 Toastmasters Club

Club Number : CB-00009796 (注意：俱乐部的编号，以CB开头，格式为“CB-XXXXXXXX”)

上述信息可通过 Dashboards 查询: <https://dashboards.toastmasters.org/Club.aspx?id=85>

Payment Confirmation Number :

微信支付可用“交易单号”，支付宝支付可用“订单号”。如果有多个缴费，可以填在一起，支付编号数字用逗号(,)隔开。

Signed : 签字栏。这一栏必须填写俱乐部官员的英文名字（除 IPP 外的 7 人中任意一人均可），电子签名即可，无需手签；官员名字与在官网注册的名字一致。

Date : 签署日期，和付款日期一致即可；

微信 WeChat



头马识途（上海）教育科技有限公司

-67

Current Status Payment successful  
 Payment Time 2025/11/13 10:00:00  
 Products 头马识途（上海）教育科技有限公司  
 Merchant 头马识途(上海)教育科技有限公司  
 Acquirer 中国银行股份有限公司信用卡中心  
 由中国银联股份有限公司提供收款清算服务  
 Payment Method CMB Credit Card(9088)  
 由网联清算有限公司提供付款清算服务  
 Transaction Order No. 420000281  
 Merchant Order No. 310441522

支付宝 AliPay



头马识途（上海）教育科技有限公司

-6

Transaction successful

Payment time 2025-11-13 10:00:00  
 Payment method CMB Credit Card  
 Item description 头马识途（上海）教育科技有限公司  
 Bonus 立即领取28积分  
 Acquirer 中国银行股份有限公司银行卡中心  
 Clearing institution 中国银联股份有限公司  
 Full name of payee 头马识途(上海)教育科技有限公司  
 Order No. 2025113022  
 Merchant Order No. Merchant can scan to view/refund order

**Required information for every member**

Member Count	New Member Fees	Membership Dues	Total	Membership Type	Start Month	Member Number (excluding New members)	Surname/Last Name	Given Name	
<b>This section only required for new, dual, and reinstating members</b>									
Previous Club Number	Address Line 1	Address Line 2	City	Province	Country	Postal Code	Email Address	Phone Number	Sponsor Member ID <i>*optional</i>

- New Member Fees : 下拉菜单选择：新会员：200；非新会员：0.
- Membership Type 会员类型：
  - Renewing - 本俱乐部续费会员。
  - New – 首次加入 Toastmasters 的新会员
  - Reinstate – Toastmasters 会籍有中断后，再次加入的恢复会籍会员
  - Dual – 已经为其他俱乐部会员，但同时加入本俱乐部的双会员（或多会员）
  - Transfer – 曾为另一俱乐部会员，但本月起变更所在俱乐部的转会会员
- Start Month: 会籍开始月份：
- Member Number 会员编号：格式为 PN-XXXXXXX，新会员填写NA。
- Surname/Last Name 姓氏、Given Name 名字

以下信息只需要为新会员、双会员或恢复会籍会员填写，续费会员与转会会员无需填写。

- Previous Club Number: 会员先前所在的俱乐部编号（格式：CB-XXXXXXX），新会员若没有可以填写NA。
- Address 地址：可以填写个人地址，也可以填写俱乐部所在的地址。例如，地址为 Dongsanhuan Beilu Jia 123, Chaoyang District, Beijing, Beijing, CHINA 100026,  
Line 1 第一行: 6th Floor, Liubai Space, Zhongcai Center,  
Line 2 第二行: No. 658 Niuzhuang Road, Huangpu District
- City 城市：Shanghai Province 省/直辖市/自治区: Shanghai Country 国家: China Postal Code 邮政编码: 200000
- Email Address 电子邮箱：非常重要，请确保拼写无误，此邮箱为未来与 TI 的主要联系方式。This is very important: please ensure the email address is spelled correctly.
- Phone Number 电话号码：
- Sponsor Member ID \*optional 会员引荐人编号（选填）：如有引荐人，可以填写 TA 的会员号（格式：PN-XXXXXXX），强烈建议填写：此信息纳入 TI 及大区会员引荐人奖项统计。  
If you were referred by some member, you may enter their member ID (format: PN-XXXXXXX). We strongly encourage you to provide this information, it will be included in TI and District referral award statistics.

### 3. 付款 Payment



上海头马识途  
www.yadapayment.com

TOASTMASTERS INTERNATIONAL  
头马识途

Please fill in the questions only in English / 请只用英文填写。

Club Officer's Name (who is sending the payment)/俱乐部官员姓名 (付款人)

Club Name/俱乐部名称

Club Number/俱乐部编号

Total Amount that is being remitted/汇出总额

District Number (Optional) /所属大区 (可选择填写)

Other notes/其他说明

立即缴费

**New member fee: ¥200**

**Six Months: ¥450**

**Monthly: ¥75**

举例：

如果某位老会员回归，从12月开始缴费，

那么即：12月，1月，2月，3月，一共4个月，则： $75 \times 4 = 300$ 元。

在Membership Dues一栏手动修改为：300即可。

For example:

If members start their membership in December,

The dues will cover December, January, February, and March: total of 4 months.

Therefore:  $75 \times 4 = 300$  RMB.

Then: Update the **Membership Dues** field manually to **300**.

Required information for every member						
Member Count	New Member Fees	Membership Dues	Total	Membership Type	Start Month	
1	¥0	¥300	¥300	Reinstate	December	
2			¥0			
3			¥0			
4			¥0			
5			¥0			
6			¥0			

#### 4. 发送邮件 Email:

发件人: 必须为俱乐部官员 (除 IPP 外, 7 人当中任意一人均可, 用在 TI 系统中注册的邮箱;

Must be a current club officer (any of the seven officers except the IPP), the email used must be the one registered in the TI system.

收件人 To: [membersupport@toastmasters.cn.com](mailto:membersupport@toastmasters.cn.com)

抄送人 CC: [d85toastmasters@gmail.com](mailto:d85toastmasters@gmail.com) (85大区重要事务邮箱 D85 officially email) ; [395244981@qq.com](mailto:395244981@qq.com); (CGD Christina Wu)

**标题 Title: D85 CB-000XXXXX Shanghai XXX Toastmasters Club membership Dues**

Dear Membership Support Team,

Please find attached the required membership payment documents with the details below:

Club Number: CB-XXXXXX

Club Name: XXXXXX

Attachments: (附件)

1. Membership roster. (Excel 会员名单)

2. Screenshot of the payment, (付款截图)

3. VAT invoice information (if applicable). 发票开票资料 (如有需要)

Kindly proceed with the processing accordingly. Thank you for your support.

Best regards,

[Your Toastmasters registered name] (在官网注册的名字)

[Officer Role] (官员职务)

请大家注意: 在大家提交完邮件以后, 随时关注邮箱的进展, 如果有需要补充的材料, 或者表格填写有误, TI会以邮件的形式进行回复, 并提示修改信息。

After submitting the email, please check your inbox regularly. If additional documents are needed or if there are errors in the form, TI will reply by email and request the necessary updates.

如果大家在填写表格的过程中遇到任何问题, 请随时联系你身边的任意一位小区总监/中区总监/TRIO寻求支持。

If you encounter any issues while completing the form, please feel free to reach out to any Area Director, Division Director, or TRIO for assistance.

ONE Team  
District 85 2025-2026