



# Submit Education Awards in Club Central

## Step 1

Go to Toastmasters International (TI) at <https://www.toastmasters.org/>. Click on **Login**. Enter your **Username, Email, or Member ID** and **password** associated with your Toastmaster membership. Next click on **Log In**.

Log In

Enter login information

Member ID/Email\*

Username, Email, or Member ID

Password \*

Log In

Click Login

## Step 2

Click on, **Leadership Central** dropdown menu. Click, **Club Central**.

WHERE LEADERS ARE MADE

About | Pathways | Education | Membership | Leadership Central | Resources

Leadership Central

Click Club Central

Club Central

District Central

District Leader Tools

Public Relations

The Leader Letter

Legal and Tax Compliance

Distinguished Performance Reports

Region Advisor

Governing Documents

Month-End Closing Dates

### Step 3

Under Club Central select club to conduct business. Click **Your Club Name**.

## CLUB CENTRAL

[Click here for Club Central Tutorials](#)

Select a club to conduct club business

<b>My Toastmasters Club</b> 000000576	<b>Allstar Toastmasters</b> 78961234	<b>Speakeasy Toastmasters</b> 12345678
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**Click Club name**

### Step 4

Under Club Membership click, **Submit Education Awards**.

## CLUB CENTRAL

[Click here for Club Central Tutorials](#)

Select a club to conduct club business  
My Toastmasters Club 000000

### Club Membership

<b>Submit Education Awards</b> Submit member education awards	<b>Club Roster</b> Review and print your club's roster. Update member contact information
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**Click Submit Education Awards**

### Step 5

Under Select member click, **dropdown menu**. Click, on **member name**.

## SUBMIT EDUCATION AWARDS

### Select Member

(Note: If you are a club officer and are applying for your own award, please have another officer submit your award application.)

Select Member

Select Member
Awesome member 1 - 12345678
Awesome member 2 -23456789
Awesome member 3 -34567812
Awesome member 4 DTM - 67891234
<b>Awesome member 5 DL3 - 67812345</b>

Select Member

**Click Member name**

### Step 6

Under **Select Member Program** click, **dropdown menu**. Click, on **member name**. Then **Select Education Program**, click completed pathways level.

## | SUBMIT EDUCATION AWARDS

### Select Member

(Note: If you are a club officer and are applying for your club award, please have another officer submit your award application.)

Click Member name

Awesome Member 5 DL3 -67812345

### Select Education Program

Please select the award that the member is applying for:

Click Here

Select Education Program

Select Education Program

Online Presentation Mastery, Level 1 (English)

Online Dynamic Leadership, Level 1 (English)

Click completed pathway level

Select Education Program

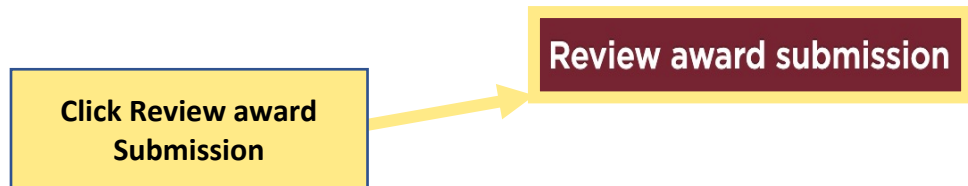
### Step 7

Under **Select Education Program**, review completed path **level selected**. Then click, **Review and Submission**.

### Select Education Program

Please select the award that the member is applying for:

Online Dynamic Leadership, Level 1 (English)



### Step 8

Next, Review Award Submission and member award. Click **Submit Award**.

## I REVIEW AWARD SUBMISSION

### Member Information

Member ID	67812345
Name	Awesome Member 5
Selected Path	Dynamic Leadership 3

