



Who are Base Camp Managers?

Base Camp Managers are the club's President, Vice-President of Education and Secretary.

To complete the approval process for a member's speech project, the Base Camp Manager needs to access both Base Camp, and Club Central – a 2-step process.


## Base Camp & Club Central - 2 Step Approval

### Base Camp Manager


Welcome to your Base Camp manager home page. Here, you will find the tools you need to manage member progress in the Toastmasters Pathways learning experience.

As the vice president education, you are responsible for education approvals in your club. Your club president and secretary also have access to the Base Camp manager portal and are your backup approvers for Base Camp manager tasks. For more information on the Base Camp manager approval workflow, [view the Base Camp Manager Overview tutorial](#).


To return to your personal learning experience in Base Camp, [visit the Pathways Start page](#) and log in as a member.



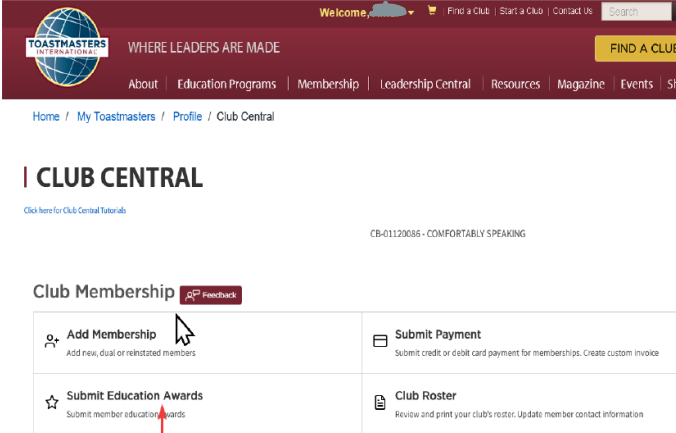
Approve member requests.



Review member learning reports.



Learn about using Base Camp as a Base Camp manager.

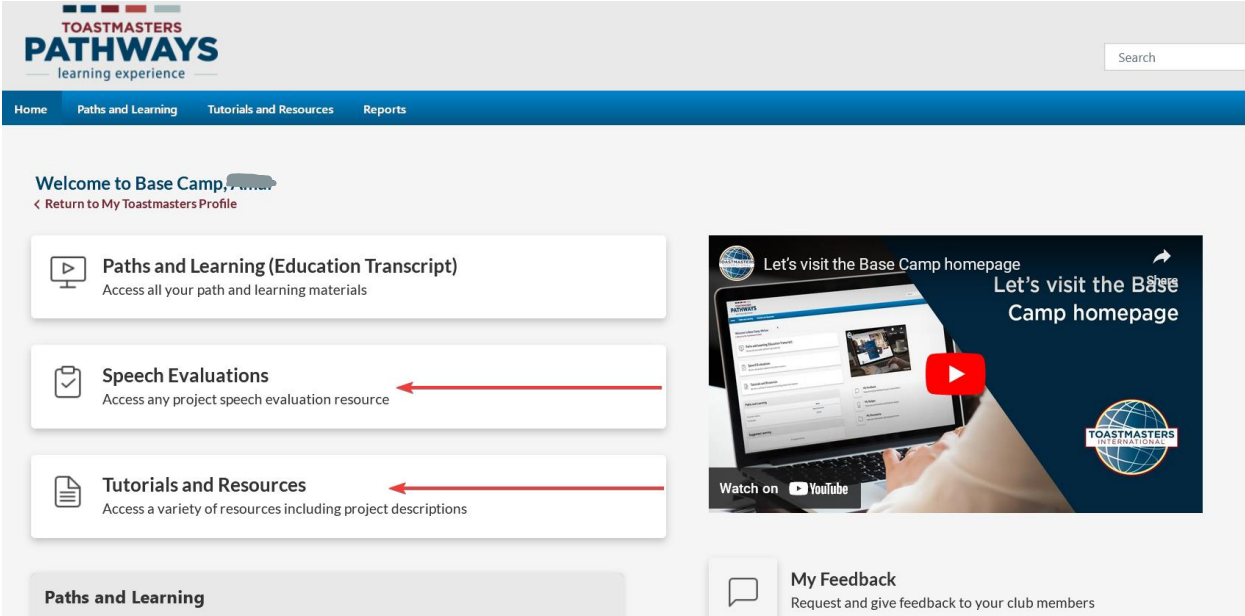


The screenshot shows the Club Central interface with a navigation menu (About, Education Programs, Membership, Leadership Central, Resources, Magazine, Events) and a main content area. The 'Club Membership' section is highlighted, showing options for 'Add Membership', 'Submit Payment', and 'Submit Education Awards'. Red arrows point from the 'Submit Education Awards' button to the '1. Member's Approval' label below, and from the 'Approved Pending Requests' icon to the '2. Allocation to your Club' label below.

## 1. Member's Approval

## 2. Allocation to your Club

If you get stuck, Toastmasters International provides many resources for Base Camp Managers

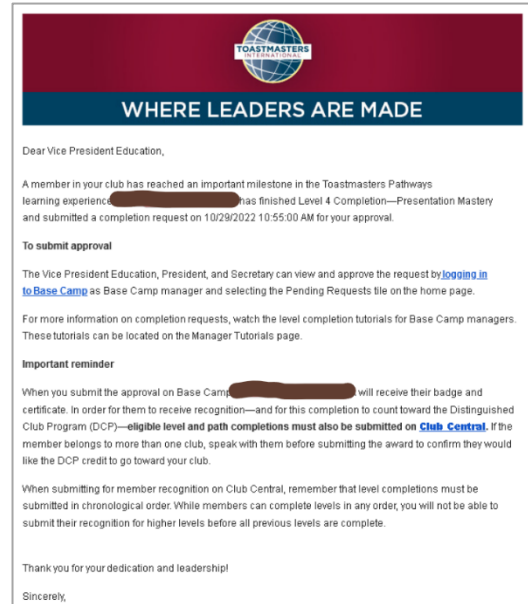


The screenshot shows the Base Camp homepage with a navigation bar (Home, Paths and Learning, Tutorials and Resources, Reports) and a main content area. The 'Welcome to Base Camp' section includes a 'Return to My Toastmasters Profile' link and three main resource cards: 'Paths and Learning (Education Transcript)', 'Speech Evaluations', and 'Tutorials and Resources'. Red arrows point from the 'Speech Evaluations' and 'Tutorials and Resources' cards to the '1. Member's Approval' label in the previous block. A video player on the right shows a tutorial titled 'Let's visit the Base Camp homepage' with a 'Watch on YouTube' button. A 'My Feedback' section is also visible at the bottom right.



How do you know when a member completes a level?

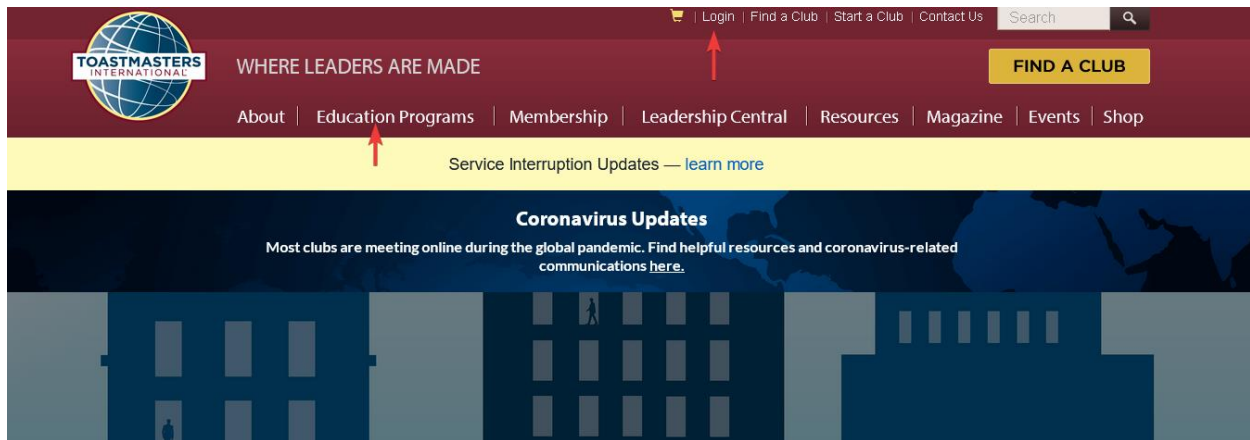
The Vice President of Education will receive an Approval Request via email.



How to Login into Toastmasters International to Access Base Camp

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

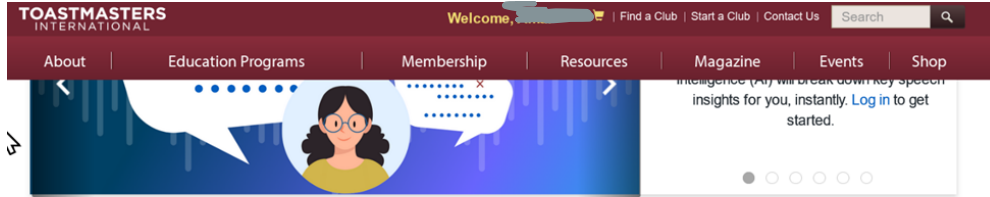
Click on **Education Programs** drop down menu.



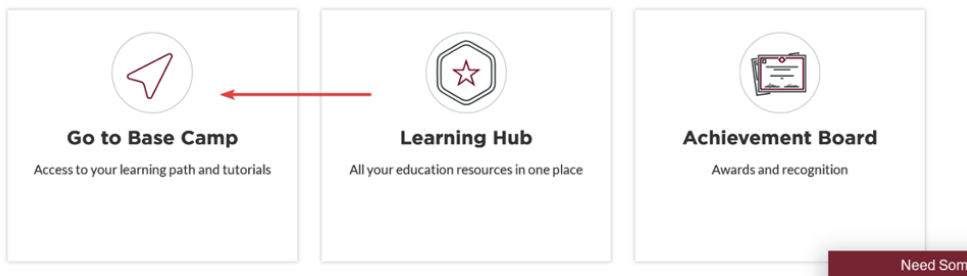


From Educational Programs, there are two ways to access Base Camp Manager

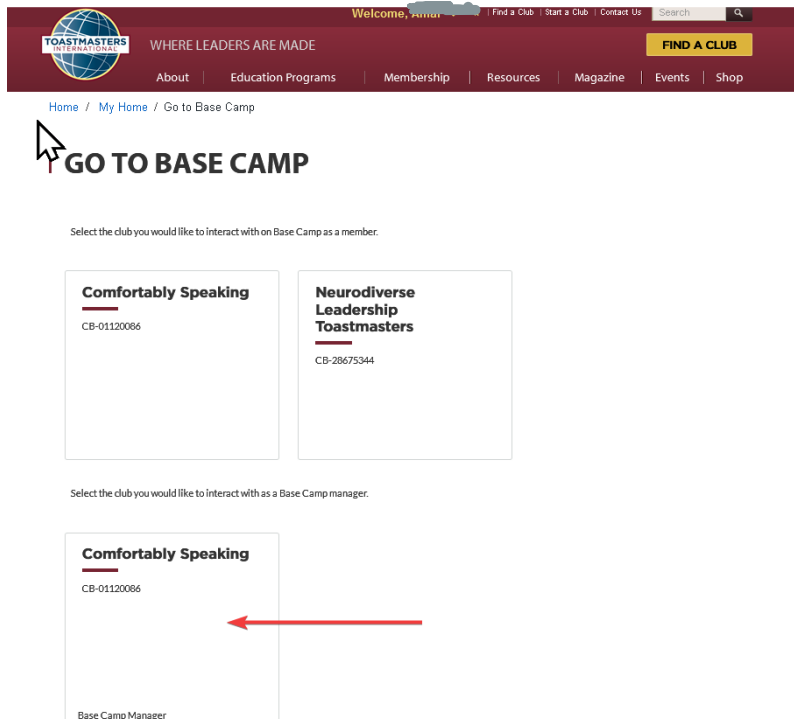
Method #1 - Under **My Education and Achievements**, click on **Go to Base Camp**



### My Education and Achievements

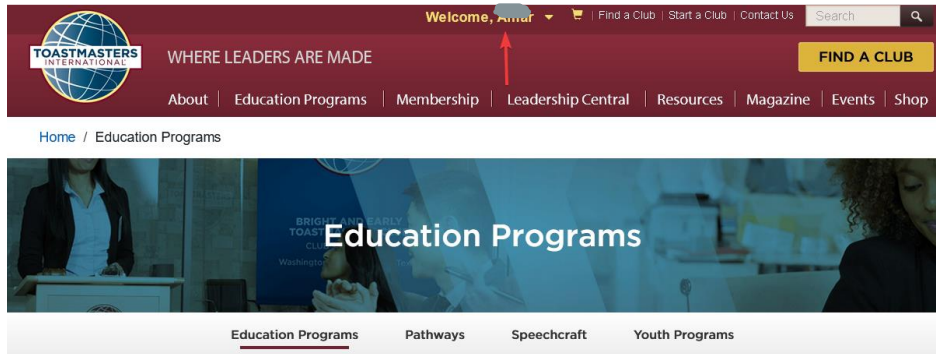


The club's you are associated with will be listed. In the below example, the officer is a member of two clubs and a Base Camp manager of one. Choose the club you wish to access as the Base Camp Manager.

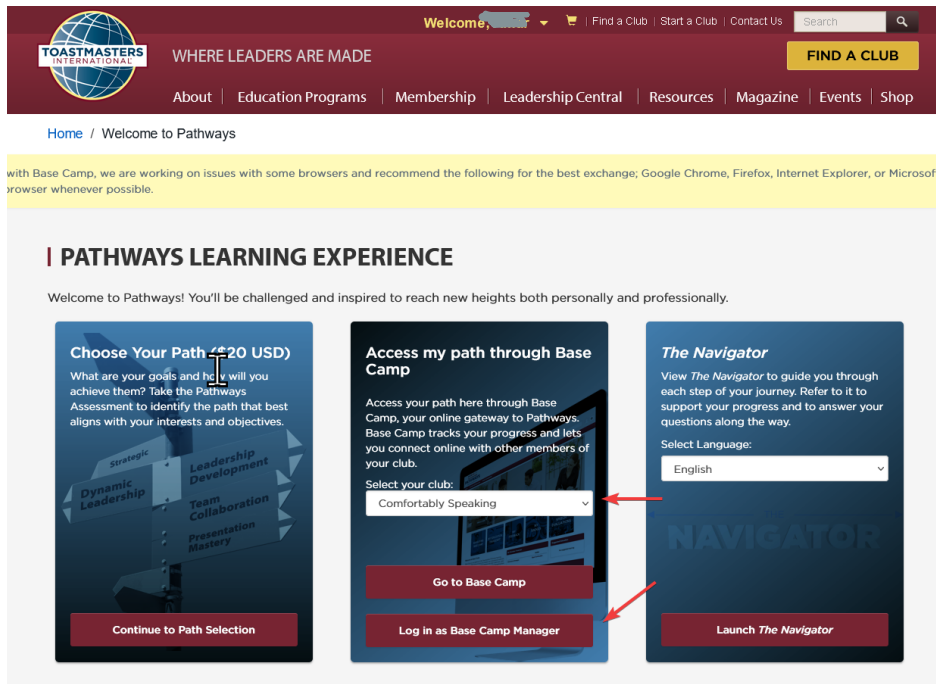




Method #2: here is another way to access Base Camp Manager



Click on Login as Base Camp Manager.



If the Base Camp Manager login does not appear, you might not be registered with Toastmasters International as a Base Camp Manager. Ensure that your club has updated the club officers list with you as VP Education or one of the backup roles, President, or Secretary.



Click on Pending Requests from the page that appears.

**Base Camp Manager**

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To return to your personal learning experience in Base Camp, [visit the Pathways Start page](#) and log in as a member.

**PENDING REQUESTS**  
Approve member requests.

**MEMBER PROGRESS**  
Review member learning reports.

**MANAGER TUTORIALS**  
Learn about using Base Camp as a Base Camp manager.

From the view Pending Requests, you will see any member pending requests. To approve, select the green checkmark found to the far right (**options**)

Home > > View Pending Requests

View outstanding training requests you must approve, defer, or deny. Deferring a request will send the request to the next person in the approval chain for that employee. Click on the employee's name to view their transcript. If you would like others to make approvals on your behalf, you may share your approving permissions for users for whom you are the following:  
[Approver](#)

Requested By	Training	Type	Date	Options
<a href="#">Sondra Farveeth</a> Grand River Toastmasters Club (Club) Club VP Education (Position)	Level 1 Completion— Presentation Mastery	Completion	11/11/2022 1:53 PM	

« Back

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Selecting the green checkmark will open a new window.



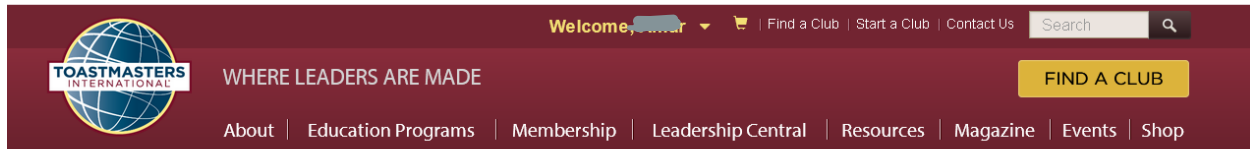
You may enter additional comments,

Then click the submit button.

After approving the request in Base Camp, you need to finish the 2-step process by accessing Toastmasters International **Club Central**



In **Club Central**, click on **Submit Educational Awards**



[Home](#) / [My Toastmasters](#) / [Profile](#) / [Club Central](#)

## | CLUB CENTRAL

[Click here for Club Central Tutorials](#)

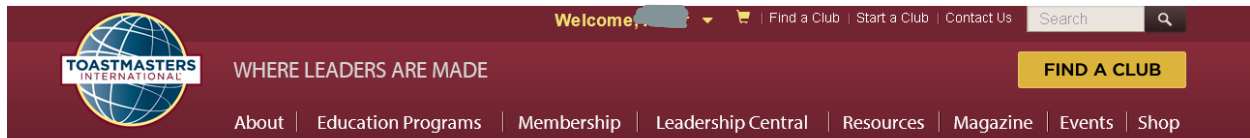
CB-01120086 - COMFORTABLY SPEAKING

### Club Membership [Feedback](#)

<b>Add Membership</b> Add new, dual or reinstated members	<b>Submit Payment</b> Submit credit or debit card payment for memberships. Create custom invoice
<b>Submit Education Awards</b> ← Submit member education awards	<b>Club Roster</b> Review and print your club's roster. Update member contact information

### Club Administration

A new window will open to Submit Education Awards.



[Home](#) / [My Toastmasters](#) / [Profile](#) / [Club Central](#) / [Submit Education Awards](#)

## | SUBMIT EDUCATION AWARDS

### Select Member

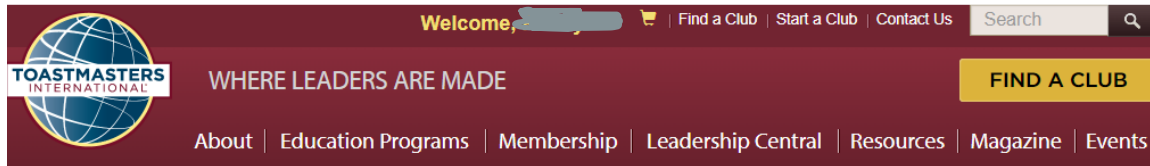
(Note: If you are a club officer and are applying for your own award, please have another officer submit your award application.)

Select Member

Select the member you need to approve by using the drop-down arrow.



Select the member, then select their educational program.



[Home](#) / [My Toastmasters](#) / [Profile](#) / [Club Central](#) / [Submit Education Awards](#)

## | SUBMIT EDUCATION AWARDS

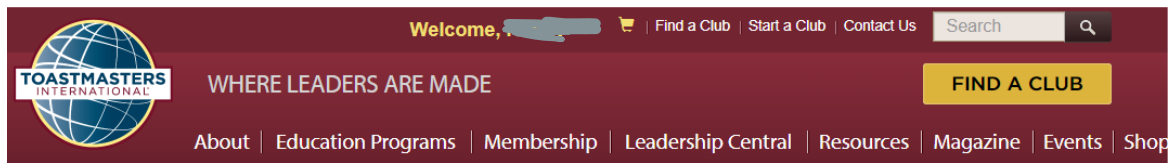
### Select Member

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

### Select Education Program

Please select the award that the member is applying for:

Double check the information that you have the correct member and path project. If you are satisfied that you have the correct information press the **Submit Award** button.



[Home](#) / [My Toastmasters](#) / [Profile](#) / [Club Central](#) / [Submit Education Awards](#)

## | REVIEW AWARD SUBMISSION

### Member Information

Member ID

[redacted]

Name

[redacted] M1

Selected Path

Presentation Mastery, Level 2

[Edit](#) [Submit Award](#)

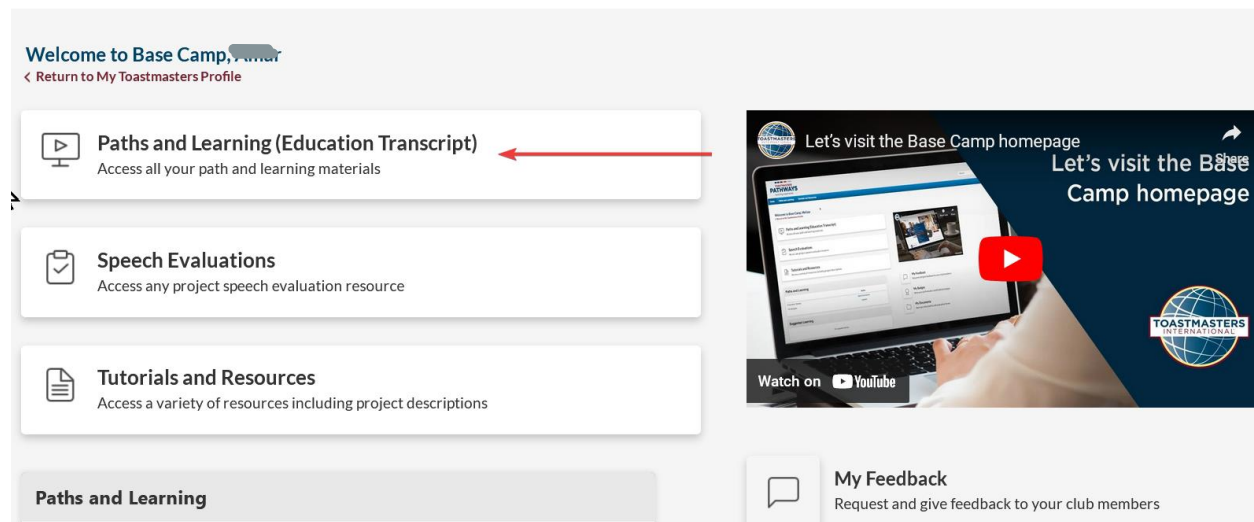




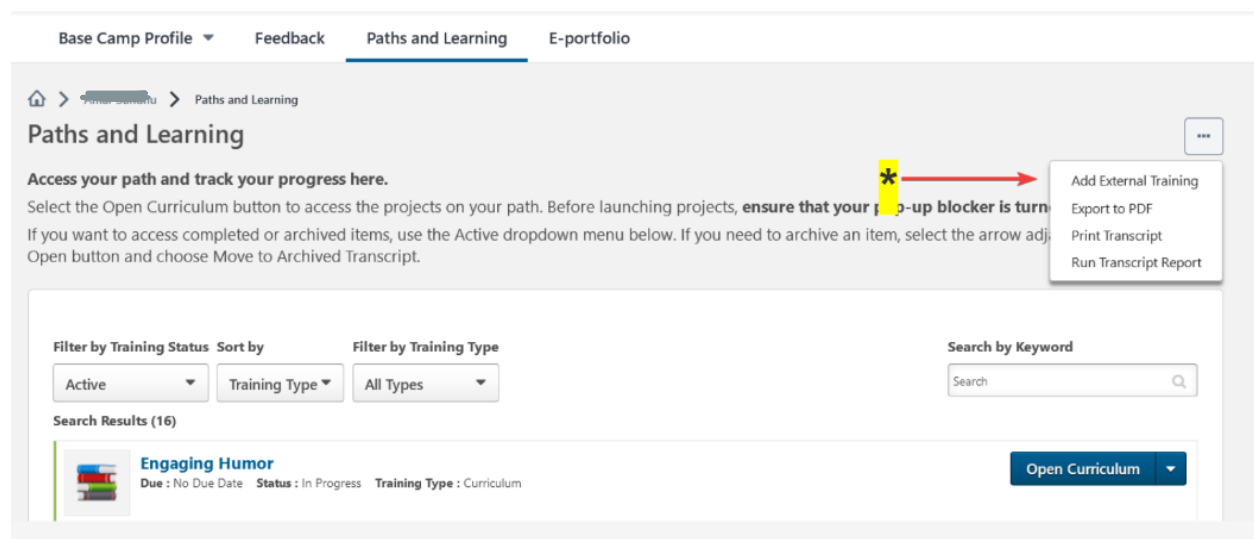
## Adding External Training from Club Member

Your club member may fulfill project requirements outside the club (known as “external training”). There are typically two situations where your member may wish to submit an external training request. One is when they plan to give a speech at a club other than your home club (maybe they’ve been invited to give the test speech at another club’s speech contest).

The other is when they want to complete a project outside of Toastmasters (for example, moderate a panel discussion at work or at a community event) and you want to credit them for their current path.



## Go to Add External Training



There are 2 Steps, Initial & Comp.

Pathways offers a tool to facilitate communication between you and your member regarding this – but whether you use it is up to you and your club. To do so, the member submits a request for external training. When a request is submitted, you will receive an email from Base Camp notifying you to approve the request.

After the member has completed their external training, they will submit a completion request. You will receive an email notification. Log into Base Camp to view the members' Path and Learning

Pathways does not require you to use this process for external training. It is recommended, however, because it does provide a convenient method for establishing a paper trail verifying training experience.

For additional Pathways information, go to

<https://www.toastmasters.org/footer/faq/education%20program>