

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 we access to the Base Camp manager portal and are your backup approvers for Base Camp manager tab. 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.





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





How to 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 <u>https://www.toastmasters.org/</u>. 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

TOASTMASTERS Welcome, Find a Club | Start a Club | Contact Us ٩ About **Education Programs** Membership Resources Magazine Events Shop × insights for you, instantly. Log in to get started. 5 $\bullet \circ \circ \circ \circ \circ$ My Education and Achievements ঠ্ন Go to Base Camp Learning Hub **Achievement Board** Access to your learning path and tutorials All your education resources in one place Awards and recognition Need Som

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

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.

	N	/elcome, Amar	🔍 Find a Club Si	art a Club Contact Us	Search	٩
OASTMASTERS INTERNATIONAL WHERE LEADE	RS ARE MADE				FIND	A CLUB
About	Education Programs	Membership	Resources	Magazine	Events	Shop
Home / My Home / Go to Base C	amp					
<u>}</u>	~ • • • •					
GO TO BASE	CAMP					
Select the club you would like to intera-	ct with on Base Camp as a men	nber.				
Comfortably Speaki	Nauna	diverse				
Comfortably Speaki	ng Neuro Leade	rship				
CB-01120086	Toastr	nasters				
	CB-28675	344				
Select the club you would like to intera-	ct with as a Base Camp manage	er.				
	ng					
CB-01120086						
	<					
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.

P/	TOASTMASTERS THWAY learning experience	(S				Se
Home	Paths and Learning	Tutorials and Resources	Reports			
			Base Camp Manage	ər		
			Welcome to your Base Cam progress in the Toastmaster	np manager home page. H 's Pathways learning expe	lere, you will find the tools you need to manage member rience.	
			As the vice president educa and secretary also have acc Camp manager tasks. For m Camp Manager Overview	tion, you are responsible ess to the Base Camp manore information on the Ba tutorial.	for education approvals in your club. Your club president anager portal and are your backup approvers for Base use Camp manager approval workflow, view the Base	
			To return to your personal le member.	arning experience in Base	e Camp, visit the Pathways Start page and log in as a	
			APPROVED PENDING REQUESTS	MEMBER PROGRESS	MANAGER TUTORIALS	
			Approve member requests.	Review member learning reports.	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**)

TOASTMASTERS PATHWAYS learning experience			Sea	arch	۵.
Home Paths and Learning Tutorials and Resources Reports					
Home > > View Pending Requests					
View outstanding training requests you must approve, defer, or deny. Deferring a request transcript. If you would like others to make approvals on your behalf, you may share your Approver Training Pending Approval Construct the Maximum of Second a Second	will send the approving pe	request to the next person in rmissions for users for whom	the approval chain for that you are the following:	employee. Click on the employe	ee's name to view their
Name					(1 Result)
Requested By		Training	Туре	Date	Options
Grand River Toastmasters Club (Club) Club VP Education (Position)	ø	Level 1 Completion— Presentation Mastery	Completion	11/11/2022 1:53 PM	< ×
« Back					

Powered by Cornerstone OnDemand, Inc. @2000-2014 All Rights Reserved. Terms - Privacy - Cookies

Selecting the green checkmark will open a new window.



You may enter additional comments,

P/	TOASTMASTERS THWAY learning experience	'S		Search	۵ .
Home	Paths and Learning	Tutorials and Resources	Reports		
heme	View Pending Request	s > Approve Request			
Randy Moore	DTM, President Speed River	Toastmasters	,		
Cancel	Submit			Powered by Cornerstone OnDe All Rights Reserved. Te	emand, Inc. ©2000-2014 erms - Privacy - Cookies

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**

		Welcome,	Find a Cli	ub Start a Club	Contact Us	Search	2	
TOASTMASTERS	WHERE LEADERS ARE MAD	DE				FIND A CLUB		
	About Education Program	ns Membership	Leadership Central	Resources	Magazine	Events Sho	р	
\rightarrow	Leadership Central Club Central Club Officer Tools Brand Portal Speech Contests Legal and Tax Compliance	District Central District Leader Tools Public Relations Month-End Closing Date: The Leader Letter	Distinguished Perfo Region Advisor Governing Docume Eligibility Assistant	ormance Reports				
	Legal and Tax Compliance	The Leader Letter	- Ligipility Applotati		-			



In Club Central, click on Submit Educational Awards

				Welcon	ie,	r + '≡ I	Find a Clu	b Start a C	lub (Contact U:	s S	earch	4
OASTMASTERS	WHERE LE	ADERS ARE	MADE								F		CLUB
	About E	ducation Pro	grams	Membership	l Lea	dership Ce	entral	Resource	es	Magaz	ine	Events	Shop
Home / My Toas	tmasters / Pr	ofile / Club C	entral										
	FNTRA												
k here for Club Central Tuto	ials				CB-01	20086 - COM	FORTABLY	SPEAKING					
k here for Club Central Tuto	ials				CB-01	120086 - COMI	FORTABLY	SPEAKING					
Club Mem	ials bership	ඉ ^ල Feedback			CB-01	120086 - COMI	FORTABLY	SPEAKING					
Club Mem	bership	දු Feedback			CB-01	120086 - COMI	FORTABLY	SPEAKING					
Club Mem	ials bership bership or reinstated memb	م ^{CP} Feedback			CB-01	120086 - COMI Submit Pa	FORTABLY	SPEAKING	memb	erships. Cr	reate cu	stom invoio	e
Kherefor Club Central Tuto Club Mem Add Mem Add new, dual Submit E	ials bership or reinstated memb	P Foodback			CB-01	Submit Pa Submit credit o Club Rost	FORTABLY ayment or debit card	SPEAKING	memb	erships. Cr	reate cu	stom invoid	e

A new window will open to Submit Education Awards.

		Welcome, 📃 👻 📜 Find a Club Start a Club Contact Us Search 🔍
	TOASTMASTERS	WHERE LEADERS ARE MADE FIND A CLUB
		About Education Programs Membership Leadership Central Resources Magazine Events Shop
\bigcirc	Home / My Toast	masters / Profile / Club Central / Submit Education Awards
	SUBMIT	EDUCATION AWARDS
	Select Men	nber
	(Note: If you are a clu have another officer s	b officer and are applying for your own award, please ubmit 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.

	Welcome, Find a Club Start a Club Contact Us	Search	٩
TOASTMASTERS	WHERE LEADERS ARE MADE	FIND A C	LUB
	About Education Programs Membership Leadership Central Resources	Magazine	Events
Home / N	ly 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:

Online Presentation Mastery, Level 2 (English)

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

	Welcome,	📜 Find a Club Start a Cl	ub Contact Us	Search	٩	
TOASTMASTERS	WHERE LEADERS ARE MADE			FIND A	CLUB	
	About Education Programs Membership	Leadership Central	Resources	Magazine	Events	Shop
Home / M	y Toastmasters / Profile / Club Central / Sub	mit Education Awards				
REVI Membe	EW AWARD SUBMISSIO	N				
Member ID		055-102 13				
Name	•	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.

Welcome to Base Camp, www. < Return to My Toastmasters Profile	
Paths and Learning (Education Transcript) Access all your path and learning materials	Let's visit the Base Camp homepage
Speech Evaluations Access any project speech evaluation resource	Andrew Constant of the constan
E Tutorials and Resources Access a variety of resources including project descriptions	Watch on Vouliabe
Paths and Learning	My Feedback Request and give feedback to your club members

Go to Add External Training

Base Camp Profile Feedback Paths and Learning E-portfolio		
Access your path and track your progress here. Select the Open Curriculum button to access the projects on your path. Before launching projects, ensure that your pour public you want to access completed or archived items, use the Active dropdown menu below. If you need to archive an item, select Open button and choose Move to Archived Transcript.	blocker is turn t the arrow adj.	Add External Training Export to PDF Print Transcript Pug Transcript
Open button and choose Move to Archived Transcript. Filter by Training Status Sort by Filter by Training Type Active Training Type All Types Search Results (16) Filter by Training Type	Search by Keywo	Run Transcript Report
Engaging Humor Due : No Due Date Status : In Progress Training Type : Curriculum	Oper	n Curriculum 🔻

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