

Pathways Basecamp Manager Duties with District 86 (Sep 16th, 2022)

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#VPEtips – Base Camp and Club Central



When a member completes a Level, do you need to complete processes in both Base Camp and Club Central? Short answer is **YES!**

But there are differences between them in terms of submission method, people involved and impact on club and member – do you know them?

	Base Camp Approval	Club Central Submission
People involved	<p>Member: Need to submit Level Completion for Officer approval.</p> <p>VPE: Main approver of member's completion</p> <p>President/Secretary: Assists VPE if needed.</p>	<p>Member: No role.</p> <p>ANY Club Officer (normally VPE): Submit the award for the member. Note: Cannot submit award for self.</p>
Access	<p>Login at www.toastmasters.org. Then go to Pathways tab and then "Go to Base Camp".</p> <p>Member: Go to Base Camp. VPE: Login as Base Camp Manager.</p>	<p>Login at www.toastmasters.org. Then go to Leadership Central tab and then "Club Central".</p> <p>Any Officer: Submit Education Awards.</p>
How to do it	<p>Member: Go to Level in Base Camp curriculum, then click Activate, Launch and then Mark Complete on the Level X Completion.</p> <p>VPE: Go to Pending Requests in Base Camp Manager. Click on Green Tick ✓ on the right to approve, Red X to reject.</p>	<p>Club Officer: Select member's name, then select education award type.</p> <p>Click Review Award Submission and then Submit Award.</p> <p>For Levels 3, 4 and 5, there is an option to submit e-mail to member's employer.</p>
Impact to Member	<p>Member will get a Level Completion certificate, which can be generated from Base Camp.</p>	<p>Member can use education award after the name. Education award will appear in the Profile in Toastmasters website.</p>
Impact to Club	<p>Member's completion record will appear in Base Camp records. VPE can access in Base Camp Manager → Member Progress.</p>	<p>Club will gain DCP contribution (where applicable). The award will appear in Dashboards on the next working day.</p>
Order	<p>Both processes are separate and independent of each other. Either one can be performed first. Nevertheless, the recommended flow will be for member to submit on Base Camp, followed by VPE approval and then submission by VPE in Club Central.</p>	



BASE CAMP

Glossary

Base Camp Glossary

Term	Definition	Use on Base Camp and Pathways
Badge	An icon awarded for an individual accomplishment	You can find your badges in your E-portfolio. Learning badges are awarded by Base Camp when a member reaches learning milestones. You and members of your home club can award feedback badges for speeches or other accomplishments.
Badges page	A page that displays all the badges awarded to a member	Your Badges page is part of your E-portfolio. Your learning badges and feedback badges are visible to all members of your home club when they visit your profile. You can see the badges of members of your home club by visiting their profile and selecting their E-portfolio.
Base Camp manager	Club officer who confirms project and level completions and supports members on Base Camp	Most often your vice president education will be the Base Camp manager for your club. The president or secretary can fill these duties if the VPE isn't available for any reason. Base Camp manager responsibilities include: verifying level completions, tracking member progress, and approving external training requests.
Club Central	A page on the Toastmasters website (www.toastmasters.org) for club officers	Vice presidents education or other club officers visit this page to submit awards for credit toward the Distinguished Club Program and for other housekeeping duties.



Term	Definition	Use on Base Camp and Pathways
Curriculum	A collection of courses	On Base Camp, curriculum refers to your path or paths. The Pathways Mentor Program is also referred to as a curriculum.
Documents folder	A folder found in the E-portfolio section of your profile	You can store completed speech evaluations and other documents on Base Camp by uploading them to your documents folders. Your documents folders are private. You are the only one who can view the material you choose to store in any of the files there.
Elective project	Any project self-selected by a member	There are many elective projects to choose from in Pathways. The electives are found at Levels 3, 4, and 5. You are required to complete at least two elective projects at Level 3 and a minimum of one elective project each at Levels 4 and 5, but you are free to complete as many as you would like.
E-portfolio	A page organized to store an individual member's materials	Your E-portfolio includes links to My Documents which houses your documents folders and your Badges page. Members of your home club can view your badges, but will not have access to any of your documents.
External training	The process for submitting a request to complete a Pathways project outside your home club	When you want to complete a project in another Toastmasters club or outside of Toastmasters altogether, you need approval from the vice president education of your home club.
Feedback badge	A badge awarded to an individual by a member of their home club	Feedback badges include Collaborative, Courageous, Exceptional, Innovative, and Inspirational. A member may award feedback badges at any time. You can find them on the My Feedback page as well as the My Badges page.



Term	Definition	Use on Base Camp and Pathways
Home club	Your Toastmasters club	Most Toastmasters are members of only one club. This club is your home club. You can view the profiles of and send feedback to any member of your home club. If you are an active member in more than one club, you can select or change your home club at any time from the from your Toastmasters profile .
Learning badge	A badge awarded automatically by Base Camp	A learning badge is awarded to you when you complete a level, and start or finish a path.
Level	The learning in Pathways is divided into five levels	Each level is made up of two to three projects, depending on the complexity of the assignments. When you complete all the requirements of a level, you can select another level.
Multiple-club members	Toastmasters who are active members of more than one club	When you are a member of more than one club, you will set your home club on your Toastmasters profile . You may only leave feedback for, view the profiles of, or award badges to members of your home club on Base Camp. Be sure to keep each of your vice presidents education informed about your completions and which club you want to receive credit for your educational achievements.
Online class	An interactive or video-enabled project or tutorial	Each Pathways project and video tutorial on Base Camp is an online class.
Path	A member's educational journey in Pathways	Each path is made up of five levels increasing in complexity. Each path includes a minimum of 15 prepared speeches across at least 14 projects.



Term	Definition	Use on Base Camp and Pathways
Project	An educational component of a path	Each project focuses on a specific topic and includes an assignment to help you develop your skills. Each project includes at least one speech.
Required project	A project assigned to a member based on the content of their path	Required projects must be completed before your level is marked complete. Levels 1 and 2 include three required projects, Levels 3 and 4 include one required project, and Level 5 includes two required projects.