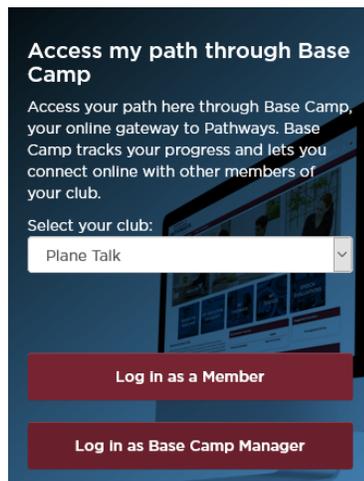
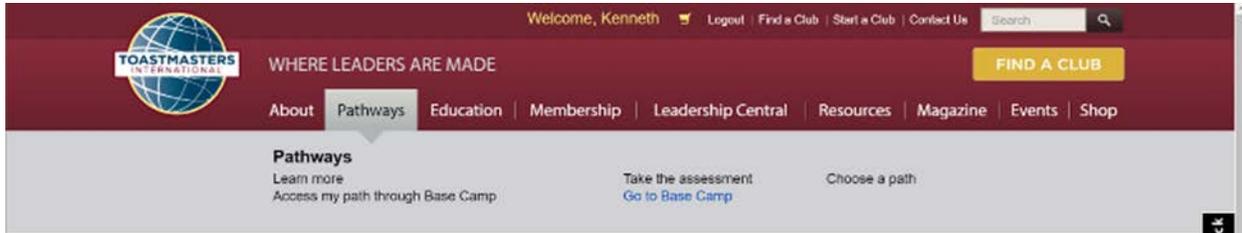


## Getting Started Using Base Camp Manager

1. Create a login and password at <https://www.toastmasters.org/> and bookmark the site.
2. Log in and also **Go to Base Camp** from the main **Pathways** dropdown menu.



3. Click on Login as Base Camp Manager.

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

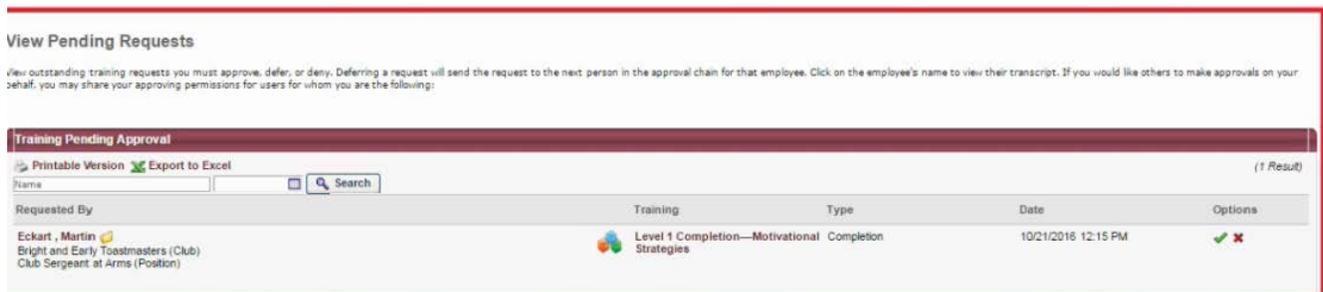
4. Click on **Pending Requests** from the page that appears.



Approve member requests



5. You will see any member pending requests. To approve, after checking the member's paperwork, select the green checkmark.



## Verify Completion

1. To verify completion, have the member login to their path (and verify the Level, showing it is completed and view certificate is listed. (Team Collaboration Level 1 is shown here).
2. Have member **Click on View Certificate**.

50%  
CURRICULUM PROGRESS

**Team Collaboration**

- ✓ LEVEL 1
- ✓ LEVEL 2
- LEVEL 3 >
- LEVEL 4 >
- LEVEL 5 >

**Team Collaboration** Options ▾

**Level 1**  
100% Completed: 4 Min Required: 4 Total Items: 4

- ✓ **Ice Breaker**  
Status: Completed Due: No Due Date  
This foundational project is designed to introduce you to your club and the skills you need to begin your Toastmasters journey. Launch ▾
- ✓ **Evaluation and Feedback**  
Status: Completed Due: No Due Date  
This project addresses the skills needed to give and receive feedback. You will learn about giving, receiving and applying feedback. Launch ▾
- ✓ **Researching and Presenting**  
Status: Completed Due: No Due Date  
This project addresses strategies for selecting a topic, suggestions for research and methods for producing a well-organized speech. Launch ▾
- ✓ **Level 1 Completion—Team Collaboration**  
Status: Completed Due: No Due Date  
Use this resource to help you through the process of requesting that your Base Camp manager approve your completion of Team Collaboration Level 1. View Certificate ▾

3. The following window pops up from which the member can print their certificate.

CustomCertificate.aspx - Mozilla Firefox

https://toastmasters.csod.com/LMS/Eval/CustomCertificate.aspx?qs=^^^DoEMRSZ6

1 of 1 Automatic Zoom ▾

**TOASTMASTERS PATHWAYS**  
learning experience

Toastmasters International presents this  
**CERTIFICATE OF COMPLETION**

to  
**Timothy Carlisle**  
for achieving Level 1 of Team Collaboration

*Balraj Arunsalam*  
Balraj Arunsalam  
International President

*Daniel Rex*  
Daniel Rex  
Chief Executive Officer

Certificate issued 11/3/2017

## To Verify Member Progress

1. Go back to Base Camp Manager Home Screen.
2. Select **Member Progress**.



Review member learning reports.

3. The following screen appears:

### 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.



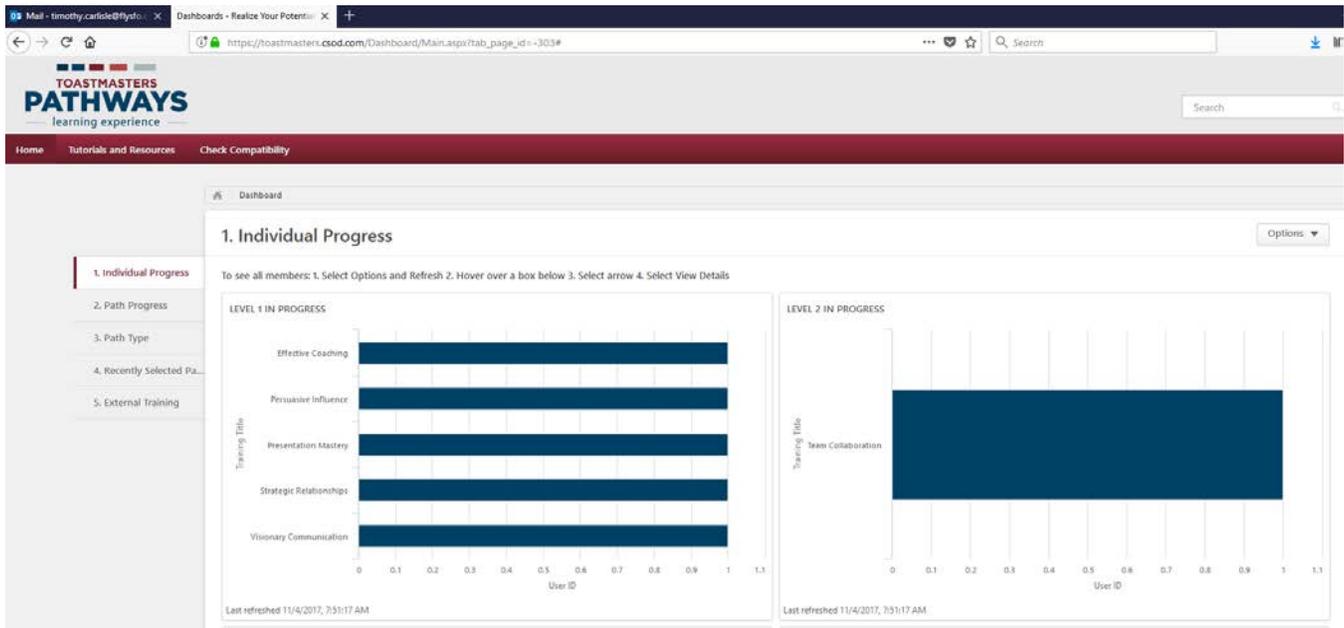
Approve member requests.



Review member learning reports.



Learn about using Base Camp as a Base Camp manager.



There are a variety of reports which can be used to track member progress if needed.

## Manager Tutorials – Toastmasters has a Tutorial for almost everything.

1. Go back to Base Camp Manager Screen.
2. Select Manager Tutorials if you need more assistance.



Learn about using Base Camp as a Base Camp manager.

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Approve member requests.



Review member learning progress.



Learn about using Base Camp as a Base Camp manager.

### Navigating Your Role

View the following tutorials to support your members on their Pathways journey:

