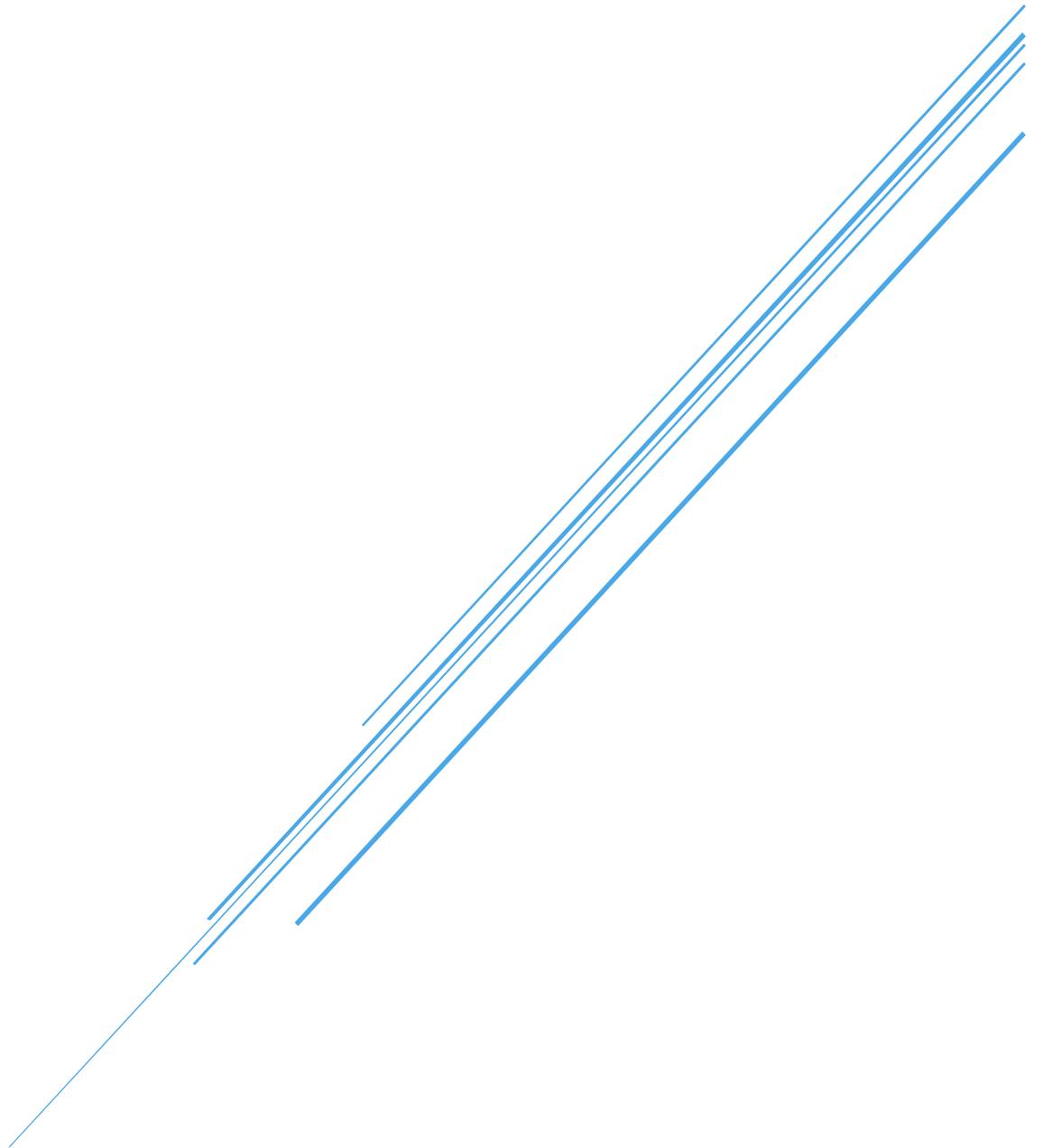


# PATHWAYS BASE CAMP MANAGER

Manual



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## INTRODUCTION

Congratulations on accepting a Committee role where you are also a Pathways Base Camp Manager.

There are three Base Camp Managers –

- President;
- Vice President – Education; and
- Secretary.

## DUTIES

The main duty of a Pathways Base Camp Manager is to approve member's requests when they complete a level.

There are also reports which can be used by the Base Camp Managers to monitor member progress.

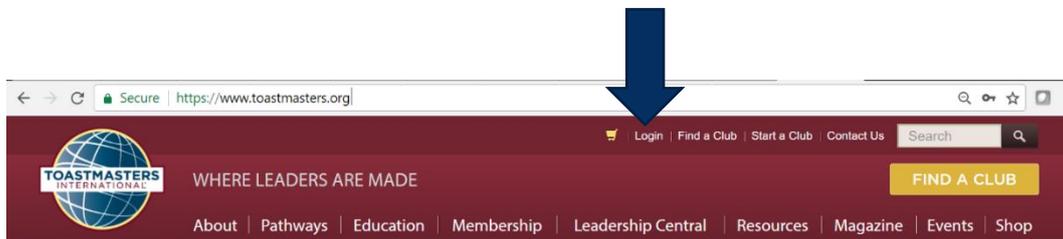
## LEVEL COMPLETION REQUESTS

Level completion requests are emailed to the President but can be seen at any time using the following method.

### LOG INTO TOASTMASTERS INTERNATIONAL WEB SITE

Open an internet browser and log onto <https://www.toastmasters.org/>

Click on **Login**

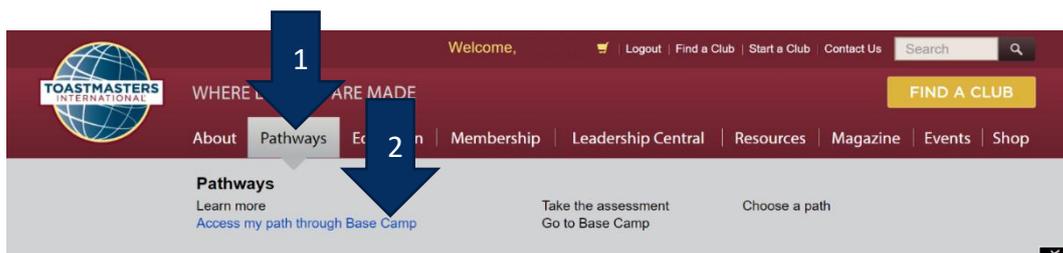


Enter the email address you put on the Toastmasters' membership form and your **password**.

Note: If you have not logged onto Toastmasters' International website before, click "Forgot Password" and one will be emailed to you.

### GO INTO PATHWAYS

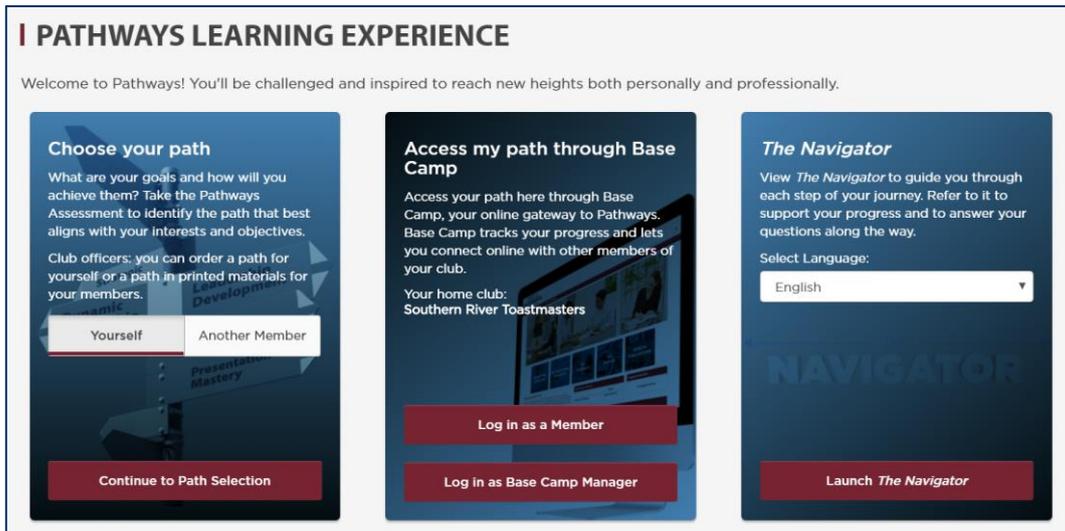
Once you have successfully logged into Toastmasters International website you can now log onto Pathways, by clicking on **Pathways**.



Then **Access my path through Base Camp** section.

## LOG IN AS BASE CAMP MANAGER

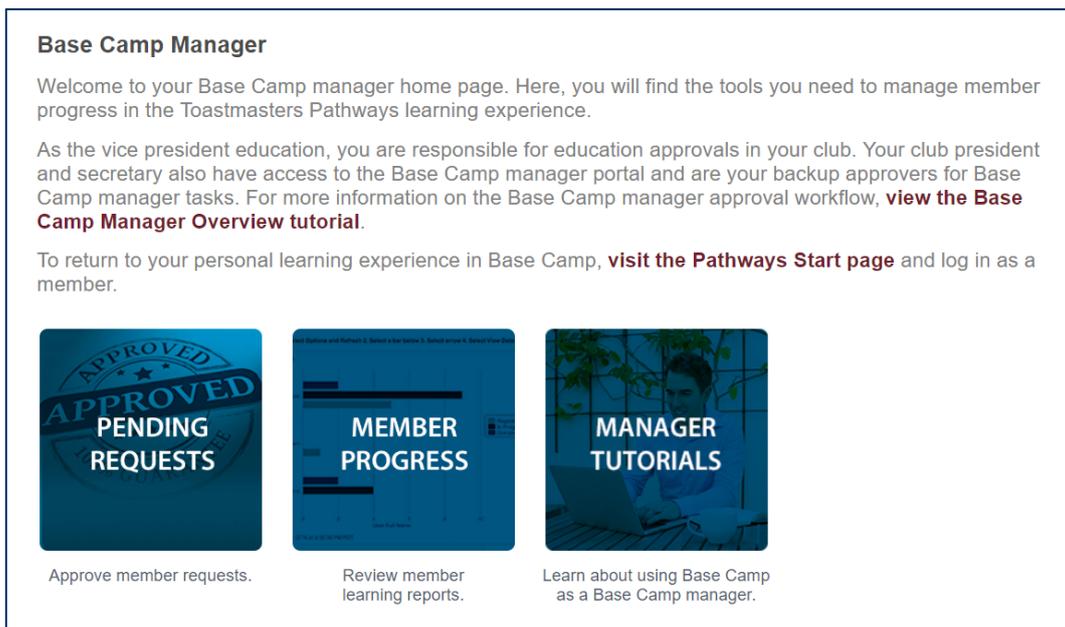
The **Pathways Learning Experience** screen will be displayed.



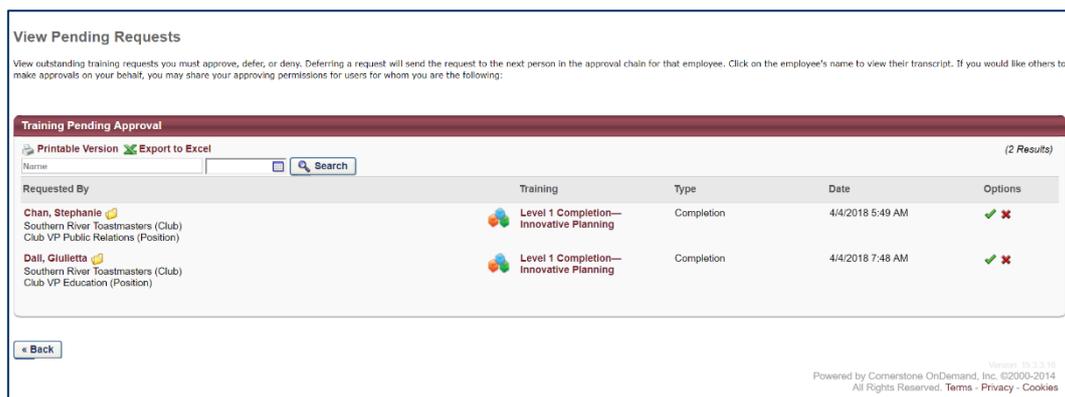
Choose **Log in as Base Camp Manager**.

## CHECK PENDING REQUESTS

On the Base Camp Manager home page choose **Pending Requests**.



Any pending requests will be displayed as shown below:



## CHECK MEMBER'S PROGRESS

Before approving any members' request, it is important to ensure that they have done all elements of the Level.

Speech feedback/evaluations can't be accessed, however, you can see what they have marked as complete in their Path. Refer to the *Viewing Member Progress* section in this document.

To ensure that they have done all their speeches, refer to the black **Pathways Assignment Register** folder stored at the club. As all speeches are signed off by the evaluator or Vice President Education when they happen, or when the member shows an evaluation form if the speech was done at another club.

Before approving the member's request, check this folder.

## APPROVE OR REJECT THE REQUEST

To approve the request, click on the green tick.

To reject the request, click on the red cross. You will then need to email the member to explain why you rejected the request.

## AFTER APPROVING THE REQUEST

Once the level has been approved for the member there are three things that need to be done:

1. Advise the member that the request has been processed;
2. Updating of Pathways Assignment Register; and
3. Submission of the Educational Award.

## ADVISE THE MEMBER THAT THE REQUEST HAS BEEN PROCESSED

As soon as you process the request, email the member so that they can continue with the next level.

## UPDATE THE PATHWAYS ASSIGNMENT REGISTER

It is important that the Pathways Assignment Register folder is updated for the member to ensure that at all times progress is monitored and recorded.

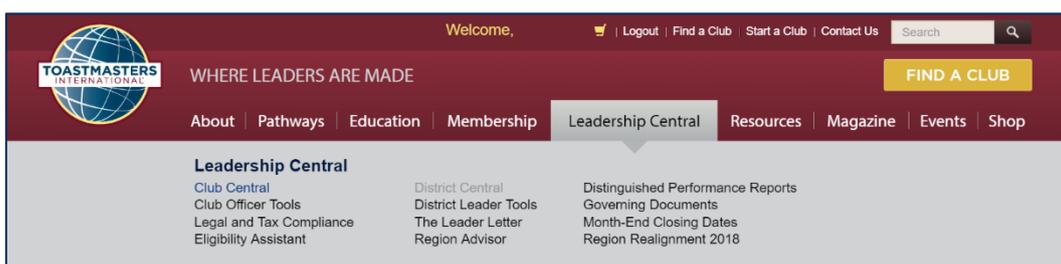
The Pathways Assignment Register folder is a black folder, stored in the pink box at the club.

## SUBMIT THE MEMBER FOR AN EDUCATIONAL AWARD.

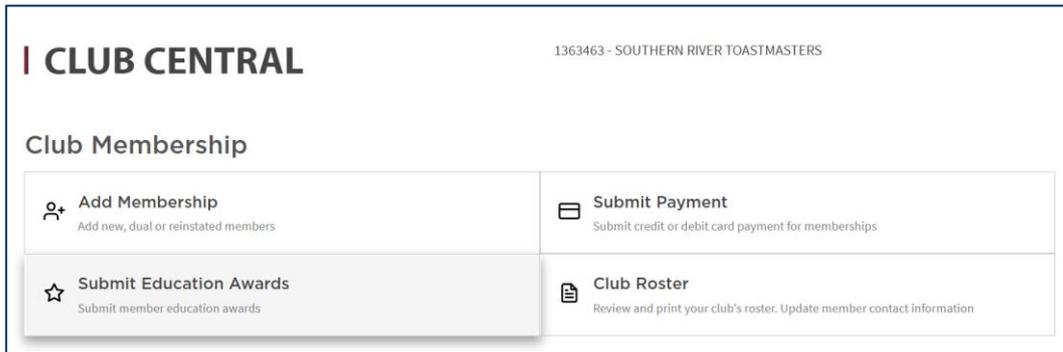
Once the Level has been approved, it is important to submit the member for an educational award for the completion to count towards the Distinguished Club Program.

To do this from the **Pending Requests** screen:

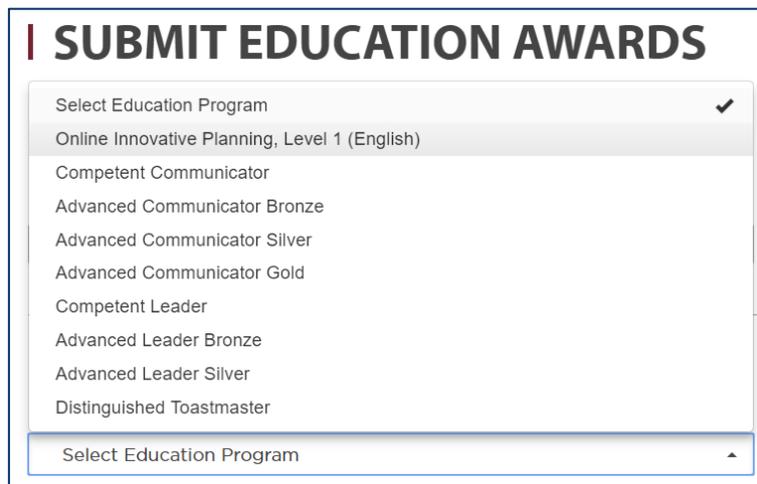
1. Choose the cog icon in the top right of the screen and choose **Log Out**
2. In the Pathways Learning Experience screen choose **Leadership Central** and then **Club Central**



### 3. Choose **Submit Education Award**



### 4. Select the member from the drop-down box, and under **Select Education Program** choose the **Path** and **Level**.



### 5. Click on **Review award submission** and complete the process.

## VIEWING REPORTS

As a Base Camp Manager there are reports that you can view, these can be found by choosing **Member Progress** on the Base Camp Manager home page.

**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.



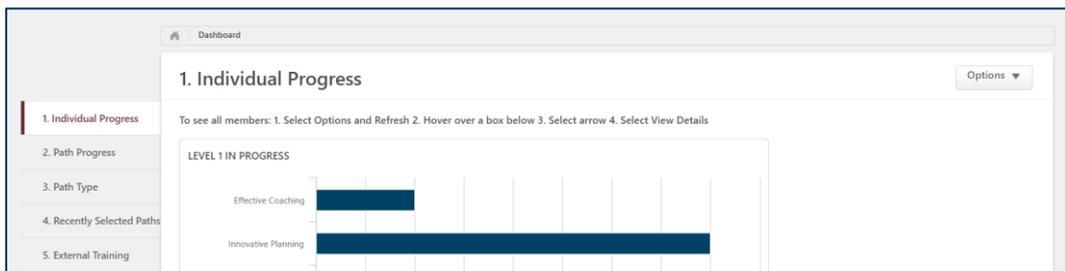
Review member learning reports.



Learn about using Base Camp as a Base Camp manager.

## CHOOSE THE TYPE OF REPORT

Down the left-hand side of the screen are five categories of reports.

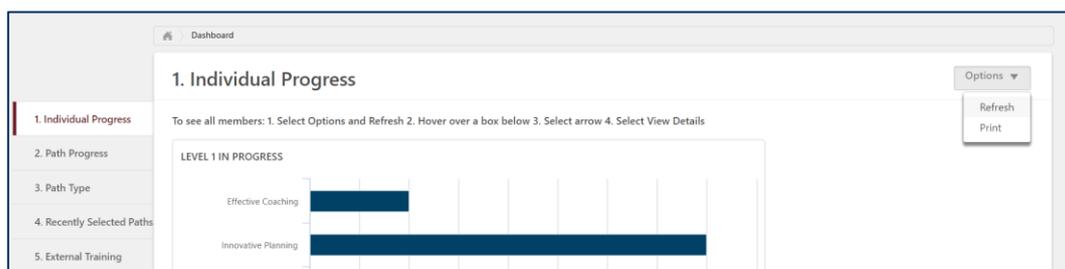


The screenshot shows the dashboard interface. On the left, a navigation menu lists five categories: 1. Individual Progress (highlighted), 2. Path Progress, 3. Path Type, 4. Recently Selected Paths, and 5. External Training. The main content area displays the '1. Individual Progress' report, which includes a bar chart titled 'LEVEL 1 IN PROGRESS' showing progress for 'Effective Coaching' and 'Innovative Planning'. An 'Options' dropdown menu is visible in the top right corner of the report area.

Click on the category to review. Generally, this would be **Individual Progress** or **Recently Selected Paths**.

## REFRESH THE DATA

Once you have chosen the category you need to click the **Options** button in the top right, and choose **Refresh**.

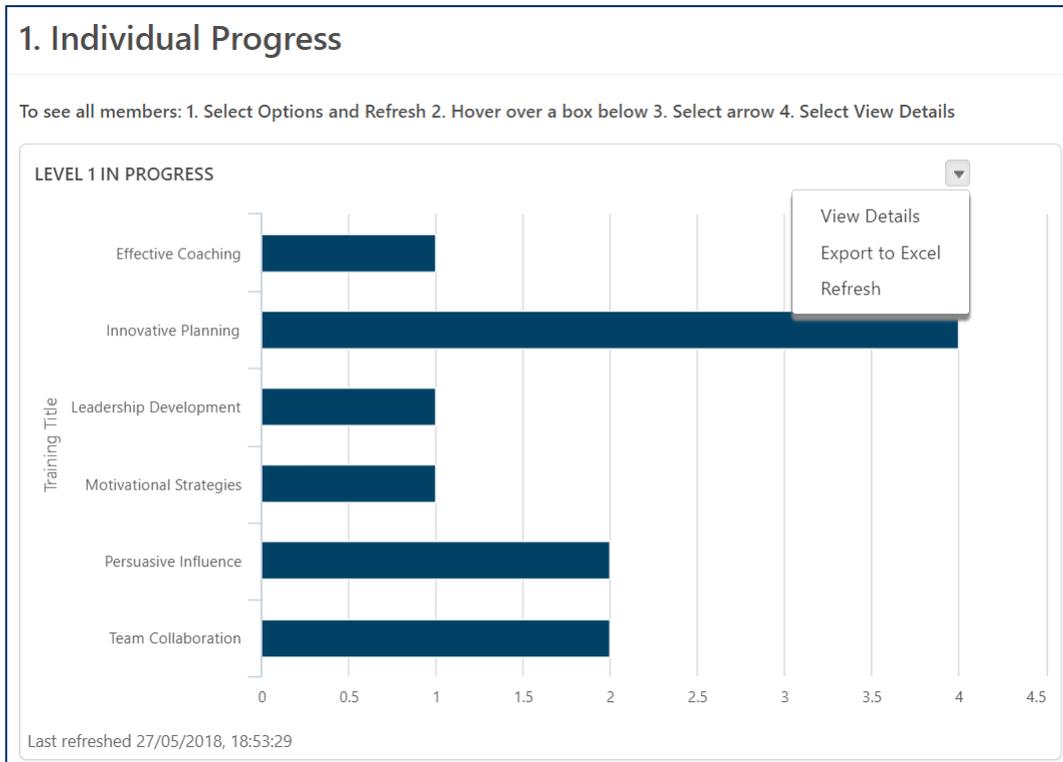


This screenshot is identical to the previous one, but the 'Options' dropdown menu is now open, showing three options: 'Refresh' (highlighted), 'Print', and 'View Details'. This illustrates the step of refreshing the data.

At the bottom of the charts a message will be displayed advising you that the data is being refreshed, this might take a few minutes.

## VIEW DETAILS

Once the data has been refreshed you can view the information on the chart. To get additional details, choose the drop-down arrow that appears when you hover over the chart, and then **View Details**.



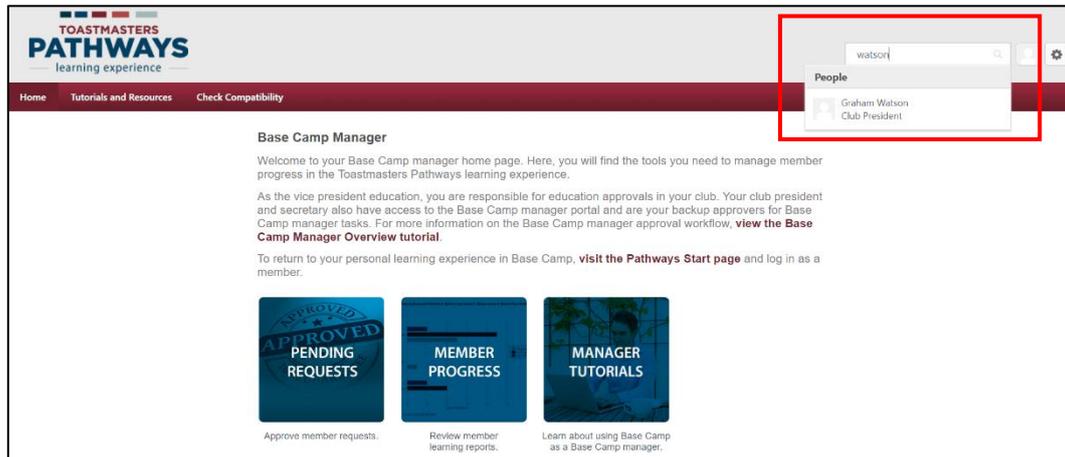
This will open another screen and provide more details on the chart.

## VIEWING MEMBER PROGRESS

While you can't see a member's feedback, you can see where they are up to in their Pathways journey.

### FINDING A MEMBER

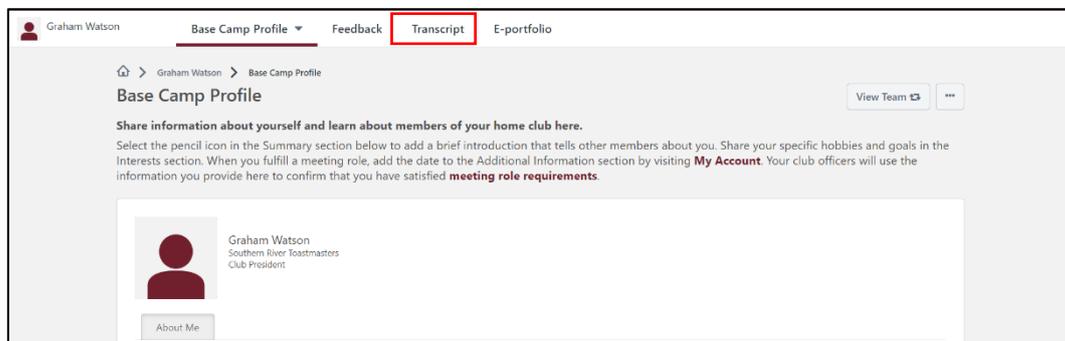
From the Base Camp Manager home page, click in the **Search** field, and enter the member's name. Choose the member from the **drop down**.



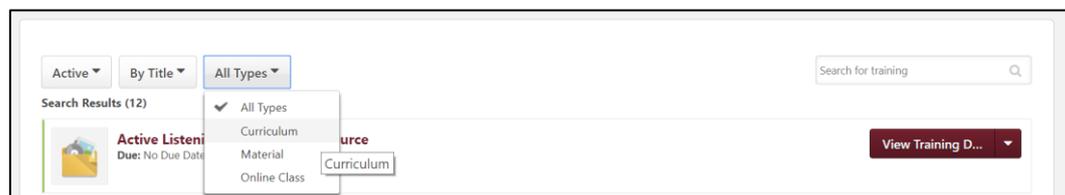
You will then be able to view the Base Camp Profile of the member

### VIEWING PROGRESS

Click on **Transcript** in the Base Camp Profile screen of the member.



In the resulting window, click on the **All Types** drop down list to filter by **Curriculum**.



Then next to their path, click on **Open Curriculum**, to see what progress they are making.

