

So Now You Are a Base Camp Manager

The Base Camp Manager is a Pathways based role given to 3 Club Officers – Vice President of Education, as the primary person responsible, with 2 backups being the President and Secretary. The functionality for that role is automatically assigned to those 3 Club Officers.

Base Camp Manager - Main Duties

- Approve Level Completions for members working in Pathways.
- Assist members with Pathways functionality and queries they may have.

Base Camp Manager - Additional/Optional Duties

- Print up Level Completion certificates to present to members at the Club.
- Monitor Member progress through the Paths.
- Enter the member Level Completion Award in Club Central (however this task is available to any Club Officer)

Main Duty - Confirming Level Completions

When a member completes a Level an email is automatically sent from Base Camp to the Club's contact email address. The letter indicates that a particular member has completed a Level and that the Base Camp Manager (VP Education) needs to Approve the completion so that member can move on to the next Level. However, regardless of the email, you can check for Pending Requests frequently, for example a day or two after a member has given a Level completion speech.

Go into Pathways, log in as the Base Camp Manager for your club

Log in as Base Camp Manager

Then click on the "Pending Requests" tile.



A "Training Pending Approval" listing will be presented to you. We put a yellow arrow to indicate where you have to click on check mark ✓ approved, or click X denied. Assuming they have completed the work assigned, and you know that, easy enough to click check mark ✓ approve. If by chance they got to this point by error discuss with the member. You may need to delay approval until fully completed.

Training Pending Approval				
Printable Version		Export to Excel		(1 Result)
Name <input type="text"/> Search				
Requested By	Training	Type	Date	Options
Member, Example West Winners Toastmasters Club (Club) Club VP Membership (Position)	Level 1 Completion— Visionary Communication	Completion	8/23/2018 7:49 AM	✓ ✗

Once you click the checkmark it brings up a text box. Good to put information in the box, specifically who filled the box out because 3 Club Officers have access to this task. An example here:

Approve Request

Please enter any additional comments:

Approved level 1 completion for you. Congratulations on completing Level 1 - look forward to your speeches as you work through Level 2.

Lloyd Gwilliam
VP Education, West Winner

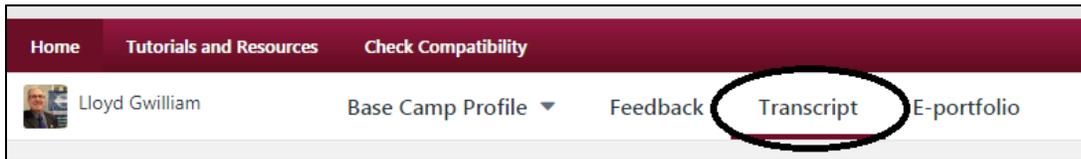
Additional/Optional Duties

Print Level Completion Certificates

At the top right of the Pathways page type in the members name. They should pop up and select them.



Once you are viewing them click on their "Transcript"

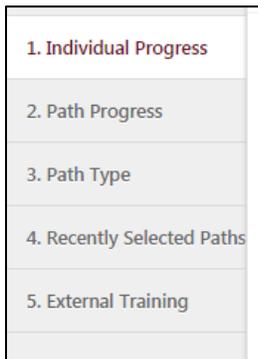


Scroll down to their Path and click on [Open Curriculum](#) find the Level they have completed (it will say 100%)

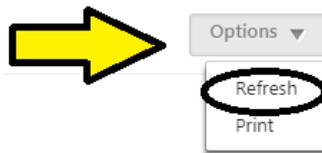
and click on [View Details](#) At the bottom of that Level you will see [View Certificate](#) When you click that a PDF of the certificate will be displayed that you can print, save, etc.

View Member Progress Reports

Clicking on the middle "Member Progress" tile takes you to a variety of reports.



Most important thing to know is that these reports need to be refreshed. You can do that by clicking on the drop down arrow at the top right of the report screens.



Once refreshed you can view the various reports. We won't detail all the reports at this time but a good resource is to go to the search box, upper right of page, and type in "Tracking Progress Overview" and view the Tutorial for that item. It will tell you all about the reports and how to use them.

Enter Level Completion Award at Club Central

Pathways is not directly linked to Toastmasters.org so it does not automatically transfer the knowledge of the member's Level achievement. As in the past one of the Club Officers must submit the Award on Club Central. In most clubs this falls under the role of VP Education but may vary.

Note: one other duty is the ability to approve External Training when members formally request to do projects outside of Toastmasters. In most clubs this may be more informally handled however you can check the Tutorials to understand how this would work. To learn more about this, and other Base Camp Manager duties, simply click on the "Manager Tutorials" tile and explore those.

