



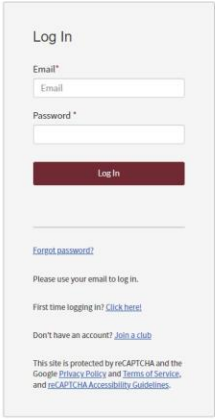
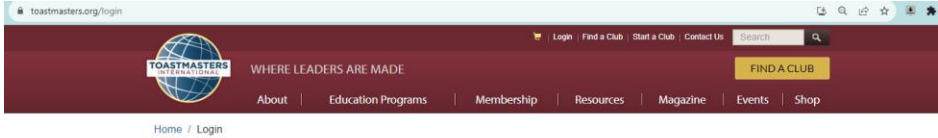
### Pathways Level Completion

Each time a member completes a level, Base Camp Manager would need to complete the 2-section approval process. Follow along...

This approval process can be completed by the Base Camp Manager – President, Vice President of Education and Club Secretary.

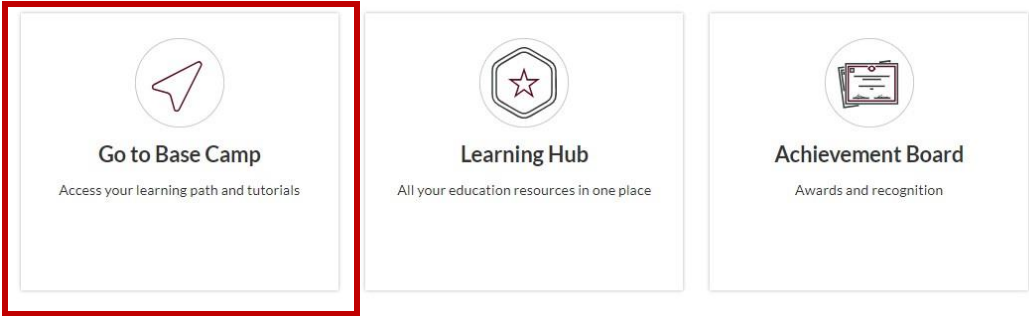
### Section 1: Base Camp Manager

Login to your TI account: <https://www.toastmasters.org/login>



Now from your **My Home**, navigate to **My Education and Achievements** and look for **Go to Base Camp**

My Education and Achievements






Now Click on Go to Base Camp and then scroll down to find the section: Select **The club you would like to interact with as a Base Camp manager**, click your club's name and you will see the below view.

### 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.

Click on **Pending Requests** and approve the requests.

*TIP: Please note down the level and member information for your reference for section 2 approvals*

(3 Results)

	Training	Type	Date	Options
	Level 3 Completion—Presentation Mastery	Completion	8/21/2023 5:17 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Level 2 Completion—Presentation Mastery	Completion	8/22/2023 9:53 AM	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Level 2 Completion—Presentation Mastery	Completion	10/26/2023 12:08 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>

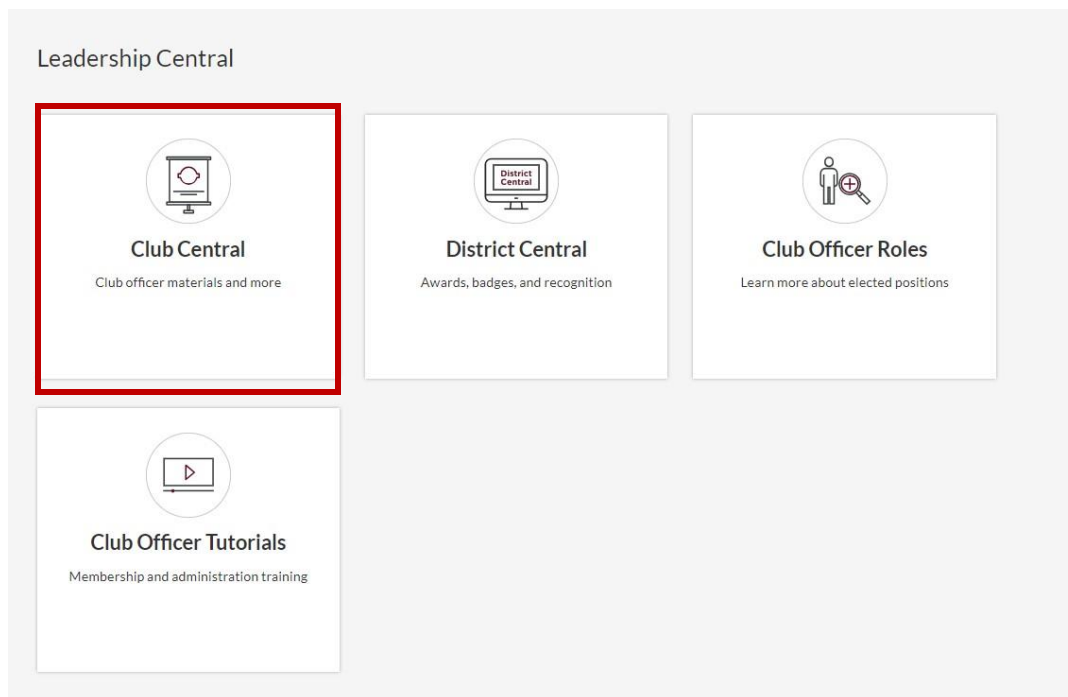
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You have now completed the Section 1 of approvals. Need to complete Section 2 to get full credit.



## Section 2: Club Central

Navigate to **My Home** and look for **Leadership Central** and Click on **Club Central**



Look for **Club Membership** section and look for **Submit Education Awards**

### | CLUB CENTRAL

[Click here for Club Central Tutorials](#)

#### Club Membership

<b>Submit Education Awards</b> Submit member education awards	<b>Membership Management</b> Add/update member records, review/print club roster, and submit payment
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#### Club Management

<b>Club Contact and Meeting Information</b> Update club contact/meeting information	<b>Club Officer Assignment</b> Review, update and assign club officers
<b>Club Success Plan</b> Share club success plans to enhance the quality of member clubs.	<b>Club Demographics</b> Review and update your club's mailing address, officer terms and club preferences
<b>Addendum of Standard Club Options</b> Review, update and print Addendum of Standard Club Options	<b>Club Events</b> Submit information for planned club events
<b>Club Financials</b> Review club receipts and statements	<b>Club Achievements</b> Review and print club awards and achievements



Select the **Member** and corresponding **Education Program** based on approvals in Section 1 - Base Camp Manager

[Home](#) / [My Toastmasters](#) / [Profile](#) / [Club Central](#) / [Submit Education Awards](#)

## I 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.)

Please select an item in the list.

### Select Education Program

Please select the award that the member is applying for:

Please make sure you click on **Submit Award** button to finish Pathways Level Completion Approval.

[Home](#) / [My Toastmasters](#) / [Profile](#) / [Club Central](#) / [Submit Education Awards](#)

## I REVIEW AWARD SUBMISSION

### Member Information

Member ID  
Name

Selected Path

Presentation Mastery, Level 3

Letter of Recognition

Edit

Submit Award

Congratulations you have now completed both the sections to mark Pathways Level Completion for your club. One last check before you are done!



## TI Dashboard

Check <https://dashboards.toastmasters.org/Club.aspx?id=101> to make sure you can see the Level Completion on your Club's dashboard.

*Note: Updates on the dashboard might take some time*

Club Alignment		Membership		Goals	
Region	2	Base	To Date	Goals Met	5
District	101	14	15	Distinguished	5
Division	A	Required	17	Select Distinguished	7
Area	01	20 members or a net growth of 3 new members		President's Distinguished	9

**Chartered 6/1/1991**

Goals to Achieve		Goal	To Date	Status
<b>Education</b>				
1	Level 1 awards <i>All Pathways education awards must be submitted in both Base Camp and Club Central</i>	4	1	3 Level 1s needed
2	Level 2 awards <i>All Pathways education awards must be submitted in both Base Camp and Club Central</i>	2	2	✓
3	More Level 2 awards <i>All Pathways education awards must be submitted in both Base Camp and Club Central</i>	2	0	2 Level 2s needed
4	Level 3 awards <i>All Pathways education awards must be submitted in both Base Camp and Club Central</i>	2	2	✓
5	Level 4, Level 5, or DTM award <i>All Pathways education awards must be submitted in both Base Camp and Club Central</i>	1	1	✓
6	One more Level 4, Level 5, or DTM award <i>All Pathways education awards must be submitted in both Base Camp and Club Central</i>	1	2	✓
<b>Membership</b>				
7	New members	4	2	2 New Members needed
8	More new members	4	0	4 New Members needed
<b>Training</b>				
9	Club officers trained June-August	4	5	First Training Period Achieved
	Club officers trained November-February	4	0	Second Training Period 4 needed
<b>Administration</b>				
10	Membership-renewal dues on time	Y	1	✓
	Club officer list on time	Y	1	✓

You are now done!

If you have any questions, please stop by

D101 [Pathways After Hours](#) on any 1st or 3rd Tuesday 6-7 PM PST.

Or

reach out to [quality@d101tm.org](mailto:quality@d101tm.org).