

Base Camp Manager Reference Guide (VPE, President, Secretary)

Base Camp Manager Key Responsibilities:

- Verify Project and Level completion (Online & Print versions)
- Approve speeches outside of the club
- Track member progress

Questions and Tips for Base Camp Managers:

- All new members from December 5, 2017 must do Pathways. There is no option for the traditional CC and CL manuals. Existing members have till June 30, 2020 to transition.
- **Email notifications sent to Base Camp Managers will automatically be sent to the email addresses on Club Central at TI website.** A few suggestions so email requests are received by all 3 Base Camp managers include:
 - (a.) create a common Base Camp email account in google/yahoo and share with the 3 Base Camp Managers
 - (b.) use Free Toasthost if you already utilize it). See Using Toasthost link below.
- Why can't a member move on to Project 2? It's likely the member did not complete the entire Project 1. In Level 1, Project 1, members cannot move forward unless they complete the before and after speech online self-assessment within Project 1.
- Why are members having trouble seeing their 1st project in Pathways. Several things can affect this.
 - Ensure Pop-Up Blockers are disabled. Have members select "Check Compatibility" tab on top menu. If needed, search Internet for how to disable Pop-Up Blockers for their specific browser.
 - Members may need to resize the pop-up window to view the navigation arrows on the left and right of window.
- Why can't I see all the members on Pathways when I run a report? You can only see members that have selected your club as their home club. Members of 2 or more clubs may have another club selected as their Home Club. You will need to communicate with the member to understand where they are. The member decides which club gets award credit (just like today).

Resources and Links:

- **Getting started using Base Camp Manager:**
http://d4tm.org/images/documents/Getting_Started_Using_Pathways_Base_Camp_Manager.pdf.

- **Base Camp Manager Duties.** Step-by-step instructions for VPEs to respond to member level completion requests and track member progress.
http://d4tm.org/images/documents/Base_Camp_Manager_Duties.pdf
- Pathways Overview & Information: <http://d4tm.org/index.php/educational-program/pathways.html> or <https://d57tm.org/pathways/>.
- Detailed Paths & Projects useful in selecting a path: <http://d4tm.org/educational-program/pathways/paths-and-projects>.
- Pathways Q&A: www.toastmasters.org/Education/Pathways/FAQ
- Using Toasthost to receive Base Camp Manager emails: http://d57tm.org/wp-content/uploads/2018/02/FTH_email_changes_for_Pathways.txt
- If you are on FACEBOOK consider joining the **TOASTMASTERS Pathways Discussion Forum** – This is an UNOFFICIAL forum for Toastmasters to discuss their experiences, ask questions, and offer ideas, information, and insights regarding PATHWAYS. This group has over 4000 members and is made up of members, Pathways Guides & Ambassadors and district leaders.

- **Base Camp Manager Tutorials:** There are 2 ways to access:
 - From Base Camp Home Page, select “Tutorial & Resource” tab on top menu, select “Base Camp Manager” on left side menu.
 - Once logged into Pathways as a Base Camp Manager (when your term starts), there are excellent Tutorials. From Base Camp Home page, Select “Manager Tutorials” tile.

- **Tutorials:** Excellent tutorials are available in both video and PDF formats if you or your members are unsure how to access or do something. From Base Camp HOME page, there are at least 2 ways to access these:
 - Via the NAVIGATING BASE CAMP tile
 - Via the tab at the top menu of page, “Tutorials and Resources”.

- **Evaluation Forms.** Any member can access any Evaluation form. From Base Camp HOME page, there are 4 ways to access these:
 - Via the SPEECH EVALUATION tile, or
 - Via the tab at the top menu of page, “Tutorials and Resources”, or
 - Type project name at Search box at the top of page, or
 - You can access your own Evaluation form within your specific project

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