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

← → C ● Secure	https://www.toastmasters.org			Q 04 3	* 🖸
		🛒 Login Find a Club Start a C	lub Contact Us	Search	۹
TOASTMASTERS	WHERE LEADERS ARE MADE			FIND A CLUE	3
	About Pathways Education Membershi	ip Leadership Central Resourc	es Magazin	e Events Sh	юр

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**.

	1	Welcome,	🛒 Logout Find a	I Club Start a Club Contact Us	Search
TOASTMASTERS INTERNATIONAL WHERE	ARE MADE				FIND A CLUB
About F	Pathways Ec 2 n	Membership L	eadership Central	Resources Magazir	ne Events Shop
Pathway	rs			_	
Learn more Access my	path through Base Camp	Take ti Go to l	ie assessment Base Camp	Choose a path	

Then Access my path through Base Camp section.

LOG IN AS BASE CAMP MANAGER

The Pathways Learning Experience screen will be displayed.

I PATHWAYS LEARNING EX	(PERIENCE	
Welcome to Pathways! You'll be challenged and Choose your path What are your goals and how will you achieve them? Take the Pathways Assessment to Identify the path that best aligns with your interests and objectives. Club officers: you can order a path for yourself or a path in printed materials for your members. Yourself Another Member	Access must have the transformed to the personnal year of the transformed and the personnal year of the transformed and the personnal year of the personna	And professionally. The Navigator View The Navigator to guide you through each step of your journey. Refer to it to support your progress and to answer your questions along the way. Select Language: English
Continue to Path Selection	Log in as Base Camp Manager	Launch The Navigator

Choose Log in as Base Camp Manager.

CHECK PENDING REQUESTS

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

Base Camp Manager		
Welcome to your Base Cam progress in the Toastmasters	p manager home page. H s Pathways learning expo	Here, you will find the tools you need to manage member erience.
As the vice president educat and secretary also have acc Camp manager tasks. For m Camp Manager Overview t	ion, you are responsible ess to the Base Camp m lore information on the B utorial .	for education approvals in your club. Your club president anager portal and are your backup approvers for Base ase Camp manager approval workflow, view the Base
To return to your personal le member.	MEMBER PROGRESS	ee Camp, visit the Pathways Start page and log in as a MANAGER TUTORIALS
Approve member requests.	Review member learning reports.	Learn about using Base Camp as a Base Camp manager.

Any pending requests will be displayed as shown below:

View Pending Requests View outstanding training requests you must approve, defer, or deny. Deferring a request will send the requirance approvals on your behalt, you may share your approving permissions for users for whom you are the	est to the n following:	ext person in the approval chain for	that employee. Click on the employe	e's name to view their transcript. If yc	u would like others to
Training Pending Approval Printable Version X Export to Excel Name Q Search					(2 Results)
Requested By		Training	Туре	Date	Options
Chan, Stephanie 🥔 Southorn River Toastmasters (Club) Club VP Public Relations (Position)	-	Level 1 Completion— Innovative Planning	Completion	4/4/2018 5:49 AM	√ x
Dall, Glulietta 🧭 Southern River Toastmasters (Club) Club VP Education (Position)	<i>é</i> \$	Level 1 Completion— Innovative Planning	Completion	4/4/2018 7:48 AM	√ ×
«Back					Marcian: 15.3.3.18
				Powered by Cornerstone OnDemand All Rights Reserved. Terms	l, Inc. ©2000-2014 - Privacy - Cookies

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

		Welcome,	🛒 Logout Find a C	lub Start a Club	Contact Us	Search	٩
TOASTMASTERS	WHERE LEADERS ARE MA	\DE		FIND A CLU	в		
	About Pathways Educa	ation Membership	Leadership Central	Resources	Magazine	Events S	hop
	Leadership Central						
	Club Central Club Officer Tools Legal and Tax Compliance Eligibility Assistant	District Central District Leader Tools The Leader Letter Region Advisor	Distinguished Perform Governing Documents Month-End Closing Da Region Realignment 2	ance Reports ates 018			

3. Choose Submit Education Award

I CLUB CENTRAL	1363463 - SOUTHERN RIVER TOASTMASTERS					
Club Membership						
Add Membership Add new, dual or reinstated members	Submit Payment Submit credit or debit card payment for memberships					
Submit Education Awards	Club Roster Review and print your club's roster. Update member contact information					

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

SUBMIT EDUCATION AWAF	NDS
Select Education Program	~
Online Innovative Planning, Level 1 (English)	
Competent Communicator	
Advanced Communicator Bronze	
Advanced Communicator Silver	
Advanced Communicator Gold	
Competent Leader	
Advanced Leader Bronze	
Advanced Leader Silver	
Distinguished Toastmaster	
Select Education Program	*

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.



CHOOSE THE TYPE OF REPORT

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

	M Dashboard	Dashboard							
	1. Individual Progress								
1. Individual Progress	To see all members: 1. Select (Options and Refi	resh 2. Hover	over a box l	pelow 3. Se	elect arro	w 4. Select \	View Details	
2. Path Progress	LEVEL 1 IN PROGRESS								
3. Path Type	Effective Coaching								
4. Recently Selected Paths	-								
5. External Training	Innovative Planning								

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**.

	斎) Dashboard	
	1. Individual Progress	Options 🖷
1. Individual Progress	To see all manshare 1 Solart Ontions and Refrack 2 Howar was a how balaw 2 Solart arrow A Solart View Dataile	Refresh
n marriadan r rogress	to see all members, it, select Options and Reliesh 2, movel over a box below 3, select allow 4, select allow Details	Print
2. Path Progress	LEVEL 1 IN PROGRESS	
3. Path Type	Effective Countries	
4. Recently Selected Paths		
5. External Training	Innovative Planning	

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**.

TOASTMASTERS PATHWAYS learning experience				watson	s 🕈
Home Tutorials and Resources Che	eck Compatibility			Graham Watson	
	Base Camp Manager				
	Welcome to your Base Cam progress in the Toastmaster	p manager home page Pathways learning ex	Here, you will find the tools you need to mana perience.	ge member	
	As the vice president educat and secretary also have acc Camp manager tasks. For m Camp Manager Overview t	ion, you are responsibl ess to the Base Camp ore information on the utorial.	e for education approvals in your club. Your clu manager portal and are your backup approvers Base Camp manager approval workflow, view	b president for Base the Base	
	To return to your personal le member.	arning experience in B	ase Camp, visit the Pathways Start page and	log in as a	
	APPROVED PENDING REQUESTS	MEMBER PROGRESS	MANAGER TUTORIALS		
	Approve member requests.	Review member learning reports.	Learn about using Base Camp as a Base Camp manager.		

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.

Active By Title	All Types 🔻	Search for training
Search Results (12)	All Types Curriculum	

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

Active T By Title Curriculum Search Results (1)	Search for training Q
Due: No Due Date Status: In Progress	Open Curriculum 👻