# Base Camp Manager Instructions
Janice L. Buffalow, DTM, MS2, EH2

The following information contains how Base Camp Managers can monitor their members' progression through Pathways.

Who are the Base Camp Managers (BCMs)? VP-Education (primary), President, Secretary. These are the only club officers who can access Base Camp.

How do I access Base Camp? BCMs can access Base Camp via their profile page after logging in. Select the club, click in the box, and click Go.
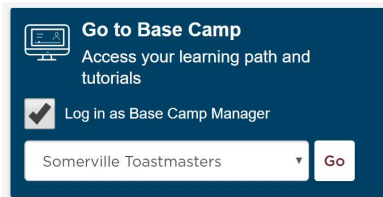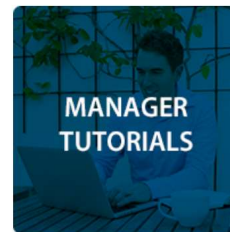

Below are the options for BCMs:

Approve member requests.	Review member learning reports.	Learn about using Base Camp as a Base Camp manager.

Pending Requests: This is where the BCM will go to approve or reject a request from a club member. NOTE: BCM cannot approve their own educational achievements.

NOTE: If a member is a dual member and is not found on your list, that is an indication the dual member may be logged in under the other club. It is good to know which members belong to more than one club!

An email will be sent from TI to all Base Camp Managers when a member has completed a Level.

NOTE: Please encourage members to notify their BCM team when they have completed the work on a Level in Pathways.

Click on Pending Requests. You will see a member has completed a level, similar to below:

View Pending Requests

View outstanding training requests you must approve, defer, or deny. Deferring a request will send the request to the next person in the approval chain for that employee. Click on the employee's name to view their transcript. If you would like others to make approvals on your behalf, you may share your approving permissions for users for whom you are the following:

Training Pending Approval					
🖨 **Printable Version** 📊 **Export to Excel**					*(1 Result)*
Name ⬚ 🔍 Search					
Requested By		**Training**	**Type**	**Date**	**Options**
Buffalow, Janice 📦 Tower And Bridge Toastmasters Club (Club) Club VP Education (Position)	🧊	**Level 2 Completion—Engaging Humor**	Completion	8/24/2019 12:16 PM	✔ ✖

If you have any questions regarding the completion, contact the member; otherwise, click on the ✔

In the box, type the following: Approved – date – first name last name, then click submit.

You will need to exit to the main page of the TI website; you may need to log in again.
Click on LEADERSHIP CENTRAL; go to CLUB CENTRAL and select Submit Education Awards. Select the member, select the Education Program, and submit. Be sure to make note of which level is to be approved in Club Central.

You should receive an email from TI stating the member has received their educational award; the member will receive one as well.

Member Progress: The BCMs can view the status of their club members. NOTE: Always refresh the page before viewing. This is located on right side of the page. Click on Refresh. It may take several minutes for the page to refresh.

NOTE: If a member is a dual member and is not found on this list, that is an indication the dual member may be logged in under the other club. If a member is an officer, their role is indicated under their name.

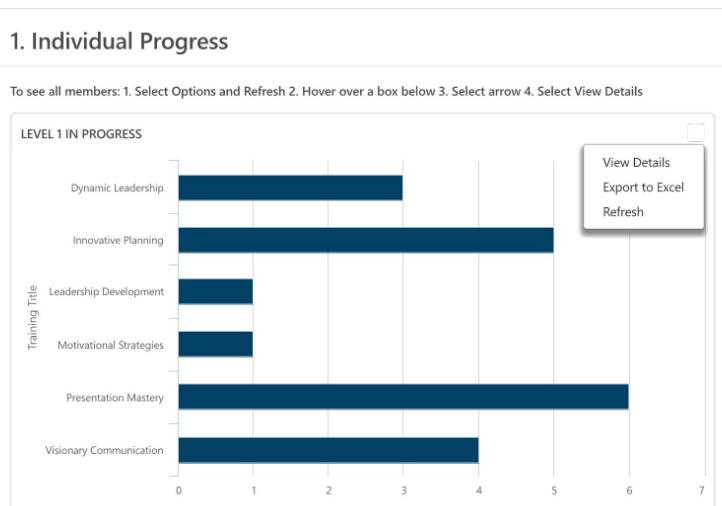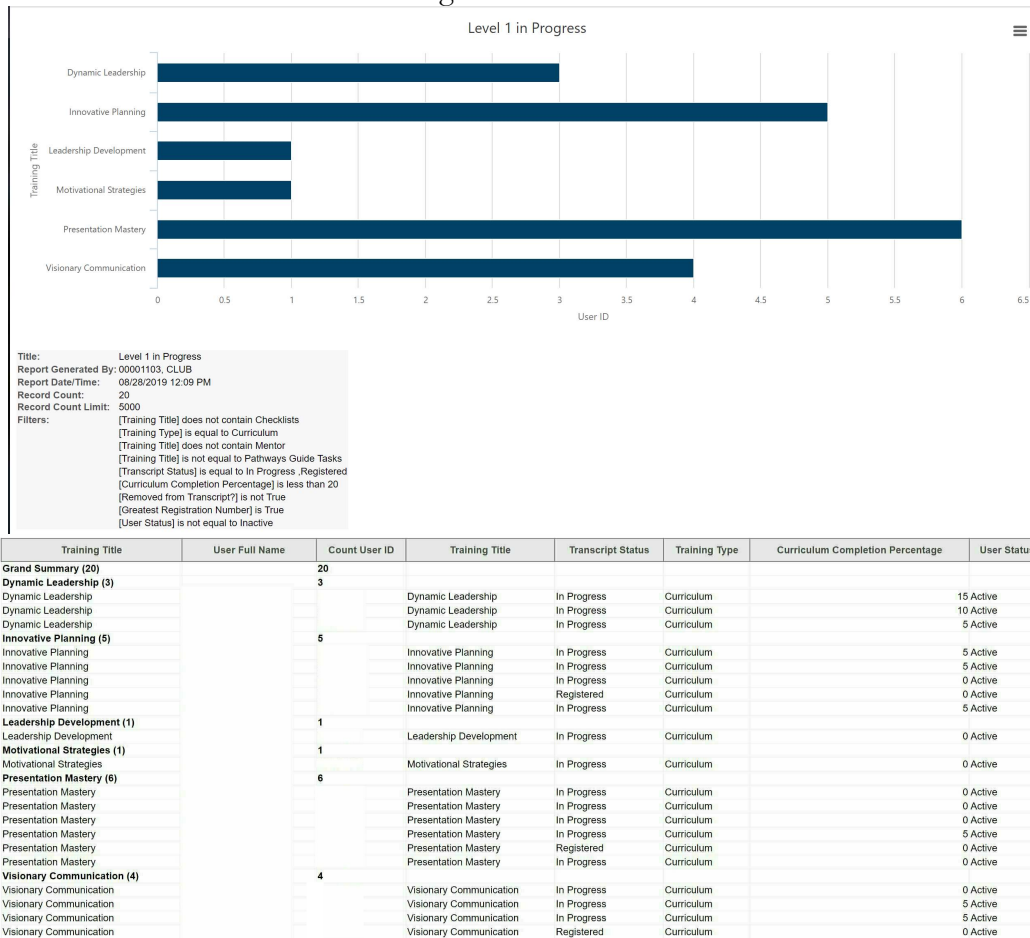| Options ▼ |
|---|
| Refresh |
| Print |
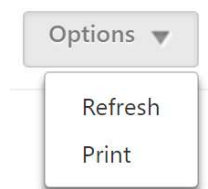
There are 5 options:
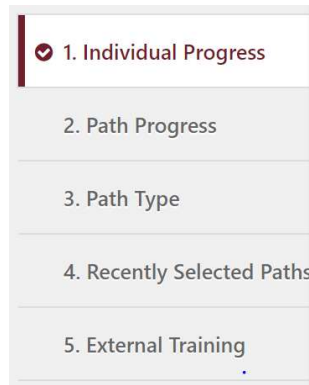
- Individual Progress displays status of each member; example below
- Path Progress displays the status of each path as in-progress or registered; example below
- Path Type displays the number of paths purchased as online vs. print., no example provided unless your club has members working online and others working in print.
- Recently Selected Paths displays which members selected a path within the past month, example provided.
- External Training displays those members who request to present projects outside of their normal clubs. Please review the tutorials, click here; then click on PROJECTS OUTSIDE OUR CLUB.

Individual Progress

Individual Progress can be viewed as graphs or details. The diagram below illustrates the graph format for all members in Level 1; there is a graph with associated details for each Level.

Click on View Details to reveal the following information:

Training Title	User Full Name	Count User ID	Training Title	Transcript Status	Training Type	Curriculum Completion Percentage	User Status
Grand Summary (20)		20					
Dynamic Leadership (3)		3					
Dynamic Leadership			Dynamic Leadership	In Progress	Curriculum	15	Active
Dynamic Leadership			Dynamic Leadership	In Progress	Curriculum	10	Active
Dynamic Leadership			Dynamic Leadership	In Progress	Curriculum	5	Active
Innovative Planning (5)		5					
Innovative Planning			Innovative Planning	In Progress	Curriculum	5	Active
Innovative Planning			Innovative Planning	In Progress	Curriculum	5	Active
Innovative Planning			Innovative Planning	In Progress	Curriculum	0	Active
Innovative Planning			Innovative Planning	Registered	Curriculum	0	Active
Innovative Planning			Innovative Planning	In Progress	Curriculum	5	Active
Leadership Development (1)		1					
Leadership Development			Leadership Development	In Progress	Curriculum	0	Active
Motivational Strategies (1)		1					
Motivational Strategies			Motivational Strategies	In Progress	Curriculum	0	Active
Presentation Mastery (6)		6					
Presentation Mastery			Presentation Mastery	In Progress	Curriculum	0	Active
Presentation Mastery			Presentation Mastery	In Progress	Curriculum	0	Active
Presentation Mastery			Presentation Mastery	In Progress	Curriculum	0	Active
Presentation Mastery			Presentation Mastery	In Progress	Curriculum	5	Active
Presentation Mastery			Presentation Mastery	Registered	Curriculum	0	Active
Presentation Mastery			Presentation Mastery	In Progress	Curriculum	0	Active
Visionary Communication (4)		4					
Visionary Communication			Visionary Communication	In Progress	Curriculum	0	Active
Visionary Communication			Visionary Communication	In Progress	Curriculum	5	Active
Visionary Communication			Visionary Communication	In Progress	Curriculum	5	Active
Visionary Communication			Visionary Communication	Registered	Curriculum	0	Active

NOTE: The value in Curriculum Completion Percentage relates to how far a member has gone in completing their path. Please note you may need to double check with the member and/or agendas to ensure the member has completed the levels as sometimes a member will be working through their project and keep clicking not realizing they have completed the AFTER-SPEECH Self-Evaluation questions.

Path Progress

These diagrams show which paths are in progress and those which have been selected but not yet started. There are 4 diagrams: Status of all Paths, Paths Registered not yet Started, Paths in Progress, and Paths Completed (not shown, as my club does not have any).

Each of these sections have the ability to View Details by hovering in the upper right area (it is somewhat invisible) and clicking on the appropriate selection when it appears.
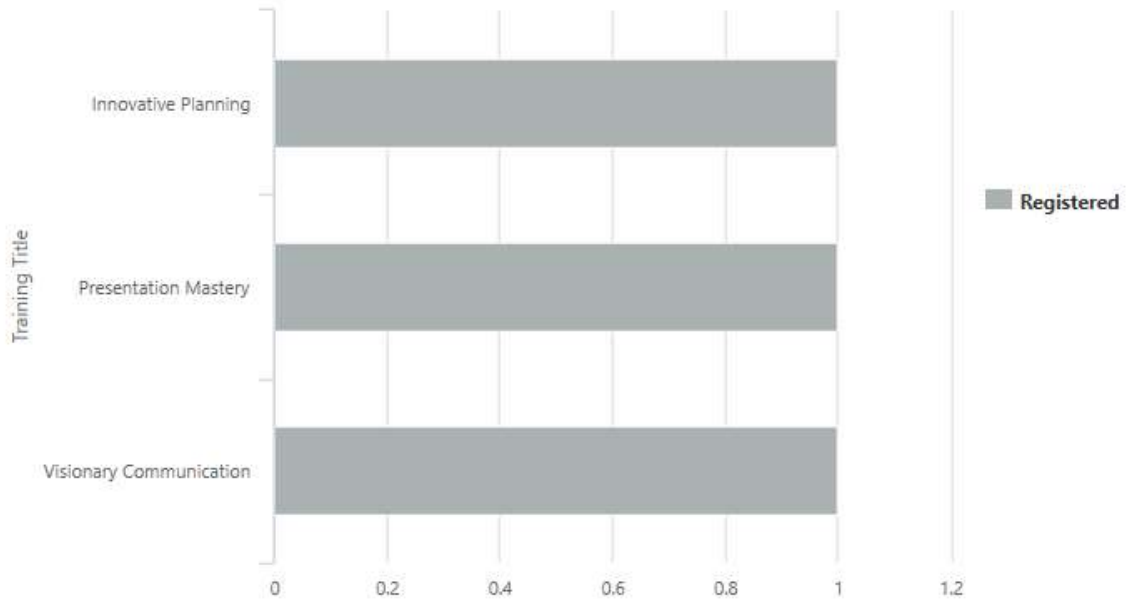
To see all members: 1. Select Options and Refresh 2. Hover over a box below 3. Select arrow 4. Select View Details
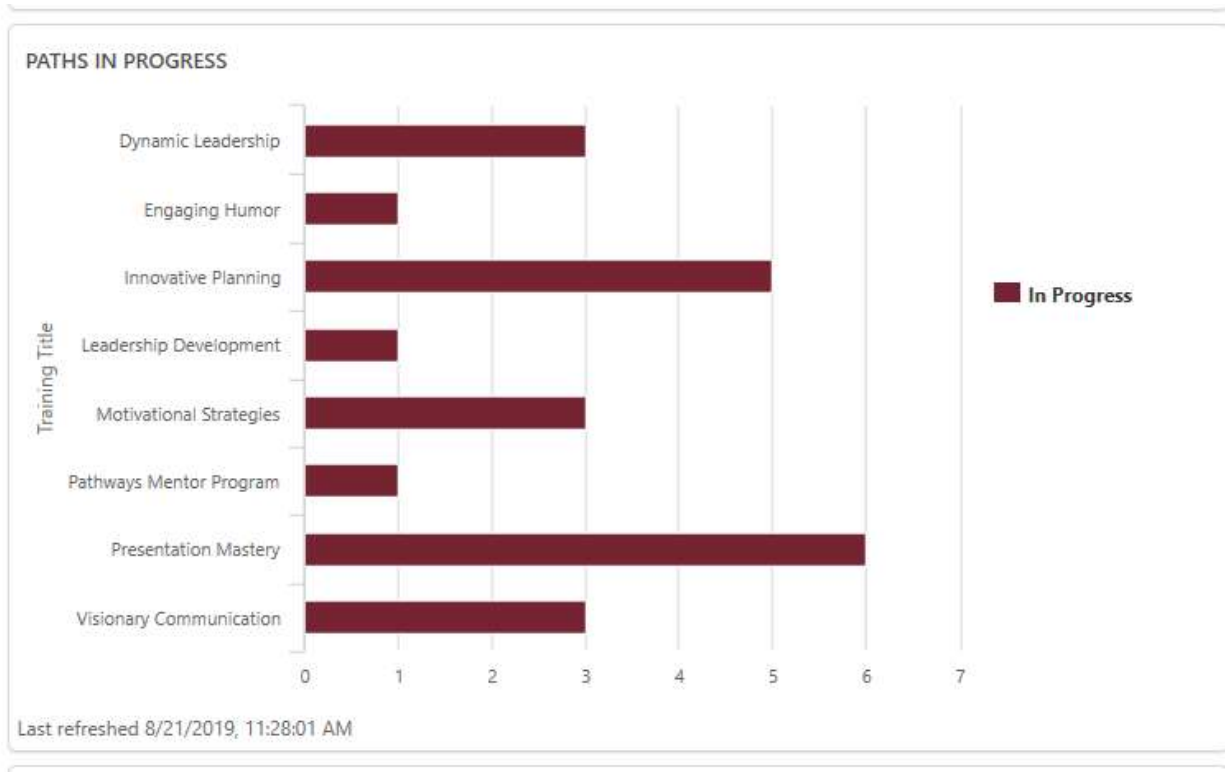
STATUS OF ALL PATHS
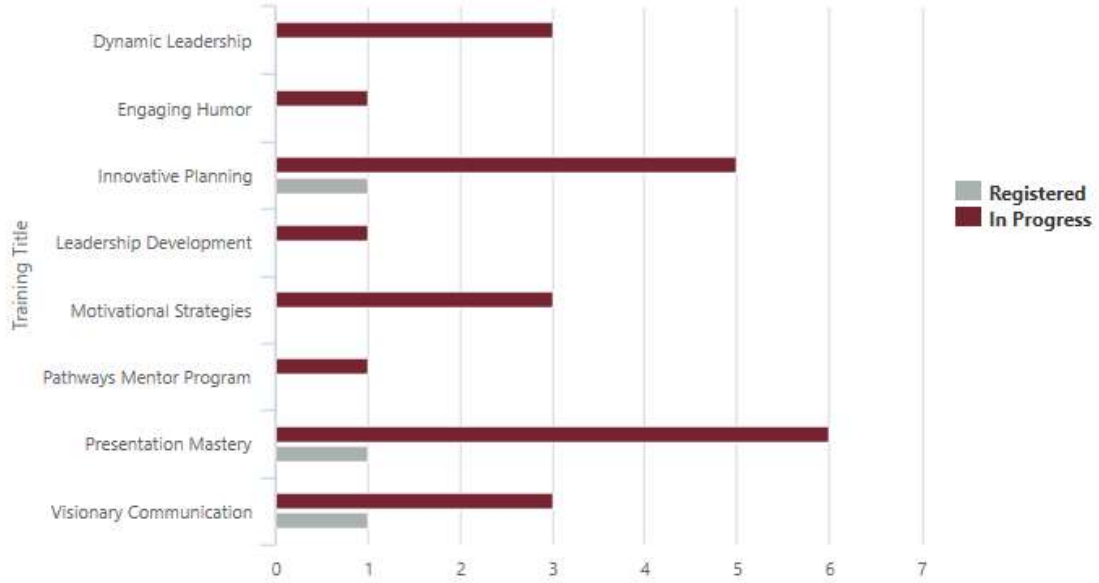
Last refreshed 8/21/2019, 11:28:05 AM

PATHS REGISTERED NOT YET STARTED

Last refreshed 8/21/2019, 11:28:02 AM

PATHS IN PROGRESS

Last refreshed 8/21/2019, 11:28:01 AM

Recently Selected Paths

This is a summary of those paths selected in the past month. This section has the ability to View Details (shown below) by hovering in the upper right area (it is somewhat invisible) and clicking on the appropriate selection when it appears.

Paths Members Selected in the Past Month
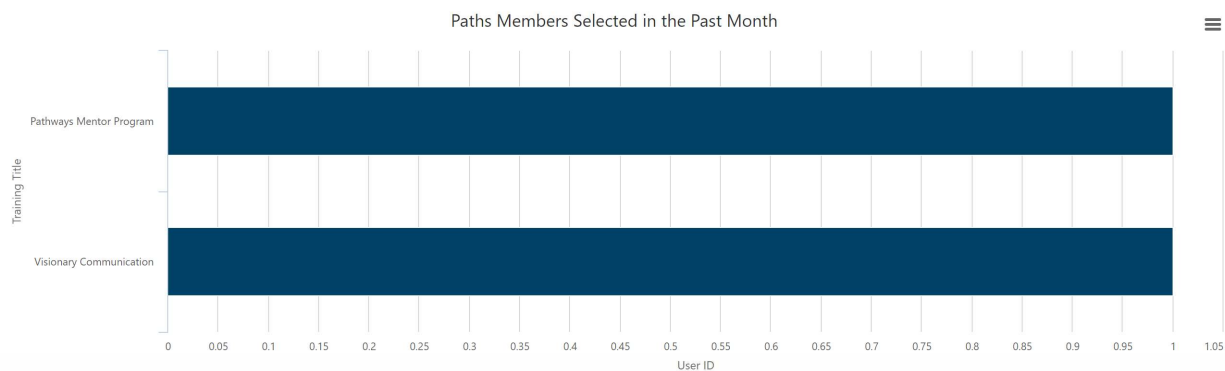
Title: Paths Members Selected in the Past Month
Report Generated By: 00001103, CLUB
Report Date/Time: 08/28/2019 12:22 PM
Record Count: 2
Record Count Limit: 5000
Filters: [Training Type] is equal to Curriculum
[Training Title] is not equal to Pathways Guide Tasks
[Transcript Assigned Date] This Month
[Removed from Transcript?] is not True
[Greatest Registration Number] is True
[User Status] is not equal to Inactive

| Training Title	User Full Name	Count User ID	User Status	Training Title	Transcript Assigned Date	Training Type	Transcript Registration Date
Grand Summary (2)		2					
Pathways Mentor Program (1)		1					
Pathways Mentor Program			Active	Pathways Mentor Program	08/13/2019 10:18 AM	Curriculum	08/13/2019 10:18 AM
Visionary Communication (1)		1					
Visionary Communication			Active	Visionary Communication	08/07/2019 09:00 AM	Curriculum	08/07/2019 09:00 AM

Another Method of Checking Members' Base Camp Progress

The following describes how a BCM can see the Base Camp information of each member. Along the top of the menu bar between the search box and the cog, there is a box where a photo (labeled as Universal Profile) would be in a member's base camp. Click on that box.


Base Camp Manager

The following example appears; click on View Team.
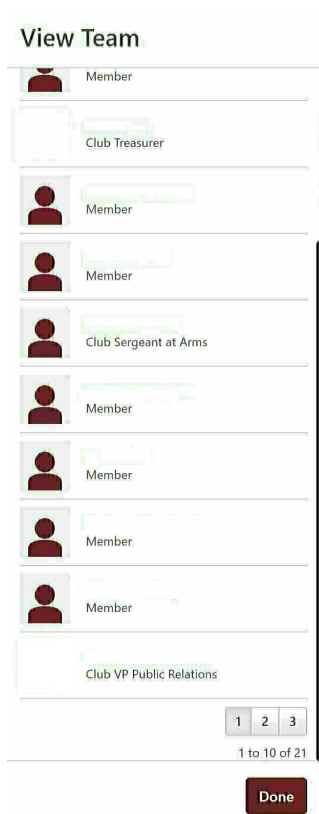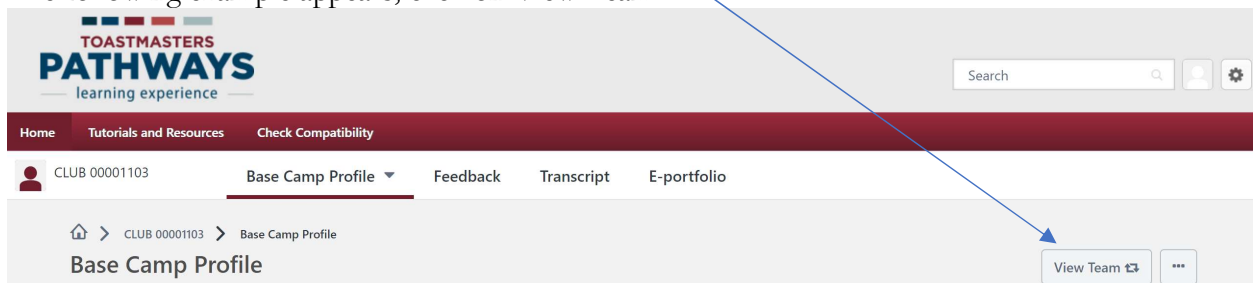
This view provides a list of all members enrolled in Pathways; at the bottom, is the indicator as to how many members are registered and/or in progress within Pathways.

NOTE: If a member is a dual member and is not found on this list, that is an indication the dual member may be logged in under the other club. If a member is an officer, their role is indicated under their name.

Click on a member's name and a profile screen will appear:
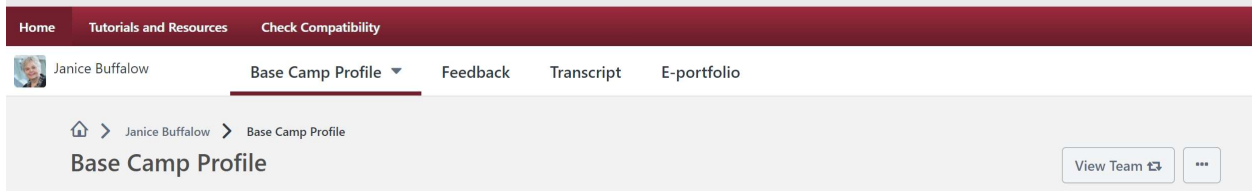
It has a similar appearance of the member's base camp only it is being displayed from the perspective of a BCM. Click on Transcript; their education transcript will appear. You can select the path similarly as if you were in your own base camp.
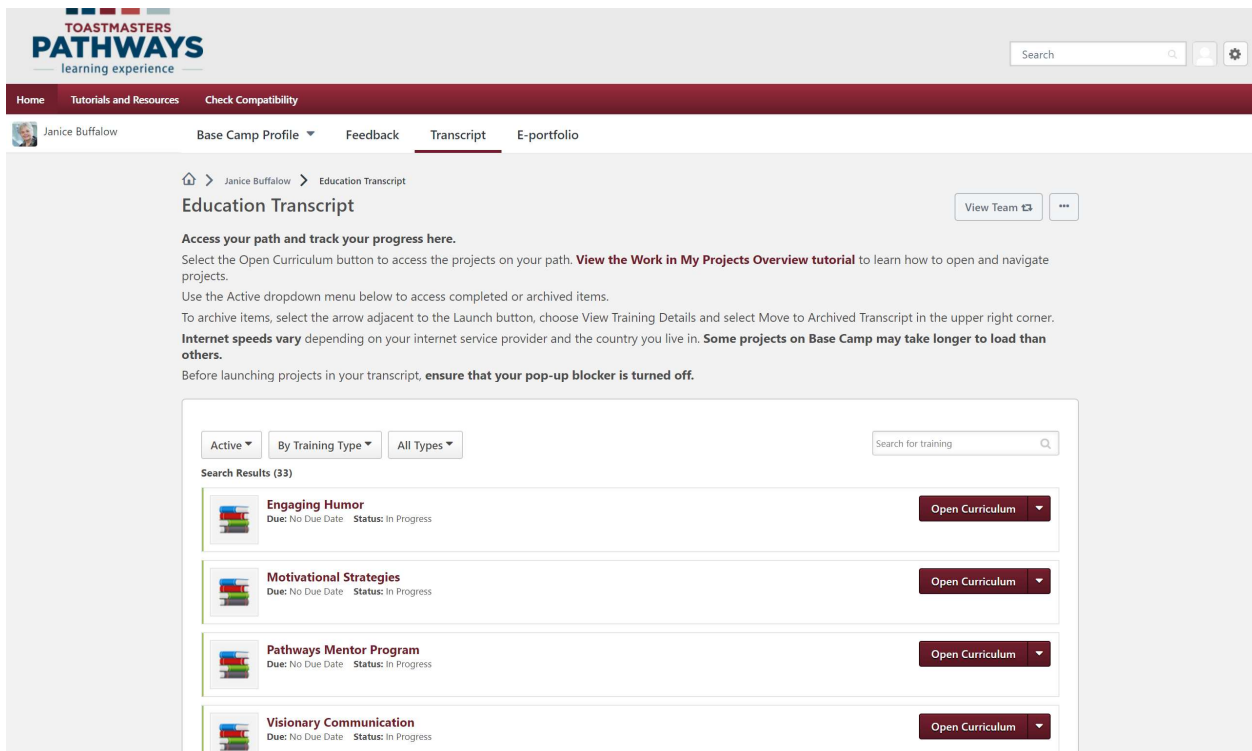
Here is a sample. Please note the member is 40% of the way through the path, Levels 1 and 2 are complete. The member is working on Level 3.

As a BCM, you can print their achievement certificate and present it to them at the next meeting or at another time.   I suggest recognizing at the next meeting to keep the motivation and encouragement strong. Go to the last achievement in base camp and click on View Certificate.

Level 2 Completion—Motivational Strategies
Status: Completed   Due: No Due Date
Use this resource to help you through the process of requesting that your vice president education approve your completion of Motivational Strategies Level 2.

View Certificate

The certificate will display; at this time, print the certificate to hand to the member in the form of recognition.

CustomCertificate.aspx   1 / 1

TOASTMASTERS
PATHWAYS
— learning experience —

Toastmasters International presents this

CERTIFICATE OF COMPLETION

to
Janice Buffalow

for achieving Level 2 of Motivational Strategies

Lark Doley
Lark Doley
International President

Daniel Rex
Chief Executive Officer

Certificate issued 8/6/2019

As BCM, you can view the member's training progress by clicking on View Details:

Motivational Strategies

Training Details

Training Type: Curriculum
Provider: Toastmasters International
Version: 2.0
Training Hours: 0 Hours 0 Min
Description:

The Motivational Strategies path is designed to help you build your skills as a powerful and effective communicator. The projects on this path focus on learning strategies for building connections with the people around you, understanding motivation, and successfully leading small groups to accomplish tasks. This path culminates in a comprehensive team-building project that brings all of your skills together— including public speaking.

Status: In Progress
Due Date: None
Expiration Date:
Language of Item: English
Path Delivery Method: Online

Curriculum

Select A Training View
○ All Training   ○ Activated Training   ○ Not Activated Training   ☐ Check to sort by due date (uncheck box to return to default view)

TITLE (CLICK ON ⊙ TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	STATUS	OPTIONS	DETAILS
Level 1 (Min. required: 4)	Section	None		None	None
Ice Breaker	Online Class	None	Completed	None	⊙☰
Evaluation and Feedback	Online Class	None	Completed	None	⊙☰
Researching and Presenting	Online Class	None	Completed	None	⊙☰
Level 1 Completion—Motivational Strategies	PDF	None	Completed	**Launch** None	⊙☰
Level 2 (Min. required: 4)	Section	None		None	None
Understanding Your Communication Style	Online Class	None	Completed	None	⊙☰
Active Listening	Online Class	None	Completed	None	⊙☰
Introduction to Toastmasters Mentoring	Online Class	None	Completed	None	⊙☰
Level 2 Completion—Motivational Strategies	PDF	None	Completed	**Launch** None	⊙☰
Level 3 (Min. required: 3)	Section	None		None	None
Understanding Emotional Intelligence	Online Class	None	In Progress	None	⊙☰
Elective Projects (Min. required: 2)	Section	None		None	None
Deliver Social Speeches	Online Class	None	Not Activated	**Activate** None	None
Using Presentation Software	Online Class	None	Not Activated	**Activate** None	None
Connect with Storytelling	Online Class	None	In Progress	None	⊙☰
Creating Effective Visual Aids	Online Class	None	Not Activated	**Activate** None	None
Using Descriptive Language	Online Class	None	Not Activated	**Activate** None	None
Connect with Your Audience	Online Class	None	In Progress	None	⊙☰
Make Connections Through Networking	Online Class	None	Not Activated	**Activate** None	None
Focus on the Positive	Online Class	None	In Progress	None	⊙☰
Inspire Your Audience	Online Class	None	Not Activated	**Activate** None	None
Prepare for an Interview	Online Class	None	In Progress	None	⊙☰
Understanding Vocal Variety	Online Class	None	Not Activated	**Activate** None	None
Effective Body Language	Online Class	None	Not Activated	**Activate** None	None
Know Your Sense of Humor	Online Class	None	Not Activated	**Activate** None	None
Level 3 Completion—Motivational Strategies	PDF	None	Pending Prior Training	None	None
Level 4 (Min. required: 3)	Section	None		None	None
Motivate Others	Online Class	None	Pending Prior Training	None	None
Elective Projects (Min. required: 1)	Section	None		None	None
Create a Podcast	Online Class	None	Pending Prior Training	None	None
Building a Social Media Presence	Online Class	None	Pending Prior Training	None	None
Managing a Difficult Audience	Online Class	None	Pending Prior Training	None	None
Write a Compelling Blog	Online Class	None	Pending Prior Training	None	None
Manage Online Meetings	Online Class	None	Pending Prior Training	None	None
Question-and-Answer Session	Online Class	None	Pending Prior Training	None	None
Public Relations Strategies	Online Class	None	Pending Prior Training	None	None
Manage Projects Successfully	Online Class	None	Pending Prior Training	None	None
Level 4 Completion—Motivational Strategies	PDF	None	Pending Prior Training	None	None
Level 5 (Min. required: 4)	Section	None		None	None
Team Building	Online Class	None	Pending Prior Training	None	None
Elective Projects (Min. required: 1)	Section	None		None	None
Lessons Learned	Online Class	None	Pending Prior Training	None	None
Moderate a Panel Discussion	Online Class	None	Pending Prior Training	None	None
Ethical Leadership	Online Class	None	Pending Prior Training	None	None
High Performance Leadership	Online Class	None	Pending Prior Training	None	None
Leading in Your Volunteer Organization	Online Class	None	Pending Prior Training	None	None
Prepare to Speak Professionally	Online Class	None	Pending Prior Training	None	None
Reflect on Your Path	Online Class	None	Pending Prior Training	None	None
Level 5 Completion—Motivational Strategies	PDF	None	Pending Prior Training	None	None

If there are any questions, please contact:

Janice L. Buffalow, DTM
2019-2020 Pathways Education Chair
908-938-0994
janicebuffalow@msn.com