Pathways Base Camp Cheat Sheet

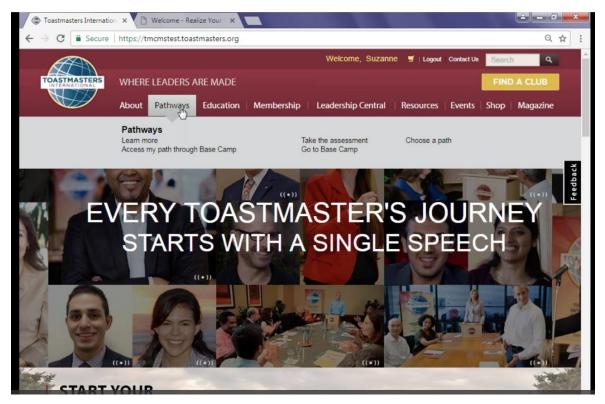
1. Getting started, selecting a path

On www.toastmasters.org

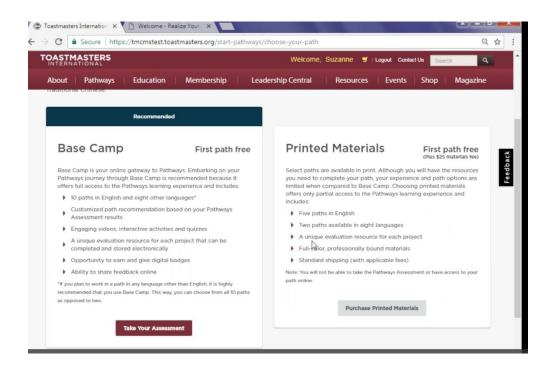
Log in (follow instructions to get a login if you do not have one).

Click on the Pathways button to get the Pathways menu screen.

Select Take the assessment menu option



Select either Base Camp or Printed materials option (additional fee payable for print)



Follow instructions to take the Path Assessment.

- □ Pick one of the suggested paths or choose a totally different path.
- □ Done!
- 2. Starting Your First Project

Go back to the Pathways screen and click Log In as a member.

On your Pathways Home page, click Access my path through Base Camp.

You can then indicate your home club before logging in to Base Camp via Access my path through Base Camp

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Choose your path	Access my path through Base Camp	The Navigator
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.	Access your path here through Base Camp, your online gateway to Pathways. Base Camp tracks your progress and lets you connect online with other members of your club.	View The Navigator to guide you through each step of your journey. Refer to it to support your progress and to answer you questions along the way.
Demander of the second second	Select your club: Bright and Early Toastmasters	NAVIGATOR

Adapted from D57 Pathways Base Camp Cheat Sheet, v 2.0, George Marshall,

On your Education Transcript page, click the **Open Curriculum** button beside the path you selected. Your first project is the Ice Breaker. **Click Activate**, then **Launch** buttons.

The project opens; increase your computer window size until you can see the navigation arrows at left and right.

Proceed with the project!

3. Completing Evaluations

All evaluation resources are available to all members in Base Camp (Go to Base Camp Home, then click Speech Evaluations to see all of them). Evaluations downloaded this way are PDF fillable forms.



Typical scenario

Speaker prints out evaluation resource, brings it to the meeting, Evaluator writes on it, gives it back to speaker at end of meeting Speaker then has choice to (a) save hardcopy or (b) scan and upload. No-one else can upload to or see a member's documents!

Alternatives

Speaker emails evaluation resource or Evaluator downloads the form. Evaluator can complete the evaluation form electronically and return/email to the speaker.

4. Completing Projects and levels

Member

Complete a project

Re-open project, complete Assess Skills After.

No approval needed.

Complete a level

Run the "Level Completion" task.

Notify your Base Camp Managers (VPE, President and Secretary)

- Level completion must be approved to see details of

projects in the next level

Base Camp Manager (VPE, President or Secretary)

One of you needs to mark the member's level as

Approved.

Member can now proceed to next level.

VPE (or any Officer other than SAA)

Submit Level award in Club Central.