D19 Base Camp Cheat Sheet

1. Getting Started, Selecting a Path

- Go to www.Toastmasters.org
- If you have a user name, then login. If you need to create a user name, it will require the email you use for Toastmasters International. Additionally, if you need your member number it can be found on your Toastmasters magazine. For further help, the Toastmasters phone number is 720-439-5050. They are very friendly and helpful.
- Under the Pathways tab select the "Take the Assessment" in the drop down options.
- Follow instructions to take the Path Assessment
- Pick one of the suggested paths, after reading the description, possibly referring to the Pathways: Paths and Core Competencies flier or the full description Pathways Paths and Projects Catalog
- Done!

2. Starting Your First Project

- Go to www.Toastmasters.org
- Then login (follow instructions above and on the website to get a login if you don't have one).
- Click on the Welcome, (Your Name) at the top of the page.
- Once you have taken your assessment you will be able to access your Path under the Go to my Transcript section in your Pathways block.
- This takes you to your Education Transcript where you can access your Path(s).
- Then click the right tab titled Open Curriculum to access.
- Your first project is the Ice Breaker; click Activate, then Launch button. The project opens; increase the 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 Evaluations to see all of them) Evaluations downloaded that way are PDF fillable forms.

- Typical scenario

    Speaker prints out evaluation resource, brings it to the meeting Evaluator writes on it, and gives it back to speaker at end of meeting. Speaker then has choice to (a) save hardcopy or (b) scan & upload to the Toastmaster International website. [Under the Go to my Transcript section the tab that reads E-Portfolio has a section titled Documents, place your Evaluations here.] No one else can upload to or see a member's documents!
- Alternates
    - ☐ The Member can email the evaluation to the evaluator
    - ☐ The Member can download it to have the Evaluator complete on their computer
    - ☐ Evaluator could fill in evaluation electronically and send back to speaker

4. Completing Meeting Roles

- Go to www.Toastmasters.org
- Then login (follow instructions to get a login if you don't have one).
- Click on the Welcome, (Your Name) at the top of the page.
- Once you have taken your assessment you will be able to access your Path under the Go to my Transcript section in your Pathways block.
  - This takes you to your Education Transcript.
  - Next, locate the sprocket or wheel on the top right hand side by your picture if you have uploaded it.
  - Hover over it and go to the My Account in the drop down.
  - This is where meeting roles can be listed.

5. 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 VPE and base camp managers
        {Completion of the level must be approved to see the details of the projects in next level.}

Base Camp Manager (VPE, President or Secretary)
        Mark the member's level as Approved
        Member can now proceed to next level

VPE (or Any Officer)
        Submit Level award in Club Central

6. Printing Certificates

Under Training Details the Accessing Certificates Online Class is available to Launch.

Either the Member or a Base Camp Manager can print the certificate to give the Toastmaster.