

Base Camp Manager Key Responsibilities:

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

Base Camp Manager Email Notifications:

- All new members from May 3, 2018 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 (gmail)/yahoo and share with the 3 Base Camp Managers
- (b.) use the Free ToastHost if you already utilize it (see Addendum below)

Base Camp Manager Reports:

- 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).

Member Viewing Issues:

- Why can't a member move on to Project 2?
 - It's likely the member did not complete the entire Project 1. In Path 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?
 - 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.

Base Camp Manager Tutorials:

- Tutorials: Excellent tutorials are available in both video and PDF formats if you or your members are unsure how to access or do something these will step you through the process.
 - 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.
 - From Base Camp Home page, via the Navigating Base Camp tile “Tutorials and Resources”
 - Via the tab at the top menu of the page “Tutorials and Resources”.

Base Camp Manager Facebook Page:

- 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.

Accessing Evaluations Forms:

- To access any Evaluation Form from the Base Camp Home page:
 - Via the SPEECH EVALUATION tile,
 - Via the tab at the top menu of page, “Tutorials and Resources”
 - Type project name at Search box at the top of page
 - You can access your own Evaluation form within your specific project

Resources and Links:

- **District 19 Website:** www.district19.me/education/Pathways/
- **Toastmasters International Website:** www.toastmasters.org/pathways-overview

ADDENDUM - How to set up your FreeToastHost website for Pathways.

Pathways has an unfortunate limitation in how Base Camp sends notifications to the program/club for level completions and other events. It only sends the message to the club's public (find-a-club) email address, NOT to the VPE or other Base Camp Managers (Pres, Sec), who are the ones who need to see those notifications. Since some clubs have outdated addresses for their public contact email, the club may not get any notifications.

Short version, for experienced FTH administrators:

1. In the FTH admin console, first verify that officer emails are correct and that the Contact Us Form tab lists the correct officers, and Under Email and contact forms, Contact Us tab, enable "contact email".
2. Or in Club Central, set the club contact email to the one just set in step 1.

Step-by-step version:

FIRST part, done in FTH:

The site admin needs to enable your FTH contact email.

- 1) Login to your FTH club website as admin, and launch the admin console
- 2) Select a Module: Membership Management
 - a. Verify that the email addresses for the President, VPE and Secretary are correct; update them if necessary. Be sure to click Save, then Close when done.
 - b. Select a module: Email and contact Forms
- 3) On the "Contact Us" Form
 - a. Under Club Contacts for the Contact Us Form, select up to three members who are willing to take emails and possibly phone calls from prospective visitors. If you already have them, you're good.
 - b. Also on the Contact Us Form tab, check the box to enable the contact email, which will be
- 4) Contact - #####@toastmastersclubs.org. (the #'s will be replaced by your club number) - copy the address shown, for later use.
- 5) The contact address is a PUBLIC email - anyone can send to it.
 - a. Switch to the Email Security tab and review the settings to see if you want to make any changes.
 - b. Save and Close.
- 6) Test the contact address by sending an email to it and verifying that the listed contacts got the test message.

SECOND part, done in Toastmasters Club Central:

Change your club's public email address in Club Central to the contact email you just set up above.

- 1) Any club officer can do it, as follows:
 - a. Go to Toastmasters.org, then Leadership Central, then Club Central then login. Select the appropriate club, if applicable.
- 2) Click Club Contact and Meeting Information
 - a. Change the Email to be the FTH contact email that was set up in FTH.
 - b. While you're in Club Central, review the other information to be sure it's correct: meeting place and address, map location, contact phone, websites, meeting days, time and frequency
- 3) When you're done, don't forget to click the "Submit" button! Within 24 hours, the changes will take effect.

After that, any messages from Base Camp to the Club (such as for level completion) will be sent to the three Base Camp Managers (VPE, Pres, Sec) INSTEAD OF the listed public contact emails.

***** What about Programs/Clubs not using FreeToastHost?**

Every program/club has the same problem: Base Camp messages are sent ONLY to the club's find-a-club public email address, but the Base Camp Managers (VPE, president, secretary) who need to take action are most likely not the recipients.

***** The solution?** Each club will make their own choice, but one good option is to set up a group email for the club's public email address that goes NOT ONLY to the member who responds to public queries, but ALSO to the Base Camp Managers: VPE, Pres and Sec. An email address for the group should replace your club's public email address per the 'SECOND' part section above. A Google gmail works good for this purpose.