



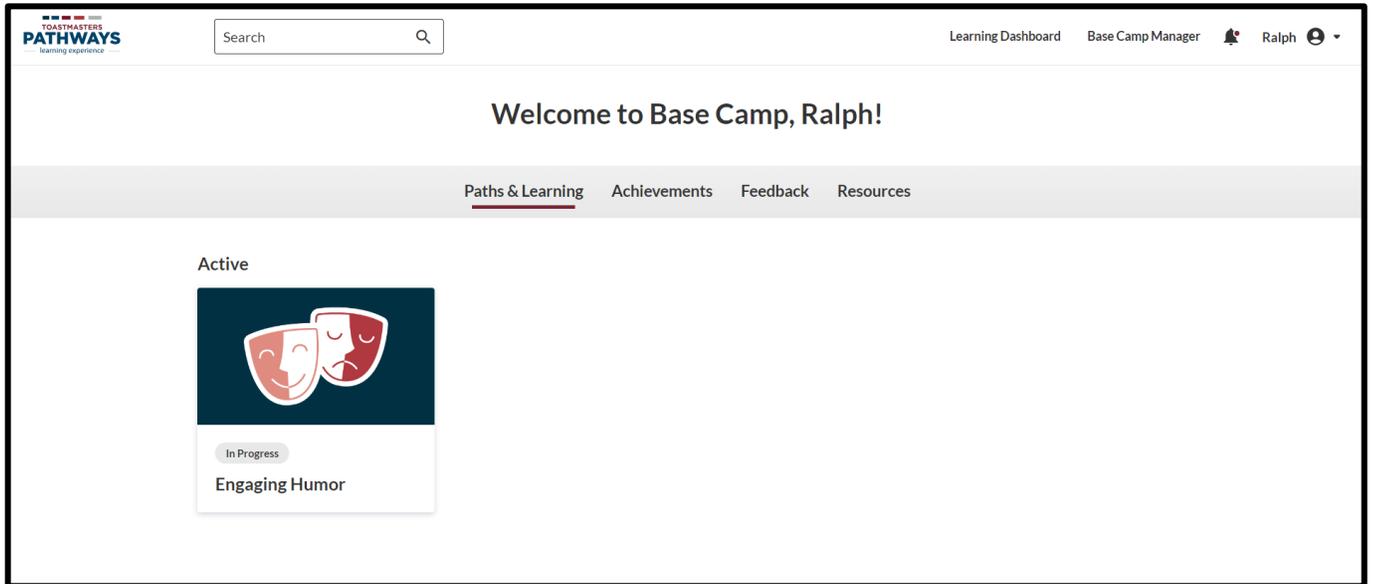
Base Camp Manager Guide

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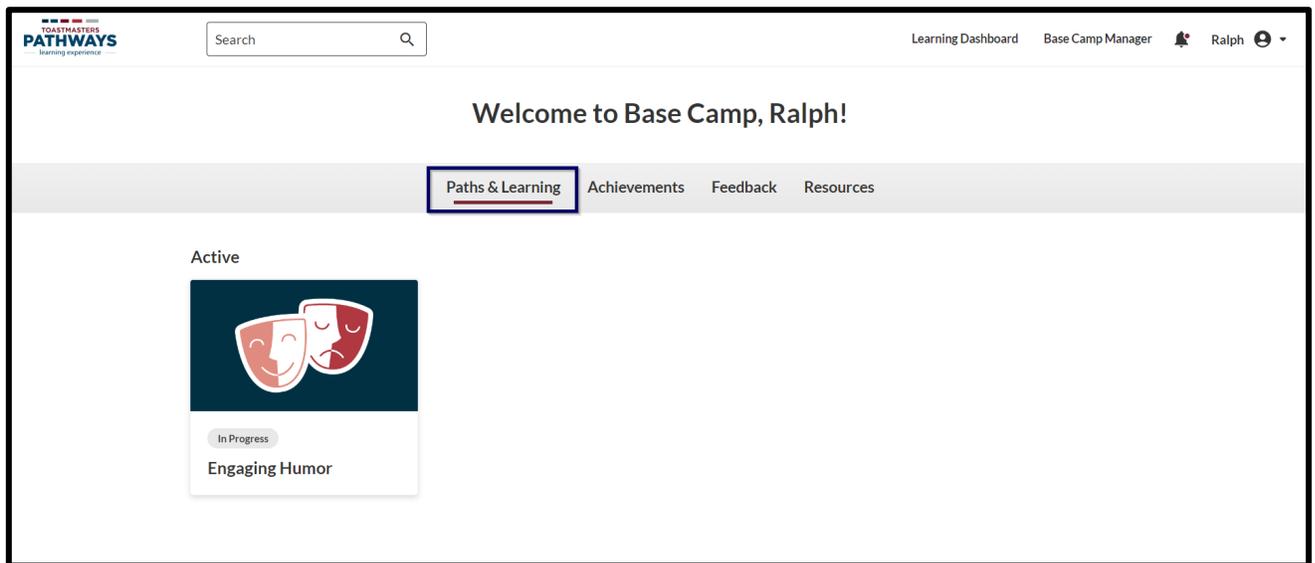


Completion Requests in Base Camp



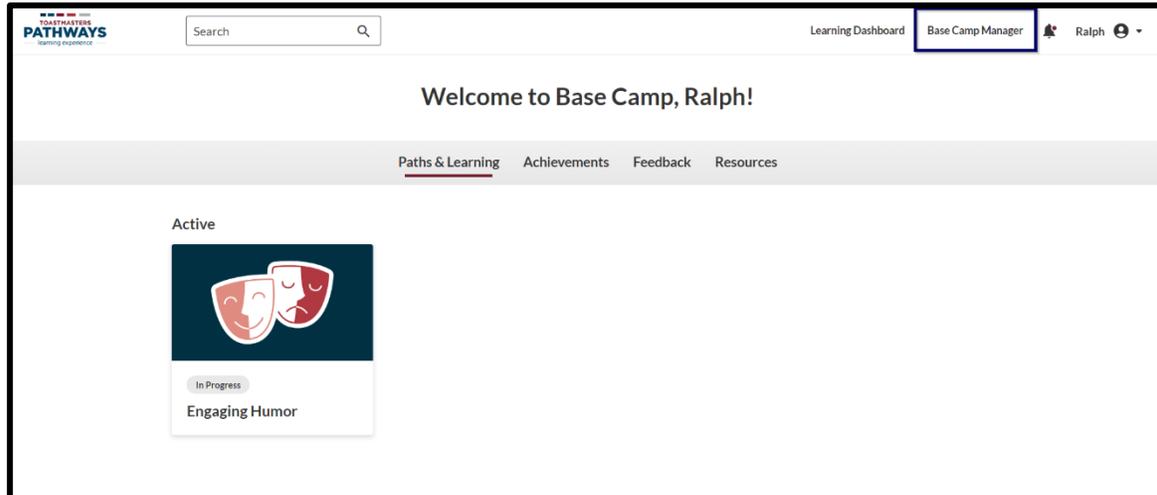
This is the Base Camp home page. It is also called the Learning Dashboard.

When you login to your member account on Base Camp, the home page will default to the tab titled Paths & Learning, showing your paths.



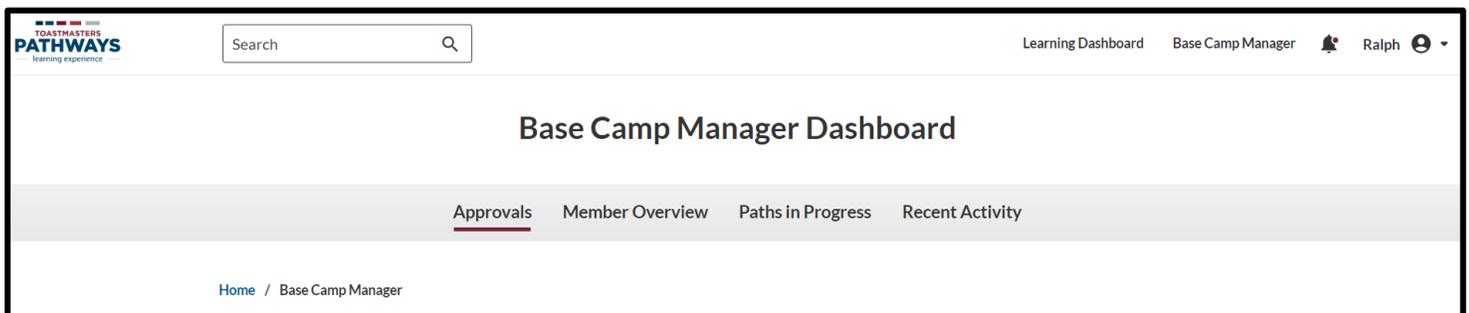


If you are a club officer, you will see the “Base Camp Manager” menu link at the top right of your home page. This means no separate login for your member profile and your Base Camp manager profile!



Note: Any club officer can approve or deny a completion request. Reviewing education related requests is typically the responsibility of the Vice President Education (VPE). The Club President and Club Secretary will be copied on completion request emails, and all club officers will be able to interact with the Base Camp manager dashboard. Ensure your club has policies in place for who will approve and deny completion requests, particularly if the VPE is unable to do so.

When you select the Base Camp Manager menu link you will be directed to the Base Camp manager dashboard, pictured below.





Approve a level or path completion request by selecting the Approvals tab in the Base Camp Manager Dashboard. Select “Review” to view the details of the completion request.

The screenshot shows the Base Camp Manager Dashboard with the 'Approvals' tab selected. The dashboard includes a search bar, navigation tabs for 'Approvals', 'Member Overview', 'Paths in Progress', and 'Recent Activity', and a breadcrumb trail 'Home / Base Camp Manager'. The 'Approvals (27)' section is filtered by 'All' and displays a list of requests:

Name	Date	Description	Status
Suzanne Mallory	September 17, 2024	Review and approve/deny my Motivational Strategies Level 2 completion request.	Review
J. Clark Chamberlain	August 23, 2024	Action no longer needed: Frederick Eley approved J. Clark Chamberlain's Dynamic Leadership Level 1 completion request on August 23.	Approved
Suzanne Mallory	July 3, 2024	Action no longer needed: Frederick Eley approved Suzanne Mallory's Motivational Strategies Level 2 completion request on July 3.	Approved

A box will open on the screen that lists all required projects for the level or path.



Motivational Strategies

Before approving this completion request, compare the member's work and speech history to the requirements for the level or path. Confirm whether all requirements were met, then approve or deny the request.

2 Level 2

- ✓ Understanding Your Communication Style
- ✓ Active Listening
- ✓ Introduction to Toastmasters Mentoring

Level 2 Completion

Cancel Deny Approve

Completed projects will show a green checkmark. Ensure the member has completed all projects in the level before approving or denying their completion request.



Select “Approve” to approve the request.

Motivational Strategies

Before approving this completion request, compare the member's work and speech history to the requirements for the level or path. Confirm whether all requirements were met, then approve or deny the request.

Level 2

- ✓ Understanding Your Communication Style
- ✓ Active Listening
- ✓ Introduction to Toastmasters Mentoring

Level 2 Completion

Cancel Deny **Approve**

Add any comments you wish to send to the member requesting the completion.

Add Comment

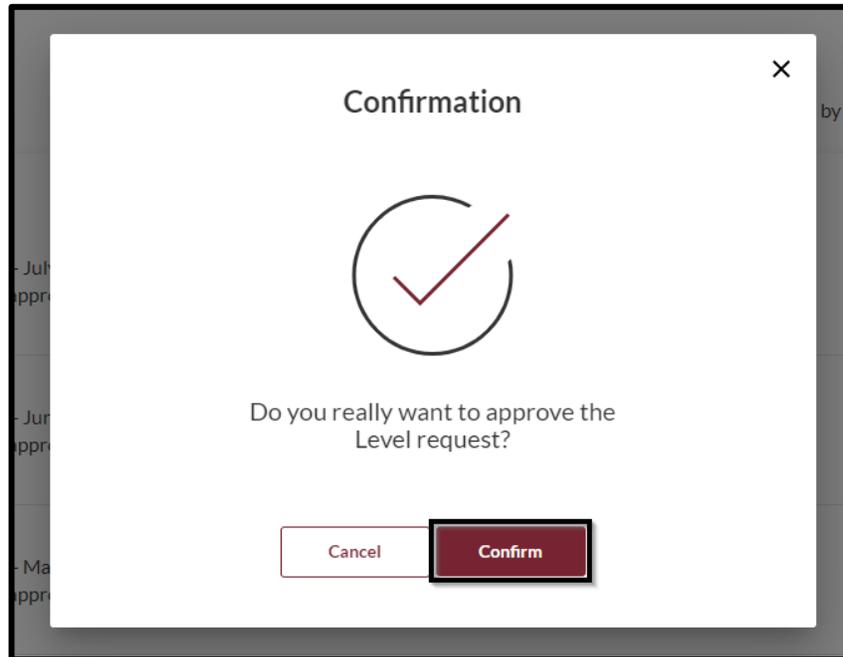
Comments

Please enter the description here.

< Back Cancel **Approve**



To finalize the approval, select “Confirm”.



Once you approve the request, the member will receive an email notification stating their level or path was approved. The completion will automatically be submitted to Club Central, which means no further action is needed from you as a club officer.



Deny a level or path completion request, by selecting “Deny” on the review screen. You must enter a reason and comments to deny a request.

Deny Level

Reasons

Completion requests must only be denied if a member did not complete one or more requirements for the level or path. Before denying this completion, compare the requirements for the level or path to your records of the member's work and speech history. Select the reason for the denial below and add specific details to ensure the member understands what to correct or complete before re-submitting.

Missing speech: The member did not present one or more of the speeches required in the level or path. Note the missing speech(es) and which project(s) need to be completed in your comments.

Incomplete assignment: The member did not complete an assignment, or a component of an assignment, associated with this level or path. Note details related to the incomplete assignment(s) and project(s) in your comments.

Additional details requested: The member did not provide all documentation needed to confirm project and/or speech completion in this level or path. Provide specific details and documentation as needed in your comments.

Reason

Comments*

Please enter the description here.

[← Back](#)

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Denial Reasons and Comments

The “Reason” dropdown requires you to select one of the three reasons above:

Missing speech – Members should present the required speeches for all projects in the level before requesting a level or path completion. If they did not complete all required speeches, select “Missing speech” as the reason you are denying the completion request. Be sure to include which project contains the missing speech or speeches the member needs to complete in the comments. This is a great place to remind the member to schedule their speech!

Incomplete assignment – Many projects require members to complete additional tasks outside of giving speeches to members in their clubs. If a member completed most requirements in a project but did not finish one or more tasks, select this reason for denying their completion request. Indicate in the comments which project has missing tasks and what specific task the member needs to complete. It is encouraged to include which club officer to reach out to, if the member has questions about their denial.

Additional details requested – Select this reason for all other situations leading a club officer to deny the level or path completion request. An example of this scenario is a member presenting a speech outside of their club, without the permission of the Vice President Education. A member could also give a speech that is entirely unrelated to their project. If the club officers do not believe the member has earned credit for the completion of the project, level, or path, indicate next steps in the comments. It is recommended to have a face-to-face conversation with the member who has had their level or path completion denied for this reason.

Once you have selected a reason, you must include details in the comments section that will help the member know what exactly needs to be finished or resolved before their completion will be approved by any club officer.

The reason you select and the comments you add will be visible to the club member who made the request and all other Base Camp managers in your club.

Once the member has completed the missing speech, task, or other detail you indicate, they must go back into their path, and submit the level or path for completion again.



If the member resubmits their completion request, all club officers will be notified on Base Camp.

The screenshot shows the Base Camp Manager interface. At the top, there is a search bar and navigation links for 'Learning Dashboard' and 'Base Camp Manager'. Below the navigation, the breadcrumb 'Home / Notifications' is visible. The main content area is titled 'Notifications (29)' and includes a 'Sort by: All' dropdown menu and a 'Mark all as read' link. A notification card for 'Suzanne Mallory - 18m' is displayed, featuring a red exclamation mark icon and the text: 'Action needed: Review and approve/deny Suzanne's Level 2 completion request on the "Approvals" page.' An 'Open' button is located to the right of the notification card.

If approved, the completion will automatically be submitted to Club Central, which means no further action is needed from you as a club officer.



Base Camp Manager Dashboard Tabs

View the progress of all members in the club by selecting “Member Overview” from your Base Camp Manager Dashboard.

Base Camp Manager Dashboard				
Approvals	Member Overview	Paths in Progress	Recent Activity	
Member Overview				
Name	Current Credential	Highest Achievement	Completed Paths	Last Speech
Frederick Eley	PM3, AS			--
J. Clark Chamberlain	PM5			--
Suzanne Mallory	PM3	Level 2		August 15, 2024

This at-a-glance view will show all of your club members, their current credential and highest achievement, all completed paths, and when last recorded a speech in their speech log.

Note: If a member is not using the speech logs in their projects, no speech dates will show here, even if they recently gave a speech.

This report is filterable to show members alphabetically, in order of highest to lowest credential or level of achievement, and by most recent speech date.

To filter, select the arrows to the right of the column title.

Note: If any of your club members also belong to other Toastmasters clubs, keep in mind that speeches and completions from all clubs to which they belong will be reflected here.



View the progress of each member of your club by selecting the “Paths in Progress” tab. Use this information as a general overview of progress made by each club member in their path.

Paths Currently in Progress

The table below tracks members current path progress by indicating how many projects have been completed for each level. A green checkmark will appear when a level has been submitted by the member and approved by a Base Camp manager. Once a Path Completion has been submitted and approved, it will move to the Member Overview section. Click on the name of a member to see additional project details.

Search by Keyword

Name	Path	Level 1	Level 2	Level 3	Level 4	Level 5	Path Completion
Frederick Eley	Engaging Humor	0 of 4	0 of 3	0 of 3	0 of 2	0 of 2	0 of 1
J. Clark Chamberlain	Visionary Communication	0 of 4	0 of 3	0 of 3	0 of 2	0 of 2	0 of 1
Frank A. French	Motivational Strategies	0 of 4	0 of 3	0 of 3	0 of 2	0 of 2	1 of 1
Suzanne Mallory	Presentation Mastery	✓	2 of 3	0 of 3	0 of 2	0 of 2	0 of 1
Suzanne Mallory	Persuasive Influence	✓	✓	1 of 3	0 of 2	0 of 2	0 of 1

A green checkmark indicates that the member has submitted their level for completion and it has been approved.

Members may complete all required projects in the level but forget to submit their completion request. In this case, the required number of projects will show as completed (3 of 3, for example), but no green checkmark will display.

Note: If any of your club members also belong to other Toastmasters clubs, keep in mind that speeches and completions from all clubs to which they belong will be reflected here. Members may have completed a level in their path and submitted the completion to another club to which they belong.



Each path a member is enrolled in displays on its own line. Base Camp managers can quickly see how many projects the member has completed per path, as well as which path the member is currently working in.

J. Clark Chamberlain	Visionary Communication	0 of 4	0 of 3	0 of 3	0 of 2	0 of 2	0 of 1
Frank A. French	Motivational Strategies	0 of 4	0 of 3	0 of 3	0 of 2	0 of 2	1 of 1
Suzanne Mallory	Presentation Mastery	✔	2 of 3	0 of 3	0 of 2	0 of 2	0 of 1
Suzanne Mallory	Persuasive Influence	✔	✔	1 of 3	0 of 2	0 of 2	0 of 1

If a club officer approves a member's path completion, the path and member name will move to the Member Overview section, under "Completed Paths".

Base Camp Manager Dashboard

Approvals Member Overview Paths in Progress Recent Activity

Member Overview

Name	Current Credential	Highest Achievement	Completed Paths	Last Speech
Frederick Eley	PM3, AS			--
J. Clark Chamberlain	PM5		Presentation Mastery	--
Suzanne Mallory	PM3	Level 2		August 15, 2024



View the most recent activity of members in your club, by selecting the “Recent Activity” tab. This report displays all member activity for the last 60 days, including pending completion requests and when members enroll in or start new paths.

Learning Dashboard Base Camp Manager

Base Camp Manager Dashboard

Approvals Member Overview Paths in Progress Recent Activity

Recent Activity - Last 60 Days

Date	Name	Path	Activity
August 23, 2024	J. Clark Chamberlain	Dynamic Leadership	Level 1 Completion Approved by Frederick Eley
August 23, 2024	J. Clark Chamberlain	Dynamic Leadership	Submitted Level 1 Completion
August 1, 2024	Frank A. French	Motivational Strategies	Started Path
July 30, 2024	Suzanne Mallory	Motivational Strategies	Level 2 Completion Approved by Frederick Eley
July 16, 2024	Frederick Eley	Engaging Humor	Enrolled in Path

This tab also includes the approved or denied status of completions.

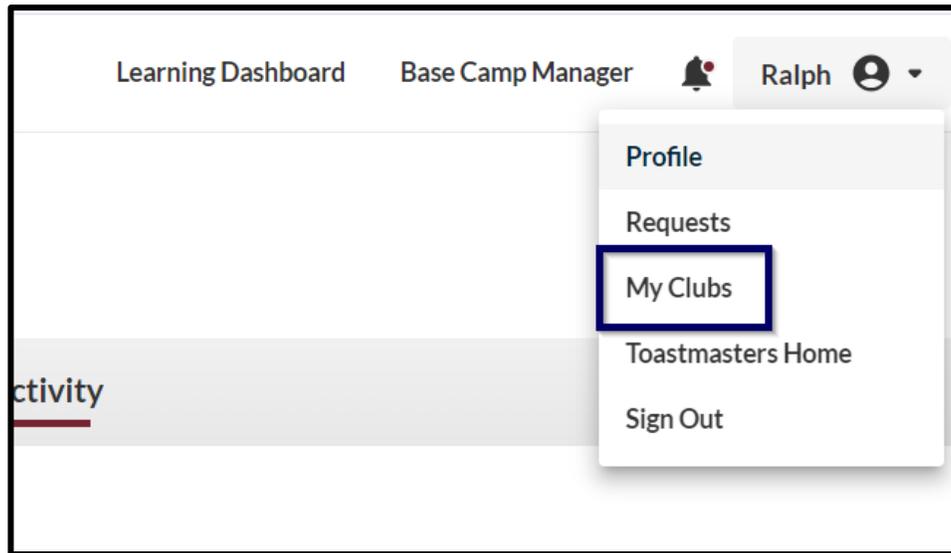
Tracking completion requests is quick and easy on this report, as the path, level, and name of the Base Camp manager who approved or denied the request is also displayed here.

July 30, 2024	Suzanne Mallory	Motivational Strategies	Level 2 Completion Approved by Frederick Eley
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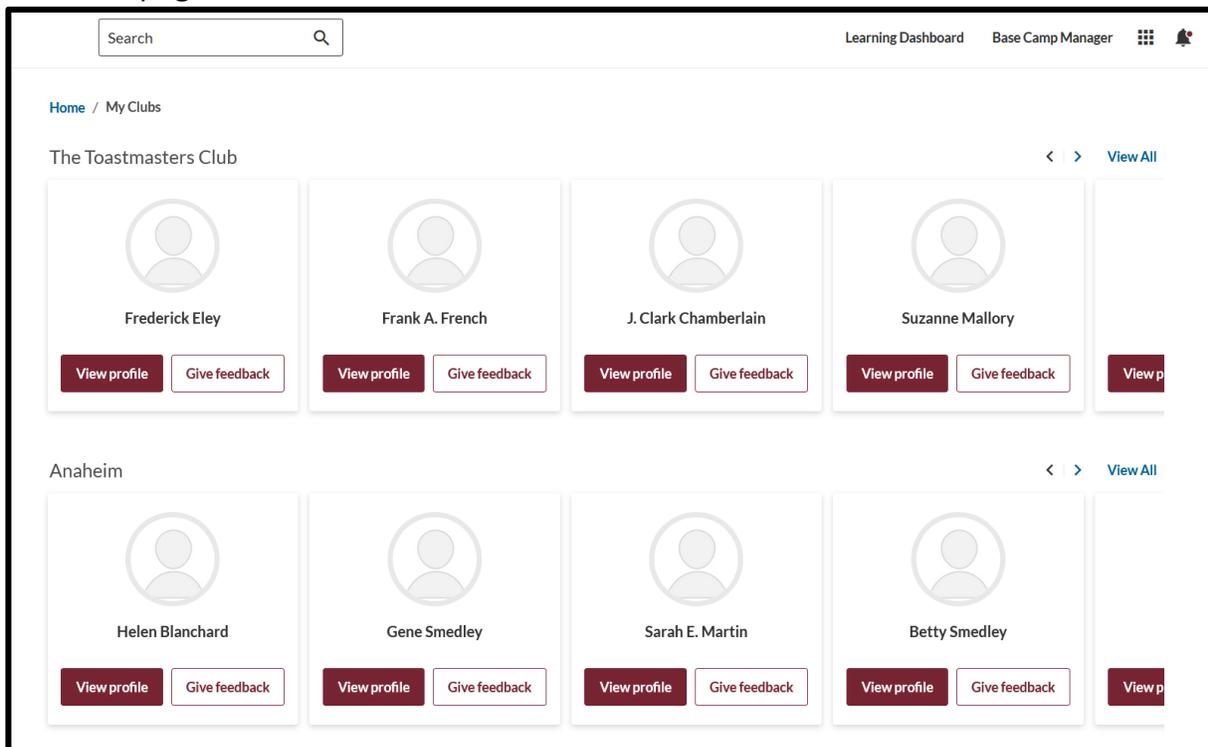


My Clubs and Member Profiles

View the profiles of all members in your club by selecting the “My Clubs” drop down next to your profile picture.

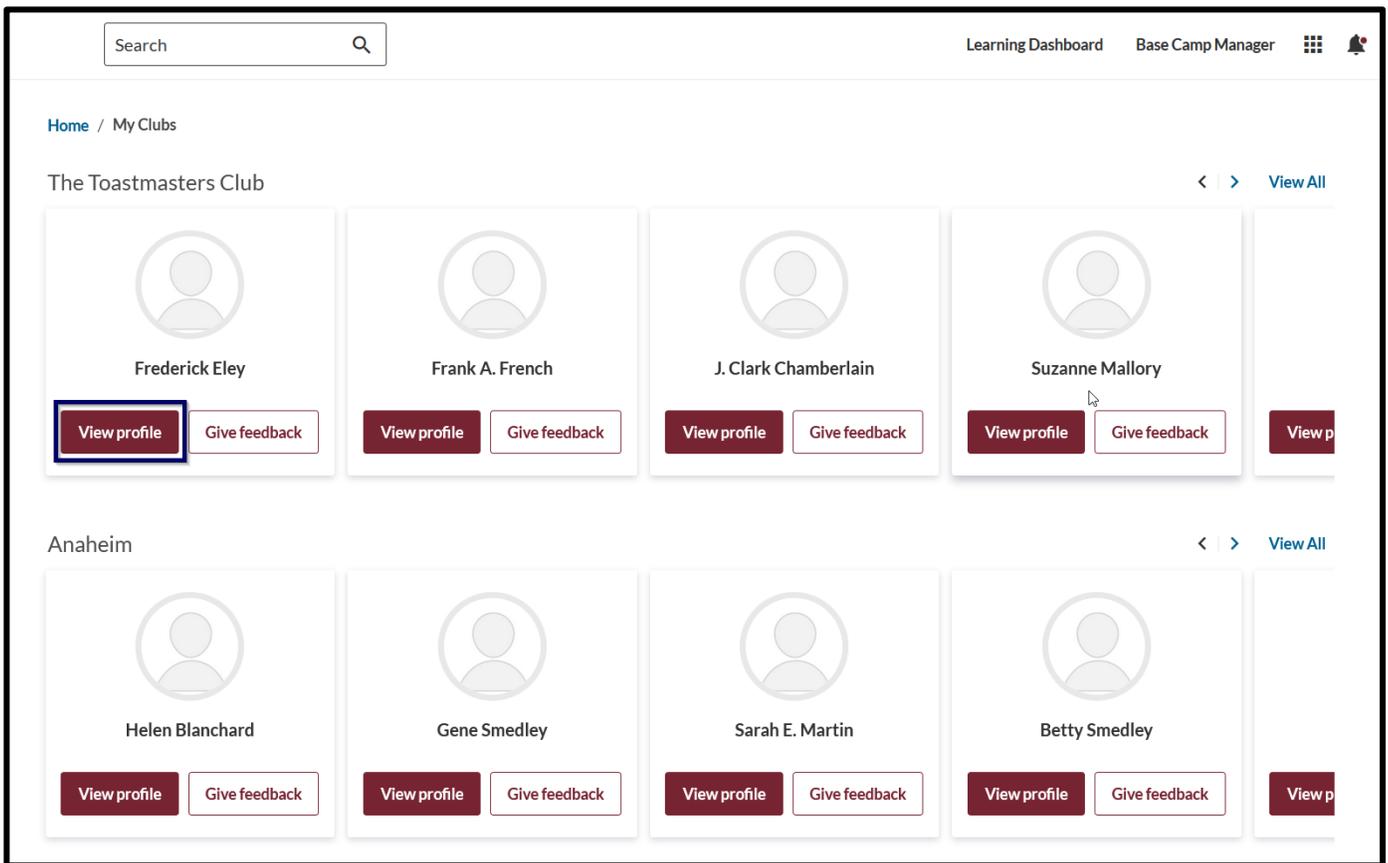


If you belong to more than one club, each of your clubs will show as its own section on this page.

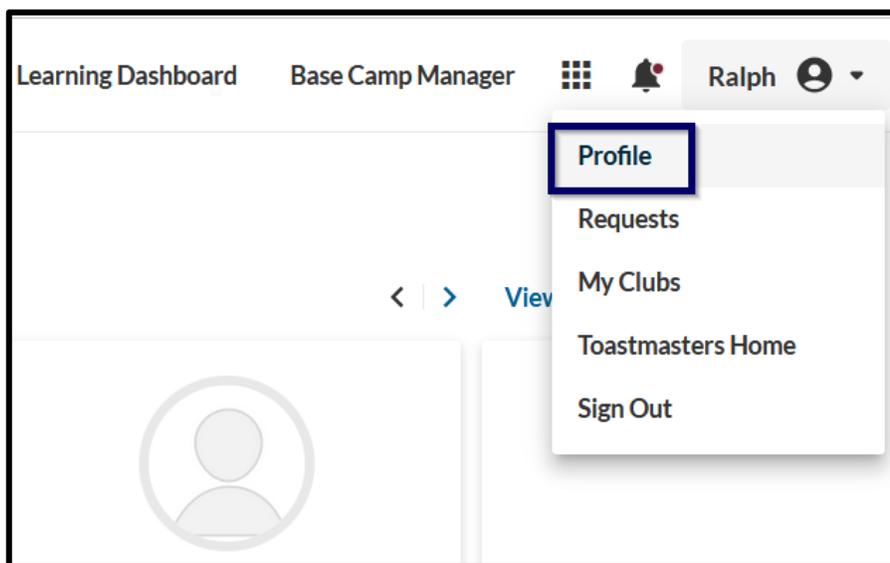




You may view the profile for any member in your club by selecting “View Profile”.



Note: You can only see your own profile by selecting “Profile” in the drop down next to your profile picture.





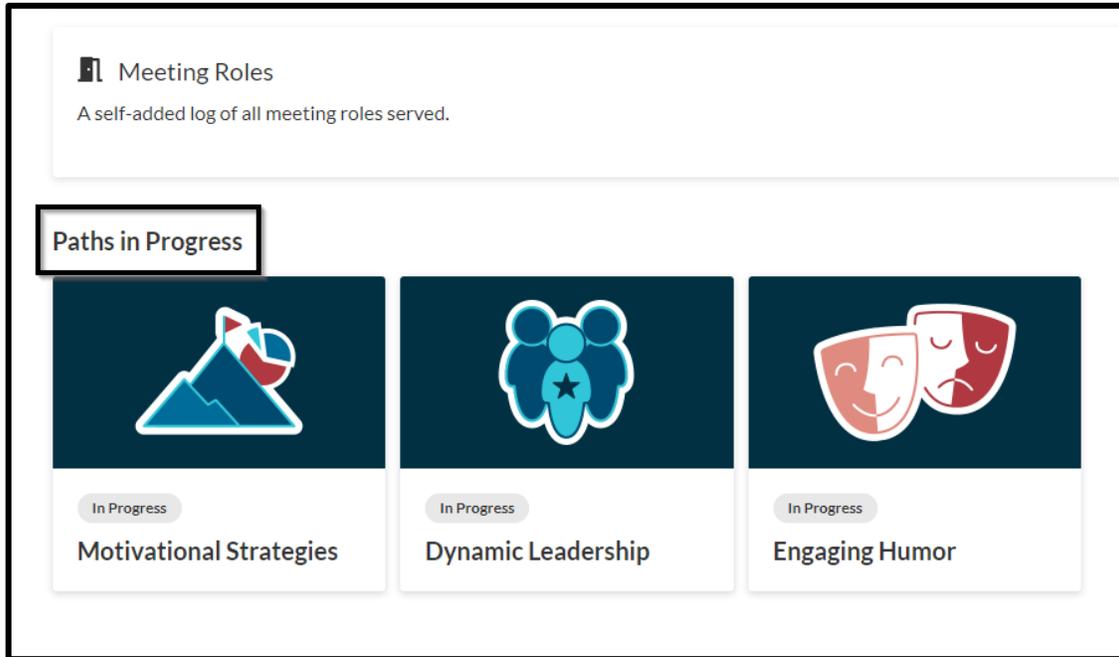
When you view a member profile, you will see their contact information, details they have added about themselves, and the meeting roles they have logged.

You will also be able to see the badges, certificates, and feedback they have received from other club members under Achievements.

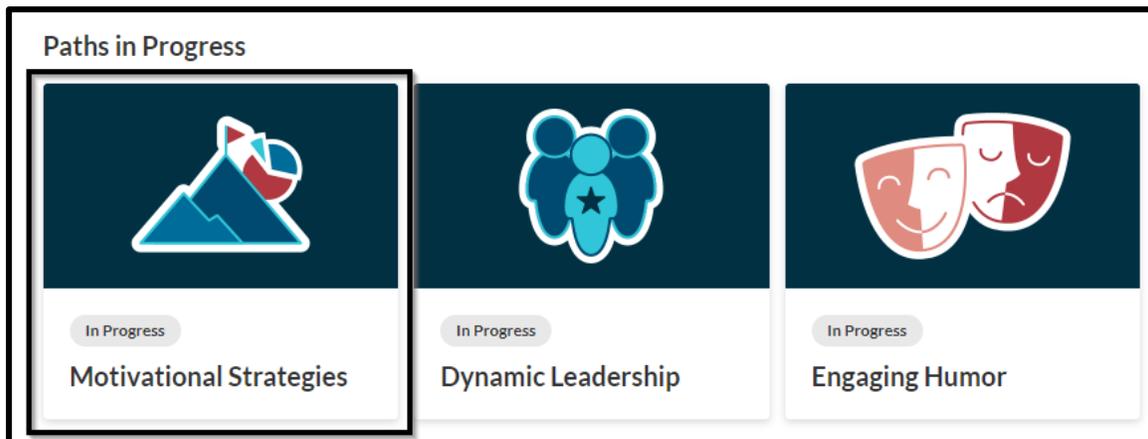
Note: You can only edit your profile information from your My Home page on the toastmasters.org website. Meeting roles, however, are logged by each member directly on their own profile page on Base Camp. Meeting roles cannot be added or edited by Base Camp managers.



As a Base Camp manager for your club, you will be able to see the details of your fellow club member’s learning. At the bottom of their profile page, you will see the Paths in Progress section.



Click on the path card to see an overview of which projects and levels the member has completed.



Note: Each path the member is enrolled in will display here. If a member has not yet started their path, the tag above the path name will display as “Registered”. If the member has completed their path, the tag above the path name will display as “Completed”.



After clicking on the path card, the details of the member's progress will display.

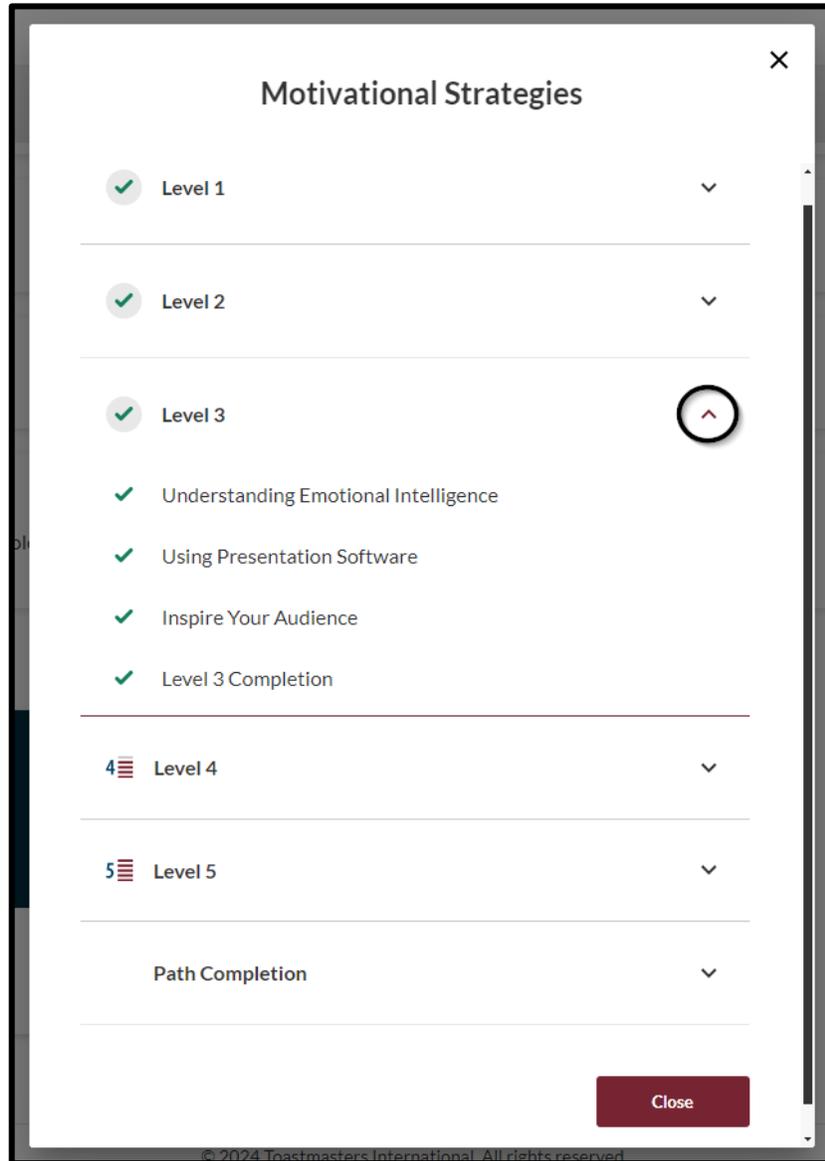
The screenshot shows a modal window titled "Motivational Strategies" with a close button (X) in the top right corner. The window displays a list of five levels and a "Path Completion" section. Each item has a status icon on the left and a dropdown arrow on the right. The first three levels (Level 1, Level 2, and Level 3) have green checkmarks, indicating they are approved. Level 4 has a red and white striped icon, and Level 5 has a red and white striped icon with the number 5, indicating they are not yet approved. The "Path Completion" section also has a green checkmark, indicating the path is approved. A red "Close" button is located at the bottom right of the modal.

Level	Status
Level 1	Approved (Green checkmark)
Level 2	Approved (Green checkmark)
Level 3	Approved (Green checkmark)
Level 4	Not Approved (Red and white striped icon)
Level 5	Not Approved (Red and white striped icon with 5)
Path Completion	Approved (Green checkmark)

Note: Green checkmarks indicate the level has been approved. A green checkmark next to Path Completion indicates the path has been approved.



Selecting the arrow on the right-hand side of the level or path completion will open a more detailed view of the projects the member has or has not completed.



Note: Green checkmarks next to project names indicate the member has marked their own project complete. Verify the member has completed all requirements of each project in the level or path before approving any completion requests.

This information can help you in approving or denying completion requests. You may want to periodically view member progress so you can see where each member is in their journey and encourage them to pursue projects and complete levels.