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Base Camp User Guide

Beginning Your Journey

What is a path?

A path is a member's educational journey in the Toastmasters Pathways learning experience. Each path is made of five levels that increase in complexity. While working in a path, members complete at least 14 projects that support their club experience. Almost every project culminates in a speech or speeches presented in the member's club, where they receive a structured evaluation, with positive feedback to help them improve.

What paths are available?

There are six paths available to enroll in: Dynamic Leadership, Engaging Humor, Motivational Strategies, Persuasive Influence, Presentation Mastery, and Visionary Communication. Visit toastmasters.org/pathways to learn more about each path.

How do I enroll in a path?

Log in to www.toastmasters.org and follow the steps below to select a path:

If this is your first path:

- Select "Choose Free Path" under the My Education and Achievements heading.

If you have selected a path before:

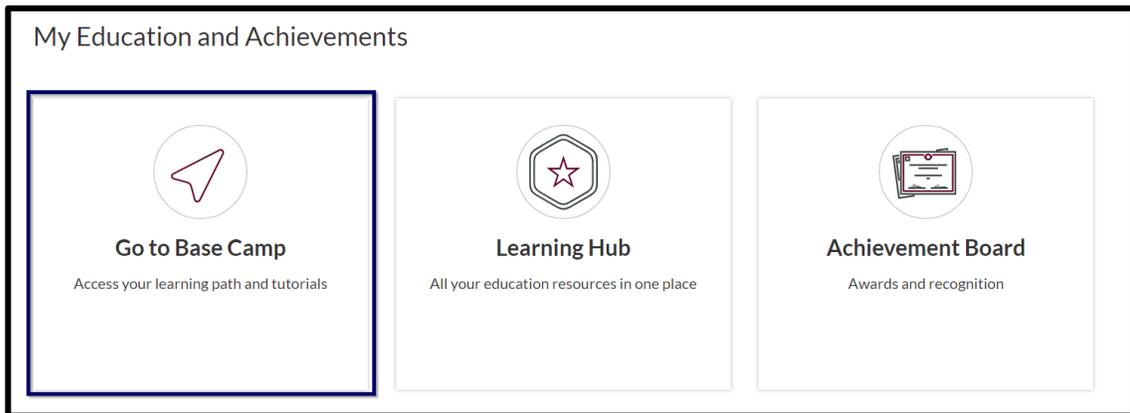
- Select "Learning Hub." Then click "Choose Path" on the learning hub.

Once you are on the "Choose a Path" page:

- Follow the prompts to proceed with path selection:
 1. Select your path language from the dropdown menu
 2. Select "View all path options" or "Take an assessment" to determine which path you would like to enroll in.
- After taking the assessment or reviewing all path options, click on the card of the path you would like to start, then click "Continue" at the bottom of the page.
- Confirm your selection by clicking "Continue" again.

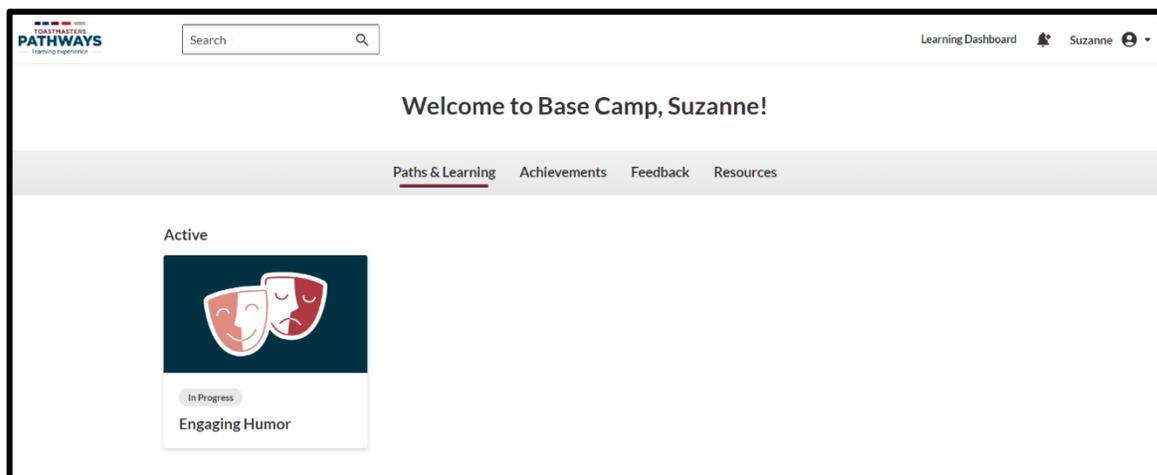


- You will be redirected to the payment page. If this is your first path, it is free, and you will not be asked to provide payment. You will be enrolled in your path and can access it on Base Camp.
- After you have enrolled in a path, keep in mind that it may take up to 15 minutes before your path is available to access on Base Camp.
- To access your selected path again, login to toastmastmasters.org and select “Go to Base Camp”.



Starting Your Path

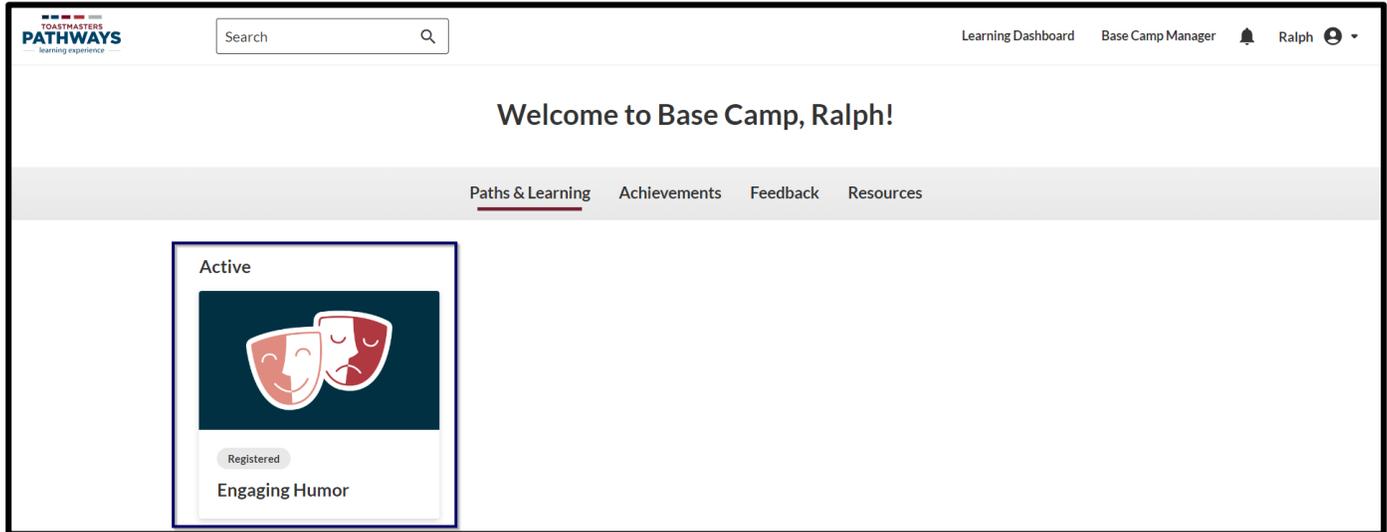
If you belong to more than one club, you will be able to interact with all clubs in one place once you are in Base Camp. If you're a club officer, you'll also be able to access the Base Camp Manager Dashboard from this same login.



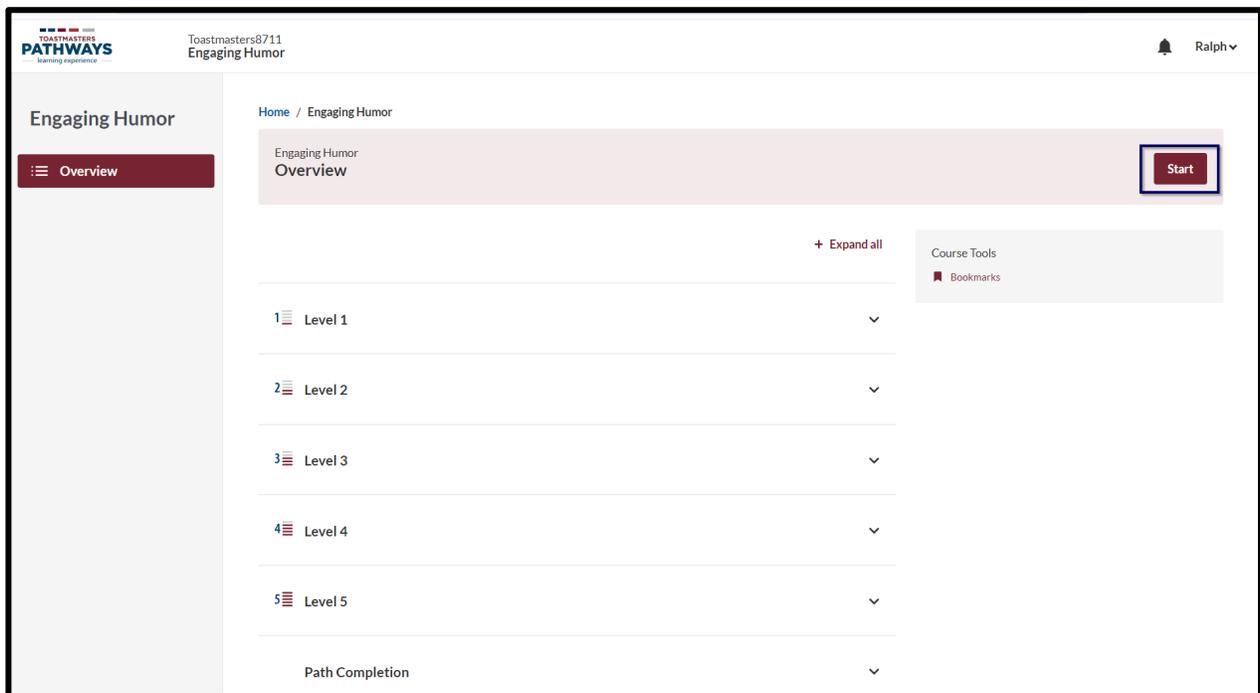
You will then be redirected to the Base Camp home page, shown above. This page is also called your Learning Dashboard.



Access your path from the home page by selecting the tile with the name of your path. If you do not see your path, select the “Paths & Learning” tab, underlined in red below. Then select the tile with the name of your path.



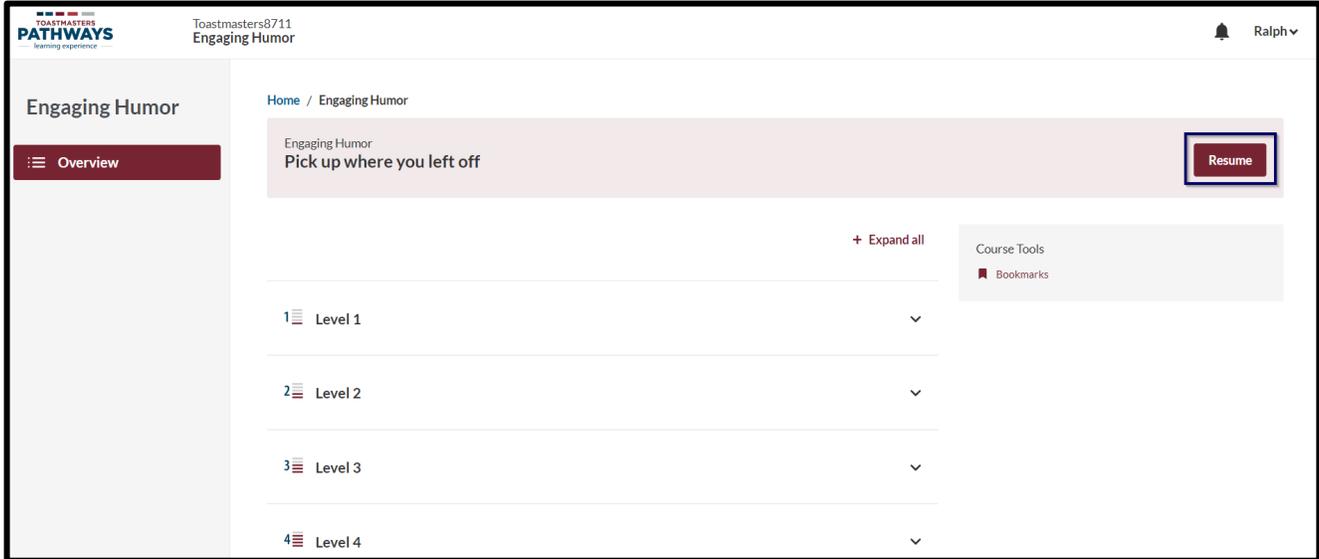
Begin your path by selecting the path card. This will lead you to the Overview page.



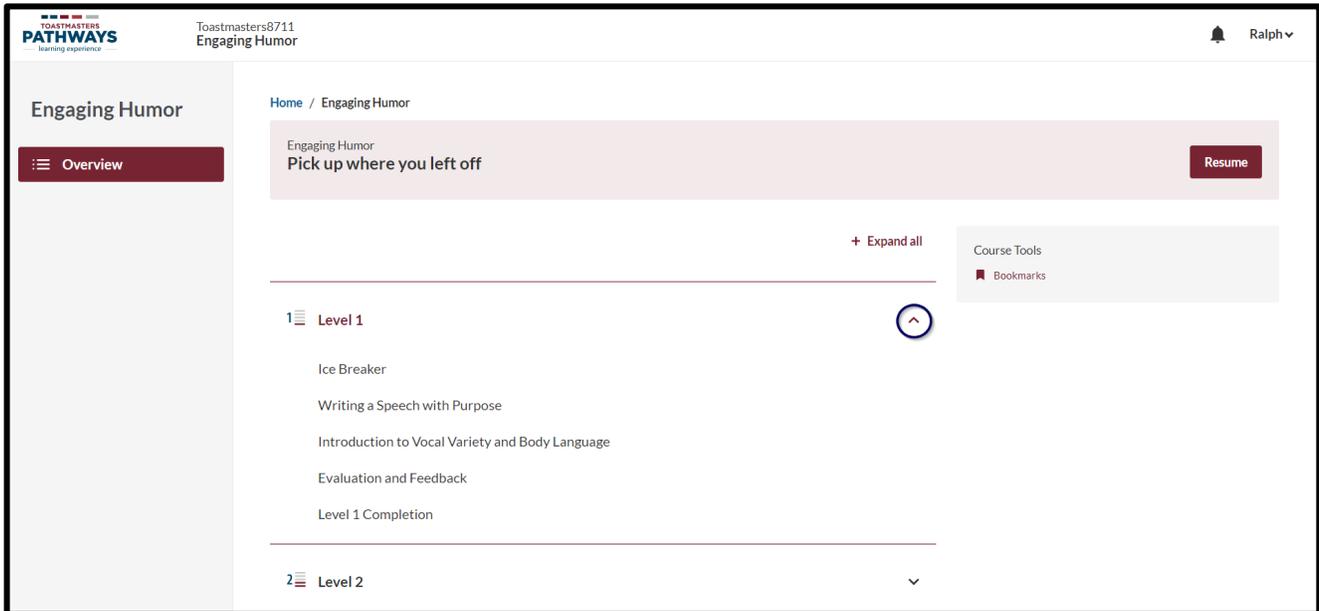
If this is your first time opening your path, you will select the “Start” button at the top right of the page.



If you have opened your path before, you will select “Resume” at the top right of the page.



On the Overview page, you can select the drop-down arrow to see each project in the selected level of your path.



Note: You can complete projects in any order you choose, but you must submit level completions in numerical order. Projects build in complexity as you move through the levels, so it is recommended to complete levels in numerical order for an optimal learning experience.



Each project starts with an introduction and a list of resources.

The Ice Breaker marks the beginning of your new Toastmasters path. It is your opportunity to introduce yourself to the group and share something about yourself. You may choose to share anything from the reason you chose this particular path to something personal about your life.

About Project Resources

This project includes 4 resources. You can print your project, view and print the evaluation resources, or review the tools provided to support the successful completion of your assignment.

Every project in Pathways includes resources that are always found in the first section. Watch for references as you work through your learning.

An interactive version of the Project Checklist can also be found in the Complete Your Assignment section of each project. An interactive, digital speech evaluation form is available on Base Camp for your convenience as well as that of your evaluator. You will find a tool to send a link to both the digital and downloadable and printable versions of the evaluation form for your speech directly from the Complete Your Project section in every project.

Resources

↓ Project Checklist	PDF File
↓ Evaluation Resource	PDF File
↓ Print the Ice Breaker Project	PDF File
↓ Ice Breaker Speech Outline Worksheet	PDF File

< Previous Next >

Download, print, or save a resource from your project by clicking the title of the resource.

The Ice Breaker marks the beginning of your new Toastmasters path. It is your opportunity to introduce yourself to the group and share something about yourself. You may choose to share anything from the reason you chose this particular path to something personal about your life.

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Resources

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↓ Ice Breaker Speech Outline Worksheet	PDF File

< Previous Next >

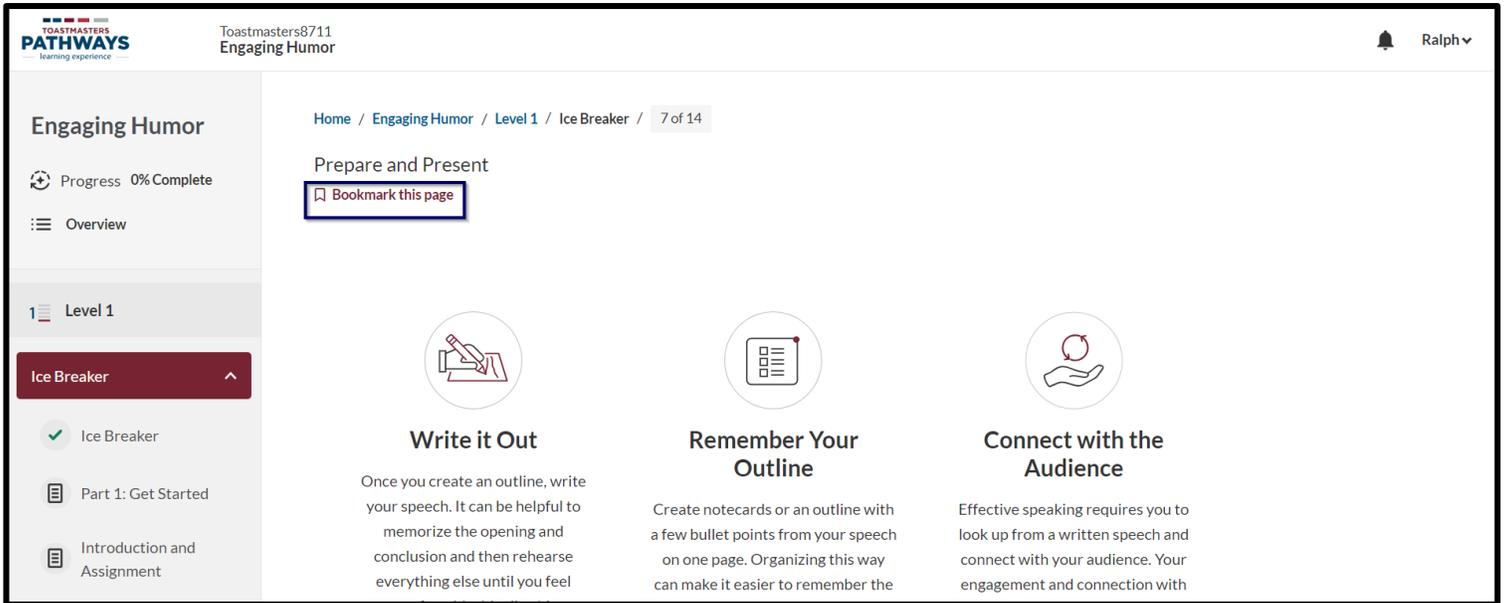


The resource will open in a new tab.

You may then download, print, or save the resource using your browser. To move to the next section of your project, select the “Next” button.

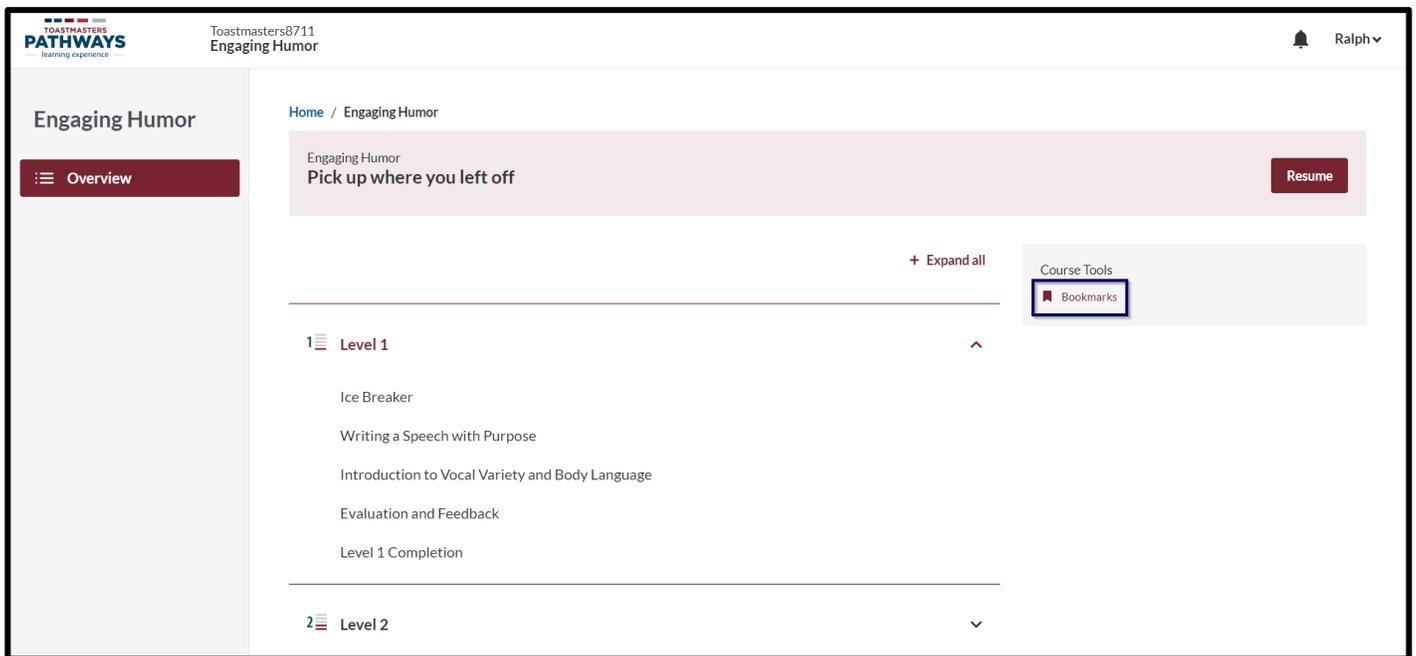


Bookmark a page in your project by selecting the button titled “Bookmark this page”.



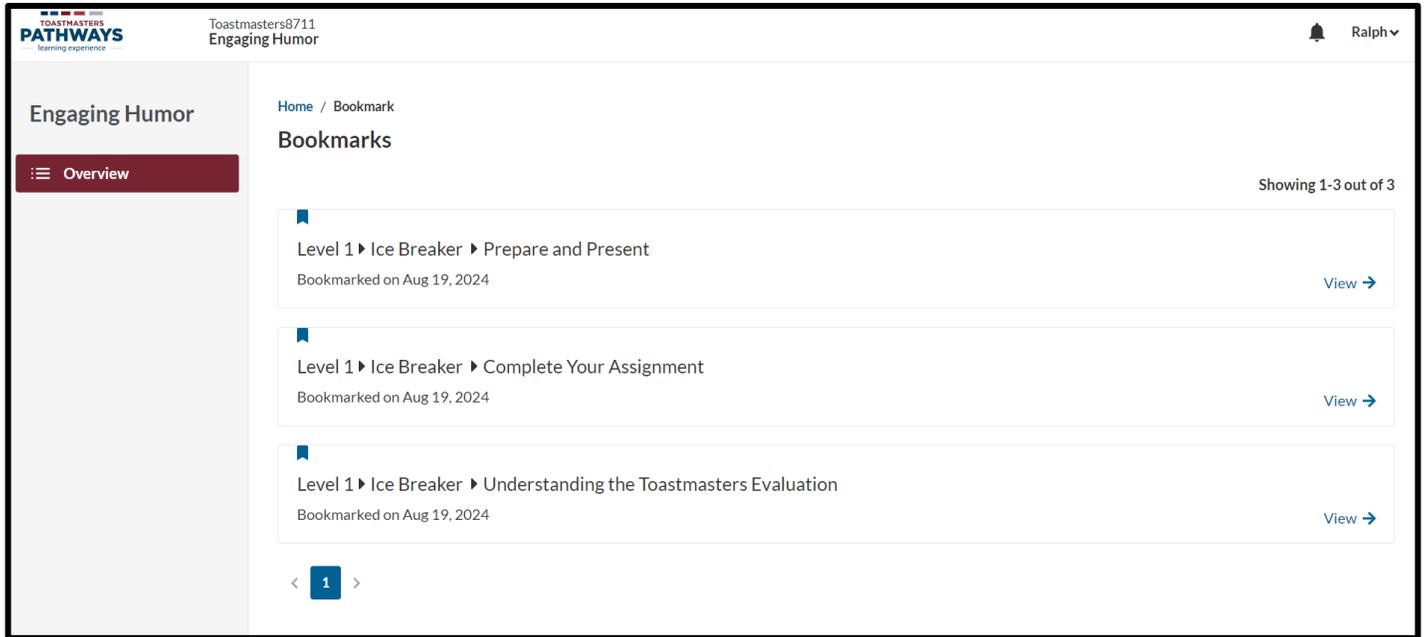
Use bookmarks to return to content you would like to reference or that you have not yet completed.

To view your bookmarks, return to the Overview page for your desired path. Select “Bookmarks” under Course tools.

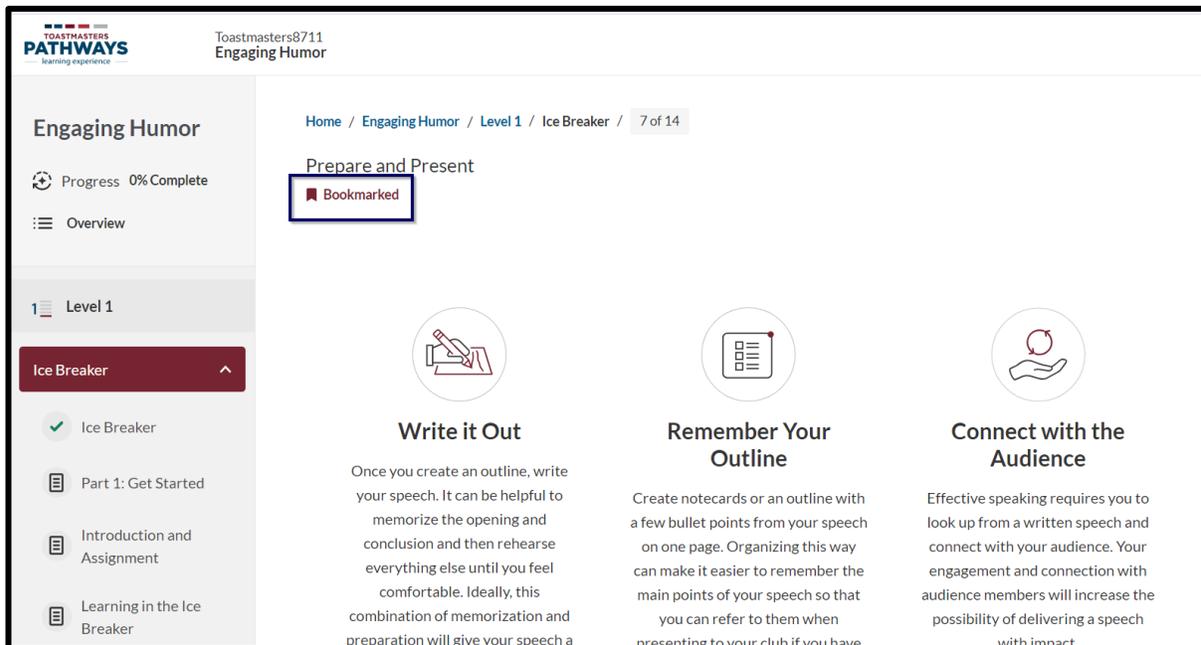




The Bookmarks page will show all bookmarks for the path you selected. They are listed by level, project, then page.



Select “View” to navigate directly to the bookmarked page.

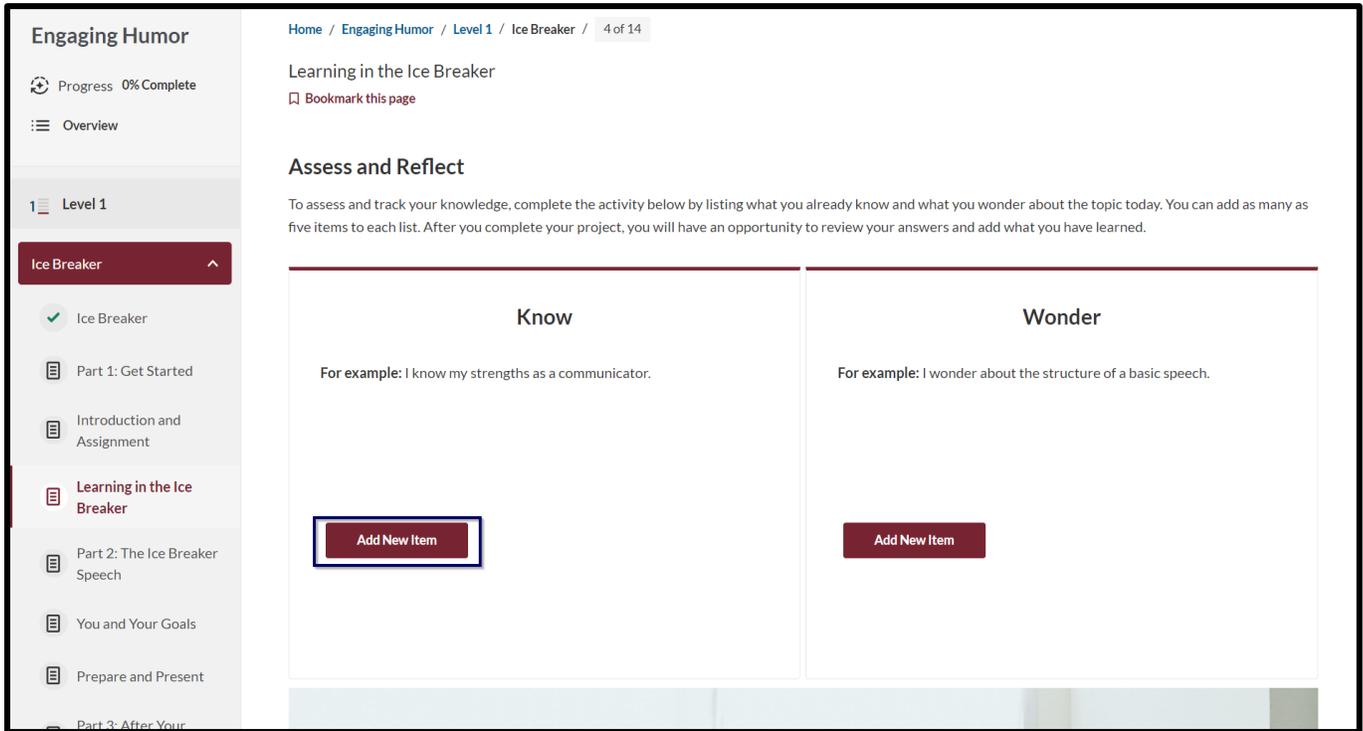


To remove a bookmark, navigate back to the page and select “Bookmarked” to remove it from your list.

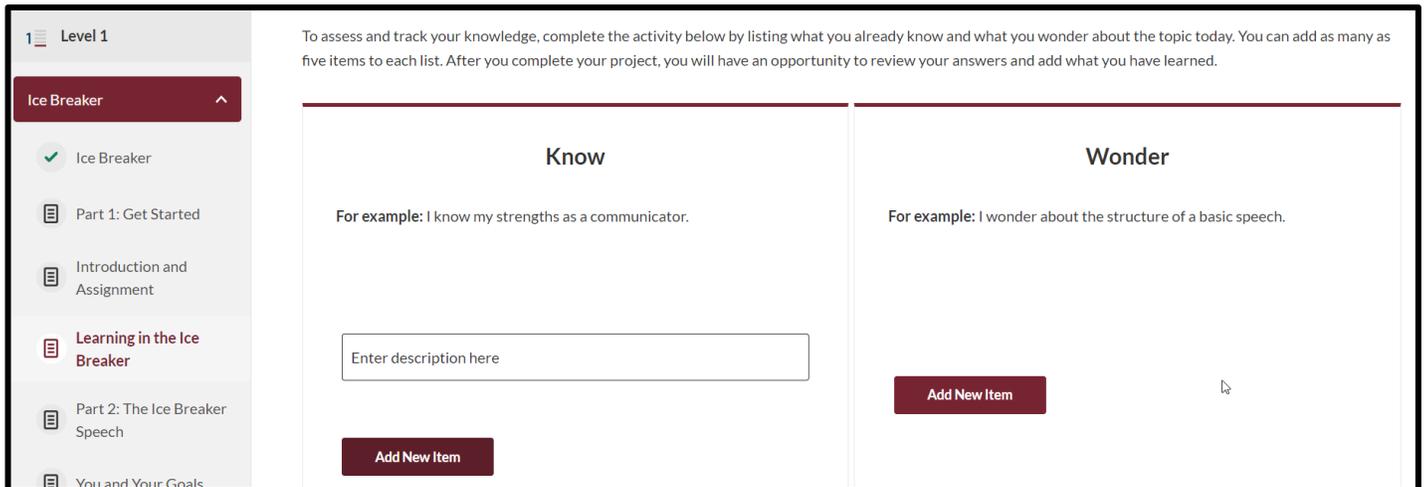


Using the **Know-Wonder-Learned interactive tool**, you can reflect on the project topic by recording things you know and hope to learn at the start of your project.

This interactive element is included towards the beginning and again towards the end of each project.



To add items, select the “Add New Item” button and type in the text field.





Begin by adding what you know about the project topic. Then, add what you wonder or hope to learn while completing the project.

The screenshot shows the 'Ice Breaker' tool interface. On the left is a navigation menu with items: Ice Breaker (checked), Part 1: Get Started, Introduction and Assignment, Learning in the Ice Breaker (highlighted), Part 2: The Ice Breaker Speech, You and Your Goals, and Prepare and Present. The main area is split into two columns: 'Know' and 'Wonder'. The 'Know' column has an example: 'For example: I know my strengths as a communicator.' Below it is a text input field containing 'I know how to engage an audience at the beginning of a speech.' and another empty field labeled 'Enter description here'. The 'Wonder' column has an example: 'For example: I wonder about the structure of a basic speech.' Below it is a text input field containing 'I wonder how to create a strong message.' and a red 'Add New Item' button.

At the end of your project, you'll see this interactive tool again on the "Complete Your Project" page. In the learned section, include your key takeaways.

The screenshot shows the 'Ice Breaker' tool interface with a third column, 'Learned'. The navigation menu is the same, but 'Learning in the Ice Breaker' is now checked. The 'Know' column has an example: 'For example: I know my strengths as a communicator.' and a text input field containing 'I know how to engage an audience at the beginning of a speech.' The 'Wonder' column has an example: 'For example: I wonder about the structure of a basic speech.' and a text input field containing 'I wonder how to create a strong message.' The 'Learned' column has an example: 'For example: I learned to recognize the skills I need to develop to improve my communication (listening, thinking, and speaking) skills.' Below it is a text input field containing 'I learned to focus my speech by including a beginning, middle, and ending.' and a red 'Add New Item' button.

Note: Completing reflections within your project is optional but highly recommended.

By reflecting on your projects, you are focusing your learning. Reflection helps to improve your performance, identify your strengths, and apply your knowledge to your next speech – and your life outside of Toastmasters!



Answer critical thinking questions on the Review and Apply page to reflect on your learning. These questions will help provide additional insight into your learning.

Before you complete the assignment, take a moment to read through the questions you see here. If you are not able to answer them comfortably, review the project. Click the Save button to retain your responses, which can be updated at any time.

What are some strategies you can use to balance preparation and spontaneity when delivering your speech?

Save

List your strongest communication and leadership skills.

Select “Save” after each answer. When you come back to this page, you can edit any of your responses by clicking in the text box.

Ice Breaker

Know

For example: I know my strengths as a communicator.

I know how to engage an audience at the beginning of a speech.

Wonder

For example: I wonder about the structure of a basic speech.

I wonder how to create a strong message.

Learned

For example: I learned to recognize the skills I need to develop to improve my communication (listening, thinking, and speaking) skills.

I learned to focus my speech by including a beginning, middle, and ending.

I learned to practice different deliveries to balance spontaneity and preparation.

Add New Item

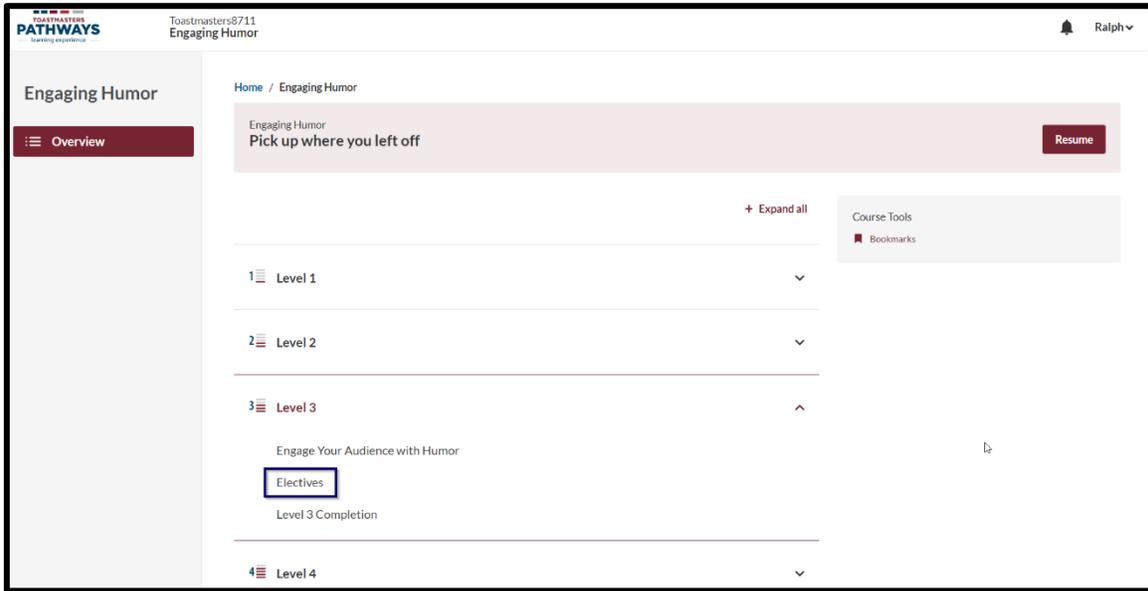
You can always return to the Know, Wonder, Learned tool or the critical thinking questions to add insights prompted by your experience in your club.



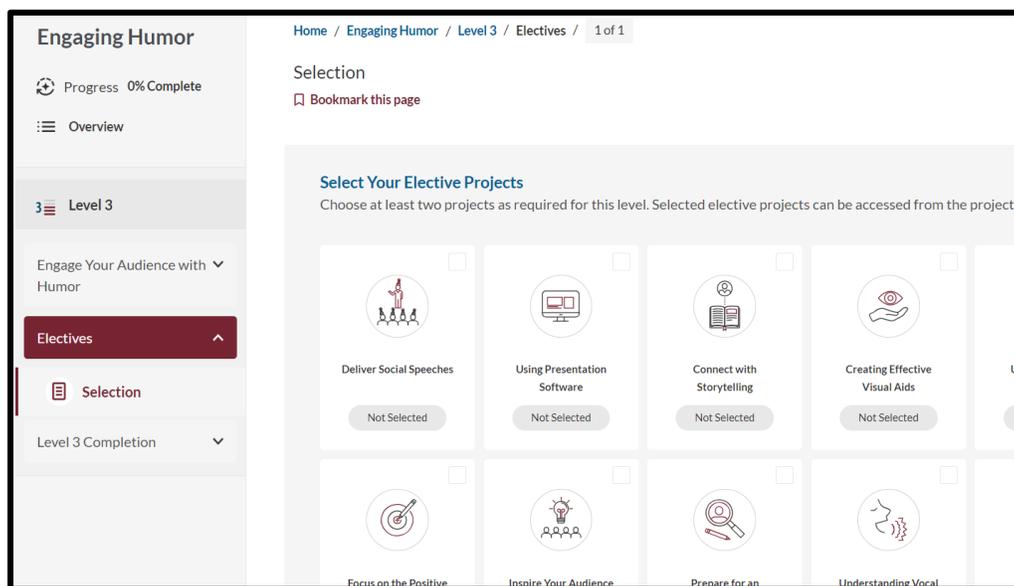
In addition to the required projects in Levels 3, 4, and 5, several electives are available to you. This means that you can select a project based on the skills you would like to develop.

Choose elective projects by selecting the projects from the “Electives” menu associated with the level you’re working in.

To select an elective, open Level 3, 4, or 5. Select the electives menu, which is located below the required project in the level.

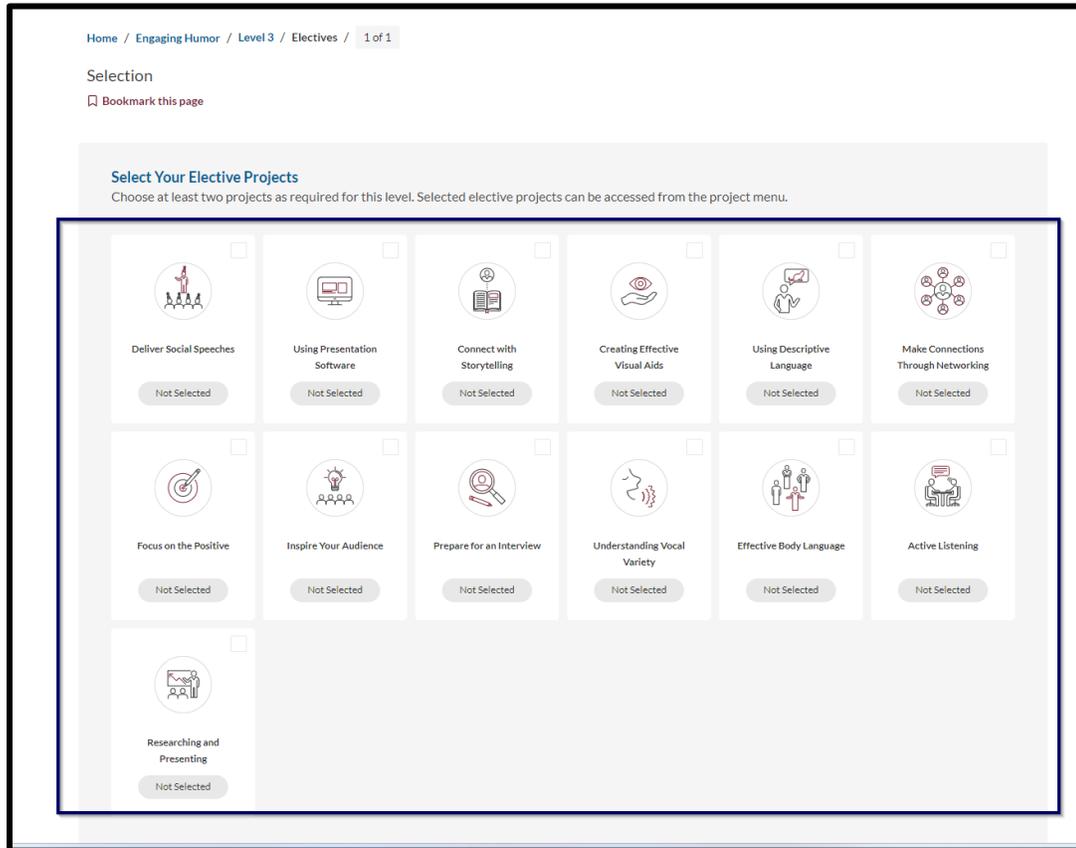


You can also find this section after the required project in your level. It will display on the left navigation menu.

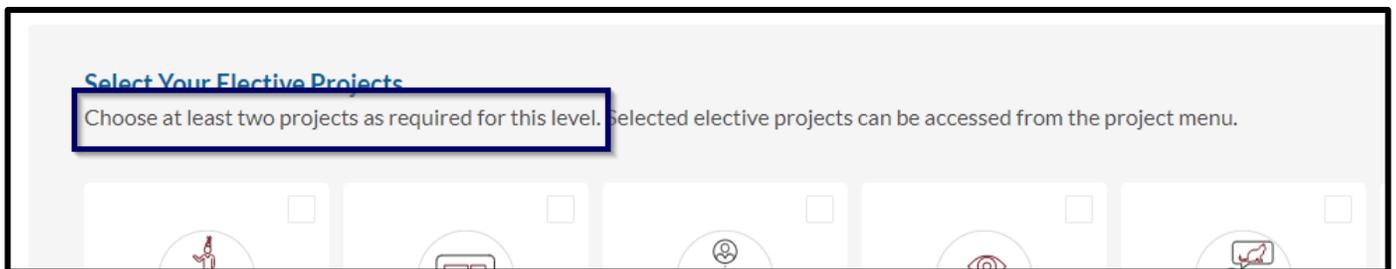




After clicking on Electives, you will see the selection screen, with all available elective projects listed for the level you are working in.



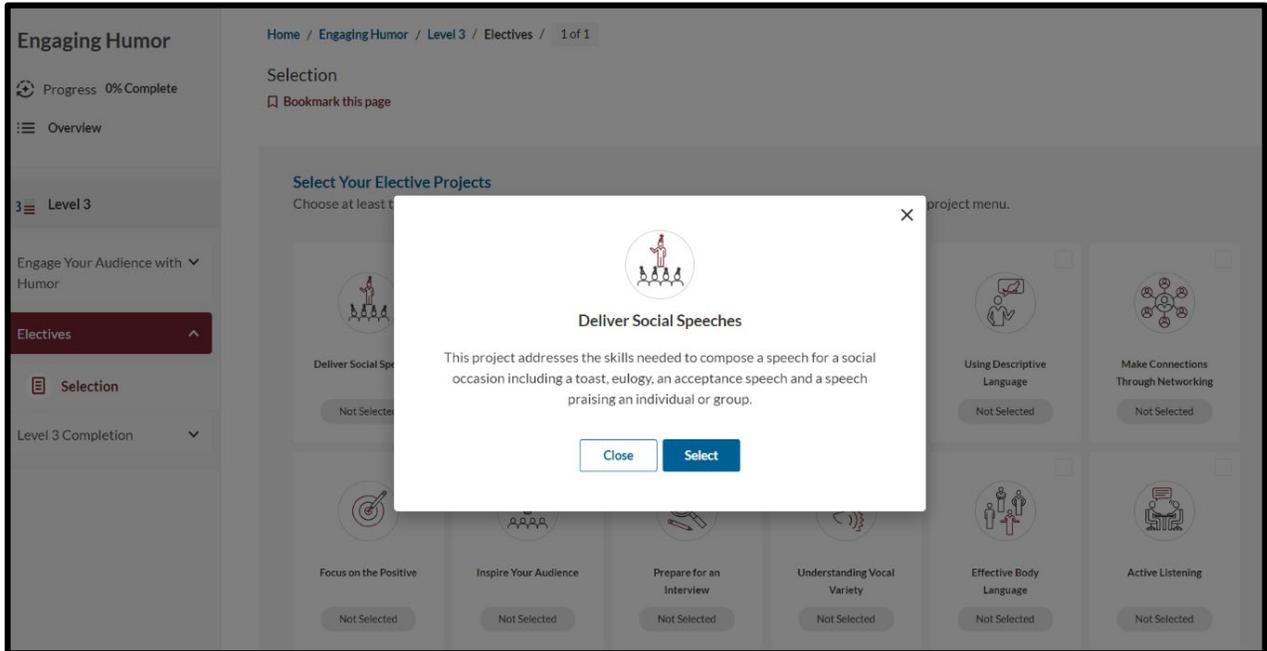
The minimum required number for each level is indicated at the top of the selection screen.



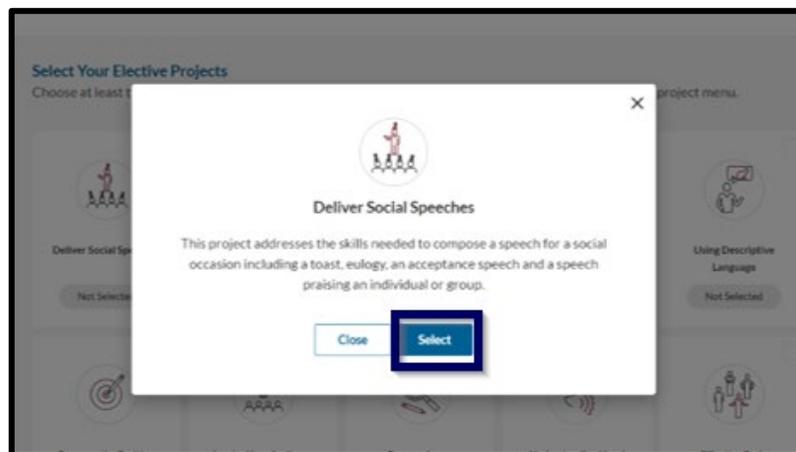
Note: To complete the level, you must complete the minimum required number of elective projects.



Clicking on the project card will open a description of the project.



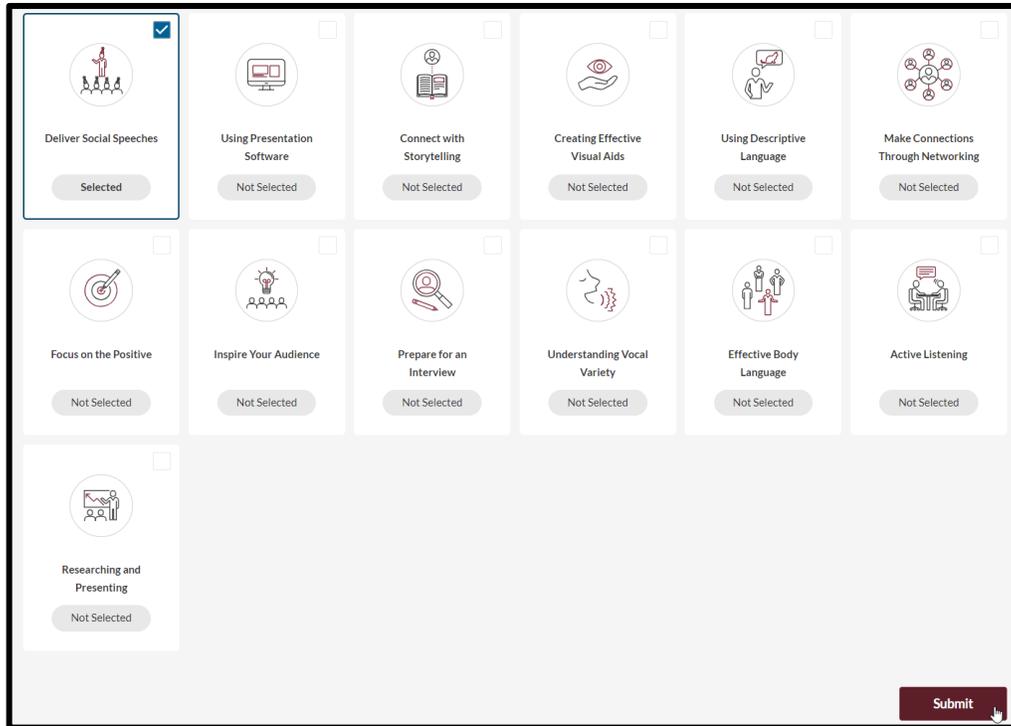
If, after reading the description, you decide you want to add the elective to your path, click on the Select button.



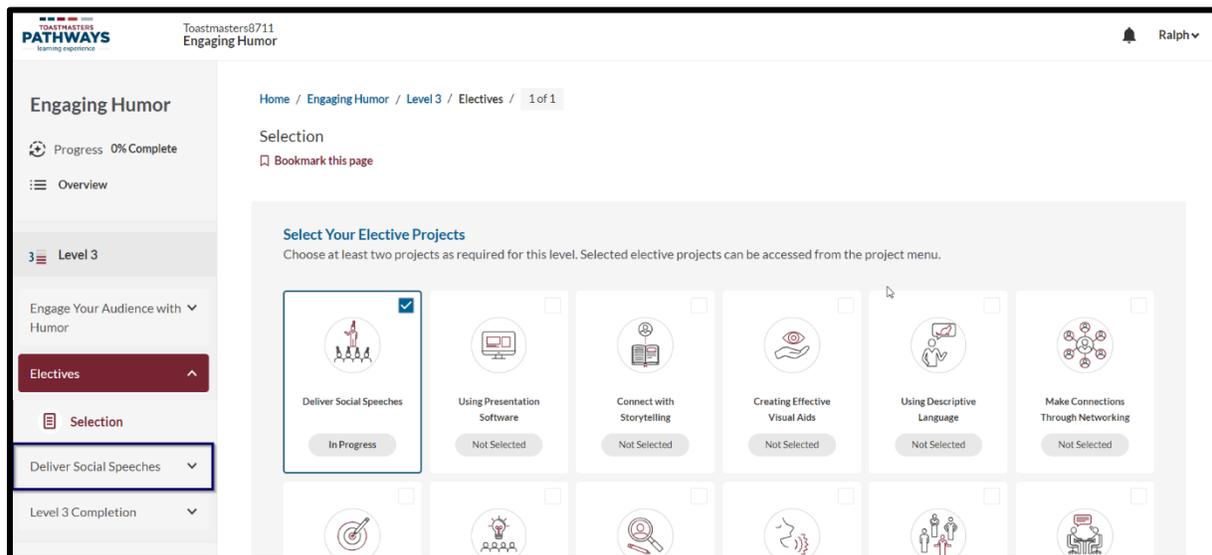
You may select a single elective project, the required number of projects, or you may choose to select more than the required number of elective projects from this screen. You can add as many or as few elective projects at one time as you would like.



Once you have made your selection(s), click submit at the bottom of the page.



After clicking submit, the project will be added to the left navigation menu in your path.



You can always return to the elective selection screen to add another project or remove one you have decided to no longer pursue.



Log your speech before presenting your speech to your club. In your project, you can record the speech title and the date of your speech. Then, you can send a digital evaluation form to your evaluator using the speech log!

The speech log is inside of each project in the Complete Your Project section. If a project requires more than one speech, each speech will have its own log to be completed.

- ✓ Prepare and Present
- ✓ Part 3: After Your Speech
- ✓ Understanding the Toastmasters Evaluation
- ✓ Review and Apply
- ✓ Complete Your Assignment
- ✓ Part 4: Reflect on Your Learning
- 📅 Complete Your Project**
- ✓ Before You Move On
- Writing a Speech with Purpose
- Introduction to Vocal Variety and Body Language
- Evaluation and Feedback
- Level 1 Completion

Use the Speech Log below to track your speech and save details to your Achievements Page. When you know who will evaluate your speech, select Save & Email to send them a notification and link to the evaluation resource for your project. Be sure to add any specific requests you may have before sending. You are free to return here to send, update, or adjust the log at any time.

Please add the details of your speech below.

Speech Title

Speech Date

Club

Evaluator

Evaluation Form

Request Description

Note: While using this tool is optional, it is recommended.

When you save your speech details, they will display at the bottom of your Achievements page in the Speech Log section.



Base Camp managers can see this record of your speeches. If you need to make edits, this can be done directly from the Achievements page.

Search

Learning Dashboard Base Camp Manager

Paths & Learning Achievements Feedback Resources

Speech Log — Collapse

Engaging Humor

	Ice Breaker Club: The Toastmasters Club	Evaluator: Frederick Eley	Date: August 07, 2024	
	Personally Speaking Club: The Toastmasters Club	Evaluator: J. Clark Chamberlain	Date: June 09, 2023	
	The Orderly Planning of a Speech Club: The Toastmasters Club	Evaluator: Frank A. French	Date: December 13, 2023	
	Stop Me If... Club: The Toastmasters Club	Evaluator: Helen Blanchard	Date: March 29, 2023	
	You've Heard This One Before Club: The Toastmasters Club	Evaluator: Frederick Eley	Date: May 08, 2024	



Complete a project by selecting the “Complete My Project” button on the last page. Ensure that you have completed all tasks, including giving your speech(es) to your club.

The screenshot shows a sidebar on the left with a list of tasks. The tasks are: Learning in the Ice Breaker (checked), Part 2: The Ice Breaker Speech, You and Your Goals, Prepare and Present, Part 3: After Your Speech, Understanding the Toastmasters Evaluation, Review and Apply (checked), Complete Your Assignment (checked), Part 4: Reflect on Your Learning, Complete Your Project (checked), and Before You Move On. Below the sidebar is a dropdown menu for 'Writing a Speech with Purpose'. The main content area has three sections: 'Assess and Reflect' with a clipboard icon and text 'When all components of your assignment are finished, complete your self-reflection by adding what you have learned to the last column of the Know-Wonder-Learned activity.', 'Congratulations!' with a party popper icon and text 'If you have completed every task, CONGRATULATIONS! You have completed your Ice Breaker project and you are ready to move on to your next project.', and a large grey box with the text 'When you have finished your tasks for this project, you are ready to mark it complete.' and a prominent 'Complete My Project' button. Below this box are two buttons: 'Previous' and 'Return to overview'.

Select confirm to mark your project complete.

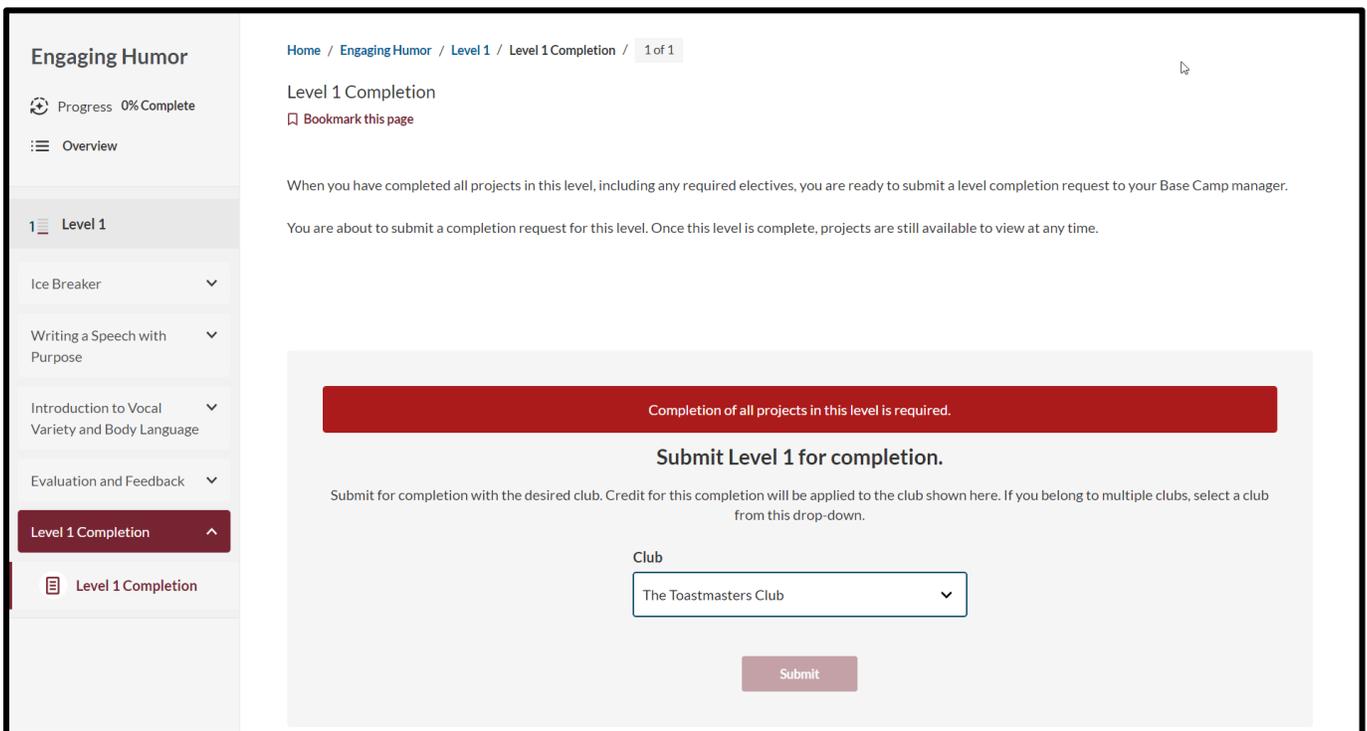
The screenshot shows the same sidebar as the previous screen. The main content area has three sections: 'Assess and Reflect' with a clipboard icon and text 'When all components of your assignment are finished, complete your self-reflection by adding what you have learned to the last column of the Know-Wonder-Learned activity.', 'Congratulations!' with a party popper icon and text 'If you have completed every task, CONGRATULATIONS! You have completed your Ice Breaker project and you are ready to move on to your next project.', and a large grey box with the text 'Project Completion' and a large checkmark icon. Below the icon is the text 'You are about to mark your project complete. Once it's complete, your project is still available to view at any time.' and two buttons: 'Back' and 'Confirm'.



Submit a level completion by opening the Level completion section, using the left navigation menu in your path.



If you have not marked all required projects (including the minimum number of elective projects) in the level complete, you will not be able to submit your level to your club for completion.





If you are a member of multiple clubs, select the club that you would like to receive credit from the drop-down menu. You can give credit to any club you belong to.

When you have completed all projects in this level, including any required electives, you are ready to submit a level completion request to your Base Camp manager.

You are about to submit a completion request for this level. Once this level is complete, projects are still available to view at any time.

Submit Level 1 for completion.

Submit for completion with the desired club. Credit for this completion will be applied to the club shown here. If you belong to multiple clubs, select a club from this drop-down.

Club

- The Toastmasters Club
- The Toastmasters Club**
- Anaheim

Submit

Select submit. After you submit a level completion, a notification is sent to your Base Camp managers for approval.

Engaging Humor

Home / Engaging Humor / Level 1 / Level 1 Completion / 1 of 1

Level 1 Completion

Bookmark this page

When you have completed all projects in this level, including any required electives, you are ready to submit a level completion request to your Base Camp manager.

You are about to submit a completion request for this level. Once this level is complete, projects are still available to view at any time.

Submit Level 1 for completion.

Submit for completion with the desired club. Credit for this completion will be applied to the club shown here. If you belong to multiple clubs, select a club from this drop-down.

Club

The Toastmasters Club

Submit

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.



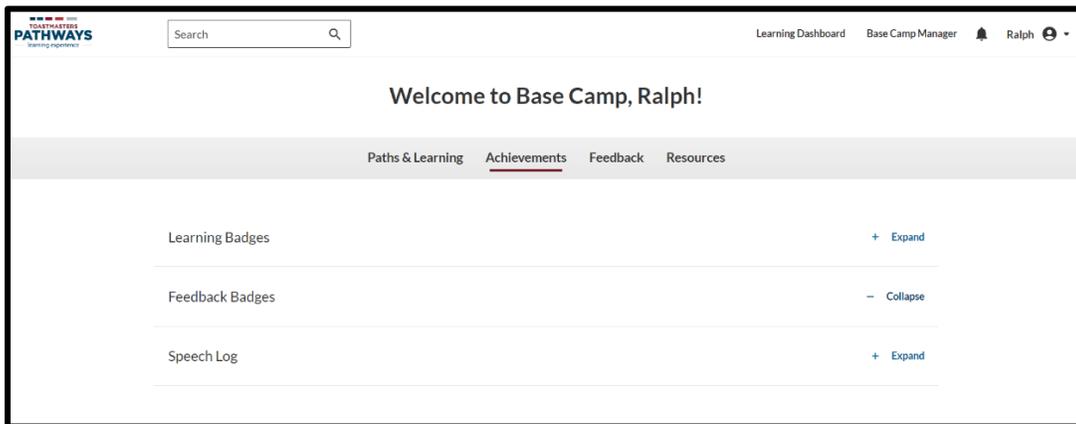
Your Education Journey

What is a Base Camp manager?

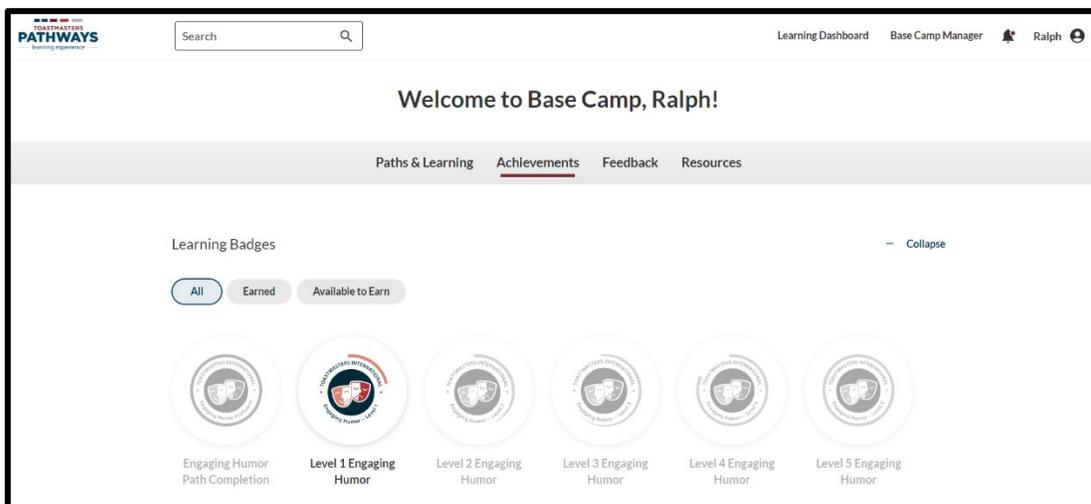
Base Camp managers are club officers who confirm project and level completions and support members on Base Camp. Most often your Vice President Education (VPE) will be the primary Base Camp manager for your club. Any club officer can fill these duties if the VPE is not available. All club officers get notified of member activity or member requests. Base Camp managers verify level and path completions and track club member progress.

How are badges used on Base Camp?

Digital badges are awarded for individual accomplishments. You can find all your badges in the “Achievements” section of your home page.

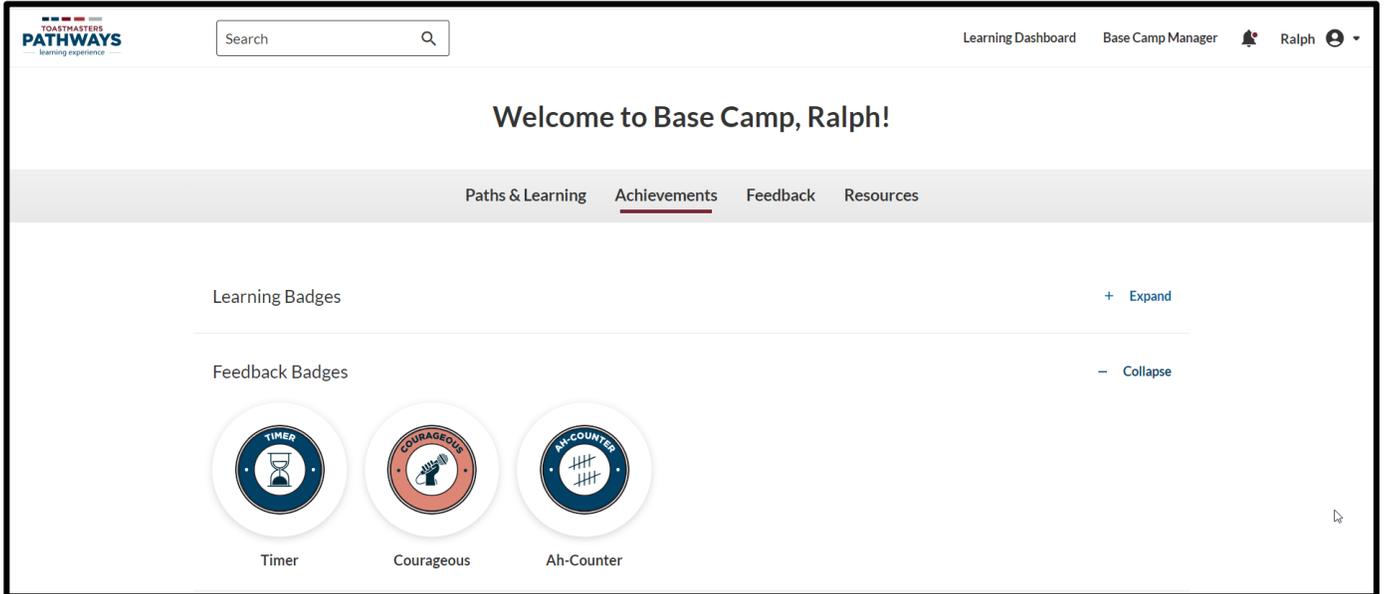


You will automatically be awarded learning badges for the path(s) you are working on, as you complete each level.

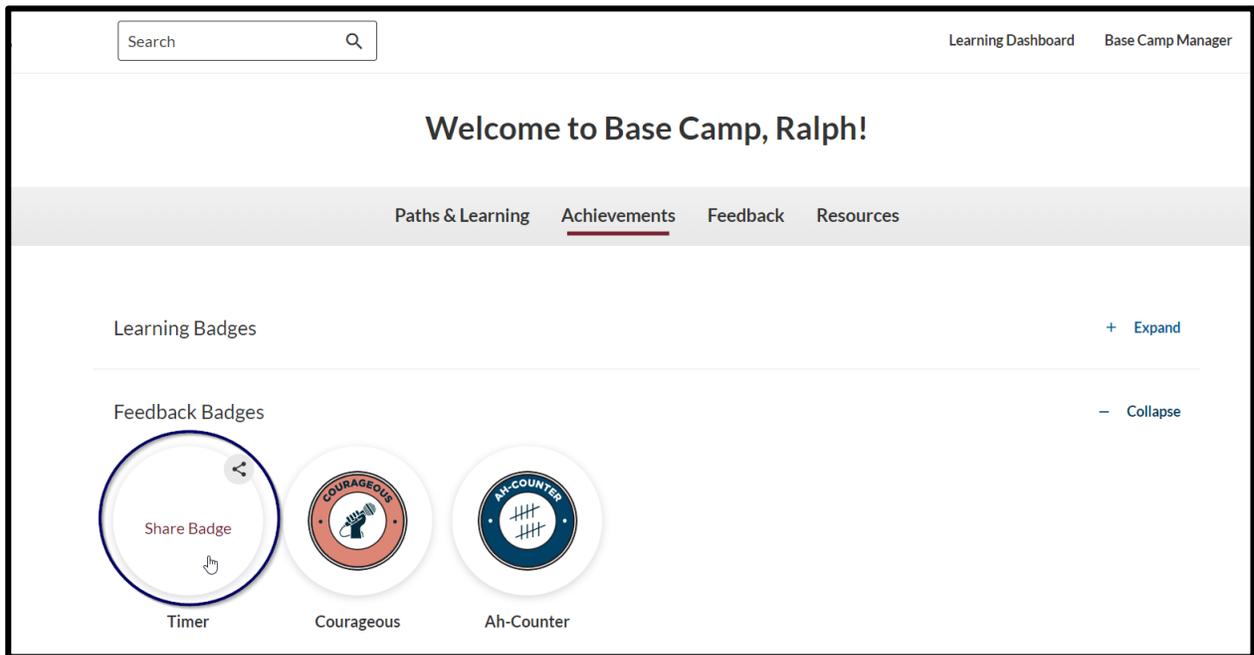




Members of your club can award feedback badges to you to recognize growth and accomplishments. They can also award you badges for serving in meeting roles and participating in your club.

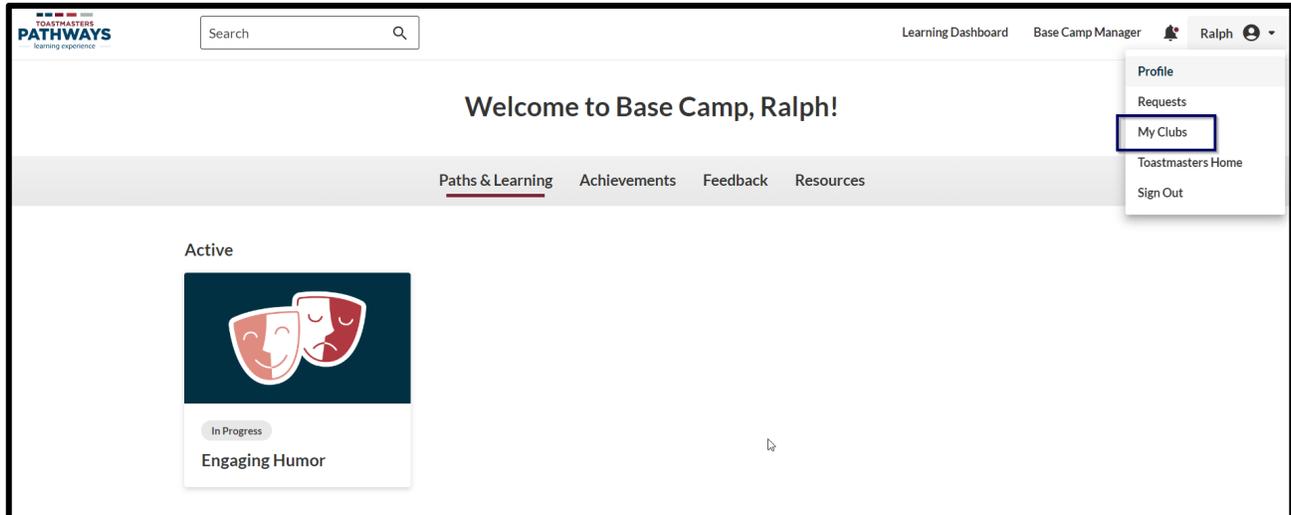


You can share your awarded badges directly on social media by hovering over the badge and selecting “Share Badge.”

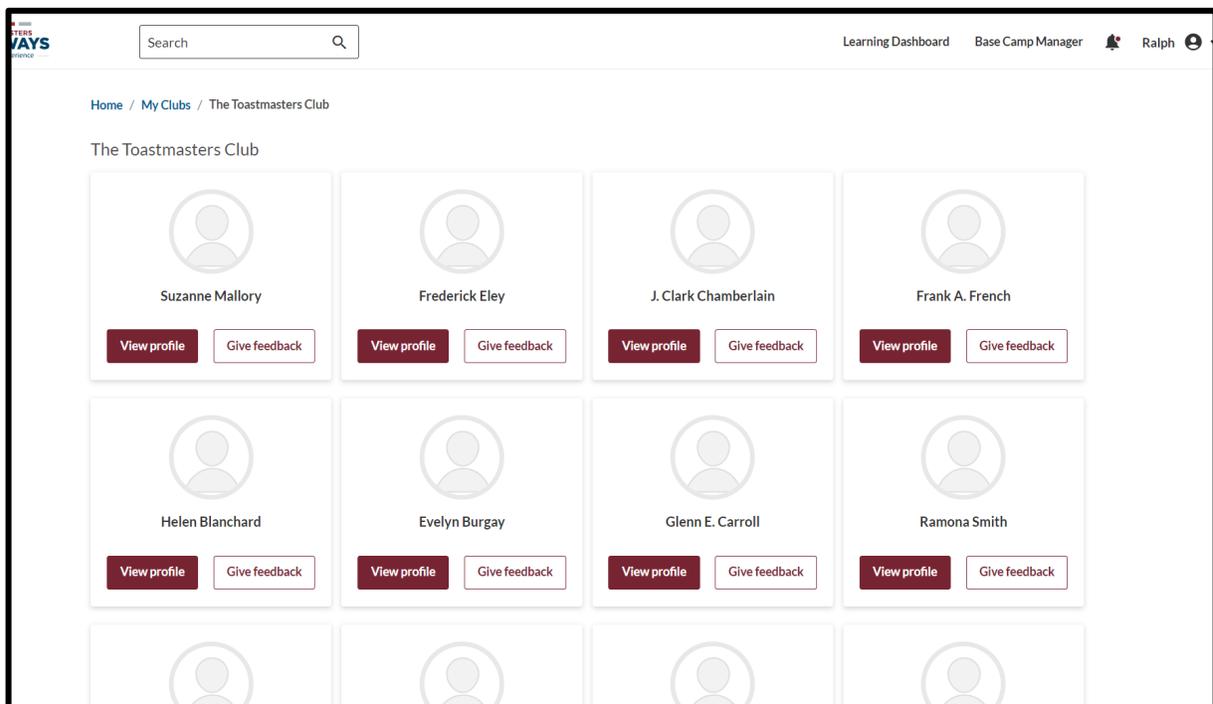




View the profiles of members in your club(s), by selecting “My Clubs” from the drop-down menu under your name.



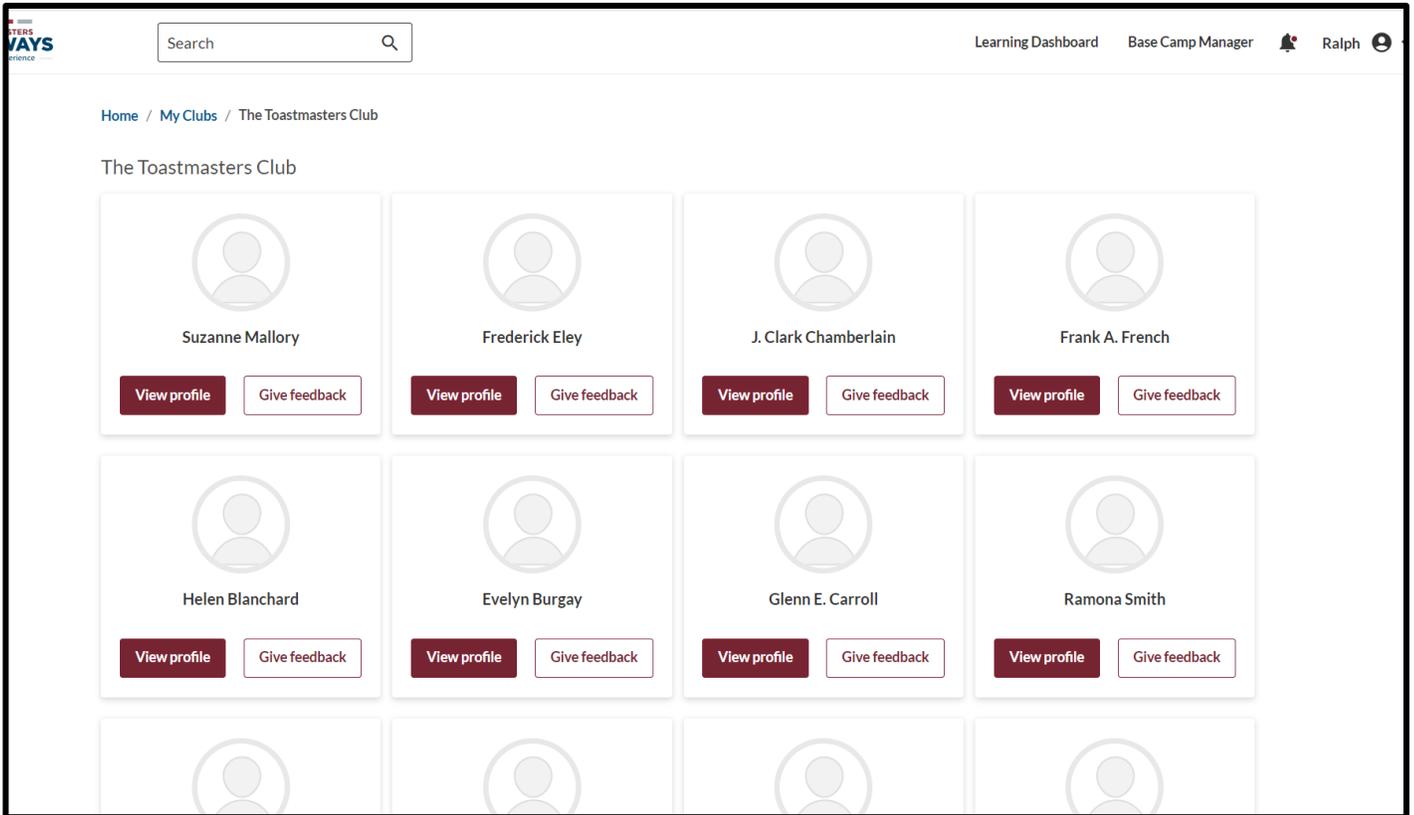
Select “View profile” for the member you would like to view. You can also search for the member from anywhere in the system using the search bar in the top left corner of the screen.



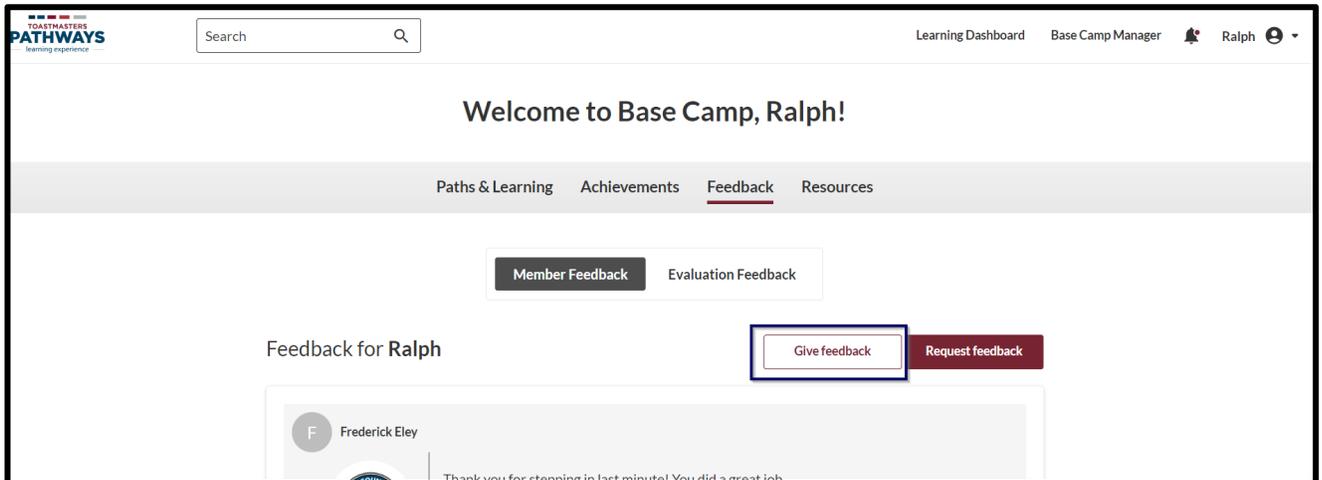
Note: If you are a member of more than one club, you will see all clubs listed here.



Give feedback to members of your club by selecting “Give Feedback” under the desired member’s name.



You can also go to the Feedback tab from the home page to access the “Give Feedback” screen.





Select the club and the member(s) you would like to send your feedback to.

Give Feedback

Club

The Toastmasters Club

Member(s)

Select member(s)

Feedback

For example: You inspired the audience with your personal story, passion, and energy.

Adaptable **Exceptional** **Ah-Counter** **Topicsmaster** **Ti**

Visibility



Add comments about your fellow club member's accomplishments and areas for growth.

Give Feedback

Club

The Toastmasters Club

Member(s)

Suzanne Mallory X

Feedback

You did a phenomenal job as Table Topicsmaster! Your questions were creative and you picked wonderful volunteers.

- Draw on specific observations you had during the club meeting. For example, you may have noticed a member in your club being proactive about finding an evaluator, or your club officers doing an exceptional job attracting guests.
- Personalized, specific feedback is appreciated by all and continues to improve all aspects of your club.
- Keep in mind the same principles you use for providing constructive feedback when giving evaluations in your club.



If you would like to award a badge to one of your fellow club members, in addition to your specific feedback comments, select a badge.

Give Feedback ✕

Club

The Toastmasters Club ▼

Member(s)

Suzanne Mallory ✕ ▼

Feedback

You did a phenomenal job as Table Topicsmaster! Your questions were creative and you picked wonderful volunteers.



Adaptable



Exceptional



Ah-Counter



Topicsmaster



Til



Visibility indicates who will be able to see the feedback you post.

You did a phenomenal job as Table Topicsmaster! Your questions were creative and you picked wonderful volunteers.

<  Adaptable  Exceptional  Ah-Counter  Topicsmaster  Topic >

Visibility

Visible to all club members

Visible to selected member(s) only

Post feedback

- Feedback marked “Visible to all club members” will appear on the recipient’s profile publicly to anyone who belongs to their same club(s).
- Feedback marked “Visible to selected member(s) only” will display to the recipient only.



When you have added the feedback you would like to send, click “Post feedback”.

Give Feedback ✕

Feedback

You did a phenomenal job as Table Topicsmaster! Your questions were creative and you picked wonderful volunteers.



Adaptable



Exceptional



Ah-Counter



Topicsmaster



Topicmaster

Visibility

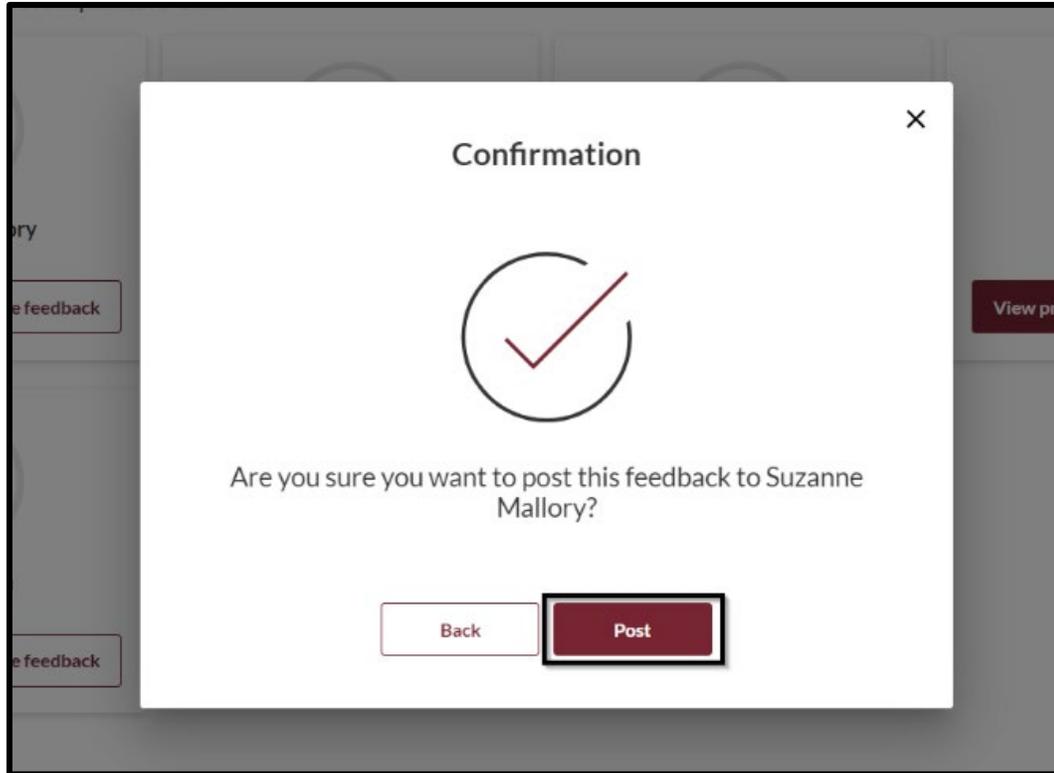
Visible to all club members

Visible to selected member(s) only

Post feedback



The selected member will receive a notification once you select “Post.”



If you included a badge, the recipient of your feedback will be able to share their feedback badge on a number of social media platforms.



Use the Speech Log to send an evaluation request to your evaluator. Each project that requires a speech contains a speech log. Inside of the project you are completing, go to the lefthand navigation menu.

Select the section titled “Complete Your Project” and scroll to the bottom of the page.

The screenshot shows the 'Complete Your Project' section of the Toastmasters Pathways interface. The left navigation menu is highlighted, and the main content area contains a form for adding speech details. The form includes fields for Speech Title, Speech Date, Club, Evaluator, Evaluation Form, and Request Description. There are also 'Save Log' and 'Save & Email' buttons at the bottom right.

Use the Speech Log below to track your speech and save details to your Achievements Page. When you know who will evaluate your speech, send them a notification and link to the evaluation resource for your project. Be sure to add any specific requests you may have before here to send, update, or adjust the log at any time.

Please add the details of your speech below.

Speech Title

Speech Date

Club

Evaluator

Evaluation Form

Request Description

[Save Log](#) [Save & Email](#)

Add your Speech Title, (or a placeholder – you can edit the speech log at any time) and the date you plan to give your speech.



If you belong to more than one club, select the club you are planning to present your speech in.

Please add the details of your speech below.

Speech Title

Speech Date

Club
 ▼

 ▼

Evaluation Form
 ▼

Request Description



All members of your club are automatically populated in the Evaluator dropdown. Select the evaluator for your upcoming speech.

Club
The Toastmasters Club

Evaluator
Suzanne Mallory

If your project has multiple speeches, it will also have multiple evaluation forms. These are listed alphabetically in the Evaluation Form dropdown.

Please add the details of your speech below.

- Deliver Your Message With Humor—Evaluation Resource
- Develop a Communication Plan—Evaluation Resource
- Distinguished Toastmaster—Evaluation Resource 1
- Distinguished Toastmaster—Evaluation Resource 2
- Effective Body Language—Evaluation Resource
- Engage Your Audience With Humor—Evaluation Resource
- Evaluation and Feedback—Evaluation Resource 1
- Evaluation and Feedback—Evaluation Resource 2
- Evaluation and Feedback—Evaluation Resource 3
- Focus on the Positive—Evaluation Resource
- Generic Evaluation Resource
- High Performance Leadership—Evaluation Resource 1
- High Performance Leadership—Evaluation Resource 2
- Ice Breaker—Evaluation Resource**
- Inspire Your Audience—Evaluation Resource
- Introduction to Toastmasters Mentoring—Evaluation Resource
- Introduction to Vocal Variety and Body Language—Evaluation Resource
- Know Your Sense of Humor—Evaluation Resource
- Leading in Difficult Situations—Evaluation Resource
- Make Connections Through Networking—Evaluation Resource

Ice Breaker—Evaluation Resource

Request Description

Can you please watch for my use of the stage, my pacing, and if it seems like I'm nervous?

Save Log Save & Email



Add anything you want your evaluator to watch for as you present your prepared speech. The request that you add here will be included in the email that your evaluator receives once you select “Save & Email.”

Select Save Log to add your speech log to your Achievements page.

The screenshot shows a form titled "Request Description" with a text input field containing the text: "Can you please watch for my use of the stage, my pacing, and if it seems like I'm nervous?". Below the input field are two buttons: "Save Log" and "Save & Email". The "Save Log" button is highlighted with a blue border.

Select “Save & Email” to send an email request to your evaluator. You can email the request to your evaluator through the Speech Log at any time.

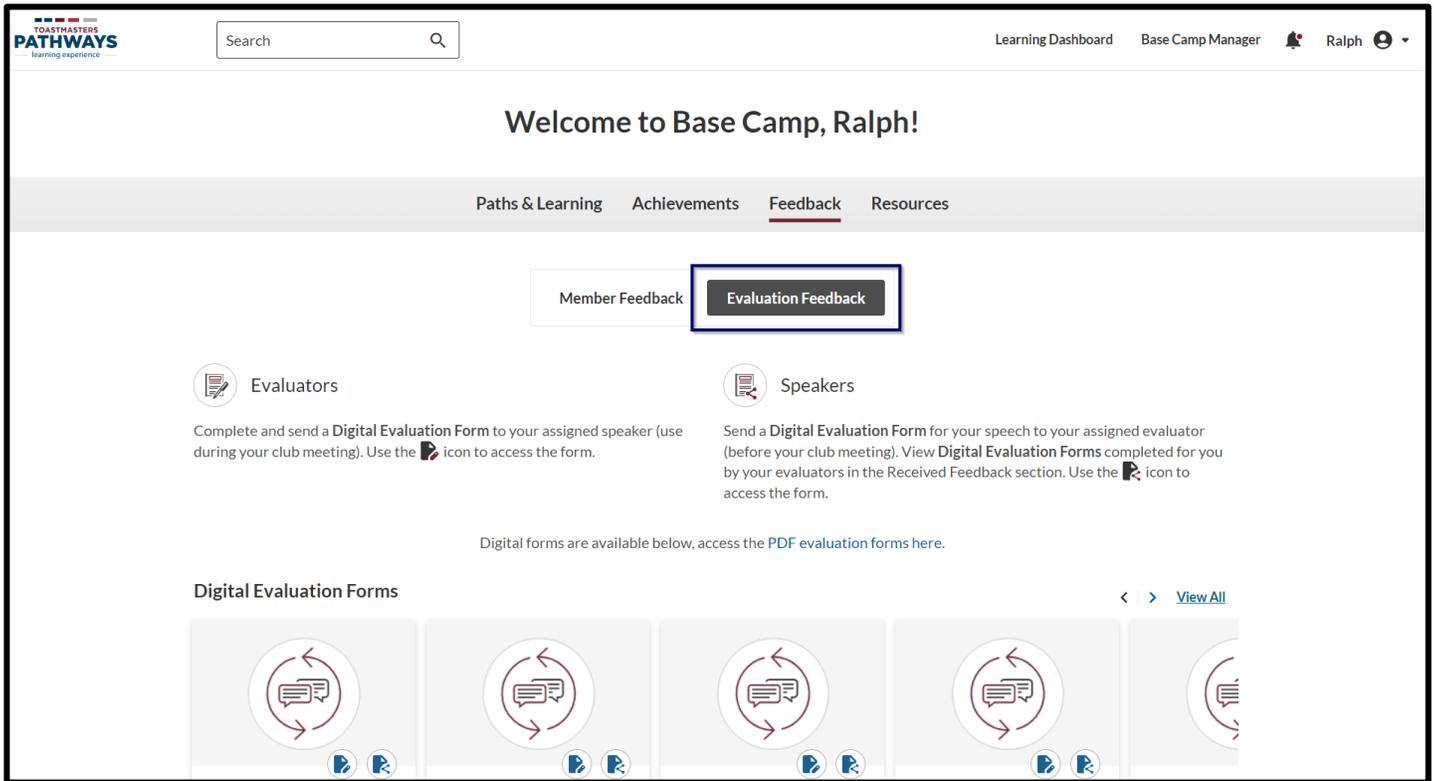
The screenshot shows the same "Request Description" form as above, but now the "Save & Email" button is highlighted with a blue border.

- Once you select “Save & Email,” your evaluator will receive the digital evaluation form for your speech. They can refer back to the information included in the “Request Description” field as they prepare for your evaluation.
- The digital evaluation form your evaluator receives will include all of your added information.



Request a digital evaluation from your evaluator

You can request that your evaluator completes a digital evaluation form by going to the Feedback tab on the Learning Dashboard.

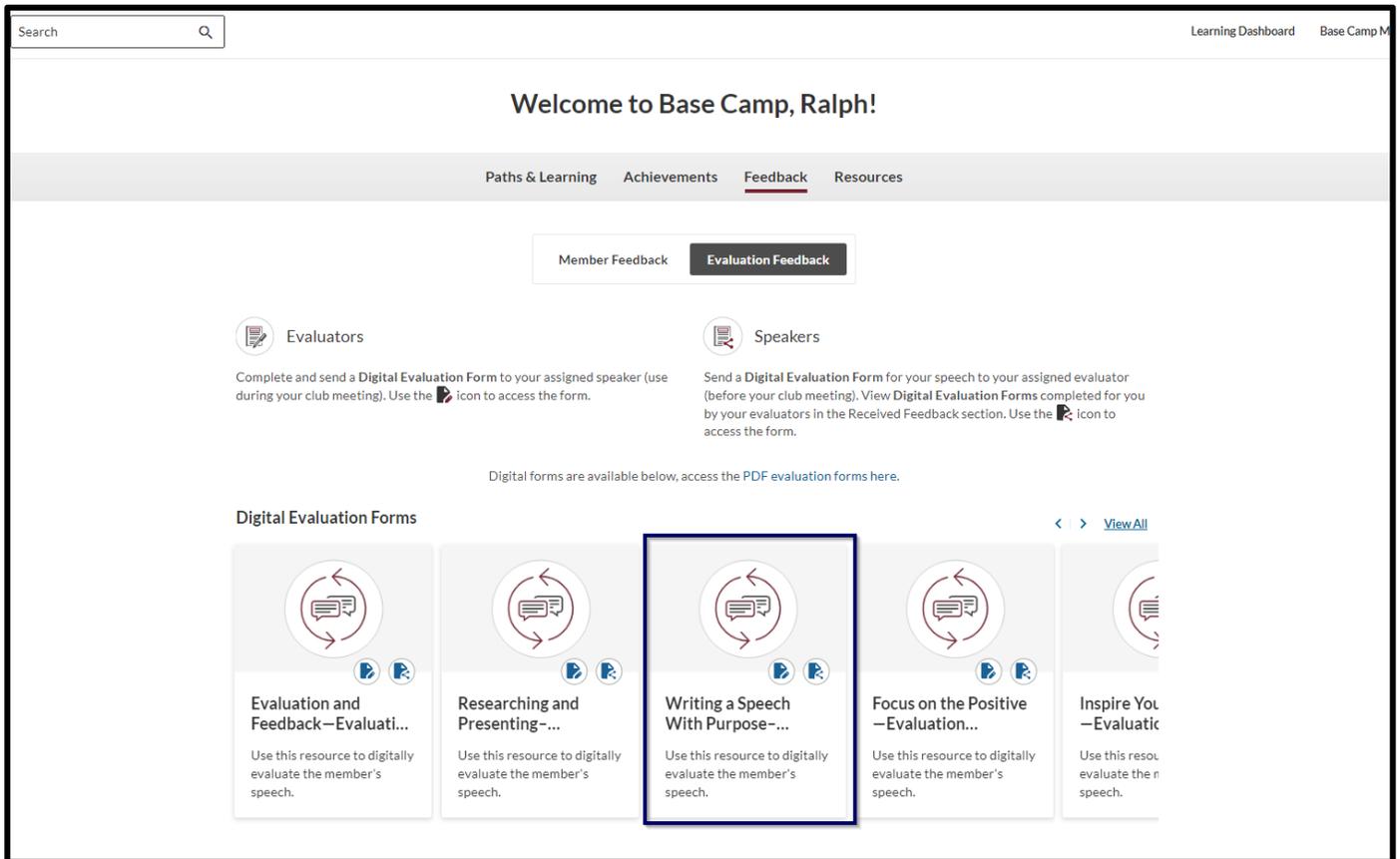


Note: This page defaults to the Member Feedback tab under “Feedback”. Ensure you select Evaluation Feedback to access the Digital Evaluation Forms.

Scroll down to the Digital Evaluation Forms to find the card that matches your project. If there are multiple speeches in your project, ensure that you are selecting the correct digital evaluation form.



Once you have found your digital evaluation form, you can send the form directly to your evaluator via email. This process is outlined in the next section.

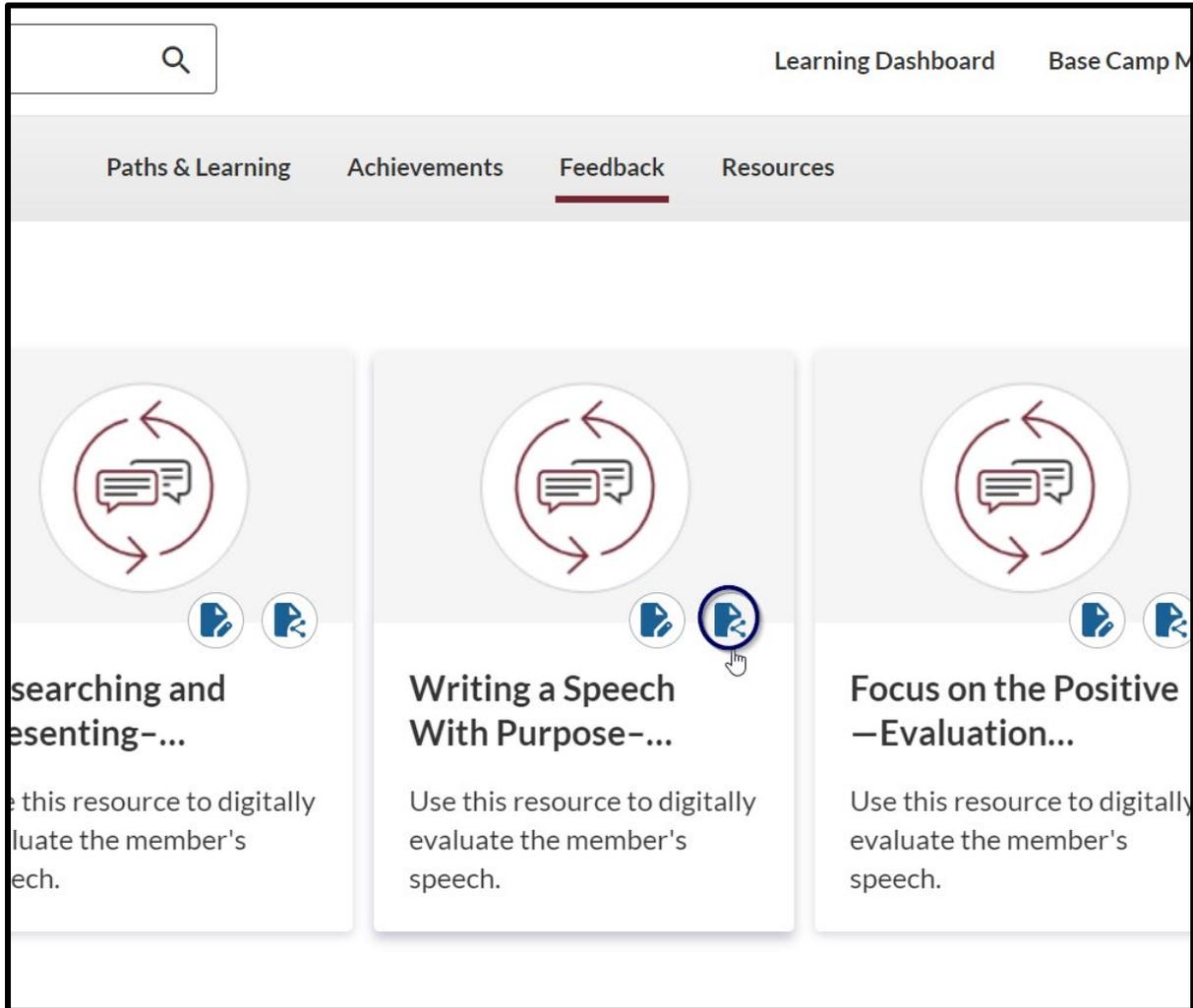


Note: If you do not see your evaluation form, you can use the search bar in the top left corner of the screen, or use the “View All” button under the Digital Evaluation Forms section.

If you would like to download or print the evaluation form instead, find the form on the Resources tab on the Learning Dashboard.



Send the digital evaluation form to your evaluator by selecting the document icon with a sharing arrow, on the right of the resource card.



Click on this icon to share the digital evaluation form with your evaluator.



Input your speech title, club, evaluator's name, speech date, and any requests for specific feedback.

Send to My Evaluator: Writing a Speech With Purpose–Evaluation Resource

Speech Title

Club

Evaluator

Date

Request Description



To send the resource to your evaluator, select “Send.” They will receive a link to the digital evaluation form by email, along with a notification of your request the next time they log in to Base Camp.

✕

Send to My Evaluator: Writing a Speech With Purpose–Evaluation Resource

Speech Title

Club

Evaluator

Date

Request Description



Fill out and share a digital evaluation form when you evaluate a fellow club member.

If you are selected as an evaluator, you can fill out a digital evaluation form for your speaker, even if they did not send one to you.

From the Feedback page, select “Evaluation Feedback.” Find the digital evaluation form for the speaker’s project.

Search

Learning Dashboard Base Camp Manager Suzanne

Welcome to Base Camp, Suzanne!

Paths & Learning Achievements **Feedback** Resources

Member Feedback **Evaluation Feedback**

Evaluators
Complete and send a **Digital Evaluation Form** to your assigned speaker (use during your club meeting). Use the icon to access the form.

Speakers
Send a **Digital Evaluation Form** for your speech to your assigned evaluator (before your club meeting). View **Digital Evaluation Forms** completed for you by your evaluators in the Received Feedback section. Use the icon to access the form.

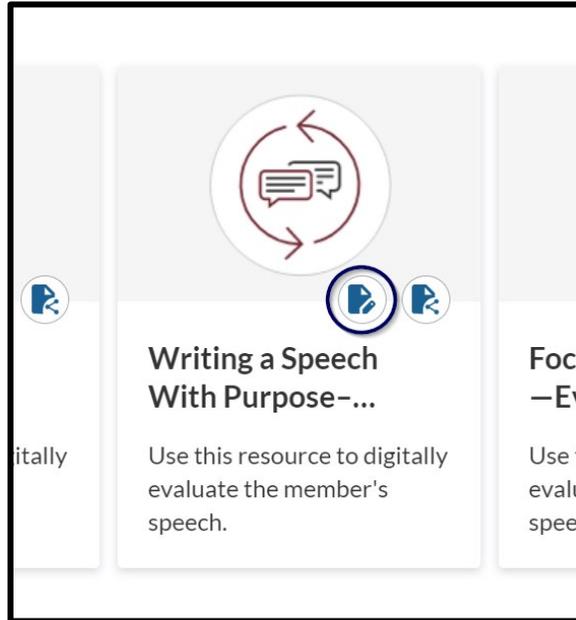
Digital forms are available below, access the [PDF evaluation forms here](#).

Digital Evaluation Forms [View All](#)

Evaluation and Feedback—Evaluati... Use this resource to digitally evaluate the member's speech.	Evaluation and Feedback—Evaluati... Use this resource to digitally evaluate the member's speech.	Researching and Presenting-... Use this resource to digitally evaluate the member's speech.	Writing a Speech With Purpose-... Use this resource to digitally evaluate the member's speech.	Focus on th —Evaluatic Use this resou evaluate the n speech.
--	--	---	--	--



Select the document with a pencil icon, on the left of the resource card.



Once selected, you will be able to fill in all of the relevant information for the person you are evaluating.

The image shows a form titled "Complete Writing a Speech With Purpose-Evaluation Resource" with a close button (X) in the top right corner. The form contains the following fields:

- Speech Title:** A text input field with the placeholder text "Enter the speaker's speech title."
- Club:** A dropdown menu with the placeholder text "Select a club" and a downward arrow.
- Speaker:** A dropdown menu with the placeholder text "Select member" and a downward arrow.
- Date:** A date selection field with the placeholder text "Select speech date" and a calendar icon.

At the bottom of the form, there are two buttons: "Cancel" and "Continue".



Enter their speech title or a placeholder. Then, select the club, name of the speaker you are evaluating, and the date of their speech.

Welcome to Base Camp, Suzanne!

Paths & Learning Achievements Feedback Resources

Complete Writing a Speech With Purpose- Evaluation Resource

Speech Title

Club

Speaker

Date



Select continue. The information you entered will be populated in the evaluation form.

Feedback / Digital Evaluation Forms

Writing a Speech With Purpose–Evaluation Resource < Back



Evaluation Form

Writing a Speech With Purpose–Evaluation Resource

Member Name: Date:

Evaluator: Speech Length 5–7 minutes

Speech Title:

Purpose Statement

The purpose of this project is to learn or review basic methods for writing a speech with a defined purpose and to present a well-organized

You can fill out and send the evaluation form within the system, sending it directly to the club member’s feedback page.

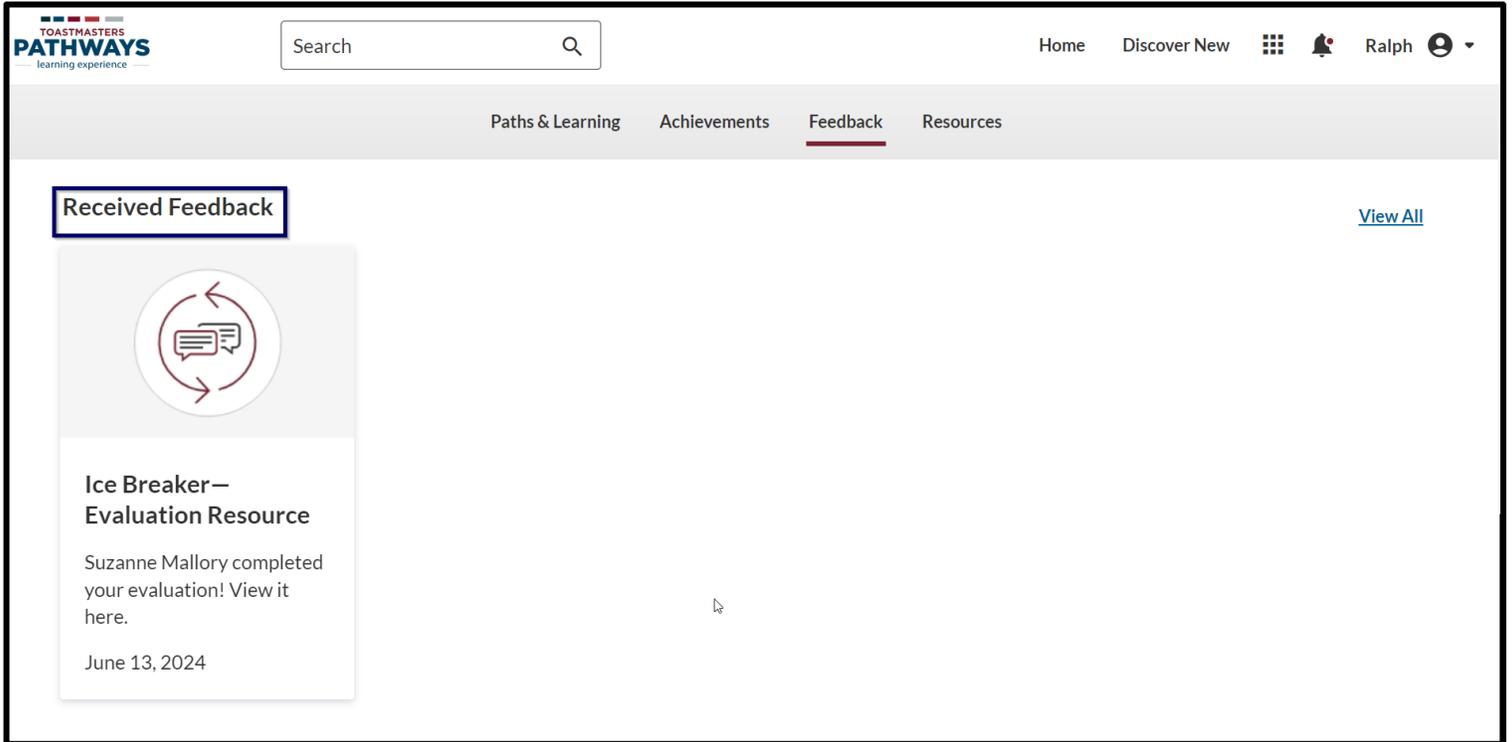
deliver an exemplary speech

- 4 - Excels: Uses physical gestures as a tool to enhance speech
- 3 - Accomplished: Uses physical gestures effectively
- 2 - Emerging: Uses somewhat distracting or limited gestures
- 1 - Developing: Uses very distracting gestures or no gestures

Note: All fields are required to send the evaluation form to the speaker.



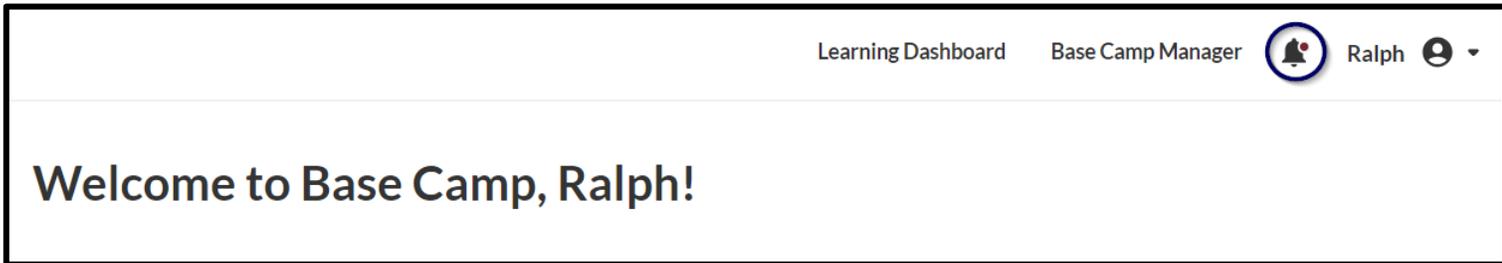
Speakers can view the completed evaluation form from their Evaluation Feedback page. Navigate to the Feedback tab. Select Evaluation Feedback near the top of the page.



You will see the completed evaluation under the Received Feedback section at the bottom of the page.



View notifications by selecting the notifications bell on your home page.



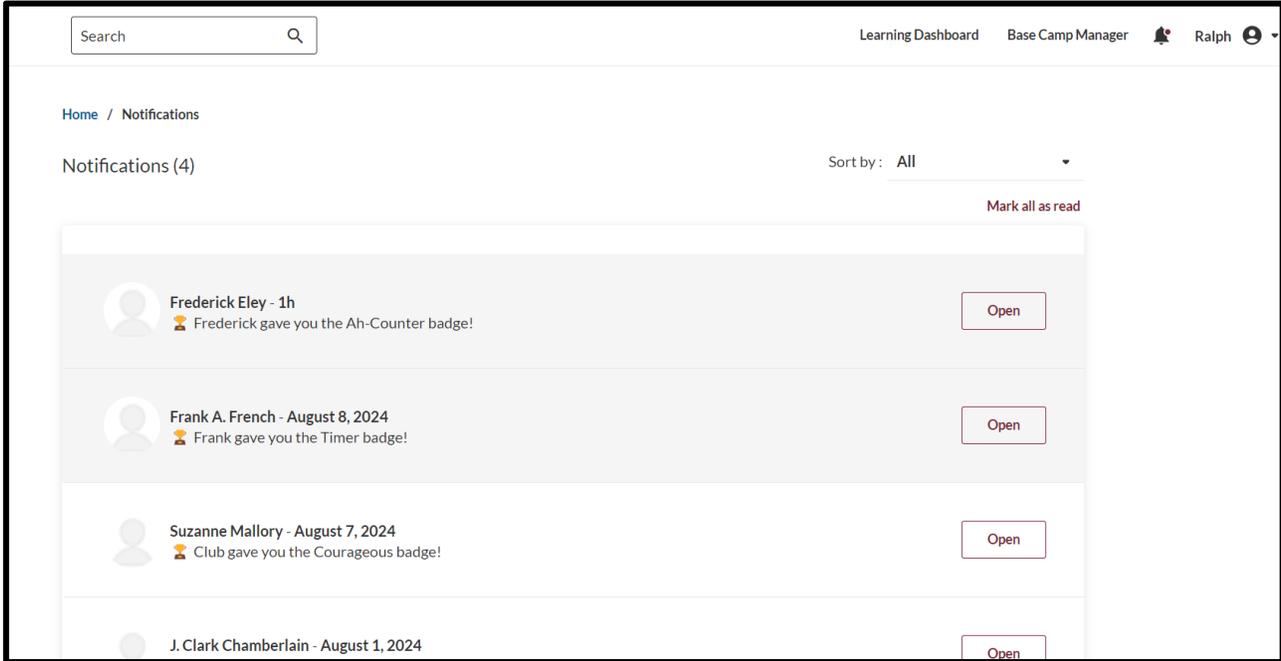
If another member has requested you complete their evaluation or send them feedback, the request will appear under the Notifications bell. Based on your email preferences, you will also receive email notifications.



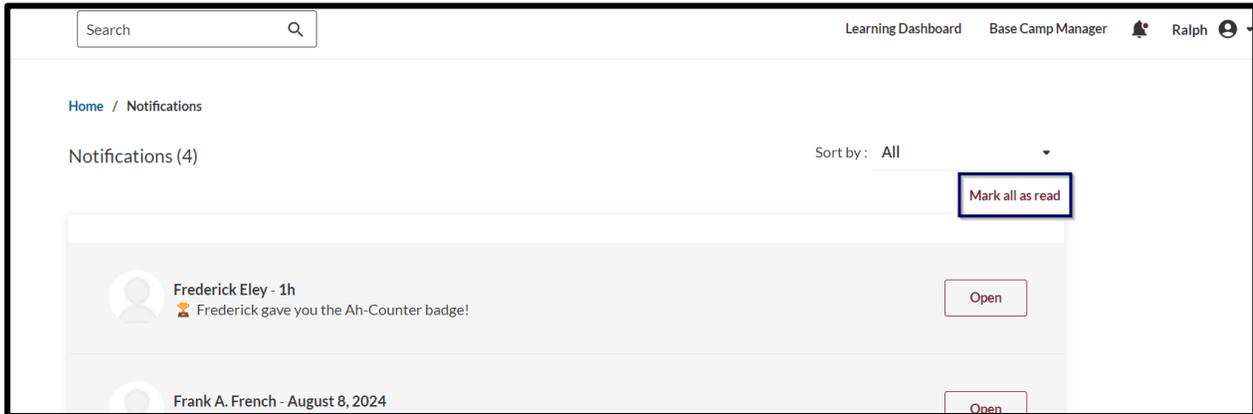
Once you have clicked on the bell icon, you can see your most recent notifications. To see a full list of notifications, select “View All”.



Your list of historical notifications will display, including notifications you have already interacted with or opened.



You can mark all notifications as read from this page, using the button in the upper right corner.



Notifications are automatically sent to you by the system. Depending on your email preferences, you may also get emails for some of these interactions. To update or change your notification preferences, visit the My Home page on the Toastmasters website, found here: <https://www.toastmasters.org/myhome>. Go to My Profile under your name, then to My Privacy & Consents.



Supporting Your Journey

Access resources, including project descriptions, evaluation resource PDFs, and other documents specific to your project by going to the “Resources” tab from your Learning Dashboard.

The screenshot displays the 'Resources' tab in the Learning Dashboard. At the top, there are navigation tabs: 'Paths & Learning', 'Achievements', 'Feedback', and 'Resources' (which is underlined). Below the navigation is a search bar with two buttons: 'Resources' and 'My Documents'. A filter section follows, with four dropdown menus: 'Filter by' (set to 'All Filters'), 'Category' (set to 'All Categories'), 'Subcategory' (set to 'All Subcategories'), and 'Language' (set to 'All Languages'). Below the filters, the section is titled 'Evaluation Resources' with a 'View All' link. The resources are displayed as a grid of cards. Each card features a circular icon with a speech bubble and arrows, a 'PDF' label in a red box, and icons for download, share, and save. The first card is in English and titled 'Communicate Change – Evaluation...'. The second is also in English and titled 'Leading Your Team– Evaluation Resource'. The third and fourth are in German and titled 'Evaluation and Feedback–Evaluati...'. The fifth is also in German and titled 'Evaluation Feedback...'. Each card includes a brief description of the resource.

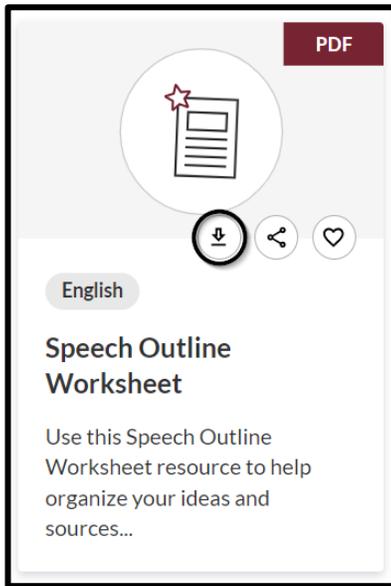
On the Resources page, you can download, share, or save a resource.

Note: Resource categories include Evaluation Resources, Project Descriptions, resources found in individual projects (called Project Resources in the category filter), and other items to support your learning.

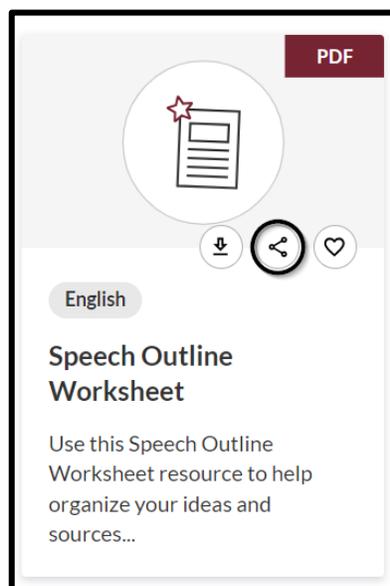


Download, share, or save a resource from the Resources tab.

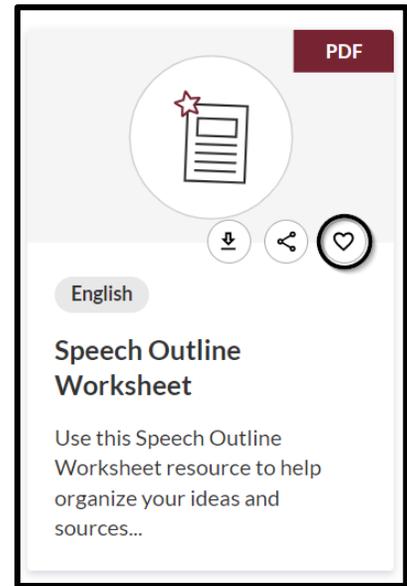
Select the download icon to download the resource to your computer.



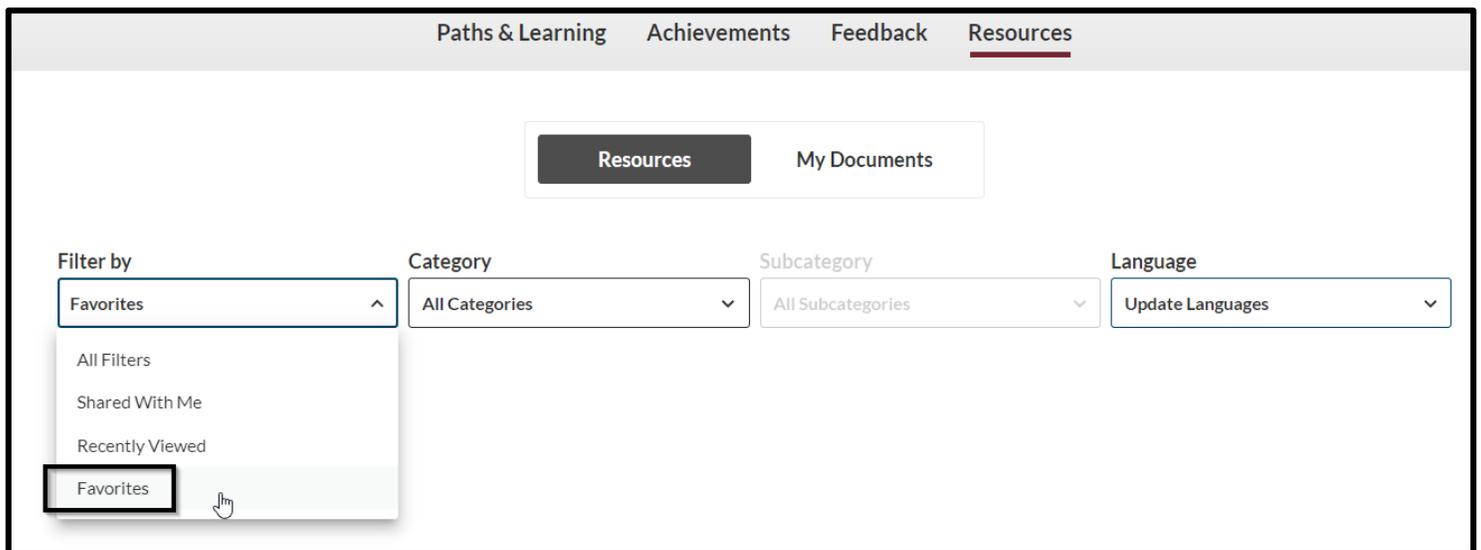
Select the share icon to send a resource to a member of your club.



Save a resource to your favorites by selecting the heart icon.*



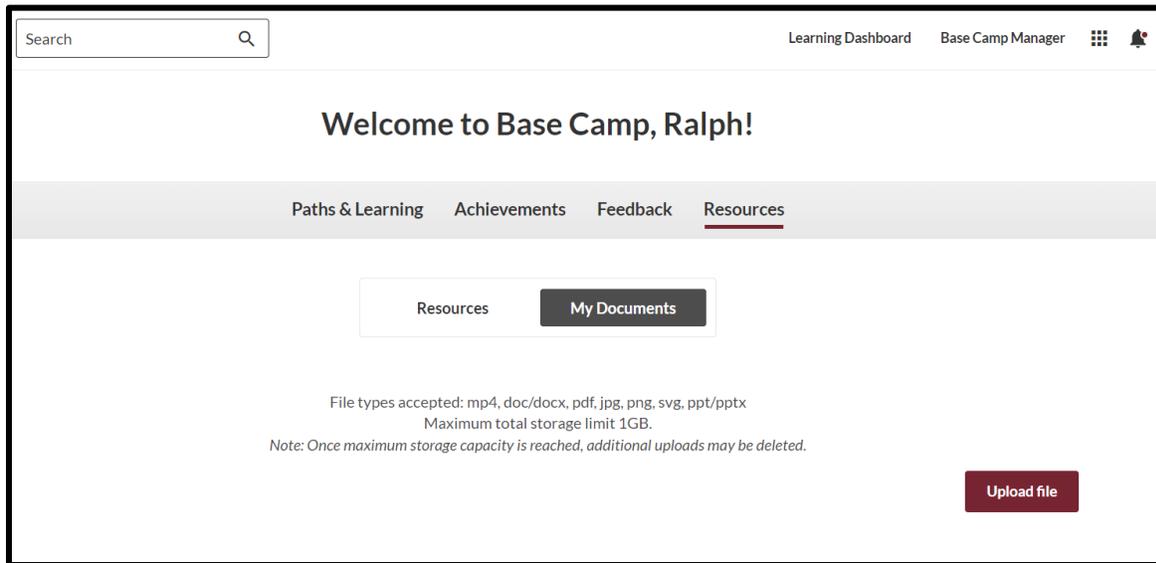
*To see a list of resources you have saved to your "Favorites," go to the Resources page. Select "Filter by" and choose "Favorites."



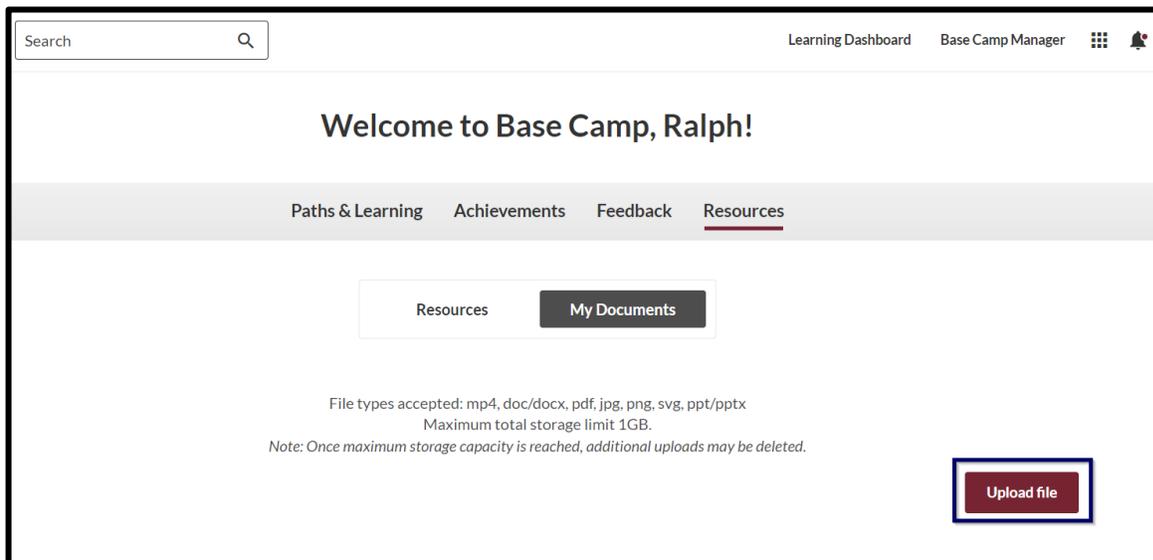


Upload a document by selecting “Resources” and then “My Documents.”

As you work through your path, you may want to save digital copies of evaluations completed outside of the system, notes for an upcoming speech, and other documents related to your project.



Select “Upload file” to upload a document to My Documents.





Next, find the file you wish to upload by selecting “Browse” and select the file from your computer.

Upload File

Drag and Drop file(s) here or

Browse

Maximum File Size - 300MB
Maximum Number of Files - 5
File types accepted: mp4, doc/docx, pdf, jpg, png, svg, ppt/pptx

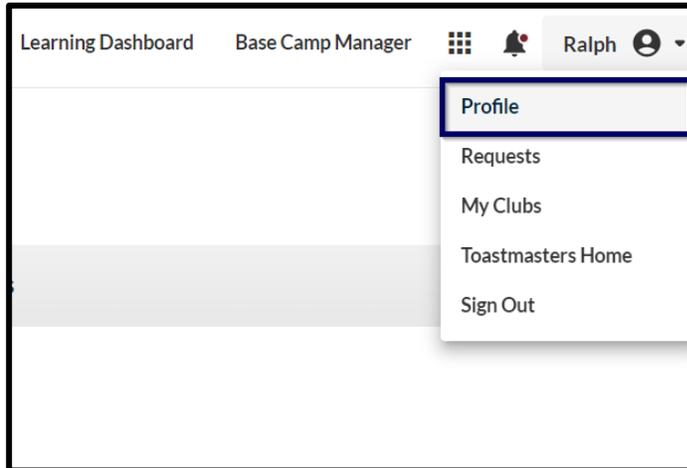
Cancel

Upload

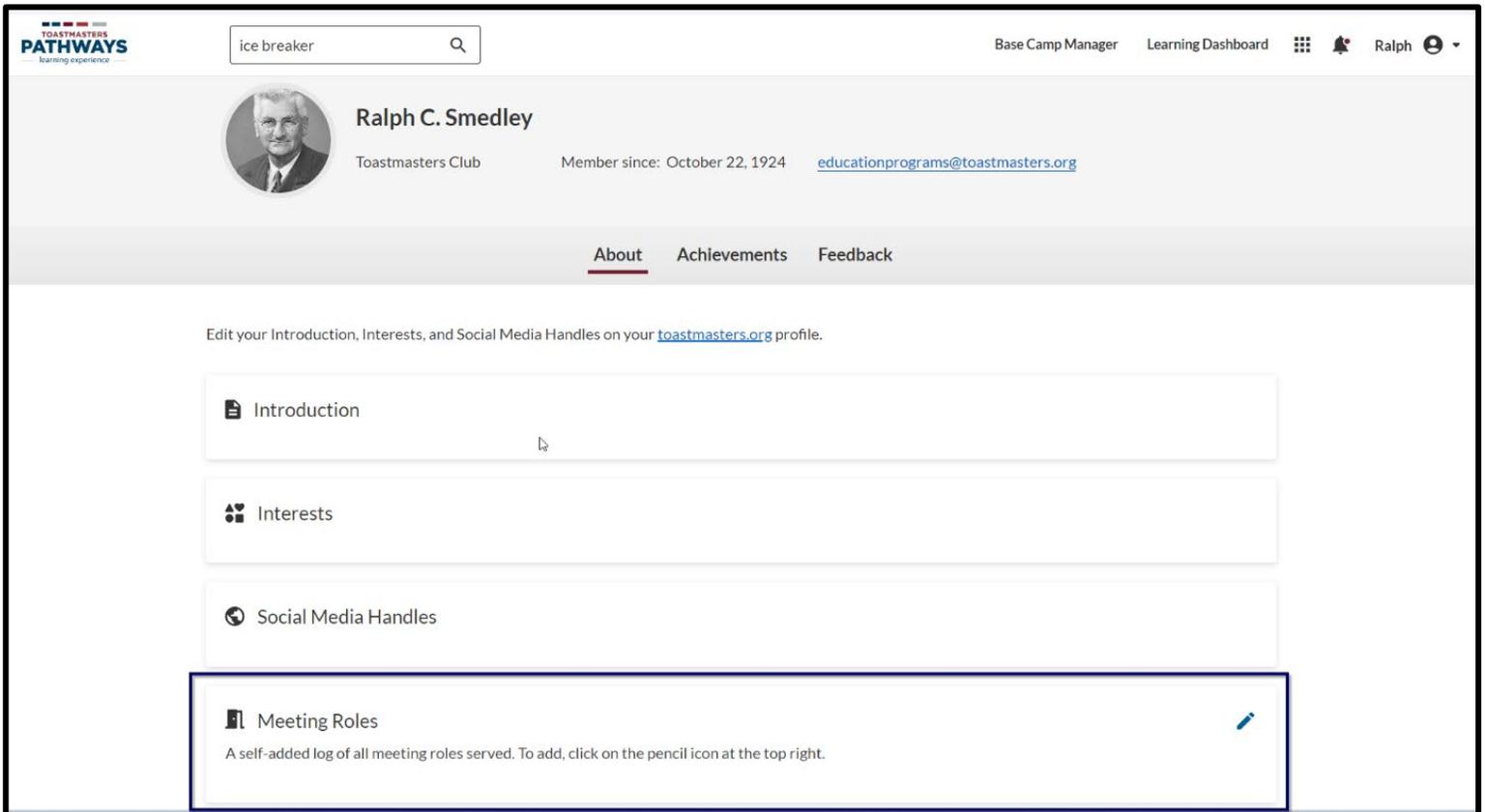
Note: the supported file types, as noted above, are mp4, doc/docx, jpg, png, svg, and ppt/pptx. You can upload a maximum of five files at a time. If your upload reaches 300 MB, you will need to complete the upload and start a new one for any additional files.



Track your meeting roles using the Meeting Roles section of your profile. Go to your profile by selecting your name in the top right corner of your screen.



Scroll down to the meeting roles section.



Click on the pencil icon to add your meeting roles.



Select the meeting role from the dropdown. Each role is represented here.

Add Meeting Role

Add dates for meeting roles in which you have served below. Your club officers may use the information provided here to confirm you have satisfied meeting role requirements.

Role*

Select Role

- Ah-Counter
- General Evaluator
- Grammarian
- Speech Evaluator

Cancel Save

Select the date you served in the role using the calendar.

Add Meeting Role

Add dates for meeting roles in which you have served below. Your club officers may use the information provided here to confirm you have satisfied meeting role requirements.

Role*

Toastmaster

Date*

July 17, 2024

July 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Cancel Save



A historical list of all meeting roles and all dates you enter will display on your profile.

The screenshot shows a user profile page with a search bar at the top left and navigation links for 'Learning Dashboard' and 'Base Camp Manager' at the top right. Below the navigation is a menu with 'About', 'Achievements', and 'Feedback'. The 'About' section is active, showing 'Social Media Handles' and 'Meeting Roles'. The 'Meeting Roles' section includes a pencil icon for editing and a list of roles with dates and removal buttons (X):

- Ah-Counter: August 7, 2024 ×
- General Evaluator
- Grammarian: July 17, 2024 ×, August 14, 2024 ×
- Speech Evaluator
- Timer
- Toastmaster: August 21, 2024 ×
- Topicsmaster

At the bottom of the profile, there is a 'Paths in Progress' section.

This list is visible to you and other members of your club so they can see how many times, and how recently, you have served in each meeting role.

Note: To add a meeting role, select the pencil icon. To remove a meeting role, select the X next to the date.

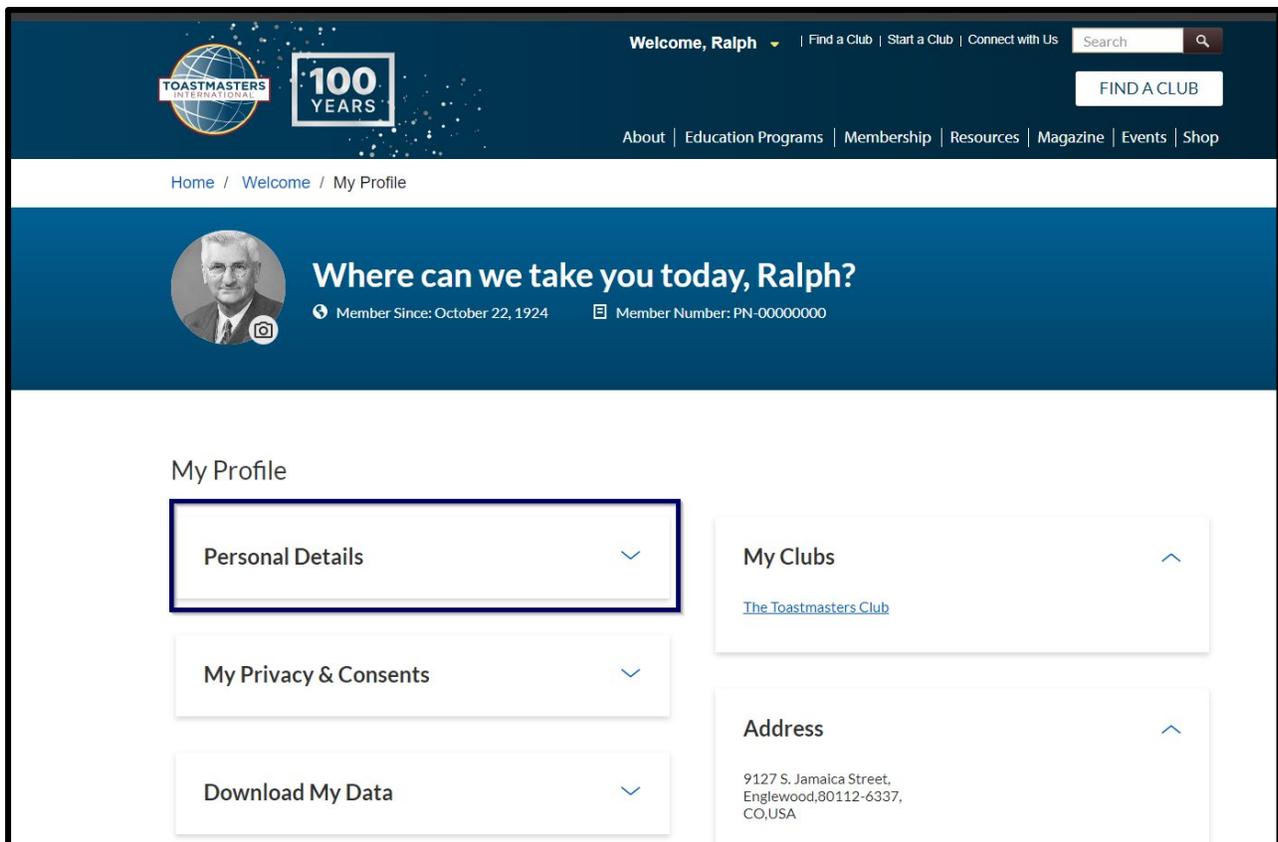


Editing your About page, social media handles, and profile picture, from the Toastmasters website. Navigate to the My Home page on the Toastmasters website by going to <https://www.toastmasters.org/myhome>.

After signing in to your account, select My Profile from the dropdown under your name.

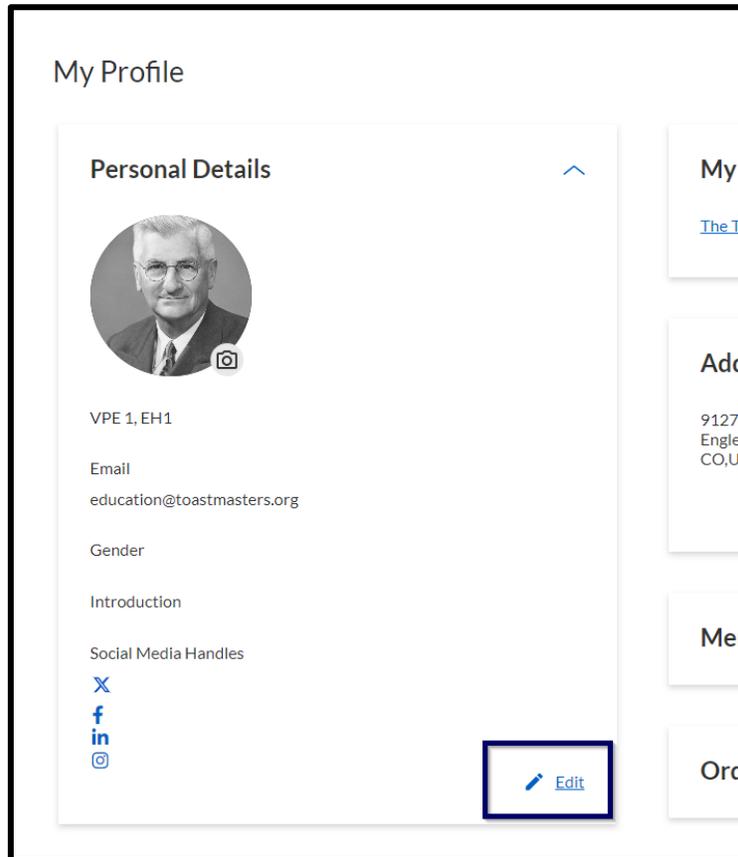


To update or change the information that displays on your About page and your social media handles in Base Camp, go to Personal Details.

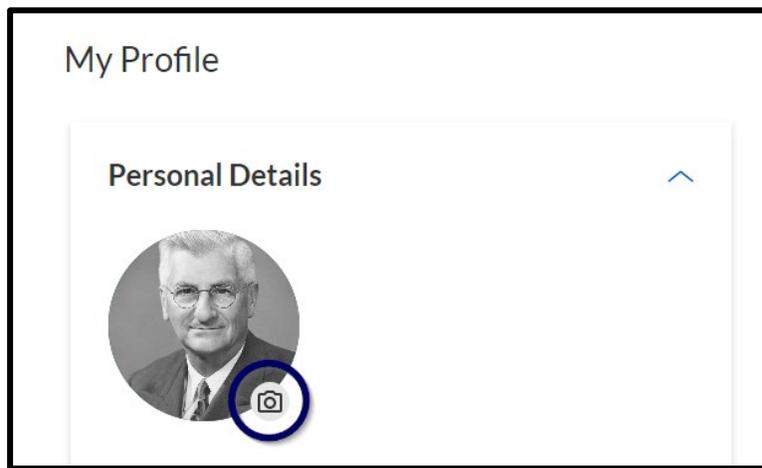




Then, select “Edit” next to the pencil icon.

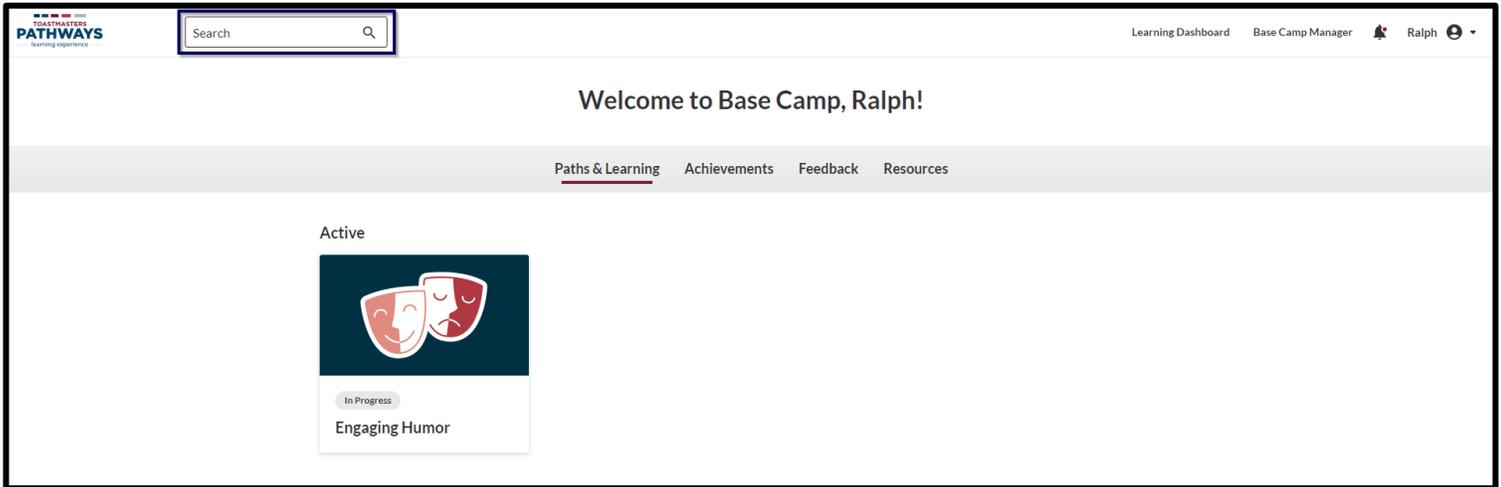


To update your profile picture, select the camera icon. Choose an image from your computer to upload.

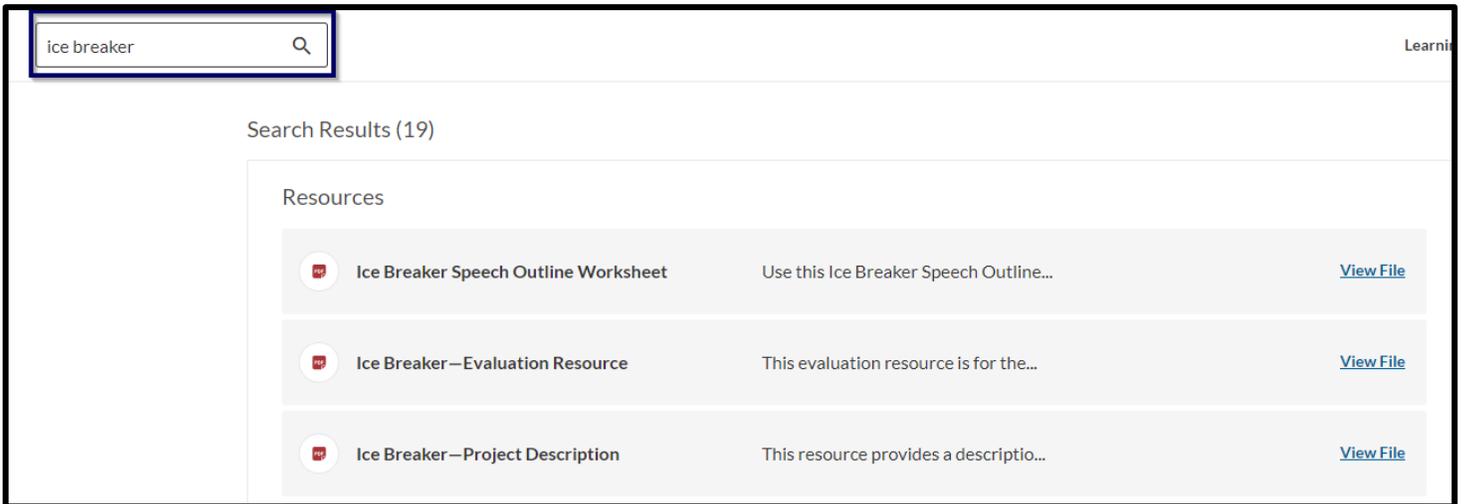




Use the search bar to quickly find resources or members of your club.



Find a project resource by typing the project title in the search bar.





Selecting “View File” will open the resource preview, where you will have the option to print, download, share, or favorite the resource.

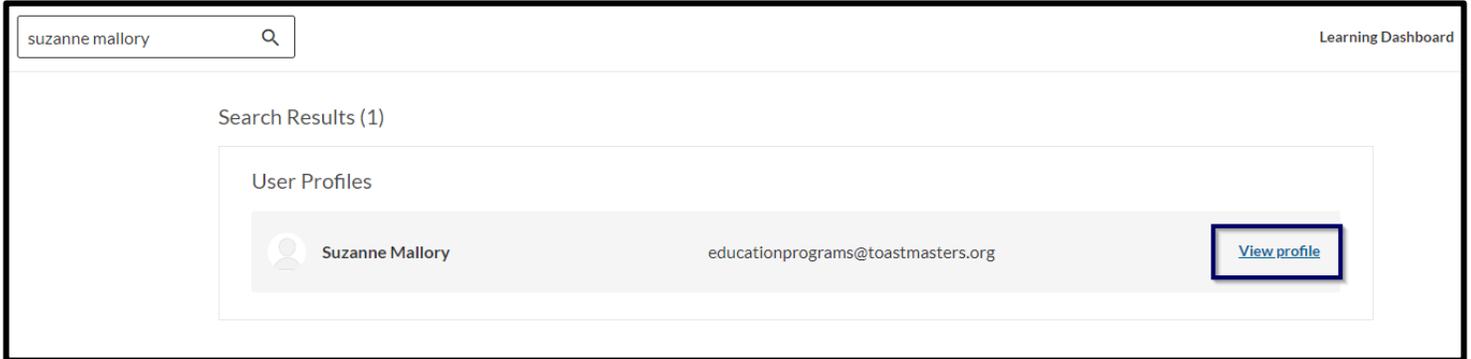
The screenshot shows a web interface for a resource preview. At the top, there is a search bar with 'Ice breaker' entered and a 'Learning Dashboard' link. Below the search bar, the breadcrumb trail reads 'Home / Resources / Ice Breaker Speech Outline Worksheet'. A 'Back to Resources' link is visible. The main content area displays a preview of a document titled '8012 Ice Breaker S...' with a page indicator '1 / 3' and a zoom level of '47%'. The document content includes a 'Speech Outline Worksheet' with sections for 'Ice Breaker', 'Speech Title', 'About Yourself/Main Points', 'Reasons for Joining Toastmasters (Optional)', and 'Goals (Optional)'. To the right of the preview, there is a description: 'Ice Breaker Speech Outline Worksheet' and 'Use this Ice Breaker Speech Outline Worksheet to help you collect and develop your thoughts and organize them into a speech.' Below the description are 'Download', 'Share', and 'Favorite' buttons. At the bottom left, there are 'Tags' for 'Level 1' and 'English'.

You can also use the search bar to find your fellow club members.

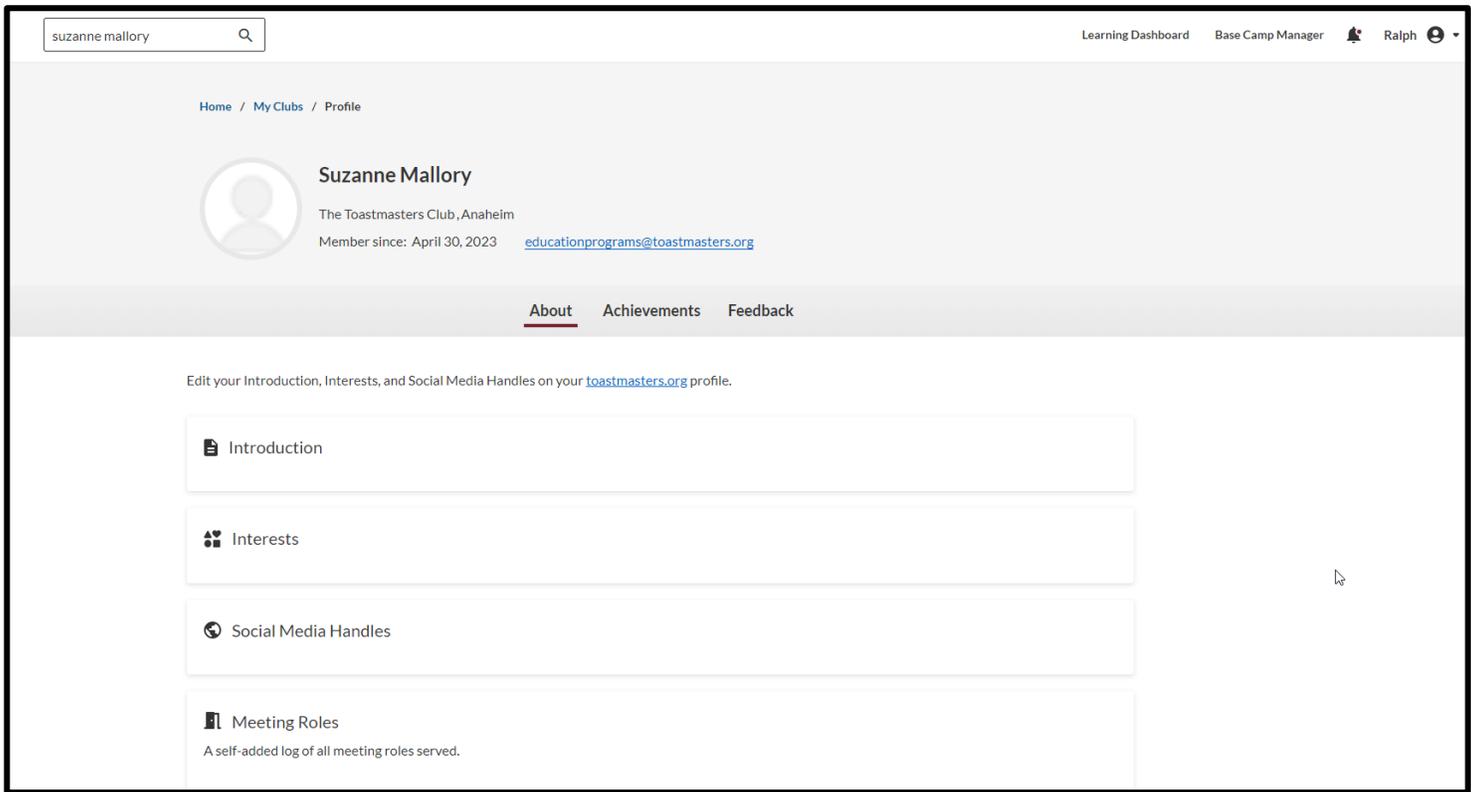
The screenshot shows search results for 'suzanne mallory'. The search bar at the top contains 'suzanne mallory' and a search icon. The results are displayed under the heading 'Search Results (1)'. A section titled 'User Profiles' contains a single entry for 'Suzanne Mallory' with the email address 'educationprograms@toastmasters.org' and a 'View profile' link.



Select “View profile” to see more about your fellow club members or provide feedback.



This is the same profile you can access via the My Clubs page.



If you need further assistance, please contact the Education Team at education@toastmasters.org