Base Camp User Guide

Table of Contents

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:

1. **If this is your first path**:
   Select "Choose Free Path" under the My Education and Achievements heading.

2. **If you have selected a path before:**
   Select "Learning Hub." Then click "Choose Path" on the learning hub.

3. **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".
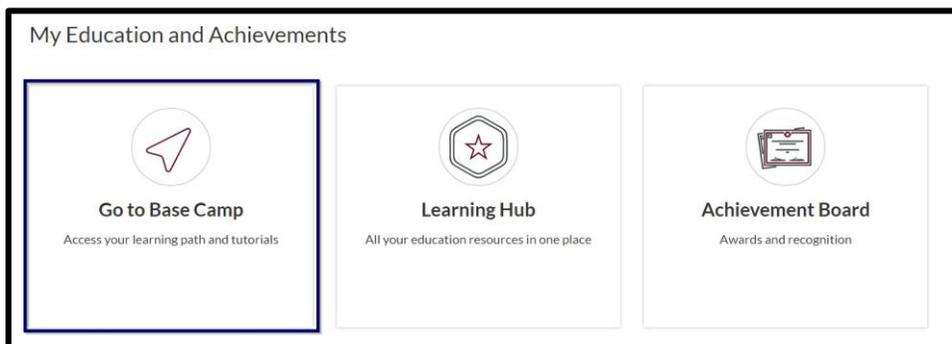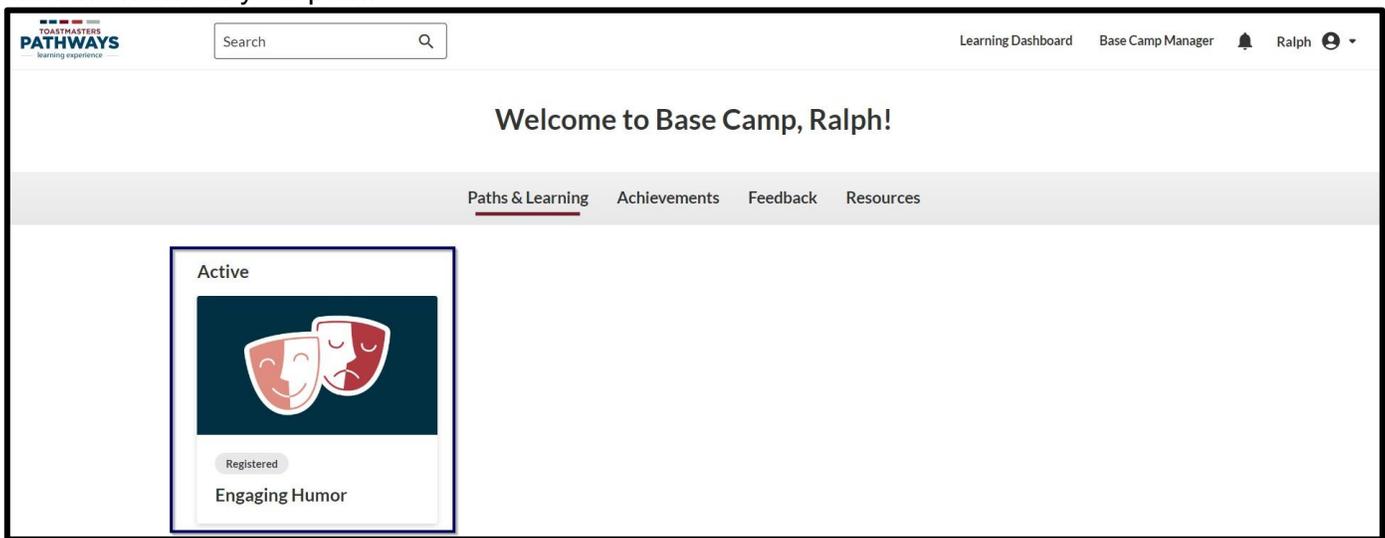
Starting Your Path

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.
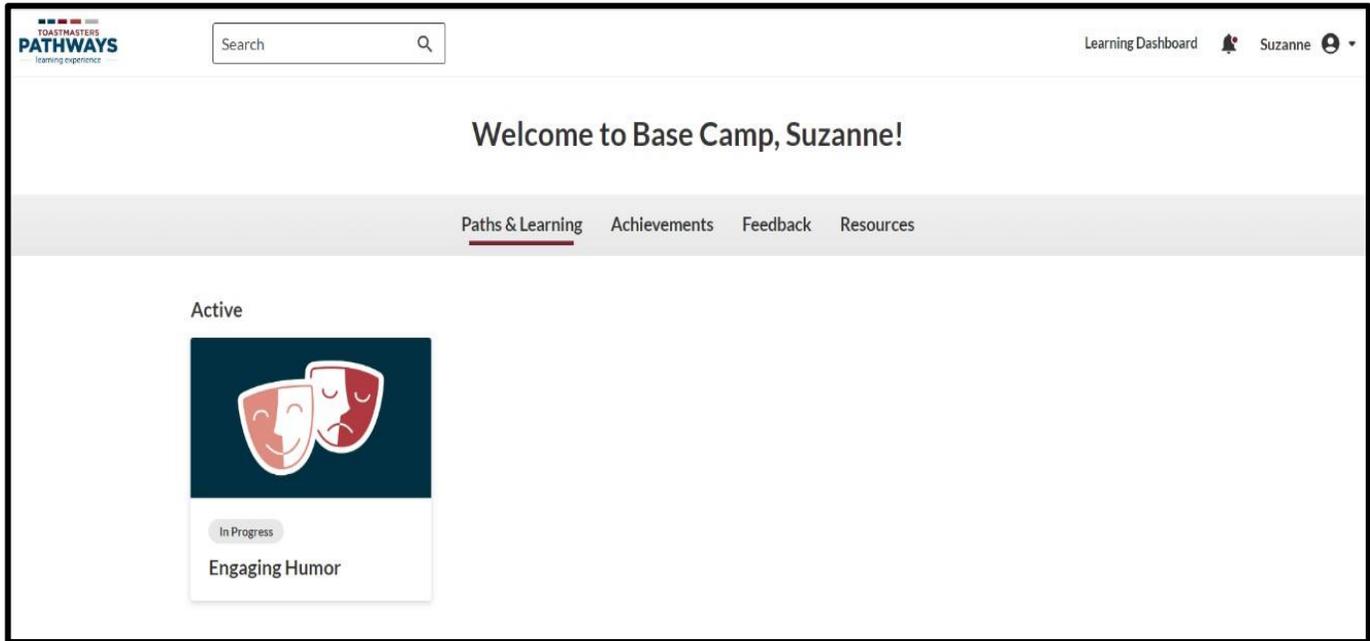

You will then be redirected to the Base Camp home page, shown above. This page is also called your Learning Dashboard.

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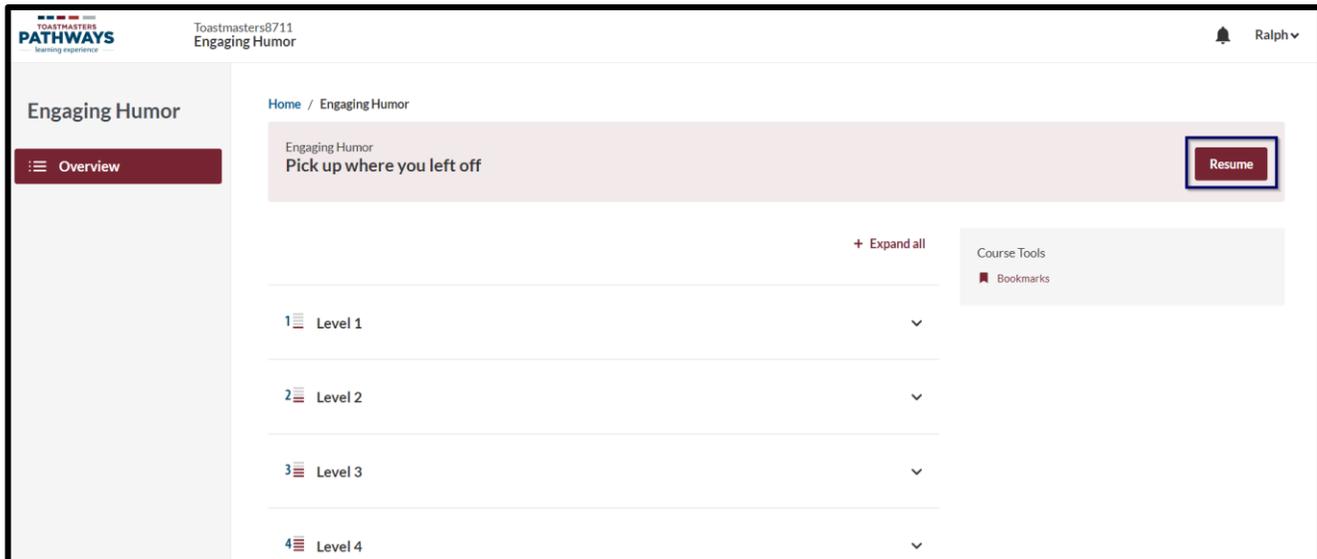
Begin your path by selecting the path card. This will lead you to the Overview page.
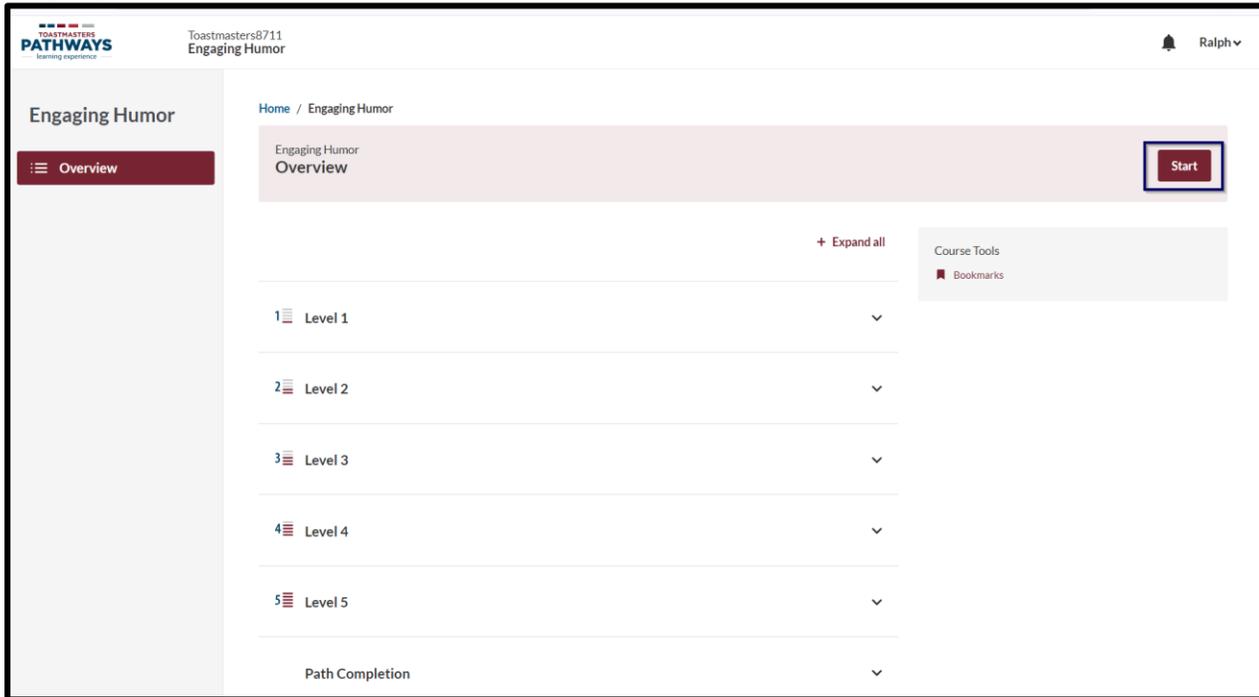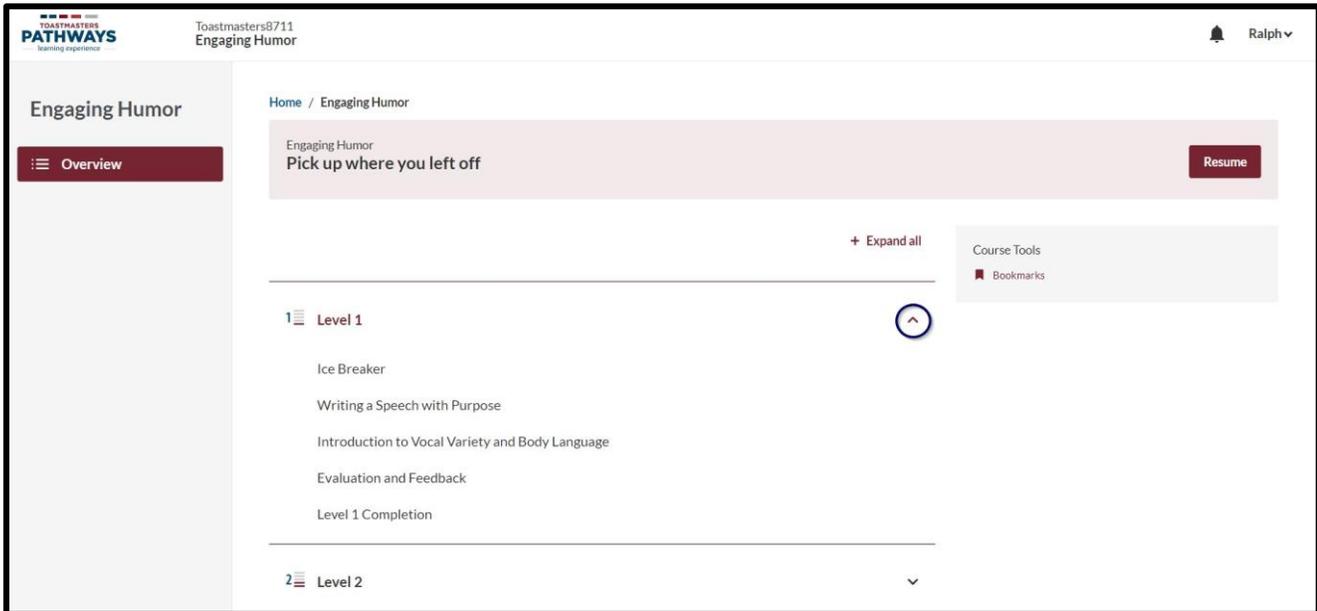

If this is your first time opening your path, you will select the "Start" button at the top right of the page.

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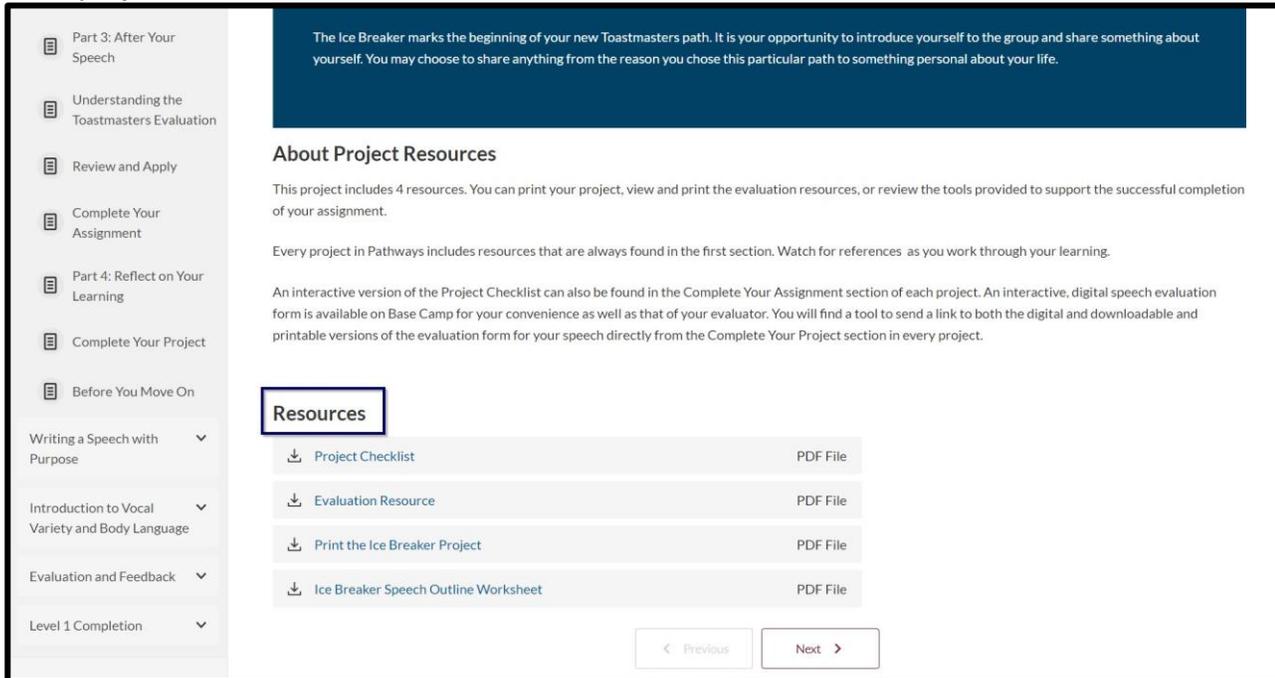
Download, print, or save a resource from your project by clicking the title of the resource.

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".

Engaging Humor

⊕ Progress 0% Complete

≣ Overview

1≣ Level 1

Ice Breaker ⌃

✓ Ice Breaker

📄 Part 1: Get Started

📄 Introduction and Assignment

Home / Engaging Humor / Level 1 / Ice Breaker / 7 of 14

Prepare and Present

🔖 Bookmark this page

Write it Out

Once you create an outline, write your speech. It can be helpful to memorize the opening and conclusion and then rehearse everything else until you feel

Remember Your Outline

Create notecards or an outline with a few bullet points from your speech on one page. Organizing this way can make it easier to remember the

Connect with the Audience

Effective speaking requires you to look up from a written speech and connect with your audience. Your engagement and connection with

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.

Engaging Humor

≣ Overview

Home / Engaging Humor

Engaging Humor
Pick up where you left off

Resume

+ Expand all

Course Tools

🔖 Bookmarks

1≣ Level 1 ⌃

Ice Breaker

Writing a Speech with Purpose

Introduction to Vocal Variety and Body Language

Evaluation and Feedback

Level 1 Completion

2≣ Level 2 ⌄
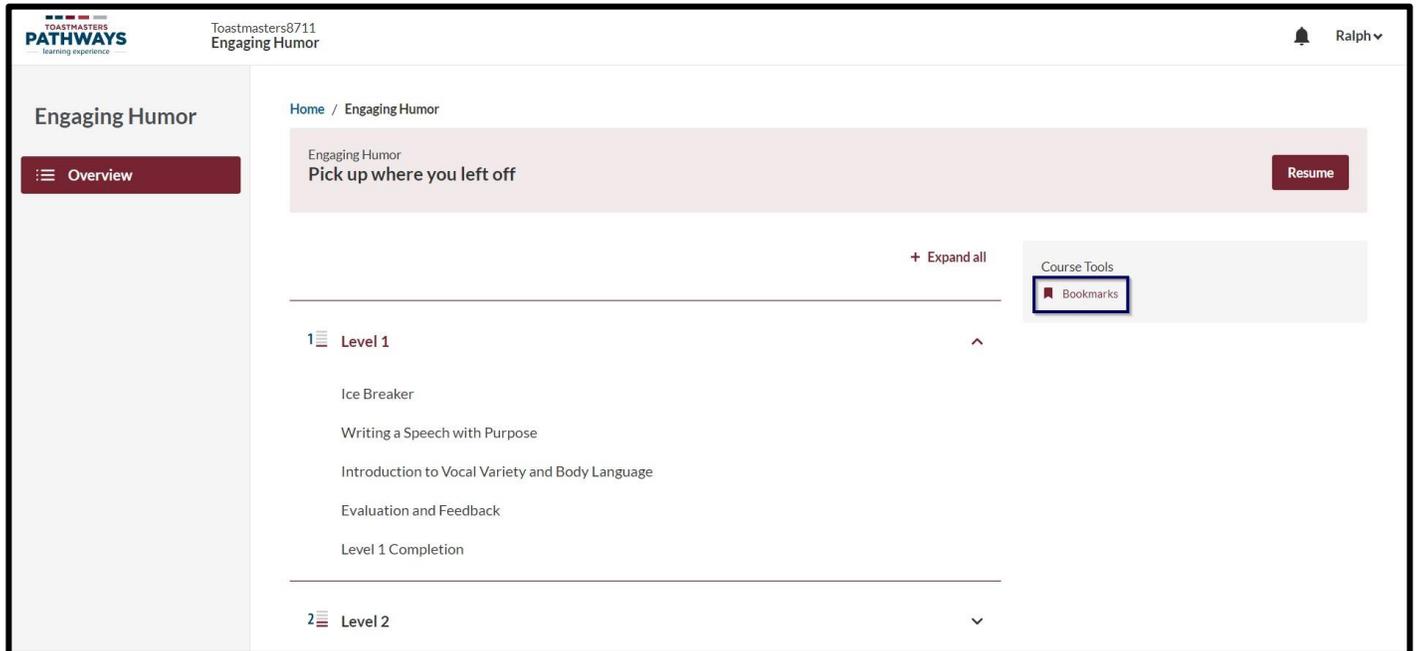
The Bookmarks page will show all bookmarks for the path you selected. They are listed by level, project, then page.

Engaging Humor

☰ Overview

Home / Bookmark

Bookmarks

Showing 1-3 out of 3

🔖
Level 1 ▶ Ice Breaker ▶ Prepare and Present
Bookmarked on Aug 19, 2024
View →

🔖
Level 1 ▶ Ice Breaker ▶ Complete Your Assignment
Bookmarked on Aug 19, 2024
View →

🔖
Level 1 ▶ Ice Breaker ▶ Understanding the Toastmasters Evaluation
Bookmarked on Aug 19, 2024
View →

‹ 1 ›
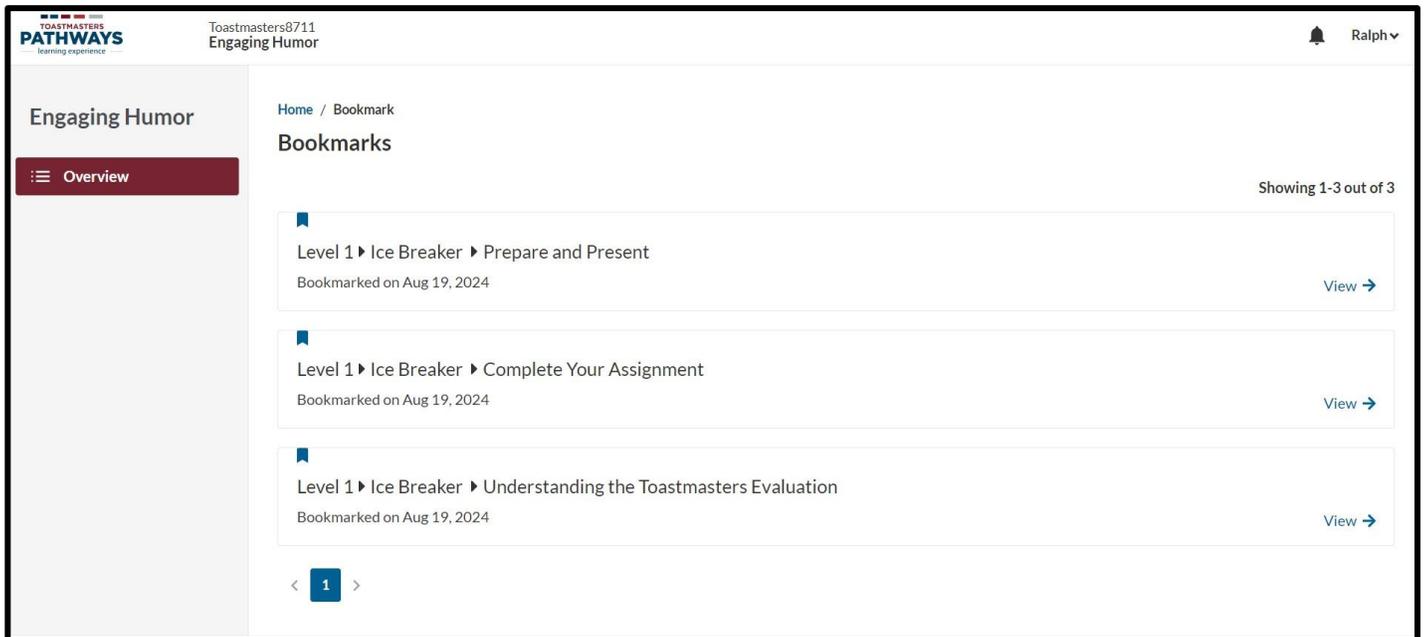
Select "View" to navigate directly to the bookmarked page.

Engaging Humor

⊕ Progress 0% Complete

☰ Overview

1 Level 1

Ice Breaker ⌃

✓ Ice Breaker

📄 Part 1: Get Started

📄 Introduction and Assignment

📄 Learning in the Ice Breaker

Home / Engaging Humor / Level 1 / Ice Breaker / 7 of 14
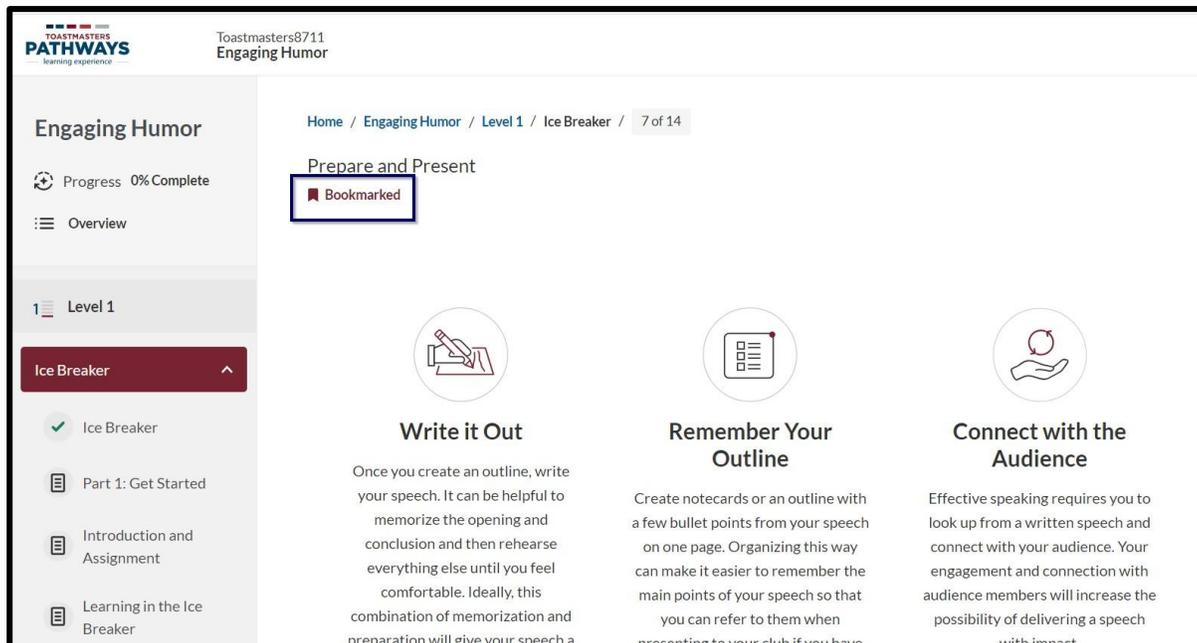
Prepare and Present

🔖 Bookmarked

Write it Out

Once you create an outline, write your speech. It can be helpful to memorize the opening and conclusion and then rehearse everything else until you feel comfortable. Ideally, this combination of memorization and preparation will give your speech a

Remember Your Outline

Create notecards or an outline with a few bullet points from your speech on one page. Organizing this way can make it easier to remember the main points of your speech so that you can refer to them when presenting to your club if you have

Connect with the Audience

Effective speaking requires you to look up from a written speech and connect with your audience. Your engagement and connection with audience members will increase the possibility of delivering a speech with impact
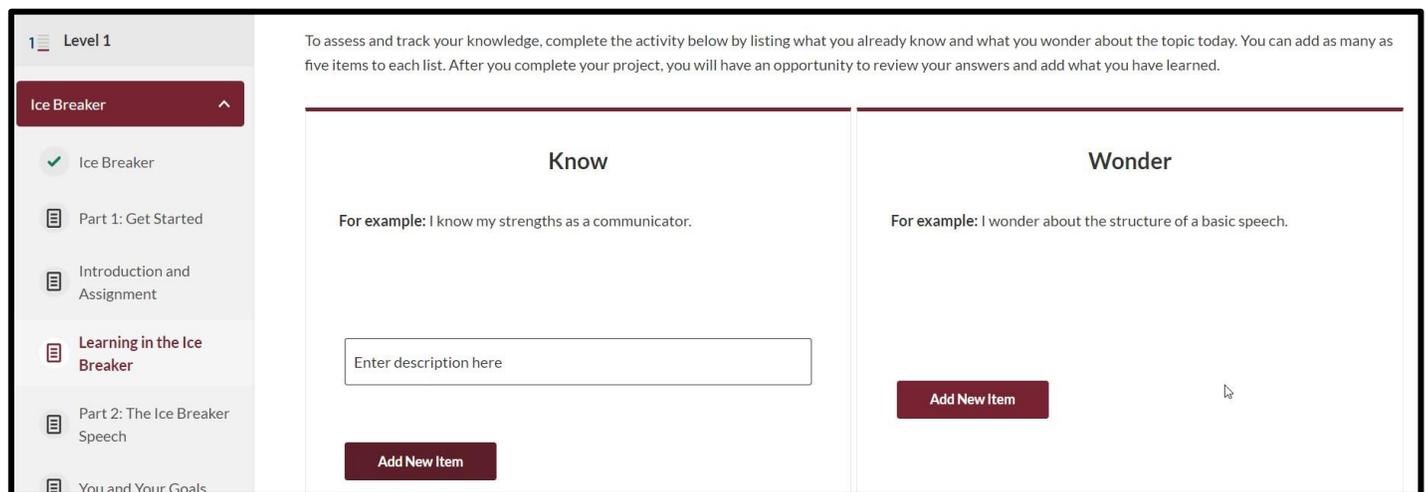
To remove a bookmark, navigate back to the page and select "Bookmarked" to remove it from your list.

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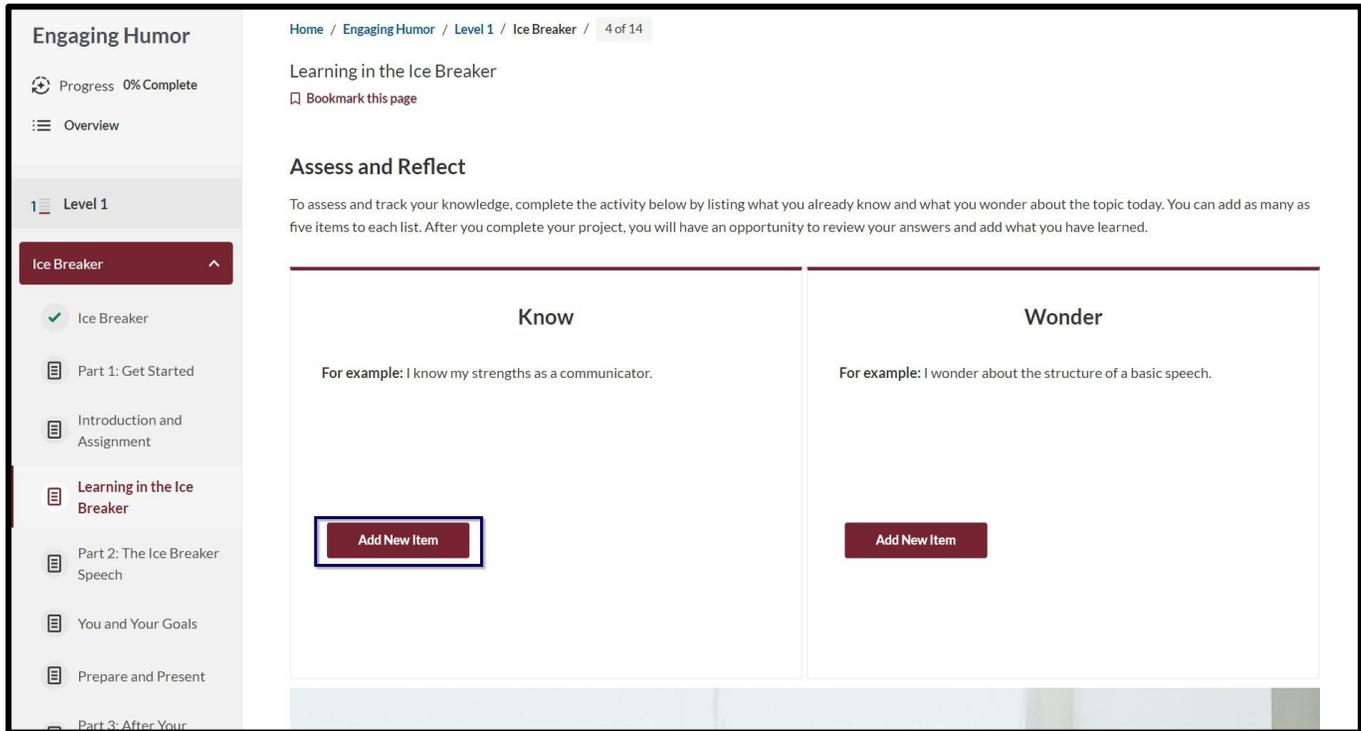
This interactive element is included towards the beginning and again towards the end of each project.

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.

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.

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.

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.

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.
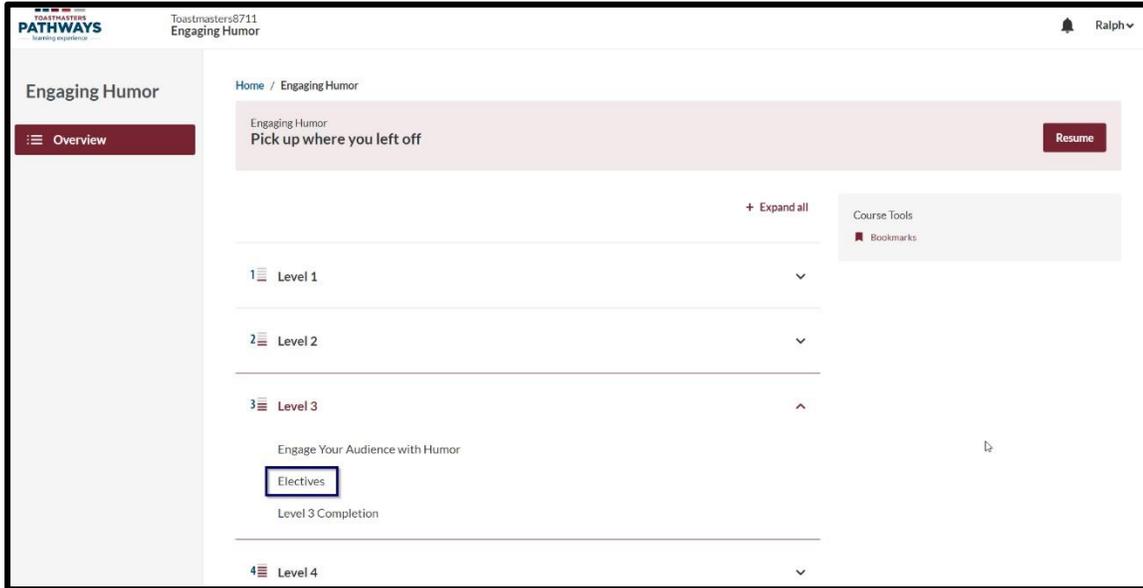
To select an elective, open Level 3, 4, or 5. Select the electives menu, which is located below the required project in the level.
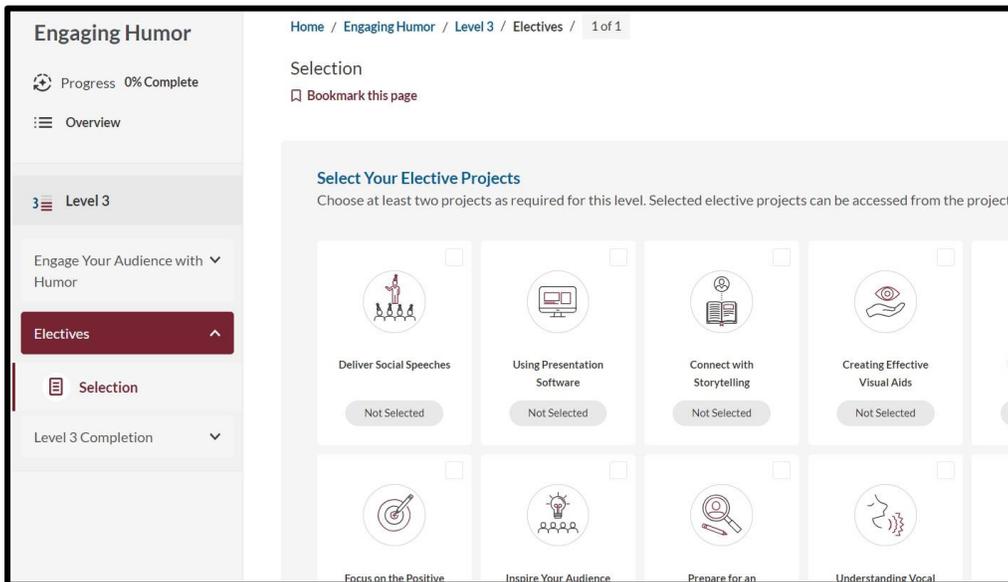
You can also find this section after the required project in your level. It will display on the left navigation menu.

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

Selection

🔖 Bookmark this page

Select Your Elective Projects
Choose at least two projects as required for this level. Selected elective projects can be accessed from the project menu.

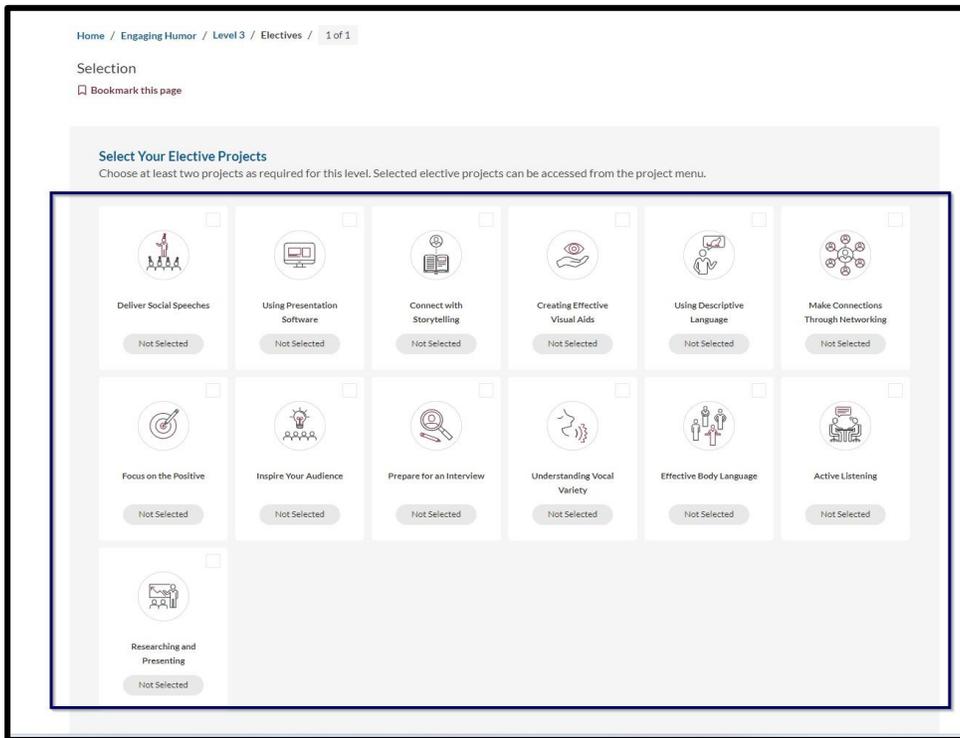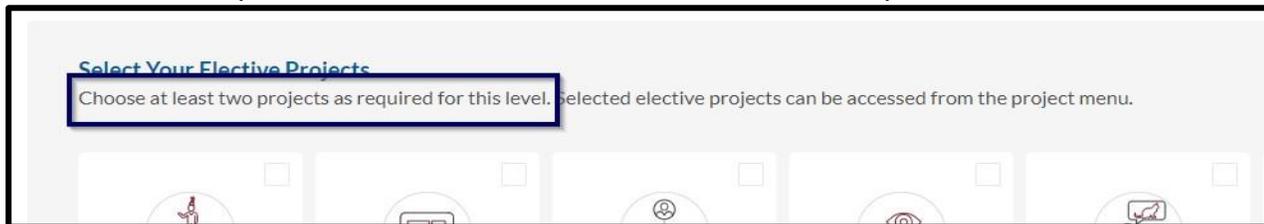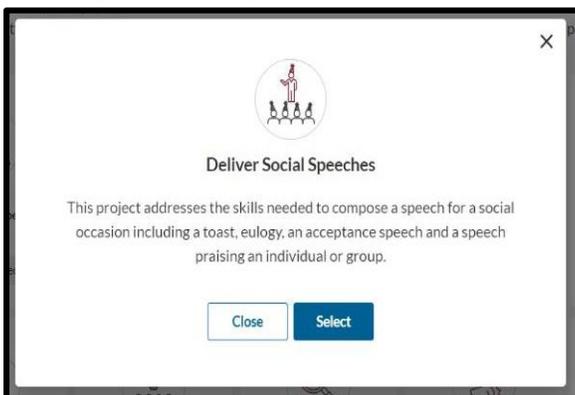|		
Deliver Social Speeches	Using Presentation Software	Connect with Storytelling
Not Selected	Not Selected	Not Selected
Creating Effective Visual Aids	Using Descriptive Language	Make Connections Through Networking
Not Selected	Not Selected	Not Selected
Focus on the Positive	Inspire Your Audience	Prepare for an Interview
Not Selected	Not Selected	Not Selected
Understanding Vocal Variety	Effective Body Language	Active Listening
Not Selected	Not Selected	Not Selected
Researching and Presenting		
Not Selected		

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

Select Your Elective Projects
Choose at least two projects as required for this level. Selected elective projects can be accessed from the project menu.

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.

×

Deliver Social Speeches

This project addresses the skills needed to compose a speech for a social occasion including a toast, eulogy, an acceptance speech and a speech praising an individual or group.

Close   Select

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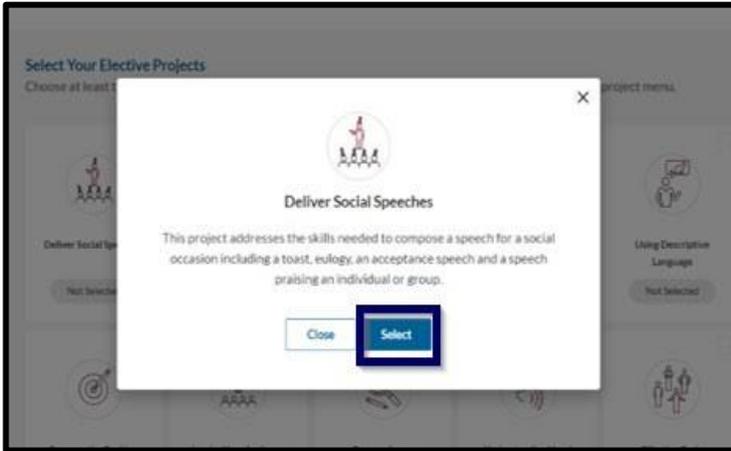

You may select a single elective project, the required number of projects, or you may choose to select more than the required number of elective projects from this screen. You can add as many or as few elective projects at one time as you would like.

Once you have made your selection(s), click submit at the bottom of the page.
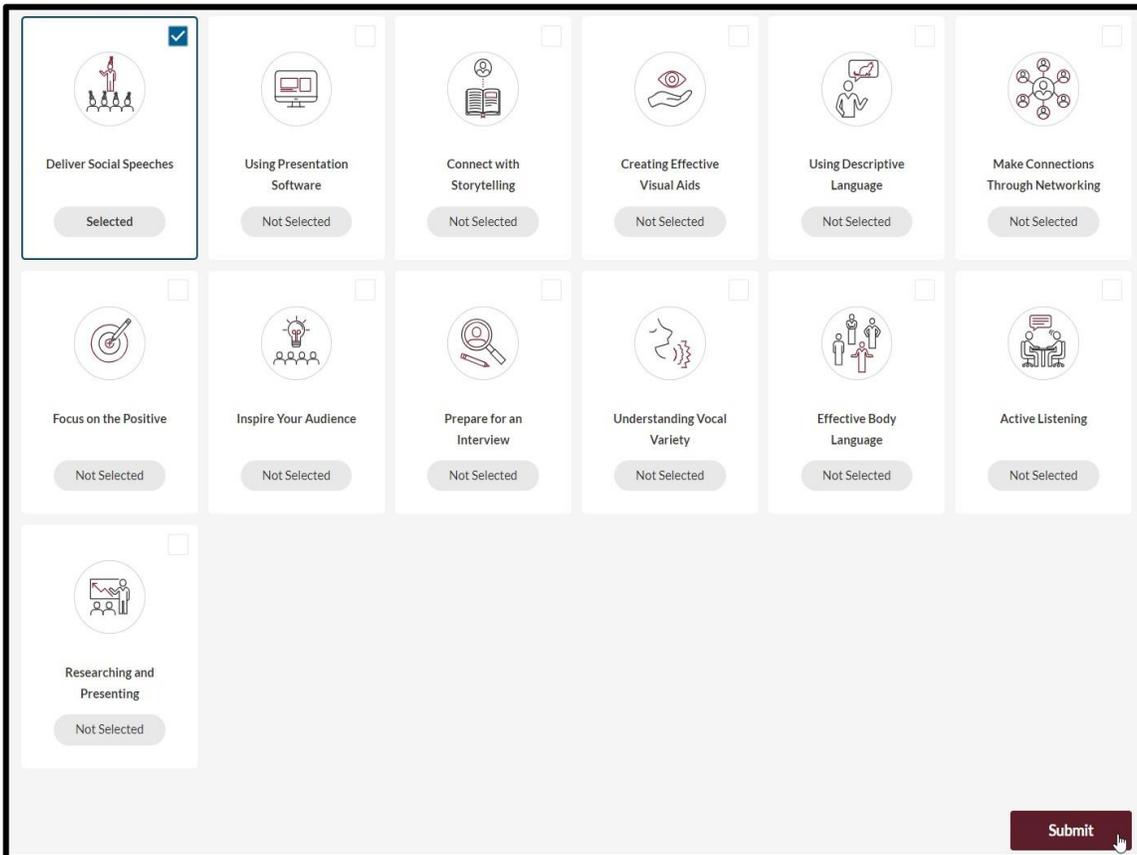
After clicking submit, the project will be added to the left navigation menu in your path.
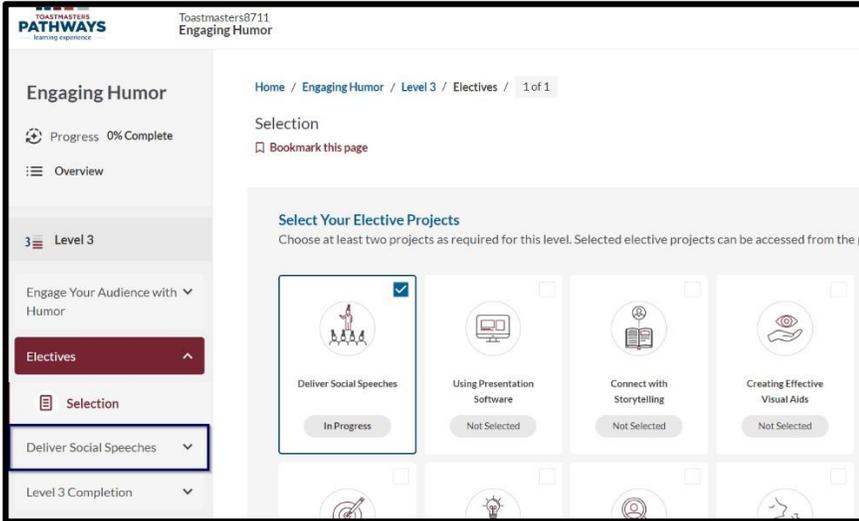
You can always return to the elective selection screen to add another project or remove one you have decided to no longer pursue.

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!
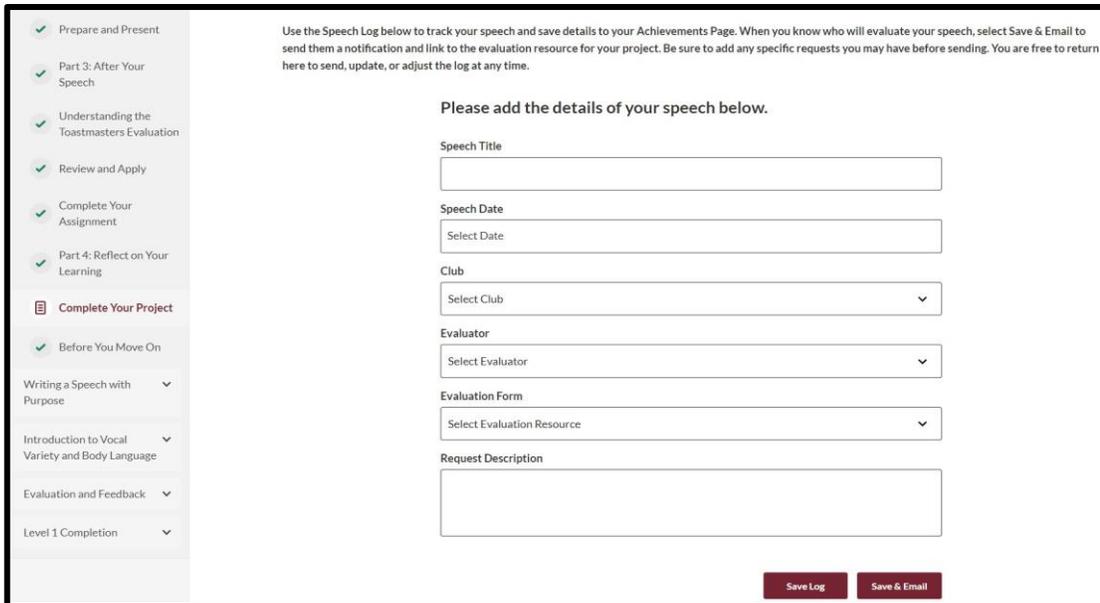

The speech log is inside of each project in the Complete Your Project section. If a project requires more than one speech, each speech will have its own log to be completed.

> **Note:** Using this tool is optional, but highly recommended! The speech log is **not required** to mark your project complete.

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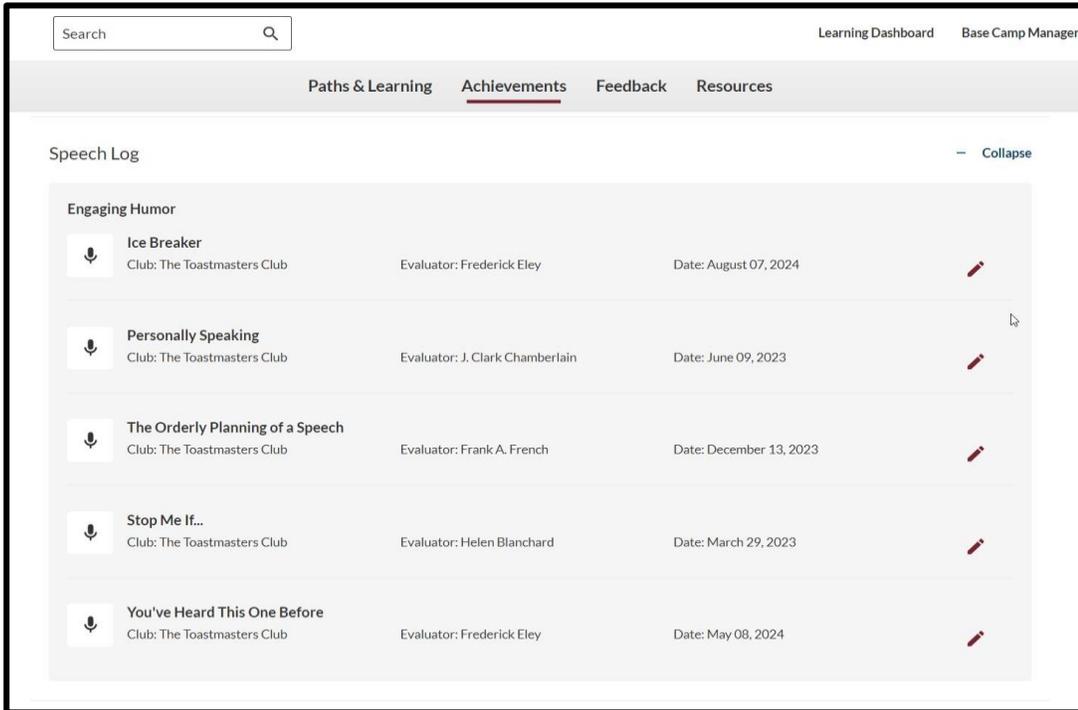

Base Camp managers can see this record of your speeches. If you need to make edits, this can be done directly from the Achievements page.

Complete a project by selecting the "Complete My Project" button on the last page of the project, called "Before You Move On". Ensure that you have completed all tasks, including giving your speech(es) to your club.
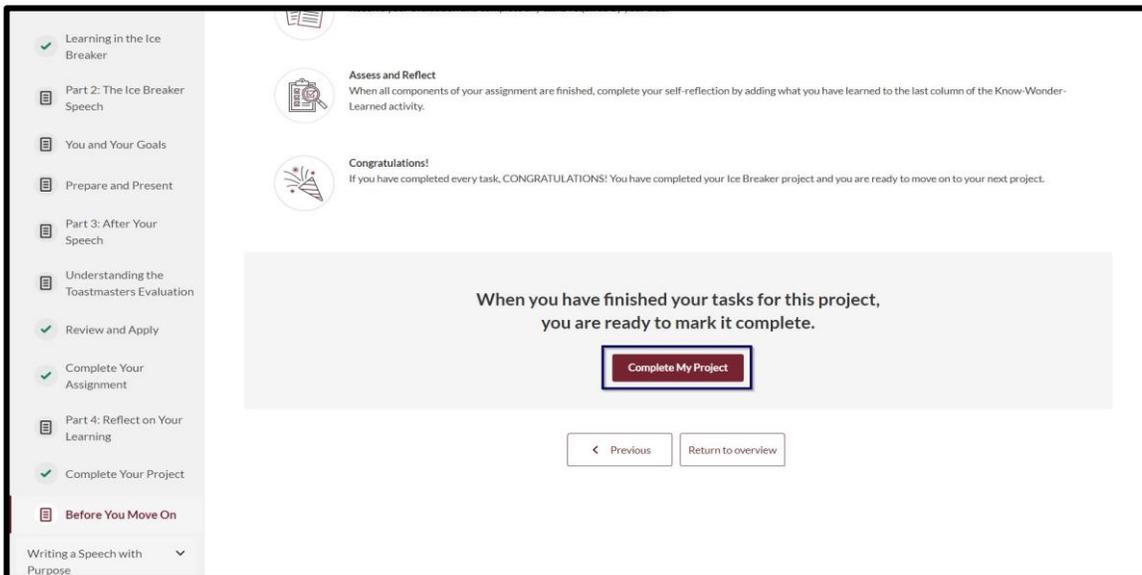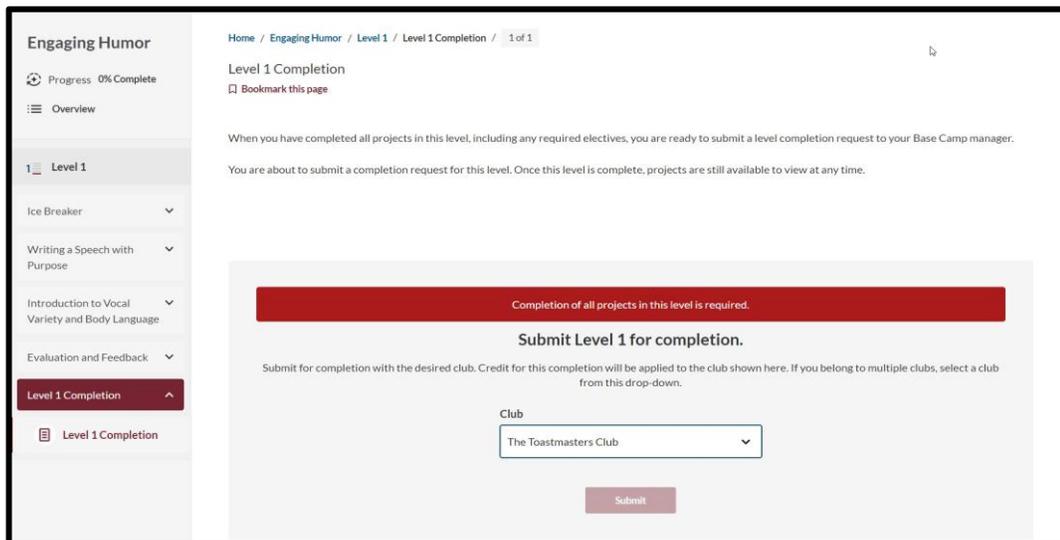
Select confirm to mark your project complete.
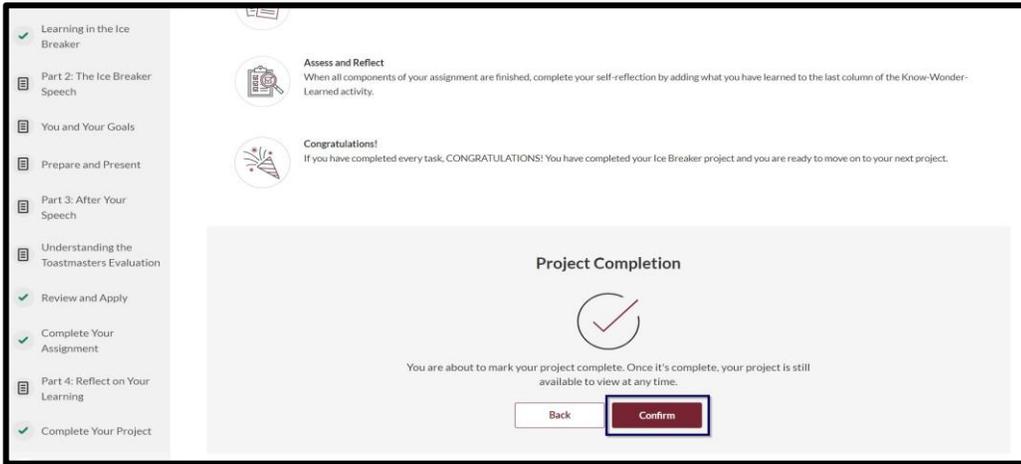
Submit a level completion by opening the Level completion section, using the left navigation menu in your path.

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.

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

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.
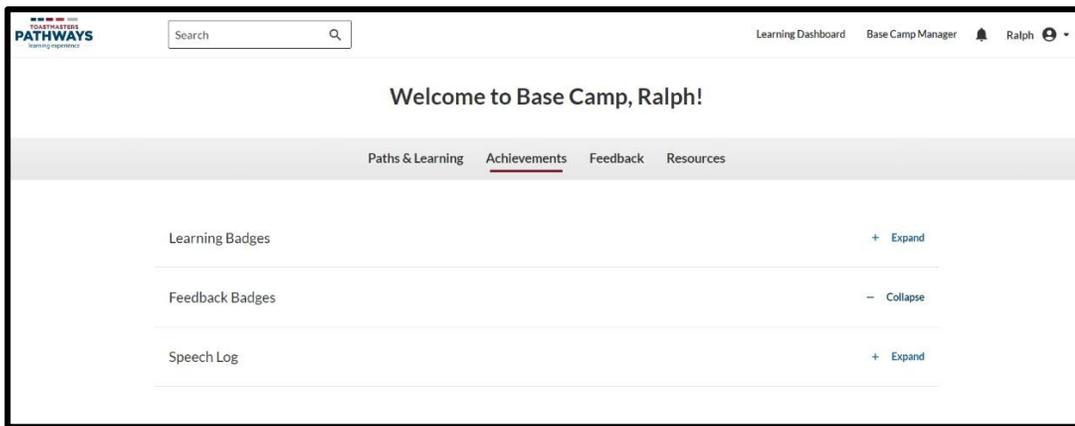
You will automatically be awarded learning badges for the path(s) you are working on, as you complete each level.
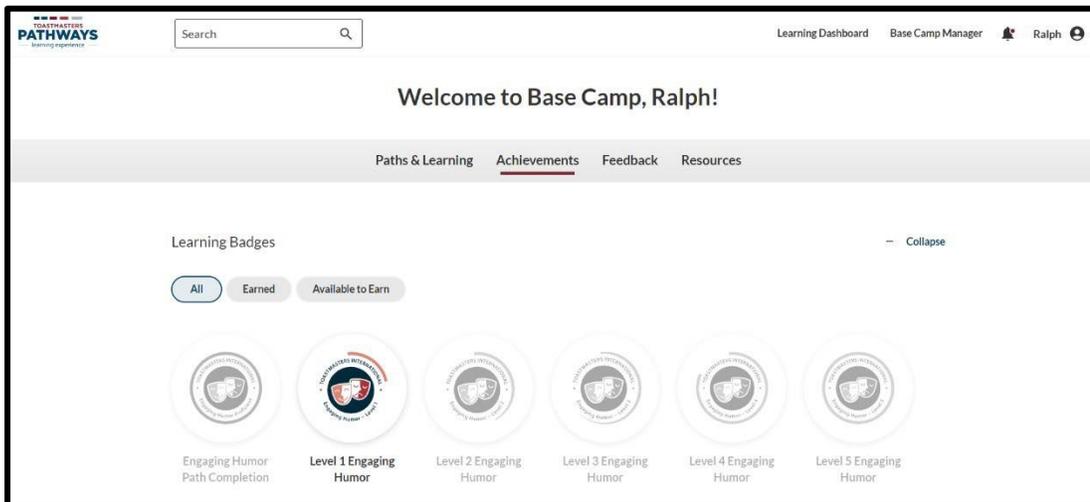
Members of your club can award feedback badges to you to recognize growth and accomplishments. They can also award you badges for serving in meeting roles and participating in your club.
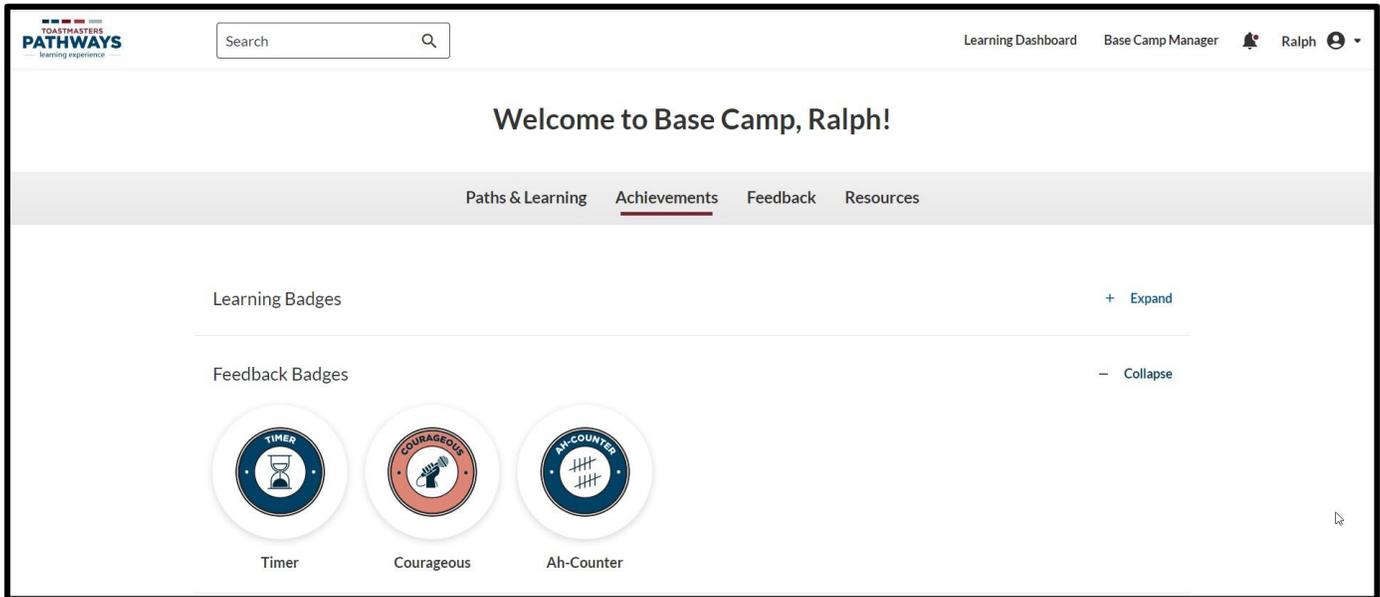
Welcome to Base Camp, Ralph!

Paths & Learning   Achievements   Feedback   Resources

Learning Badges   + Expand

Feedback Badges   − Collapse

Timer   Courageous   Ah-Counter

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

Welcome to Base Camp, Ralph!

Paths & Learning   Achievements   Feedback   Resources

Learning Badges   + Expand

Feedback Badges   − Collapse

Share Badge

Timer   Courageous   Ah-Counter
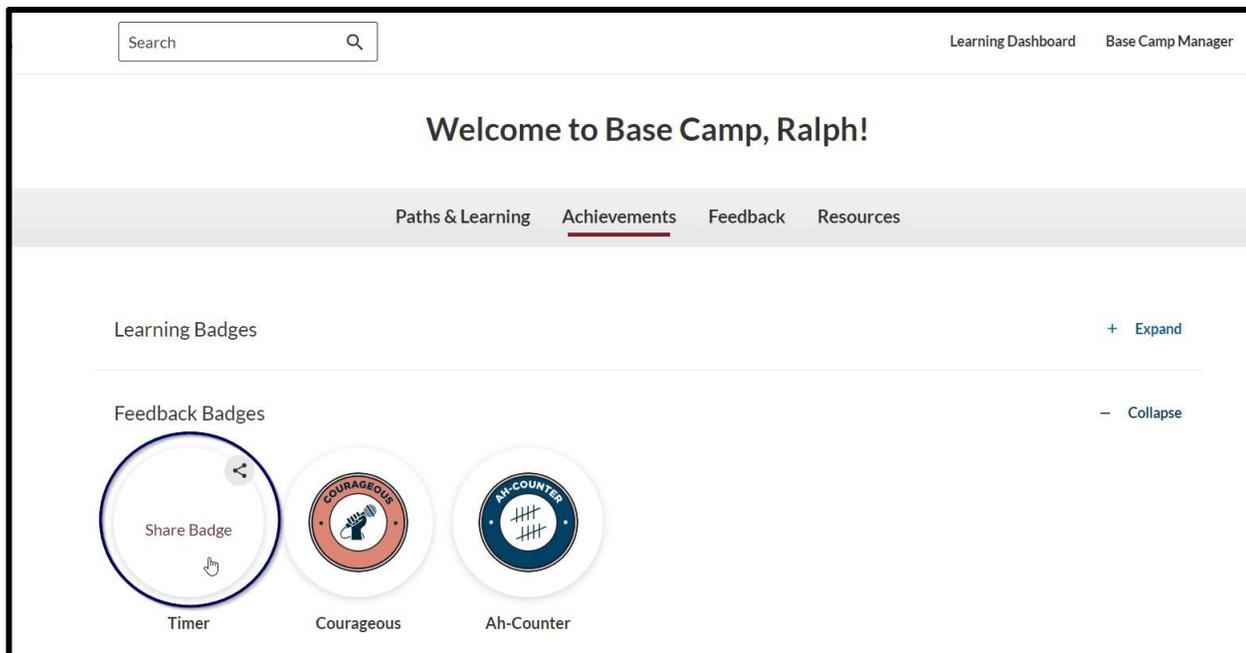
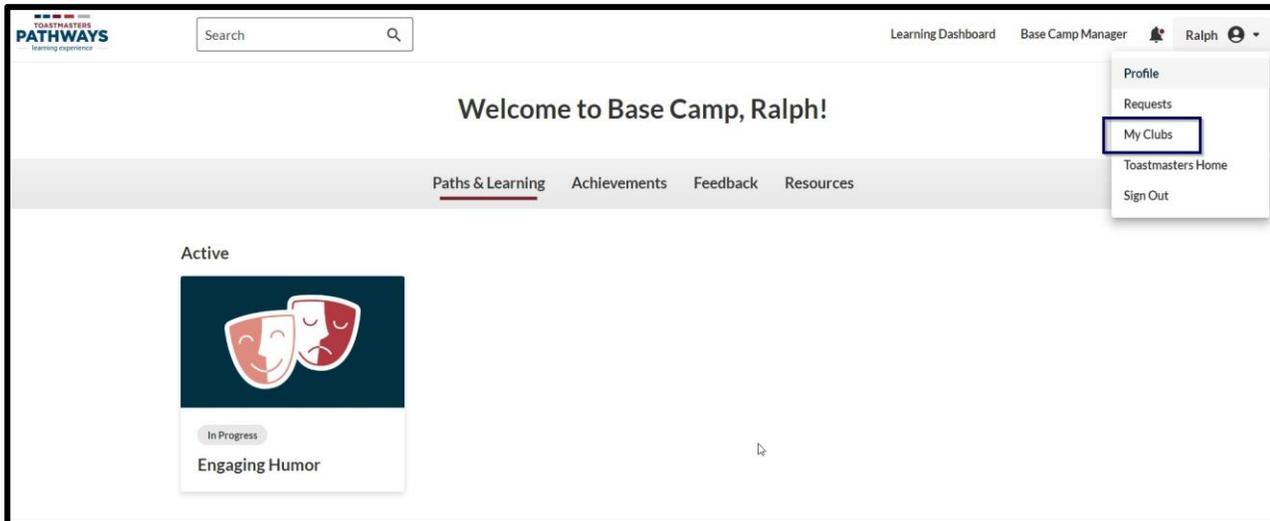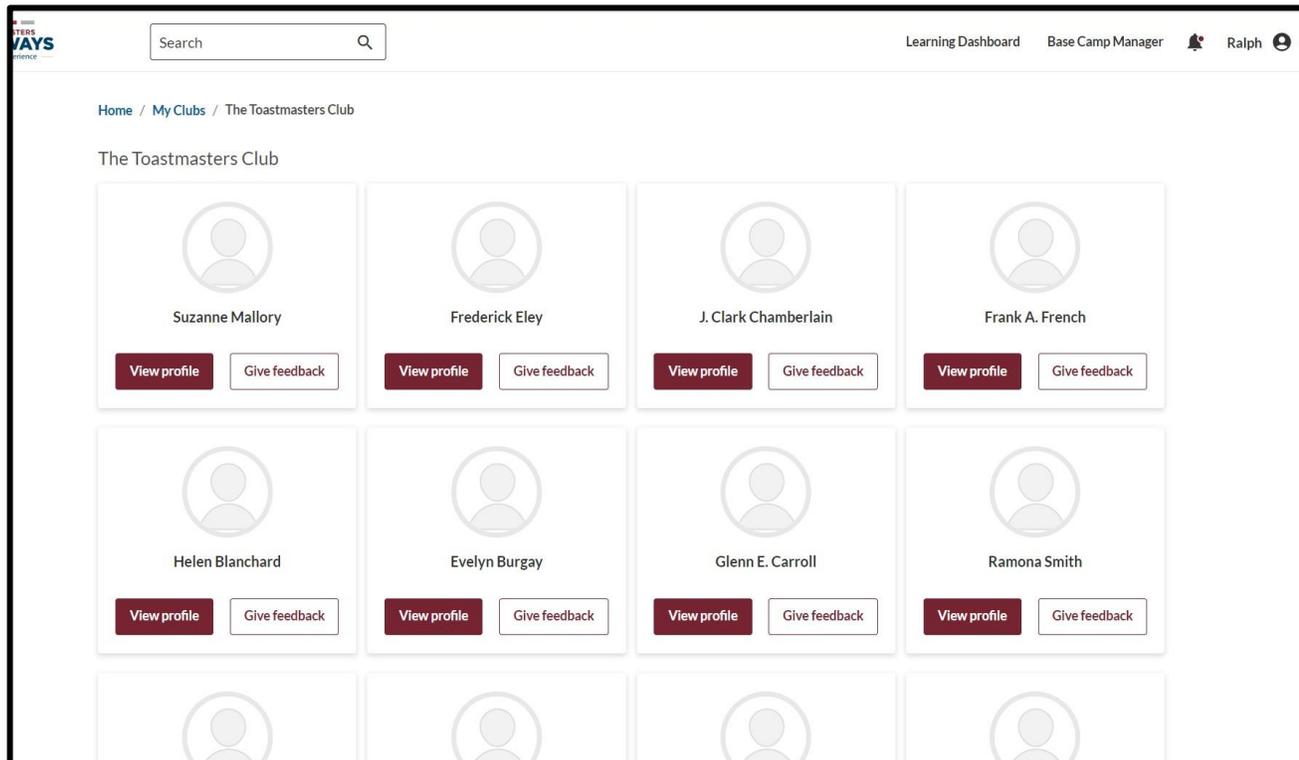**View the profiles of members** in your club(s), by selecting "My Clubs" from the drop- down menu under your name.
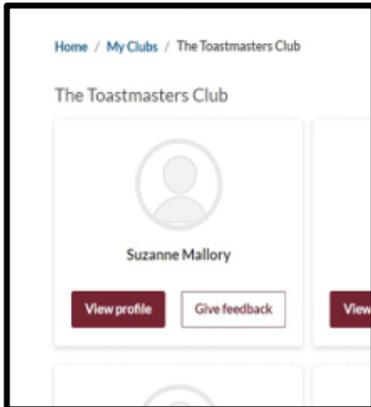

Select "View profile" for the member you would like to view. You can also search for the member from anywhere in the system using the search bar in the top left corner of the screen.
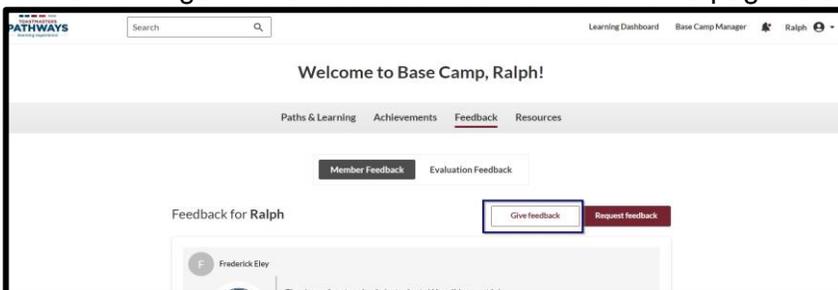

Note: If you are a member of more than one club, you will see all clubs listed here.
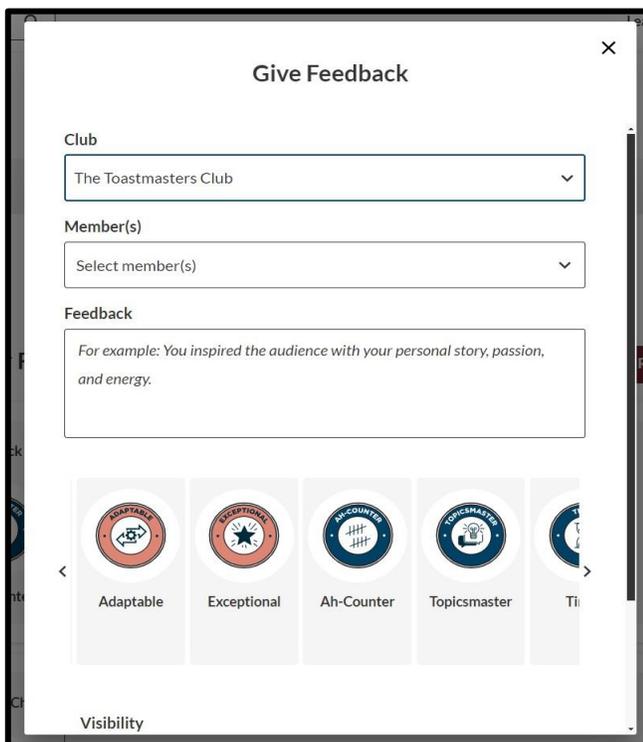
Give feedback to members of your club by selecting "Give Feedback" under the desired member's name.

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

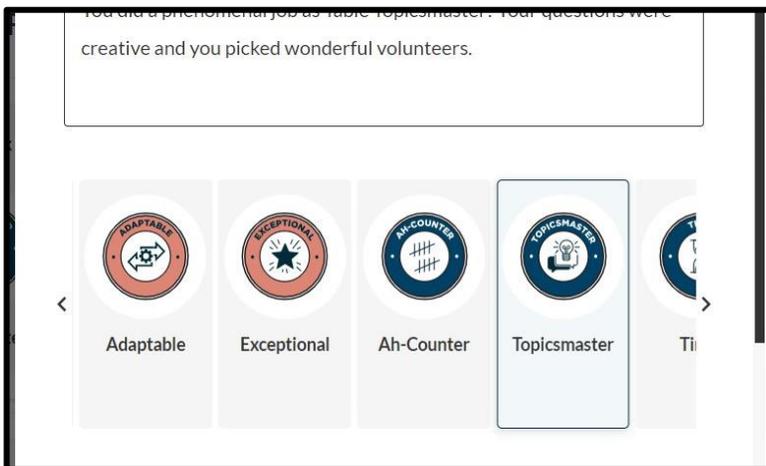Select the club and the member(s) you would like to send your feedback to.

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

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.

- 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.

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

Adaptable   Exceptional   Ah-Counter   Topicsmaster   Ti

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

- 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."

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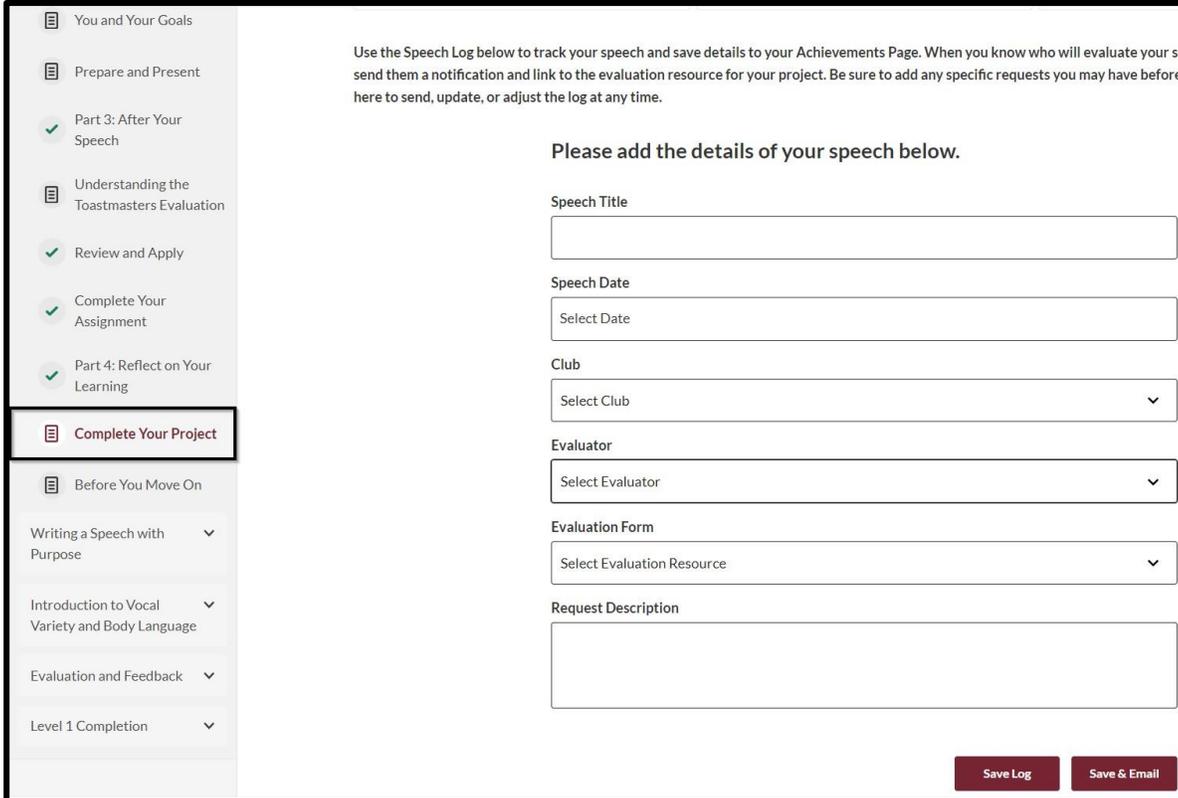
Add your Speech Title, (or a placeholder – you can edit the speech log at any time) and the date you plan to give your speech.

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

My Speech

Speech Date

August 7, 2024

Club

The Toastmasters Club

> Select Club
> **The Toastmasters Club**

Suzanne Mallory

Evaluation Form

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

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.

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.

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.

- 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.

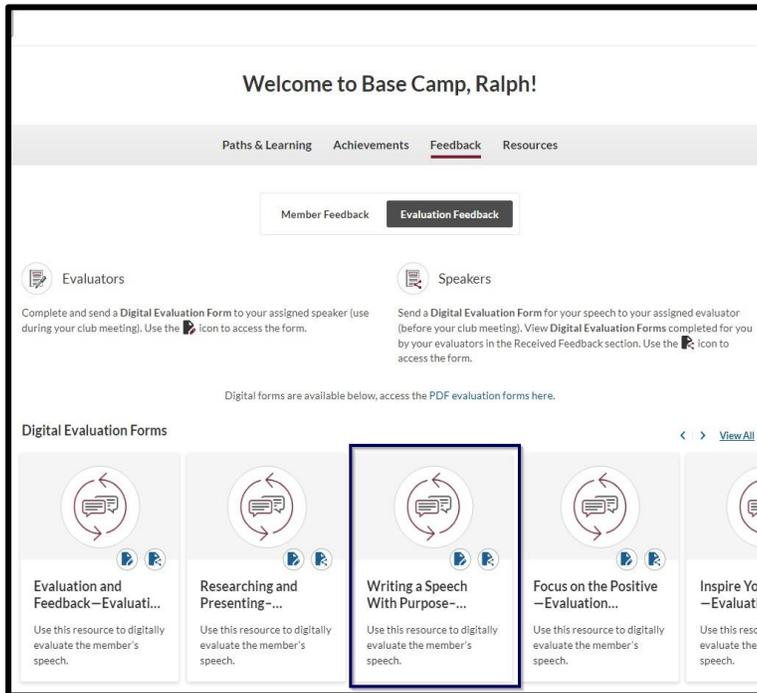**Request a digital evaluation from your evaluator** by going to the Feedback tab on the Learning Dashboard.

Welcome to Base Camp, Ralph!

Paths & Learning   Achievements   **Feedback**   Resources

Member Feedback   **Evaluation Feedback**
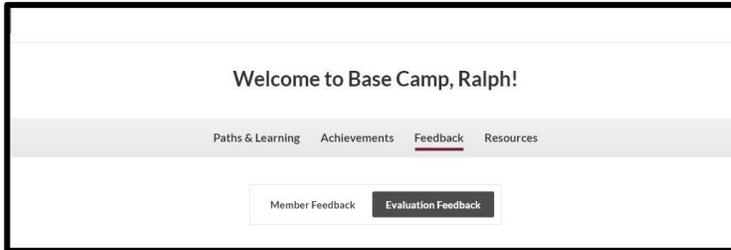
> **Note:** This page defaults to the Member Feedback tab under "Feedback". Ensure you select Evaluation Feedback to access the Digital Evaluation Forms.

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.

Welcome to Base Camp, Ralph!

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...	Researching and Presenting–...	Writing a Speech With Purpose–...	Focus on the Positive —Evaluation...	Inspire You —Evaluation...
Use this resource to digitally evaluate the member's speech.	Use this resource to digitally evaluate the member's speech.	Use this resource to digitally evaluate the member's speech.	Use this resource to digitally evaluate the member's speech.	Use this resource to digitally evaluate the m... speech.

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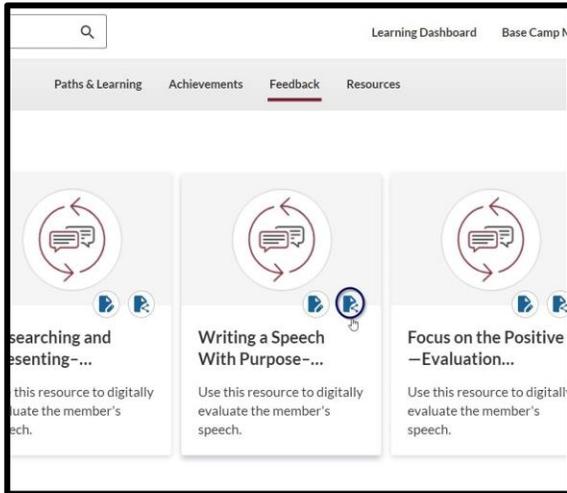
Click on this icon to share the digital evaluation form with your evaluator.

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

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.

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.

Go to the Feedback page and select "Evaluation Feedback." Find the digital evaluation form for the speaker's project.
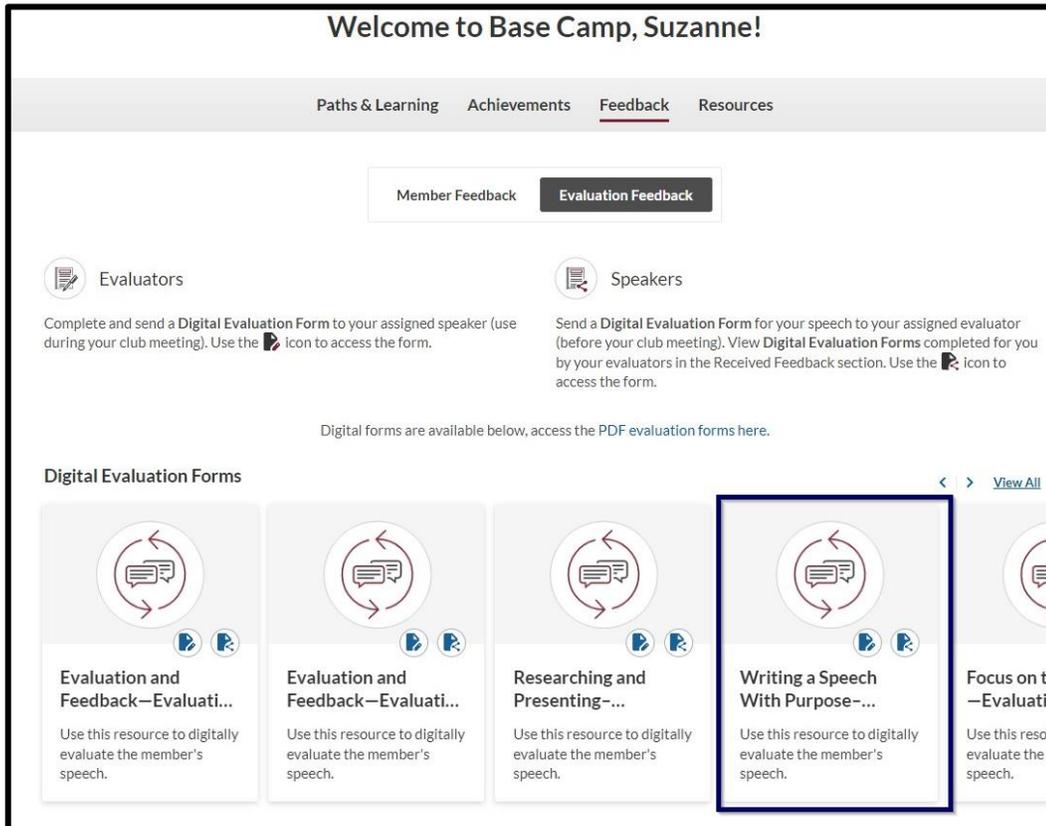
Select the document with a pencil icon, on the left of the resource card.

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

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

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

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

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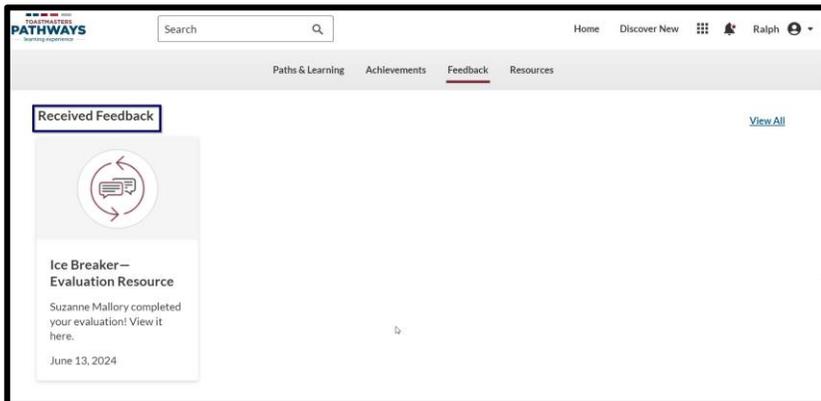
You will see the completed evaluation under the Received Feedback section at the bottom of the page.

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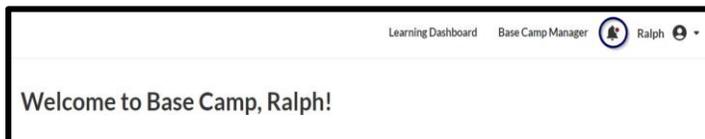
Once you have clicked on the bell icon, you can see your most recent notifications. To see a full list of notifications, select "View All."

Your list of historical notifications will display, including notifications you have already interacted with or opened.
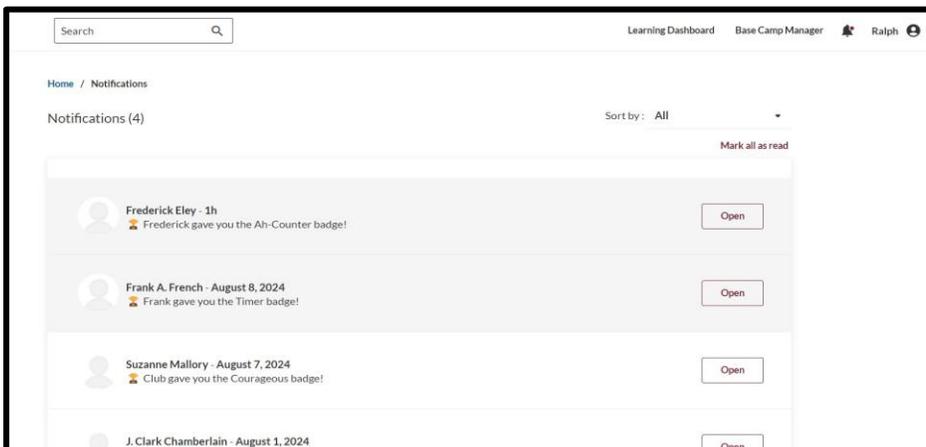
You can mark all notifications as read from this page, using the button in the upper right corner.
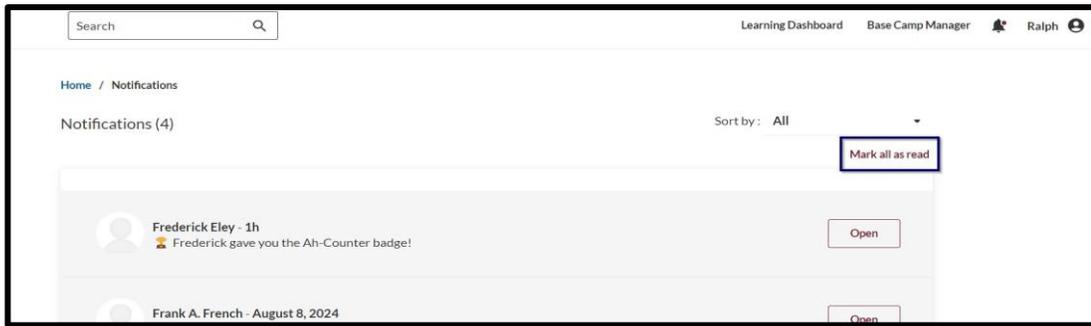

Notifications are automatically sent to you by the system. Depending on your email preferences, you may also get emails for some of these interactions.

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. On the Resources page, you can download, share, or save a resource.
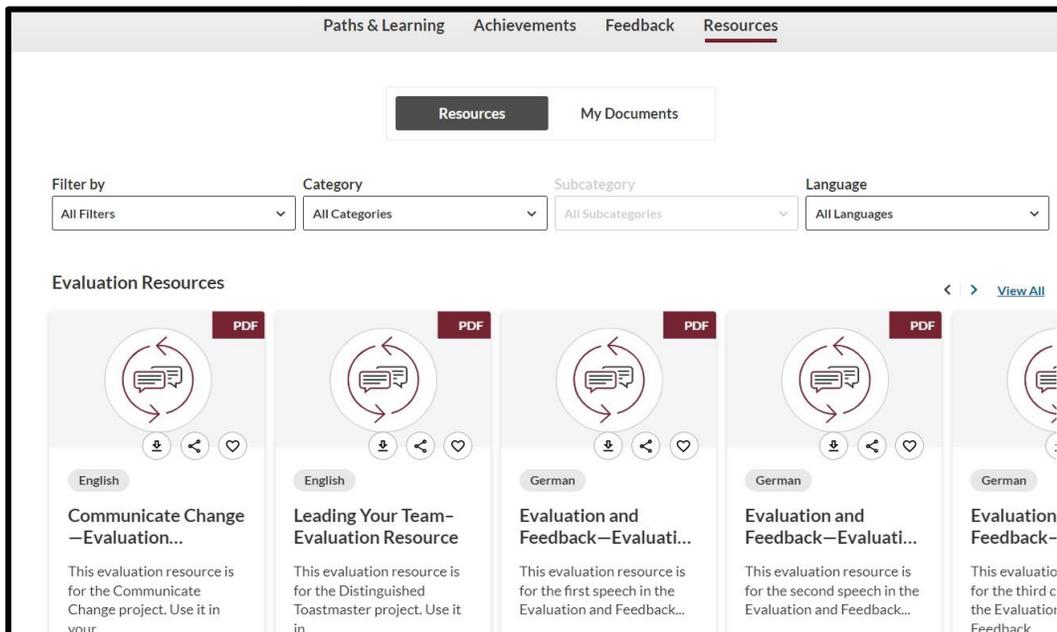
> **Note:** Resource categories include Evaluation Resources, Project Descriptions, resources found in individual projects (called Project Resources in the category filter), and other items to support your learning.

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

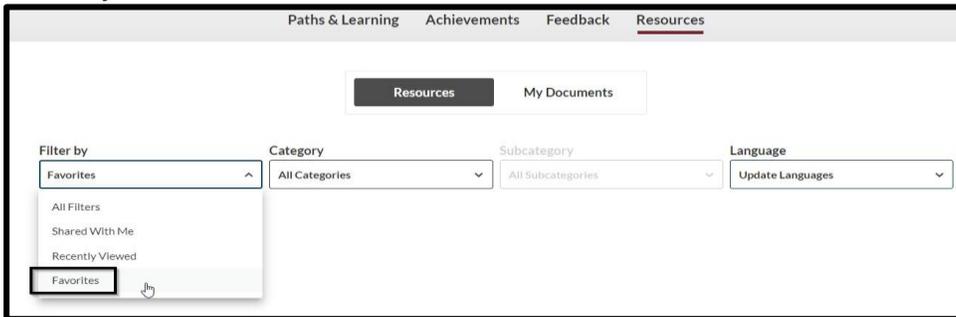|		
Select the download icon to download the resource to your computer.	Select the share icon to send a resource to a member of your club.	Save a resource to your favorites by selecting the heart icon.*

*To see a list of resources you have saved to your "Favorites," go to the Resources page. Select "Filter by" and choose "Favorites."
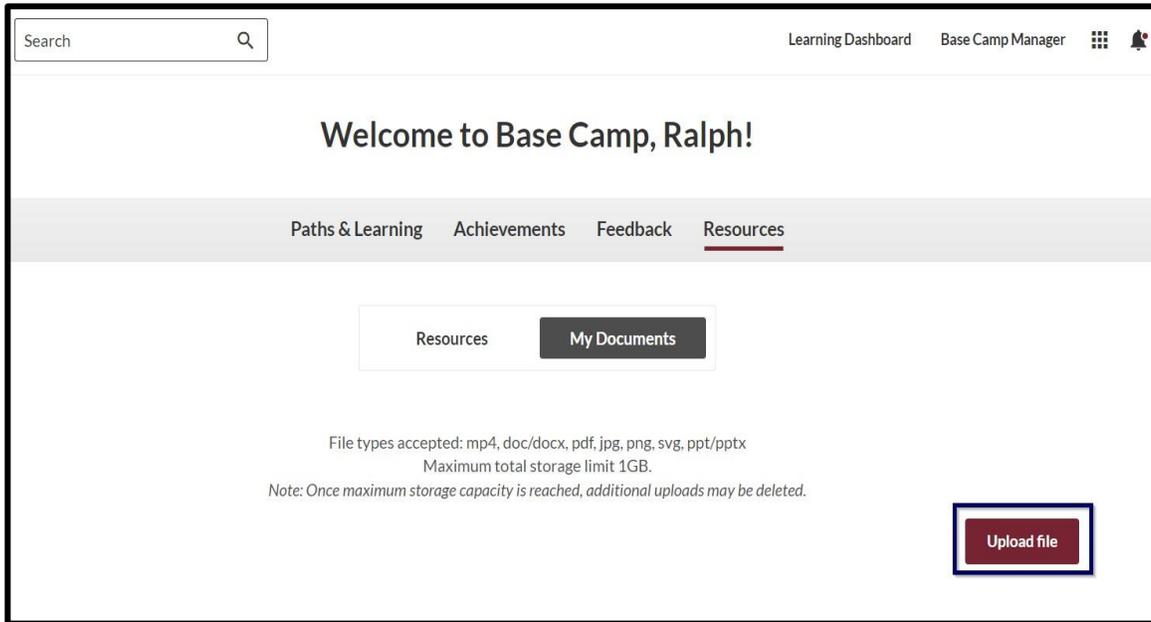
Upload a document by selecting "Resources" and then "My Documents."
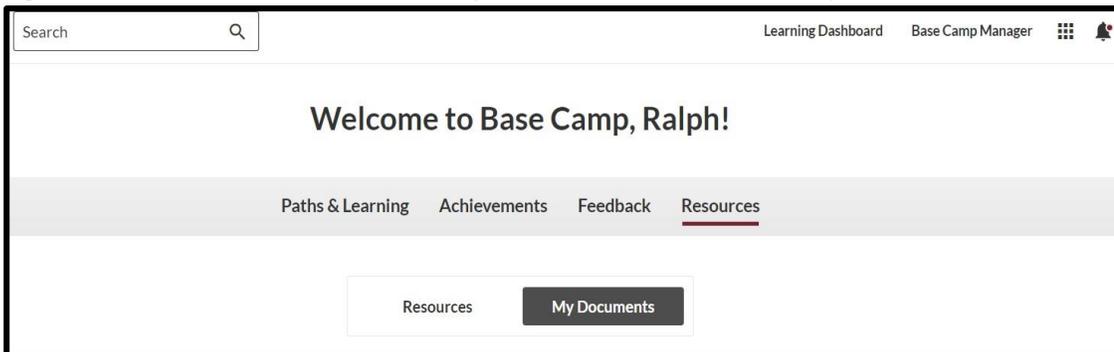
As you work through your path, you may want to save digital copies of evaluations completed outside of the system, notes for an upcoming speech, and other documents related to your project.

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.
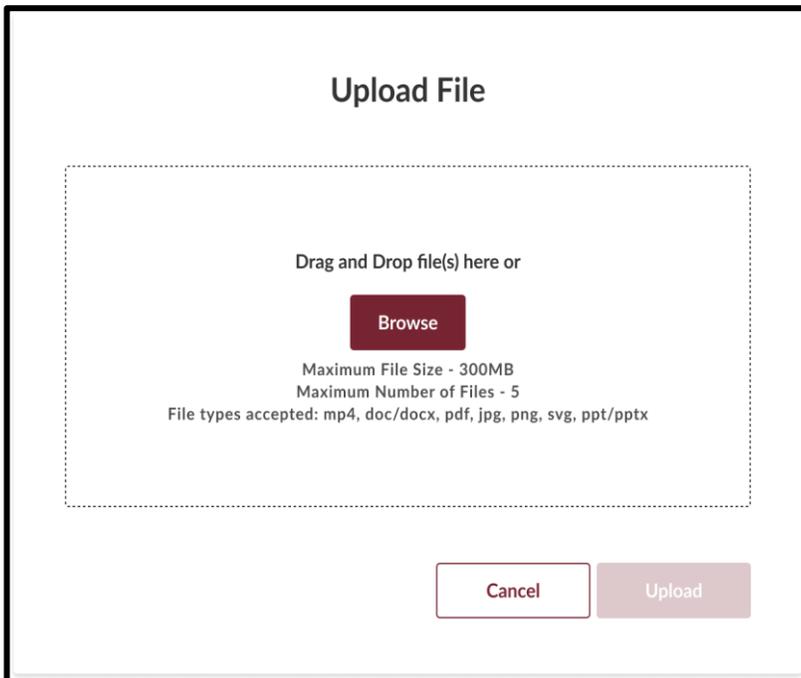
Note: the supported file types, as noted above, are mp4, doc/docx, jpg, png, svg, and ppt/pptx. You can upload a maximum of five files at a time. If your upload reaches 300 MB, you will need to complete the upload and start a new one for any additional files.
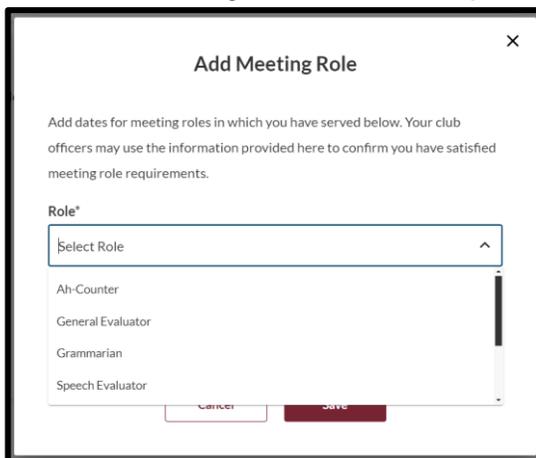
Track your meeting roles using the Meeting Roles section of your profile. Go to your profile by selecting your name in the top right corner of your screen.
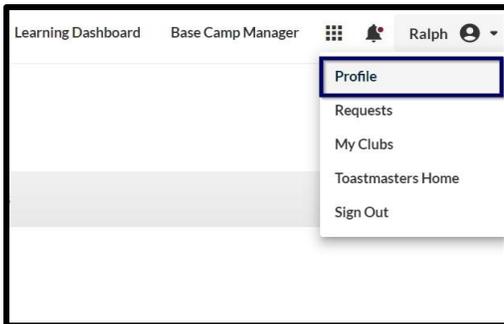
Scroll down to the meeting roles section.
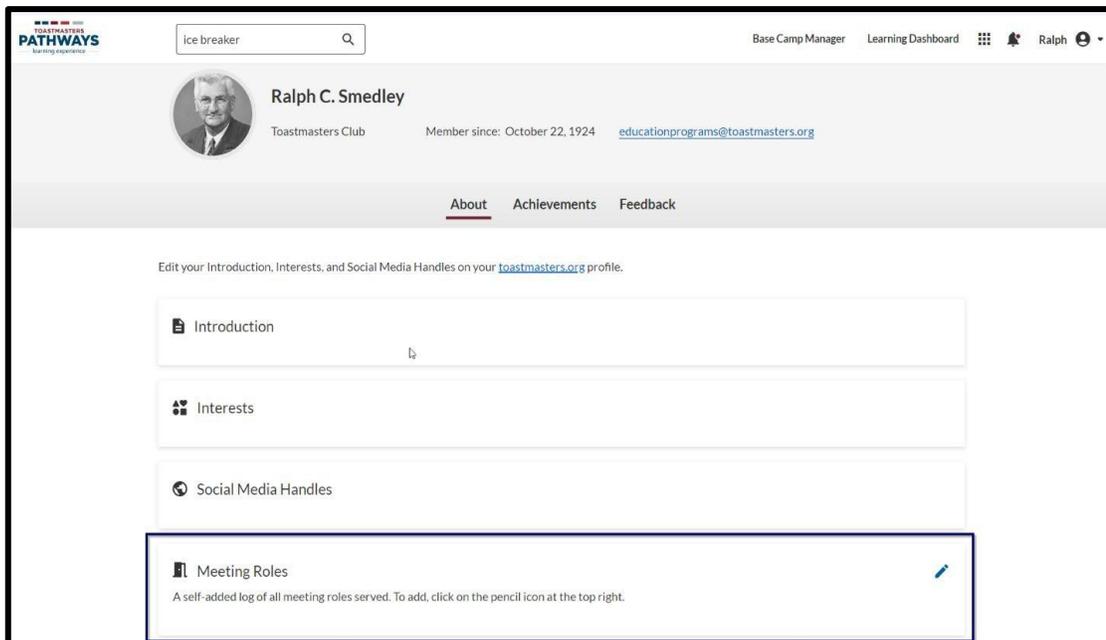
Click on the pencil icon to add your meeting roles.
Select the meeting role from the dropdown. Each role is represented here.

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

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

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.

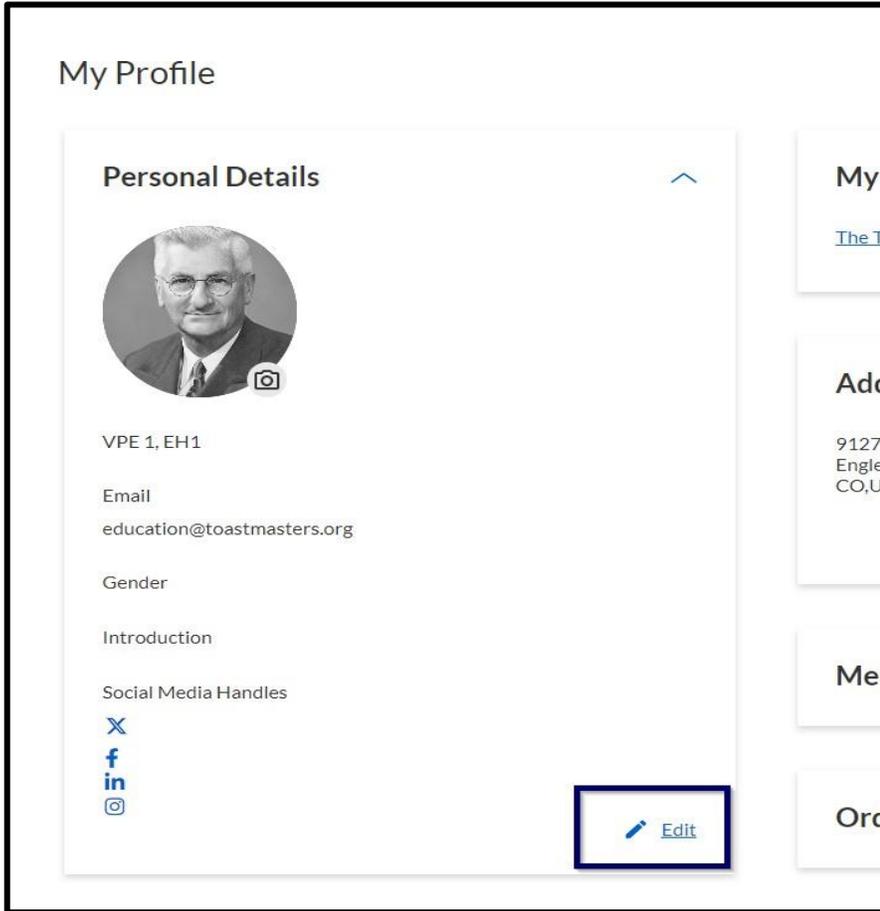After signing in to your account, select My Profile from the dropdown under your name.

To update or change the information that displays on your About page and your social media handles in Base Camp, go to Personal Detail
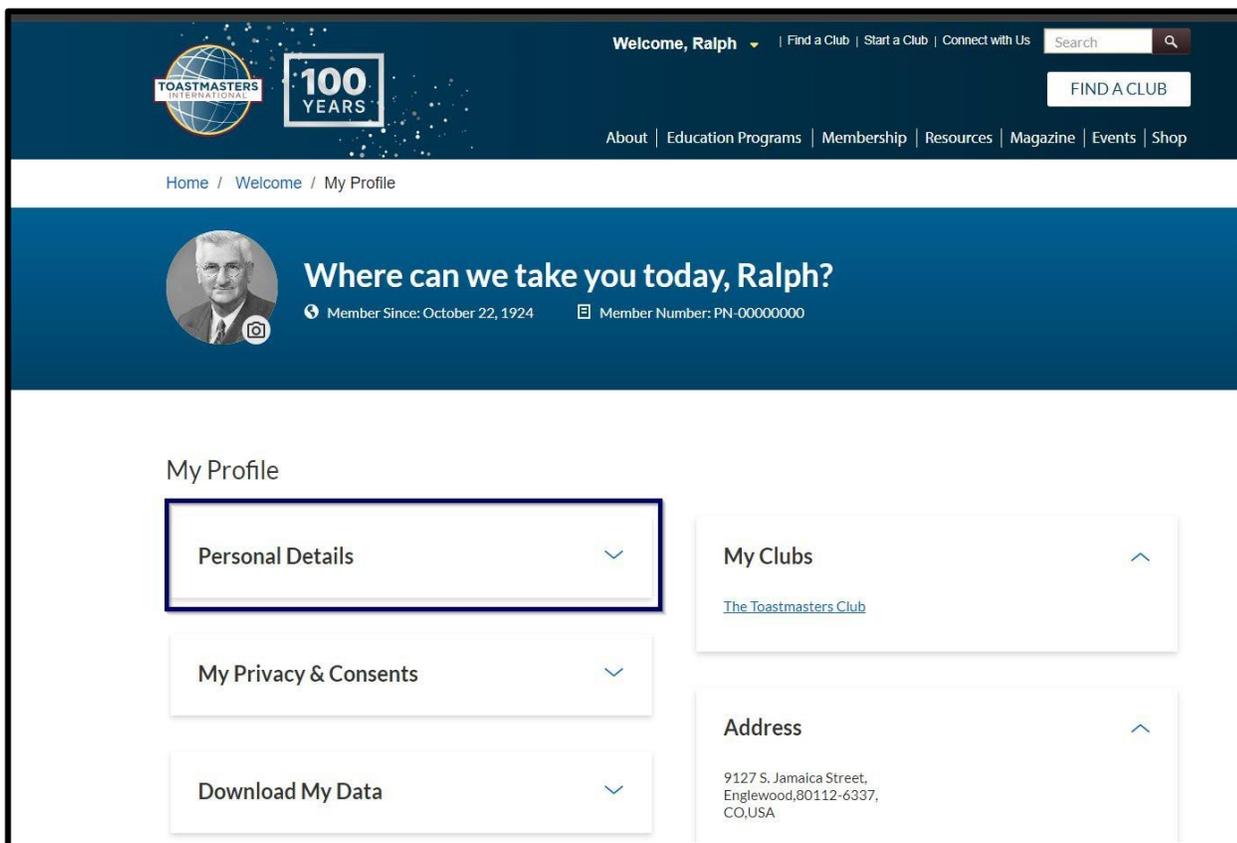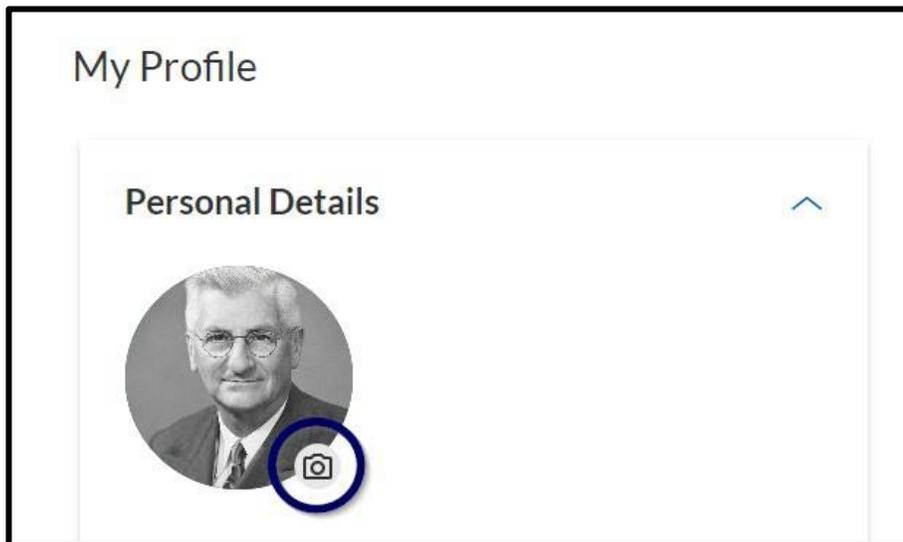
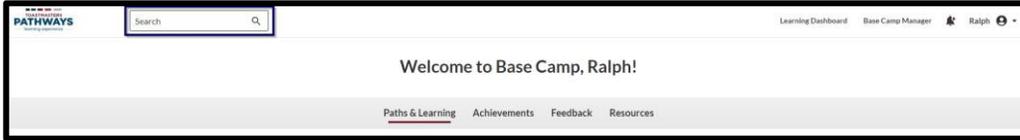Then, select "Edit" next to the pencil icon.

To update your profile picture, select the camera icon. Choose an image from your computer to upload.
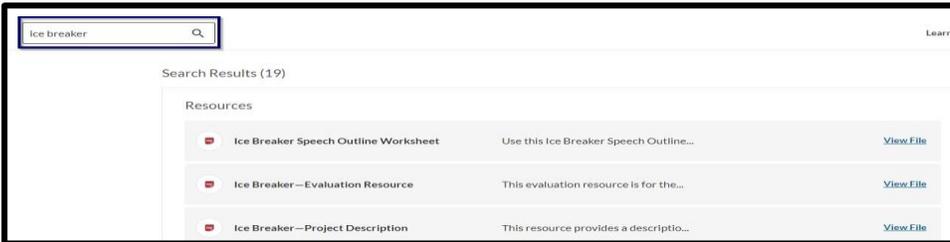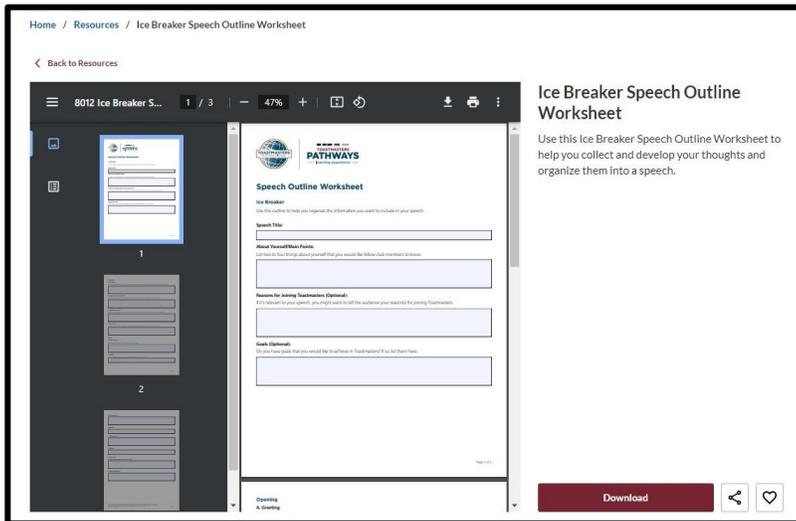
Use the search bar to quickly find resources or members of your club.

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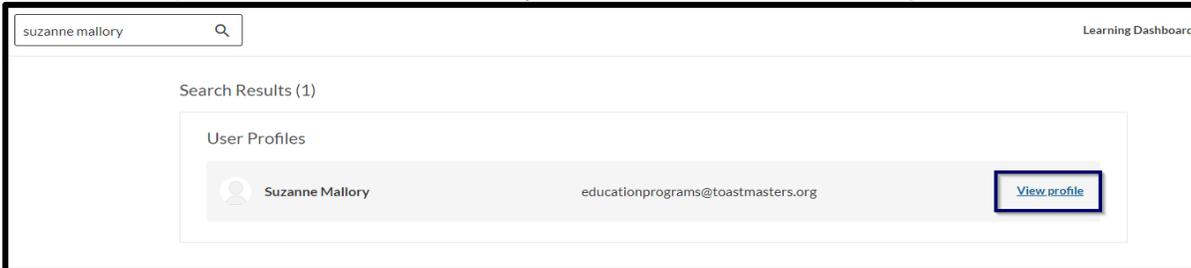

Selecting "View File" will open the resource preview, where you will have the option to print, download, share, or favorite the resource.

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

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 educationprogram@toastmasters.org