



BASE CAMP MANAGER TRAINING FOR CLUB OFFICERS

A Comprehensive Guide for Base Camp Managers

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WHAT IS BASE CAMP?

Base Camp is Toastmasters' online platform for Pathways education.

Central Hub for:

Starting Paths: Members can initiate their learning journeys.

Tracking Progress: Monitor the completion of paths and levels.

Submitting and Approving Levels/Projects: Club officers manage the submission and approval of member projects.





WHO HAS BASE CAMP MANAGER ACCESS?



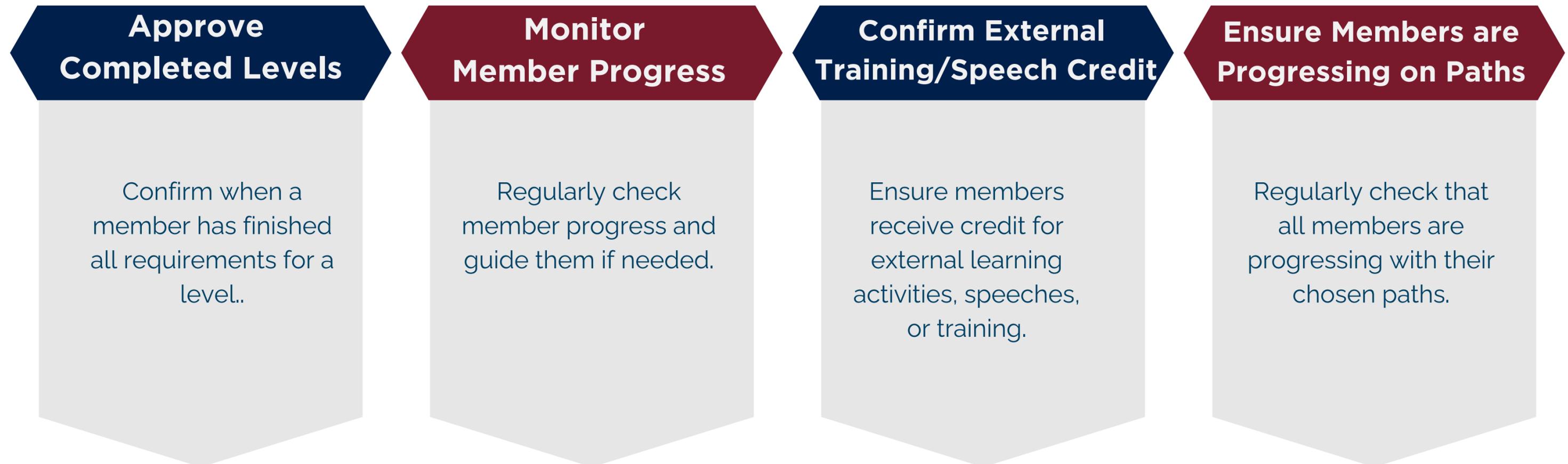
- **All Club Officers**
- **President, VPE, Secretary receive email notifications for approvals**
- **Any officer is able to members' level completions**





KEY MANAGER DUTIES

As Base Camp Manager, your key duties include:





LIVE WALKTHROUGH OR SCREENSHOTS GUIDE



Log in

[Go to Toastmasters.org](https://www.toastmasters.org)



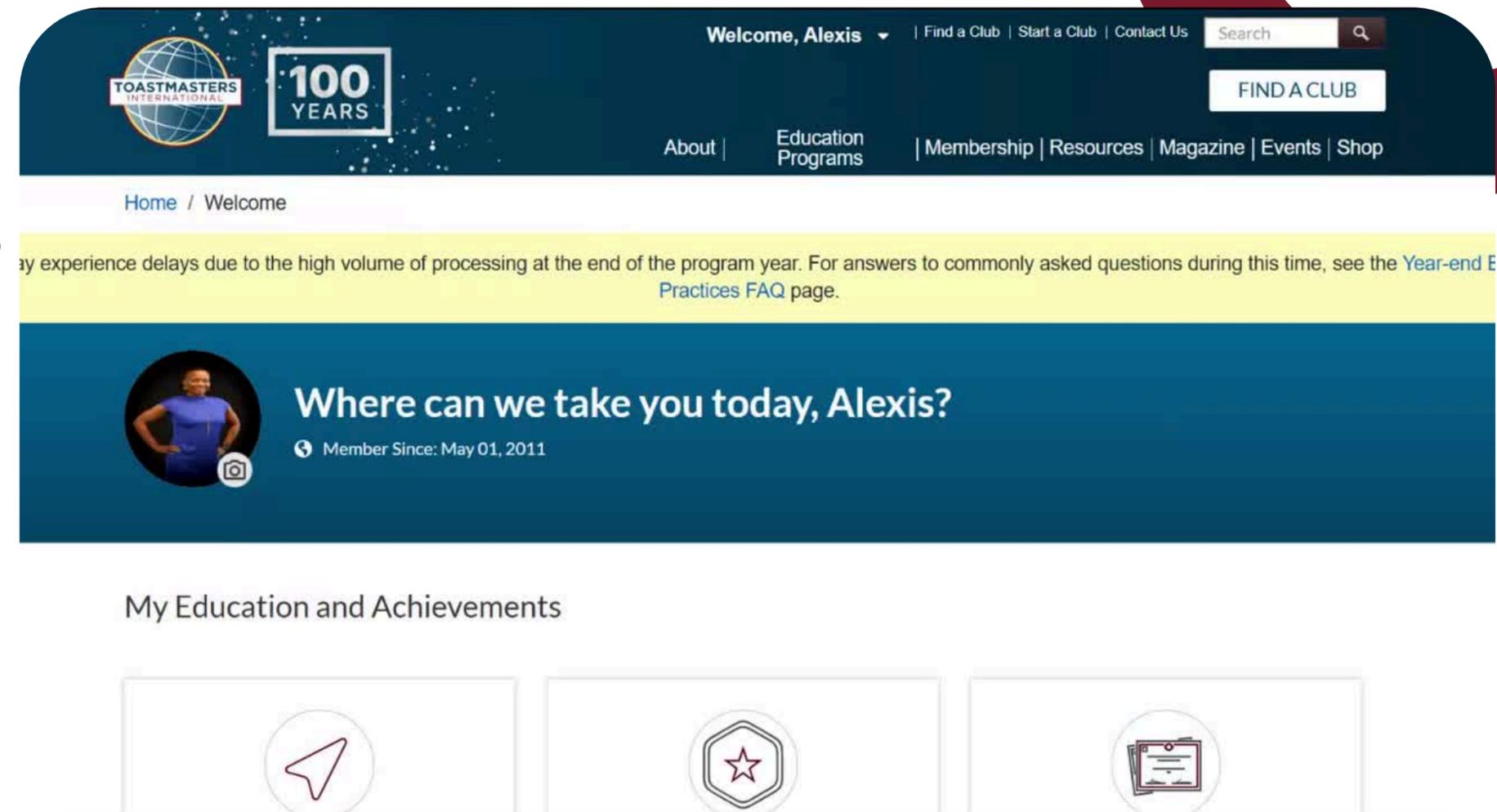
Navigate

[My Home](#) > [Go to Base Camp](#) > [Base Camp Manager](#)



Base Camp Manager Dashboard

- Approvals
- Member Overview
- Paths in Progress
- Recent Activity





APPROVING LEVEL COMPLETIONS



Navigate to Pending Requests

Go to the “Pending Requests” section on the BCM dashboard.



Review Request

- Ensure the member has completed all projects for the level.
- If unsure, consult with the member to confirm project completion.



Approve or Deny Request

- Once all criteria are met, approve or deny the level completion request.
- Tip: Encourage members to submit requests only after completing all projects in a level.



BEST PRACTICES

Key Best Practices for Success:

Monthly Check-ins

Regularly use reports to nudge members about their progress.

Club Meetings

Celebrate members' level completions during meetings to boost morale.

New Members

Help newcomers choose and activate a path early on.

Education Awards

After Base Camp approval, submit education awards via Club Central.



Q: What if a member doesn't see their path?

A:

- Confirm the payment status for their membership.
- Confirm it has been 24 hrs since Path selection
- Ensure the path has been successfully launched in Base Camp.

Q: How to verify outside speeches or training?

A:

- Request an agenda, speech evaluation form, recording, or video from the member.
- Alternatively, have a direct conversation with the member to verify the activity.



RESOURCES

Important Resources for Base Camp Managers:

Toastmasters Pathways Guide

A detailed manual for understanding all aspects of Pathways.

Video Tutorials

Available in the Base Camp section for visual walkthroughs of tasks.

Your Area Director

For questions or additional support, your Area Director is available to assist you.





LET'S KEEP INSPIRING EACH OTHER TOWARDS GROWTH AND SUCCESS IN TOASTMASTERS!

Celebrate achievements and provide consistent support to all members.

Email:
LEXILUCILLE521@GMAIL.COM

FOR MORE INFO, VISIT:

[TOASTMASTERS.ORG](https://www.toastmasters.org)

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