



Base Camp Manager Quick Start Guide

Access Base Camp Manager

1. Login at: <https://www.toastmasters.org/start-pathways>
2. Click **Log in as Base Camp Manager** from **Access my path through Base Camp** box.
Note: If you do not see this option, verify that you are listed as the President, Secretary, or VPE for your club.

Approve Pending Requests

1. After accessing Base Camp manager, click the **Pending Requests** icon.
2. The **Training Pending Approval** table shows any member pending requests.
3. To approve, after checking the member's paperwork, click the green checkmark.

Print Completion Certificate

1. In the **Search** box on the top right, type the member's name and click their name.
2. Click the **Transcript** tab.
3. Click **Open Curriculum** next to their Path.
4. Click **View Details** next to the level you are approving.
5. Click **View Certificate** next to the level completion item. It will open in a pop-up window.

View Progress Dashboards

1. After accessing Base Camp manager, click the **Member Progress** icon.
2. Select the report you want to view on the left.
3. On the top right, click the **Options** menu and select **Refresh**.
4. Mouse over any of the charts, and click the **down arrow** that appears on the top right.
5. Select **View Details** or **Export to Excel**.

Get Help

1. After accessing Base Camp manager, click the **Manager Tutorials** icon.
2. Click the **icon of a topic** you want to learn about to reveal a list of relevant tutorials.
3. Click the link of the tutorial, then click the **Launch** button.
4. The tutorial will open in a pop-up window.