



## 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.