

Approving Levels and Processing Educational Awards

Overview:

This document reviews the steps needed by the Vice President Education (VPE) to approve Pathways Levels in Base Camp and submit the education award on Toastmasters International Website.

The President and Secretary are assigned as back-up Base Camp Managers automatically on the Toastmaster Website. This is a default setting and cannot be adjusted. The steps are the same, whether completed by the VPE or a back-up position. For the sake of simplicity, we are going to refer to the VPE during this training.

VPE's are not able to approve and submit their own education awards. The President or Secretary must take this action.

The Process:

When a member finishes a level in Pathways, it is the members responsibility to mark the level complete. VPEs should track member progress on the "Pathways Tracker" or other tracking system. Some members need reminding that they need to complete their level in Pathways. When a level is completed by the member, notification emails are sent to the VPE, and back-ups informing that a level is ready for approval on Base Camp.

The VPE will need to log into Toastmasters International and navigate to the Pathways tab, then select "go to base camp"

Once there, select "Log in as Base Camp Manager"

For this document, we are going to review the "Pending Requests" option

This screen shows members awaiting approval of level completion. To confirm, click Approve on the right side.

Approval is immediate and an email notification is sent to the member letting them know this has been approved.

DCP Credit:

Approving the levels in Pathways is not the same as submitting the education award on Toastmasters International for DCP (Distinguished Club Program). This is a secondary step that the VPE must take for the level completion to show on the Distinguished Performance Report.

To do this from the Toastmasters International Page, click on Leadership Central, then Club Central.

From these options select "Submit Education Awards"

Find the correct member in the drop-down list (please note, this can take some time to fully populate)

A secondary drop down will appear, this drop down will show the options available for the member.
Select the corresponding award that matches the Pathways level completion just completed.

Click "Review award submission"

Once submitted it may take 1-2 days for the award to show on the Distinguished Program Report.