Pathways Common Q&A
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Contents

Summary of Pathways, Base Camp, & EasySpeak:

- Pathways: New Online Education system that replaces the traditional manuals (CC/CC).
    - If you were a registered member of a chartered club before 20 March 2018 you may continue to use the traditional CC/CL manuals and advanced manuals until 30 June 2020. On this date the traditional education program will come to an end and only Pathways will be available. Until this date you can use the traditional program and Pathways in parallel.
    - If you are a new member or a new club after 20 March 2018 you must start in the Pathways education system.
- Base Camp: New web platform to access the Pathways education system and record your finished projects.
    - This is the new interactive platform that replaces the manuals. All is done online but you have the option to print all materials yourself.
    - If you want to have pre-printed manuals they are available at an extra cost but only for some of the Paths..
- EasySpeak: Web platform to schedule meetings, speeches and roles.
    - Nothing has changed in the organization of the meetings through EasySpeak.
    - EasySpeak has been updated to include all of the new Paths and Path speeches. When you schedule a Pathways speech EasySpeak will update the agenda with all of the new information and timing.

What this means for new members and members switching from the traditional manuals to Pathways on Base Camp?

- You will no longer use the traditional CC/CL or advanced manuals. All Pathways education material will be online through Base Camp.
- Current members can now login now and new members can login as soon as your club is chartered or you receive a confirmation from Toastmasters International with your Login details:
    - The first time you login to Base Camp you will be prompted to confirm that you will use the Online Base Camp (or pre-printed manual option), then take a self-assessment, then you must select a path.

Where to learn more about Pathways and available Paths:

- Go to https://www.toastmasters.org/pathways-overview (general information on Pathways and the Ice Breaker project)
- https://district1toastmasters.org/pathways/ (summary of all the paths and some details on the 5 project levels)

What happens to the previous projects you completed?

- Ice Breaker project can be transferred, discuss with your VPE.
- No other speeches can be transferred for credit in Pathways. However, you can repeat the speeches you delivered previously and make them count under Pathways.

What is the structure of Base Camp and how is it used?:

- To get access to Base Camp for the first time:
  - Go to https://www.toastmasters.org - Click on ***Pathways*** and then click on ***Go To Base Camp***. Then Login using your Toastmasters International user name and password (note: this may be different than your EasySpeak user name and password unless you made them the same).
  - Allow Pop-Ups from the toastmasters.org Base Camp website. You will be prompted to allow and correct if it's an issue.
  - Confirm that you wish to use the Online materials.
  - Take the Self-Assessment
  - Select your preferred Path. It can be one of the 3 recommended Paths or scroll down and select any one of the other available Paths.
  - You will came to the ***Base Camp Home screen***.
- To get access to Base Camp after selecting your Path:
  - Follow the center link *Access my path through Base Camp* by clicking the button "***Log in as a Member***"
  - Click "*My Education Transcript*"
  - Scroll down to find your Path (e.g. "dynamic leadership") and click the "*LAUNCH*" button the first time. If you have already done that once then the you click "Open Curriculum".
  - Then click the Ice Breaker "*LAUNCH*" button.
  - A POP-UP window with the project will open and you can step through to learn how to:
    - prepare your speech.
    - Save and Print your Speech Evaluation form. (You should send a copy by email or via Base Camp Feedback to your speech evaluator.)
    - Deliver speech
  - After your Speech you ask your evaluator to give you the hand written evaluation form or if they choose they can complete the PDF form on a PC and send it to you by email or through the Feedback forum.
    - You can upload your Evaluation from to your Base Camp documents folder.
    - If you have a hand written evaluation form you can scan it or take photos of the forms and store it on your PC so you can upload to Base Camp.
    - If you receive the PDF form store it on your PC so you can upload it to Base Camp.
    - Click on My Education Transcript or My Feedback button inside of Base Camp. The click the ***E-portfolio*** tab then click the Documents button icon.
    - Here you will find 6 folders that you can manage anyway you want. Normally you would put all Level 1 project documents and evaluation in the Level 1 folder, and so on. Just click the ***Level 1*** link. Then you can click the ***Add File*** button and locate the file to upload. Select the file and click the ***ADD*** button.
  - Once you have finished your speech and received your feedback you return to Base Camp and go to My Education Transcript and ***Launch*** the project you have been working on. It will take you to where you left off last. If that is the last step after making your speech you can finish the project by completing the "ASSESS YOUR SKILLS—AFTER" questions and then click the ***SUBMIT*** Button. You will return to your Path window and the project completed will now be checked off √ and the next projects will be activated.
  - Click the Launch Button of the next Project to get started on your next speech.

Base Camp Feedback & How to Send or Receive Evaluations

You can use the Base Camp Feedback to send/receive messages to a fellow club member, send/receive a speech Evaluation document, or give someone a Badge. This is for internal messages to members within a club. You cannot send a message to a member outside of your Home club. Therefore to contact a guest speaker or give an evaluation to a member outside your club you will have to send a normal email.

To **give feedback comments** or **deliver a speech evaluation** to a member inside of your home club you can use normal email or use the Feedback area inside of Base Camp as follows:

To send an evaluation or feedback within Base Camp:

1) Login to www.toastmasters.org then go to Base Camp
2) Click "My Feedback" button
3) On Feedback page:
    a. Type-in your Question or Comment
    b. Type in the name of the person to message. As you start to type the member name the system will find and give name list options to click.
    c. Under the option "Who would you like to see request responses?" You can click the pull-down list and choose the following:
        i. Managers – Check this if you want all of the Base Camp Managers to see your message (VPE, Pres, Secretary). E.g. you have a Pathways administration question or comment.
        ii. Everyone – Check to send to all club Members, e.g. if you want feedback from everyone about a speech.
        iii. Only the Person(s) selected - Uncheck the two boxes and then only the person(s) on the list will get the message. Use this to send the evaluation form. ***ATTENTION: Be sure to uncheck the other boxes so only the recipient gets the evaluation and not others. The form is personal and the speaker may not want it shared to other members.***
        iv. Then attach the evaluation form by clicking the Paper Click icon button in the lower right corner of the screen. A box will appear where you can browse to select the file or drag it into the box.
        v. Then click Post in the lower bottom right corner.

To receive an evaluation and store it in your E-portfolio within Base Camp:

1) Login to www.toastmasters.org then go to Base Camp
2) Click "My Feedback" button
3) On Feedback page look for messages. If you have received an evaluation document just click on the attached file icon to open.
    a. You can now save your attached files on your device, a disk drive, or temorararly store it to upload to the Base Camp Documents.

b. When you are on the Feedback page it's also a good idea to always click the options Icon (▫ in upper right) and select "View All Feedback Requests. This way you can be sure to see all current feedback requests. It opens a new window so you will need to click the BACK button to go back to the main Feedback Page.

4) If you want to upload your evaluation documents or any other files to your Base Camp documents folder:
   a. At the top of the page click on E-porfolio
   b. Click the Documents Icon Button
   c. There you will find 6 folders labeled Level 1 -5 and one called My Documents. You can manage these folders any way you want. Logically you might want to put all Level 1 documents from your Path in the Level 1 folder and so on.
   d. Click the folder name, e.g. **Level 1**
   e. On the next page click the Add File Icon and follow instructions on the pop up window.

(Note about evaluations storage: Members are not required to store their evaluations inside of Base Camp. The storage is there as a convenience so documents don't get lost and probably for that reason alone the storage should be used, but it is not required. Members could print and keep hard copies if they want or store electronic copies on a personal storage device. The member should be able to produce and show Evaluation documents as confirmation that a speech was given in the event that the VPE wants to see some proof. The example will be if you speak outside of your club and the VPE was not properly notified or there is not a record on EasySpeak. You may need to show the VPE a signed copy of the speech evaluation document.

VPE (President & Secretary) Base Camp Manager functions.

The Club VPE is the principle manager of Base Camp and Pathways for your club. As a backup Toastmasters has also given access to Base Camp Manager functions to the club President and club Secretary in the event that the VPE needs help or is unable to provide support.

The principle functions of the Base Camp Manager is to:
• Approve Level Completions
• Approve Speech Requests outside the club
• Monitor club member progress in Pathways.

The club VPE, President, and Secretary should take time to review all available tutorials in Base Camp to learn how to access and support these functions.
1) Login to www.toastmasters.org then go to Base Camp
2) On the top bar Hover on "Tutorials and Resources" then click "Tutorials and Resources".
3) On the left side you will see resources listed by SUBJECT. Clcik the "Base Camp Manager" option and you will see all available tutorials and resources on the right.

How to get support from Toastmasters International on access issues and changing Paths.

How to Contact TMI:

By Telephone:

For any question you can call TMI directly in Colorado USA and tell the operator what your question is about and they will direct you. The phone number has changed recently but you will find this new number at the top of the Contact Us page:
https://www.toastmasters.org/about/contact-us
+1 720-439-5050 6 a.m.–7 p.m. Mountain Time (8 hours behind Swiss time)

By Email:

Go to the Contact Us webpage and you will find a list of departments and subjects with the appropriate email contact address. https://www.toastmasters.org/about/contact-us

Problems to access Toastmasters.org website or Pathways Base Camp:

Contact TMI by telephone or by email using main phone number above or email to this address:
membership@toastmasters.org

Path Exchange Policy:

Q: Is it possible to change a Path?
A: Yes but it must be done within 30 days. You can call TMI directly or send an email (supplyorders@toastmasters.org) requesting to exchange your path. It can take some days or more than a week to get a reply so if you are in a hurry or your 30 day limit is coming up you should probably call TMI.

TMI Return & Exchange Policy Overview:
- Members can exchange a path within 30 days of purchase
- Exchanges are limited to one path per member per program year
- The full return policy is on the Toastmasters website