



Submit Educational Awards

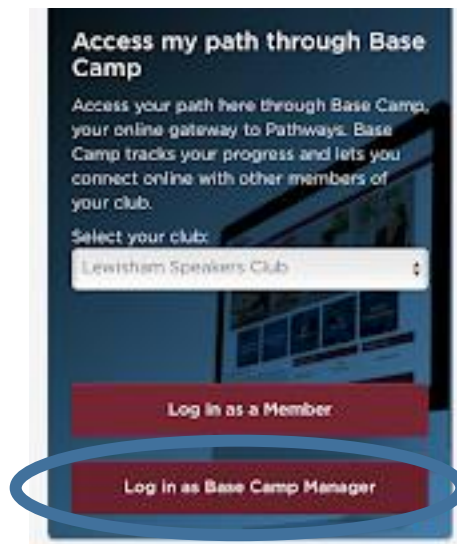


Submission of Education Awards are needed on two areas of toastmasters.org:
Pathways Base Camp & Club Central

1. Pathways Base Camp

Once logged into toastmasters.org select **Pathways** then click the “**Go to Base Camp**” option under the drop-down.

Select “**Log in as Base Camp Manager**” on the middle tile.





Select the left “Pending Requests” tile.



Approve member requests.



Review member learning reports.






Learn about using Base Camp as a Base Camp manager.

Pending Requests are listed on the next page entitled “View Pending Requests”. The Vice President of Education (VPE) or other designated Base Camp manager can now review, verify and approve the request for Level Progression.

2. Club Central

Once logged into toastmasters.org select **Leadership Central** then select **Club Central**, click the “**Submit Education Awards**” tile under “Club Membership”.

Club Membership

 Add Membership Add new, dual or reinstated members	 Submit Payment Submit credit or debit card payment for memberships
 Submit Education Awards Submit member education awards	 Club Roster Review and print your club's roster. Update member contact information

Select the name of the member earning an award from the drop-down list.

| SUBMIT EDUCATION AWARDS

Select Member

(Note: If you are a club officer and are applying for your own award, please have another officer submit your award application.)

Select Member

Select which educational level has been completed.

Educational Awards



Select Education Program

Please select the award that the member is applying for:

Select Education Program

- For a Pathways level, simply select the corresponding path and level completed.
- For a member completing an award from the Traditional Program, you will need to select the manuals, enter the speech titles and dates when the projects were completed.

Please select the titles of the two Advanced Communication manuals the applicant completed (manuals may not be those completed for previous awards). Then, using the "Project Completion Record" page in the back of each manual, fill in the title and date of each speech presented.

Manual One : *

Select Manual

Project 1 : *

Date*

MM/DD/YYYY



Project 2 : *

Date*

MM/DD/YYYY



Project 3 : *

Date*

MM/DD/YYYY



Once complete, click "**Review Award Submission**". Review the information then submit. The award will be posted overnight on the Toastmasters International dashboard (Distinguished Performance Report).