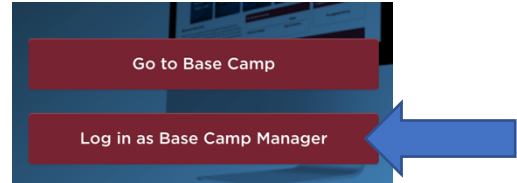


How to Determine an Individual Member's Project Completion status

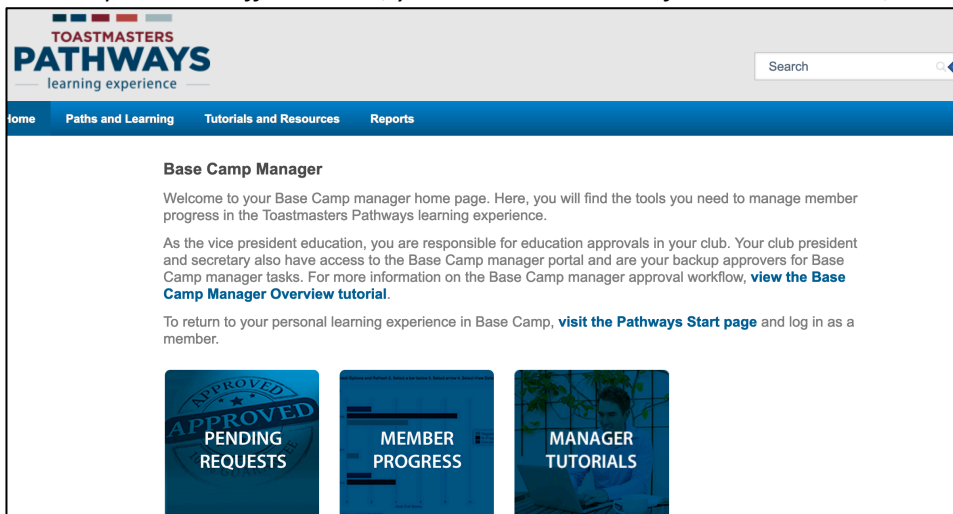
Login to TI website and into Pathways Base Camp

1. Go to www.toastmasters.org. Log into the TI website.
2. Click on 'Pathways' and then 'Go to Base Camp'. Login to Pathways as a **Base Camp Manager**.

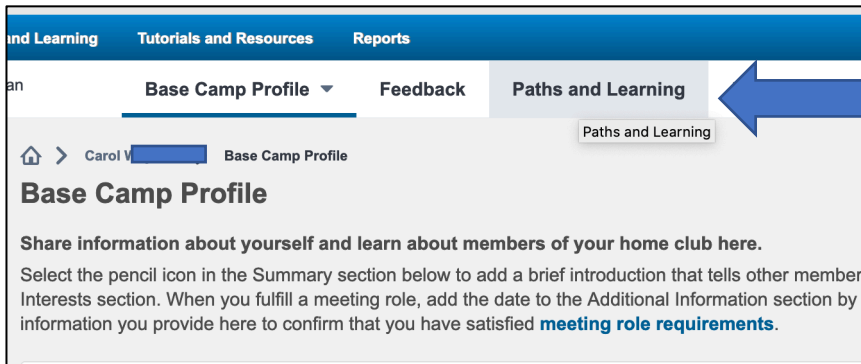


3. In the Search box, search for the individual member's name for whom you want to check their progress in Pathways.

*However, if the person you are searching for is in more than one club, **AND** they are logged into Base Camp under a different club, you will not be able to find them. Instead, search for your own name.*

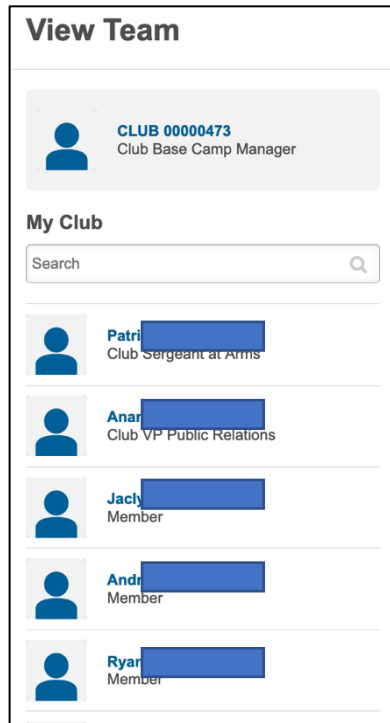
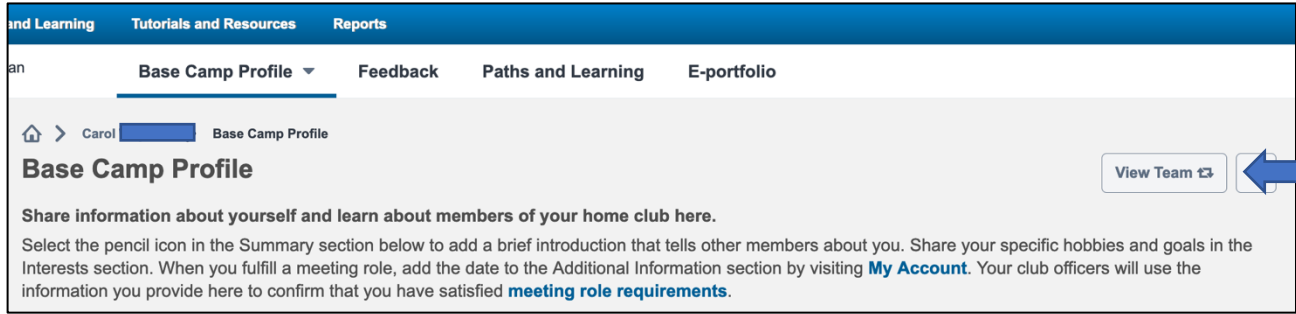


4. Click on the member's "Paths and Learning" tab



5. Open the curriculum of any active path and look at the levels to see which projects are done and which levels are done. I suggest that you keep track of this in a separate location / document. You can download a [All Club Member Tracking spreadsheet](#) or individual member tracking files ([Goal Sheet](#) or [Quick Start Member Chart](#)).

6. To go to another club member, click on the 'View Team' button.



This will show you which club members are currently logged into Base Camp for this club.

In the View Team window, select the next club member for which you want to check their progress.

Repeat the steps to look at the Paths and Learning tab and then 'Open Curriculum'.

Click on 'View Details' for the Level that has been completed.

The View Team window does not stay open and it is not pin-able. You will need to click the View Team button each time as you move through the club members' names list.

If you are not able to go through all of the club members because they do not show up in the View Team window, you will need to write to that person and request them to log in to Base Camp for this club. This will allow you to then check their progress.

If you want to print or save the Level Completion certificate for an individual member, these are the same steps and you would continue (while in an individual's Paths and Learning / transcript and you have clicked on the 'View Details' button) to click on the 'View Certificate' button for the completed Level and then save the certificate.