



Submit Educational Awards

District 40

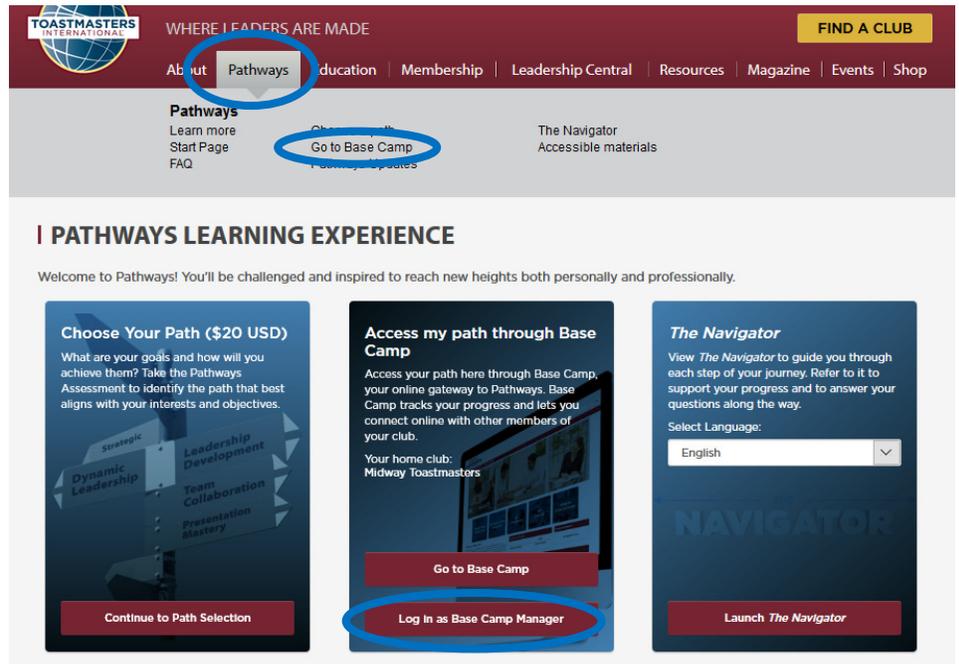
Submitting an Education Award is a two-part process. Both are at Toastmasters.org:
(1) Pathways Base Camp and (2) Club Central

1. Pathways BaseCamp

Once logged into Toastmasters.org select Pathways.

Click “Go to Base Camp.”

Scroll down and select “Log in as Base Camp Manager” on the middle blue tile.



Select the left tile, “Pending Requests.”

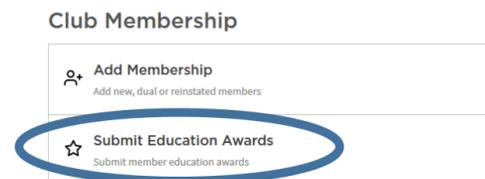
Pending Requests are listed on the next page. The VPE, secretary or president are able to review, verify and approve the request for Level Completion.



2. Club Central

Once logged into Toastmasters.org select Leadership Central then Club Central.

Click “Submit Education Awards” under “Club Membership”.





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Select the member 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 which educational level has been completed.

Select Education Program

Please select the award that the member is applying for:

- For a Pathways Level Completion, simply select the path and level completed.
- For a Legacy Award, select the manuals, enter speech titles and dates when 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 : *	<input type="text" value="Select Manual"/>
Project 1 : *	<input type="text"/>
Date *	<input type="text" value="MM/DD/YYYY"/>
Project 2 : *	<input type="text"/>
Date *	<input type="text" value="MM/DD/YYYY"/>
Project 3 : *	<input type="text"/>
Date *	<input type="text" value="MM/DD/YYYY"/>

Once complete, click "Review Award Submission". Review the information then press SUBMIT. Allow 24 hours for award to be posted on the member's transcript and club's dashboard (Distinguished Performance Report).