

How to Submit a Project — Step by Step

Circulated by the District 127 Pathways Team

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This handout walks a Toastmasters member through the entire process of completing and submitting a Pathways project in Base Camp, from logging in for the first time to getting final approval from your Vice President of Education (VPE).

Before You Start

- You must be a current, dues-paid Toastmasters member with an active membership on toastmasters.org.
- You need the email address associated with your Toastmasters membership (this is your Base Camp login).
- You should already know — or will choose in Step 3 — which Pathways learning path you are working on (e.g., Dynamic Leadership, Presentation Mastery, Motivational Strategies).
- Have a club meeting scheduled where you can deliver your speech/project, since most projects require you to present to your club before you can mark them complete.

Step 1: Log In to Toastmasters.org

1. **Go to the website** — Open a browser and go to www.toastmasters.org.
2. **Click Login** — Select "Login" in the top right corner of the homepage.
3. **Enter your credentials** — Enter the email address on file with your Toastmasters membership and your password, then click "Login" again. If you haven't set up an account yet, use the "Create an Account" or "Forgot Password" option and follow the prompts — your Membership ID (found on club rosters or from your VPE) may be required the first time.

Step 2: Open Base Camp

4. **Go to your profile** — After logging in, click your name/"Welcome, [Your Name]" in the top right to open your Profile page.
5. **Find the Base Camp tile** — On your Profile page, locate the "Go to Base Camp" tile (or hover over the "Pathways" tab in the main menu).
6. **Launch Base Camp** — Click the "Go" button on that tile. This opens Base Camp, your learning-management dashboard, in a new tab.

Step 3: Select or Confirm Your Path

7. **Open Paths and Learning** — From the Base Camp home page, click the "Paths and Learning" tab.
8. **Choose your path** — If you haven't picked a path yet, all available paths are shown — click your chosen path to enroll (your first path is free). If you already have an active path, it will be the one displayed.
9. **Open the curriculum** — Click "Launch" or "Open Curriculum" on the right side of your path to enter it.

Each path has 5 levels, and each level contains several projects. It's recommended (though not mandatory) to complete projects in order.

Step 4: Activate and Launch a Project

10. **Pick your level** — Click on the level you are currently working on (start with Level 1 if you're new).

11. **Review the project list** — The projects for that level are listed on the right. A check mark means it's already complete.
12. **Activate the project** — Next to each incomplete project is a blue button. If it reads "Activate," click it — this unlocks the project and only needs to be done once.
13. **Launch the project** — Once activated, the button changes to "Launch." Click it to open the project file.

Step 5: Work Through the Project

Every project follows the same basic structure. Complete each part in order:

1. **Read the project description** — Understand the project's objectives and speech/task requirements.
2. **Complete "Assess Your Skills – Before"** — A short self-assessment you complete before starting the material.
3. **Review the content** — Work through the lessons, readings, and any instructional videos provided.
4. **Prepare your speech or task** — Use the project instructions and evaluation resource to plan what you'll deliver.
5. **Deliver it at a club meeting** — Present your speech or complete the assigned task in an actual club meeting, and arrange for a fellow member to evaluate you where applicable.
6. **Complete "Assess Your Skills – After"** — A follow-up self-assessment reflecting on your delivery.

Step 6: Mark the Project Complete and Submit

7. **Return to Base Camp** — After presenting at your club meeting, log back in to Base Camp and open the project again.
8. **Finish all remaining questions** — Answer every remaining question in the project, clicking "Next" to move between them.
9. **Click Submit** — Once all questions are answered, click "Submit."
10. **Review your feedback window** — A feedback summary of your responses will appear. Review it, and once all associated tasks are complete, the project automatically updates to "Completed" in your transcript.

Step 7: Get VP Education Approval

11. **Automatic notification** — If your club uses electronic submissions, your Vice President of Education (VPE) is notified automatically once you submit.
12. **VPE review** — Your VPE reviews and approves the completion in Base Camp / Club Central.
13. **Track your progress** — Check the "My Education Transcript" tab on your Base Camp dashboard to confirm the project shows as approved.
14. **Repeat for remaining projects** — Continue activating, completing, and submitting projects until all requirements for the level are met, then move on to the next level.

When you finish all levels of a path, you'll submit a Path Completion Approval request the same way — your Base Camp manager (VPE) approves it in Base Camp and submits the final level completion in Club Central.

Quick Reference Checklist

- ☐ Logged in at toastmasters.org
- ☐ Opened Base Camp from the Profile page
- ☐ Selected/confirmed my Path
- ☐ Activated and launched the project
- ☐ Completed "Assess Your Skills – Before"
- ☐ Reviewed all project content
- ☐ Delivered the speech/task at a club meeting
- ☐ Completed "Assess Your Skills – After"

- ☐ Answered all remaining project questions and clicked Submit
- ☐ Confirmed VPE approval in My Education Transcript

Need Help?

For general questions about navigating Base Camp, contact the Club and Member Support Department at Toastmasters World Headquarters:

- Email: membership@toastmasters.org
- Phone: +1 720-439-5050, extension 402