



## Finding & Submitting Education Awards

1. Log in to Toastmasters International website. ([www.toastmasters.org](http://www.toastmasters.org))
  2. Click on the Base Camp box
  3. Click on the Base Camp Manager box
  4. Click on Pending Requests box
  5. Type in a member's name in the Search box
  6. Click on the Paths & Learning box
  7. Click on Open Curriculum box next to the Members Path Name
  8. Click on the Options (top right corner)
  9. Click on View Training Details
  10. Print this sheet (Snip tools or Ctrl Alt Prt Sc)
    - Snip it
    - While in snip it, highlight completed levels
    - While in snip it, add text box with Members name and Path name
    - Copy & Paste to a Word Document
    - Print it
  11. Close the spreadsheet with the Back button (bottom of page)
  12. Click Visit Pathways start page to return to TI
  13. Click on My Home
  14. Click on Submit Education Awards
  15. Select Member
  16. Click Select Education Awards
- \* If there are any Education Awards listed in Education Awards that show complete on the Member Training Details, the club may have Education Awards that can be submitted.
17. Go back to Base Camp Manager
  18. Find member
  19. Repeat steps 1-16 for all Paths and Completed Paths