



# PATHWAYS

## Base Camp Manager Duties

### What do I need to do in Base Camp to support my club members?

In each club, the vice president education (VPE) will serve as the Base Camp manager, with support from the club president and secretary. The VPE is responsible for conducting several tasks in Base Camp to ensure members are fully supported on their Pathways journey. This document will walk you through each of the main tasks. Each task has a tutorial in Base Camp which will walk you through the specific steps. They can be accessed by navigating to Tutorials and Resources.

### Level Completion

As VPE you will receive emails from Base Camp notifying you that there are Level Completion Requests, requiring your attention. It is important for VPEs to respond as quickly as possible to ensure members can move forward on their Path. As each member completes a level, they are awarded a certificate. They can print the certificate themselves but, many clubs choose to award Level Completion Certificates at club meetings to honor the effort of their members.

Includes [Responding to Level Completion Requests \(Paths on Base Camp\)](#) and [Printing Certificates \(Paths on Base Camp\)](#).

### Path Completion in Printed Materials

Some of your club members may choose to use printed materials. As VPE, it is your responsibility to verify project, level and path completions for members using print materials. The members using printed materials will need the VPE to print certificates for them as well.

Includes [Validating Project and Level Completion \(Paths in Print\)](#) and [Printing Certificates \(Paths in Print\)](#).

### Projects Outside Our Club

Many of your club members fulfill project requirements outside the club. In order to do so, they must submit a request for external training. When a request is submitted, you will receive emails from Base Camp notifying you and you will need to approve or deny the request.

After the member has completed their external training, they will submit a completion request. You will receive an email notifying you of the request and will approve or deny the completion request.

Includes [Responding to Initial External Training Requests](#) and [Responding to External Training Completion Requests](#).

## Tracking Progress

Once your members have been working in Pathways for many months, some of them complete paths and begin new ones. There are four Dashboards which help you to understand where your club members are and how you can best support them.

Includes [Individual Progress Dashboard](#), [Path Progress Dashboard](#), [Path Type Dashboard](#), [Recently Selected Paths Dashboard](#) and [External Training Dashboard](#).