

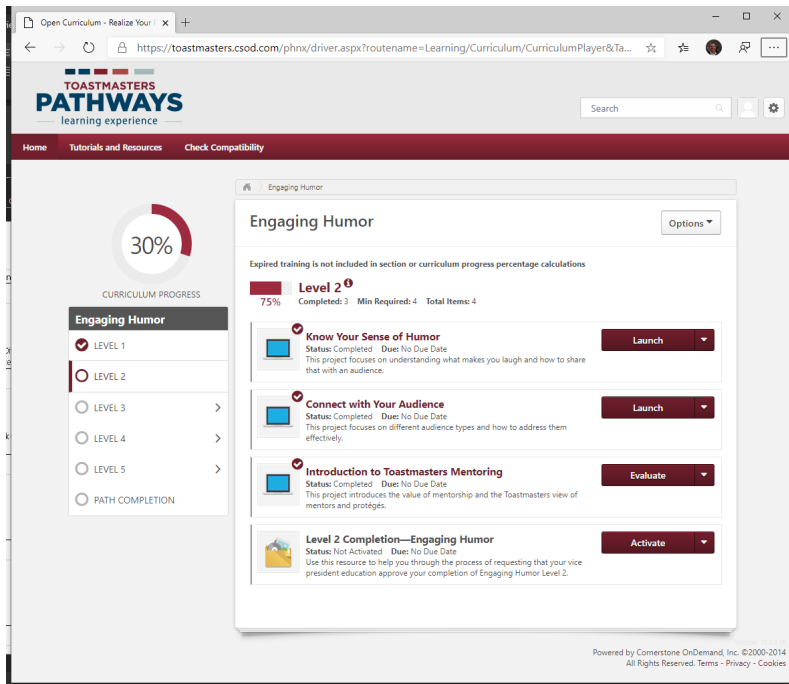


HOW TO: Finish a Level in Pathways

Summary:

Completing a level in pathways can sometimes be complicated. There are a number of steps which must be followed in your Level in Basecamp so it can be sent to your Basecamp Managers for approval

Completing a Level

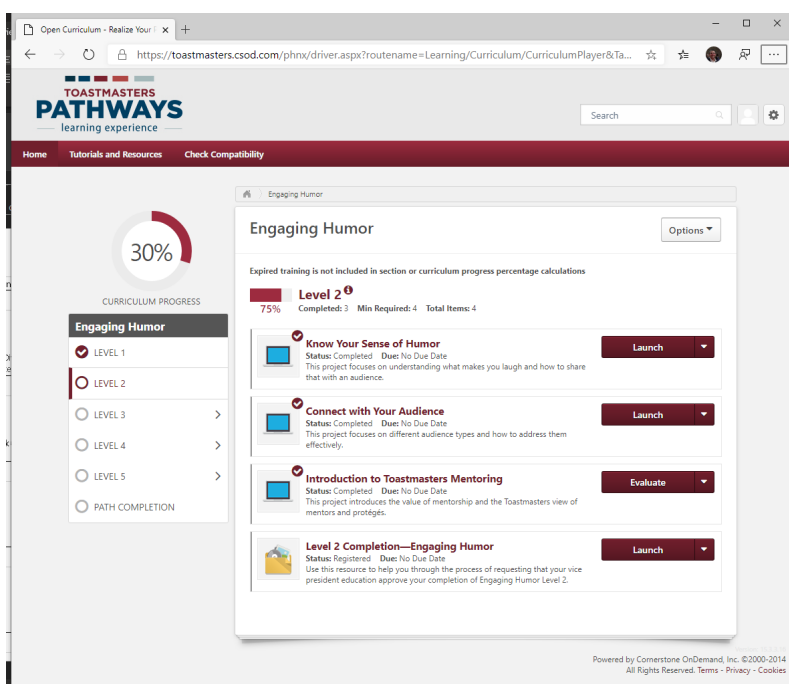


Once all projects are complete The Activate button will Appear.

Click on the Activate button.

Once you press it will change its name to Launch.

The Status will change to Registered



Click on the Launch button. A new window will open with further instructions.

Read these instructions and close this window to return to this screen.

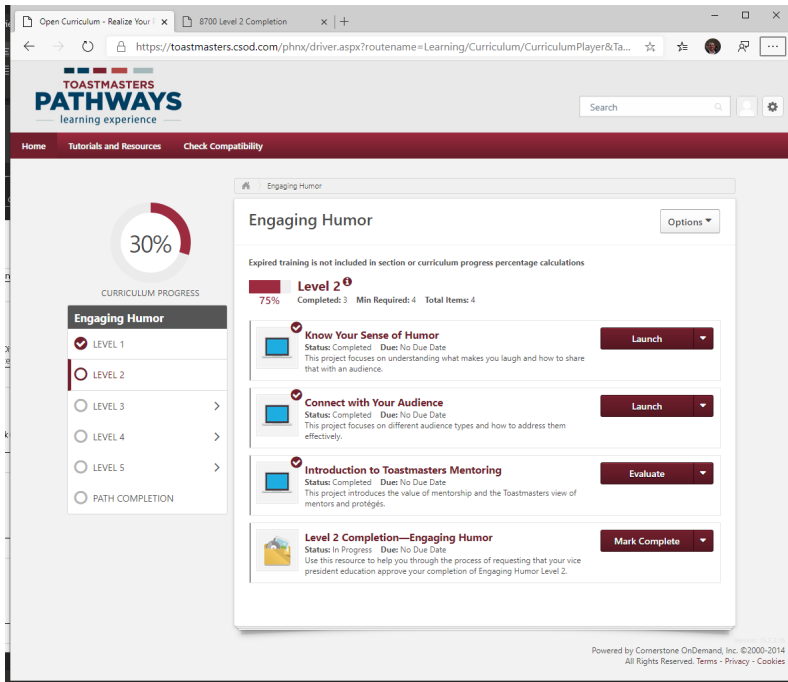
The button will now change to Mark Complete.

The Status will change to In Progress



HOW TO: Finish a Level in Pathways

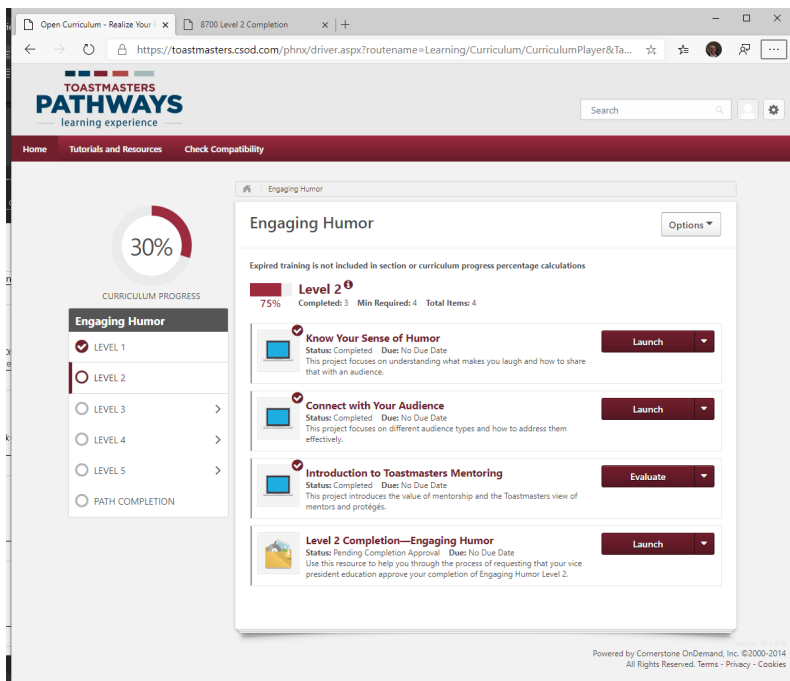
Completing a Level (Continued):



Click on the Mark Complete Button.

The button will now change to Launch.

The Status will change to Pending Completion Approval.



Congratulations you have finished your level in Basecamp. Let your Basecamp Manager know that you have completed your level and it is pending Approval.

Your Base Camp manager will approve the level and submit your award in Club Central.

You will know when this is done as you will receive an email from Toastmasters International.

After approval the button will change to View Certificate and the status will go to Completed.

Note: The Level will not go to 100% until the Level is Approved

For Levels 3,4 and 5 make sure you have completed both your compulsory and elective projects.