

# **“Toastmasters Level 1: Start to Finish for New Members”**

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Additional contributors:

jhp - Pathways Fast Start Cheat Sheet design, Version 2.2, from 3/1/2018

Ellen Ino, DTM - “Toastmasters New Member Website Signup with Open Discussion”, 10/17/21

## **Table of Contents (each Chapter is click-able):**

**[Create / authenticate Toastmasters.org account](#)** (p. 2)

**[Once Toastmasters.org account is authenticated - logging in, selecting a Path](#)** (p. 5)

**[Completing a Project: Logging in, navigation basics, Ice Breaker completion](#)** (p. 10)

**[Completing Level 1 \(same process for all Level completions\)](#)** (p. 24)

**[Basic Definitions](#)** (p. 28)

**[Basic Terms within Paths and Learning](#)** (p. 28)

**[Closing Comments](#)** (p. 28)

## 1. Create / authenticate Toastmasters.org account:

You will receive a “Welcome” email from Toastmasters International upon joining, like below.

From: [membership@toastmasters.org](mailto:membership@toastmasters.org) <[membership@toastmasters.org](mailto:membership@toastmasters.org)>  
Date: Fri, Mar 12, 2021 at 3:00 PM  
Subject: Welcome to your new journey!  
To: [d@gmail.com](mailto:d@gmail.com)

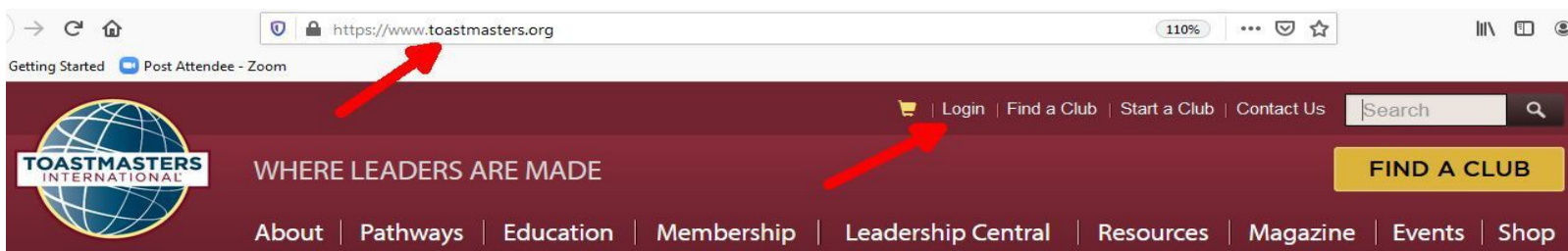
# TOASTMASTERS INTERNATIONAL

## Congratulations!

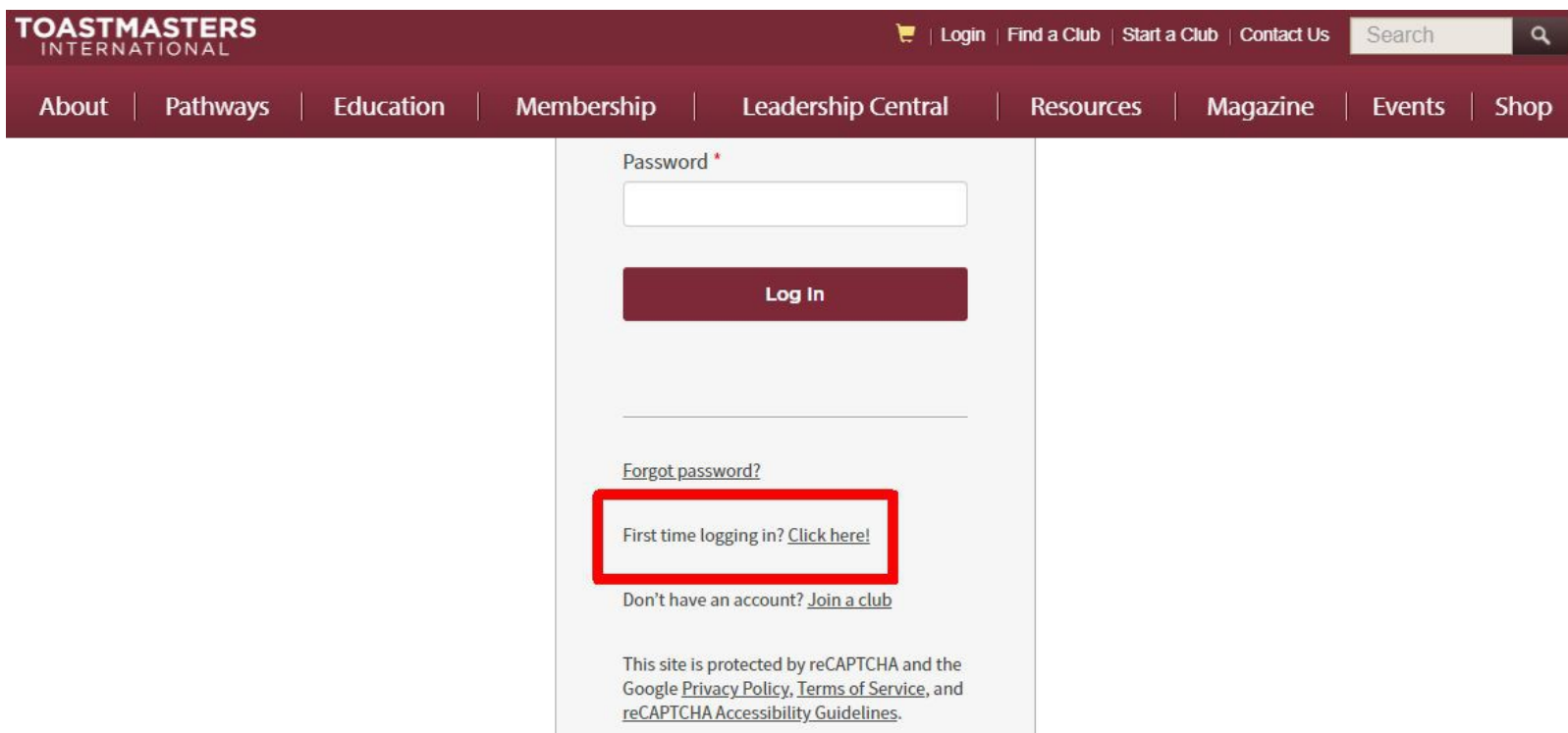
Your membership application has been accepted.

You are now an official member of   Club. Are you ready to improve your communication, build leadership skills, and gain confidence in public speaking? To start enjoying all the benefits a Toastmasters membership has to offer, click the Get Started link below to set your account password, verify your profile information, and select your learning path.

Then, go to <https://www.toastmasters.org>. And, click on “Login.”



Click on "First time logging in? Click here!"

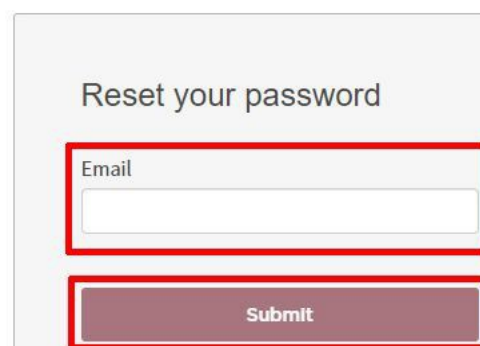


The image shows the Toastmasters International login page. The header is dark red with the Toastmasters International logo on the left and navigation links (Login, Find a Club, Start a Club, Contact Us, Search) on the right. Below the header is a dark red navigation bar with links: About, Pathways, Education, Membership, Leadership Central, Resources, Magazine, Events, Shop. The main content area is white. It features a 'Password' field with an asterisk, a 'Log In' button, and a 'Forgot password?' link. Below the 'Forgot password?' link is a red-bordered box containing the text 'First time logging in? Click here!'. Below this box is a link 'Don't have an account? Join a club'. At the bottom, there is a disclaimer: 'This site is protected by reCAPTCHA and the Google Privacy Policy, Terms of Service, and reCAPTCHA Accessibility Guidelines.'

This will bring you to the screen below. Type in your email address, then click “Submit.”



The image shows the Toastmasters International 'Forgot Password' page. The header is dark red with the Toastmasters International logo on the left and navigation links (About, Pathways, Education, Membership, Leadership Central) on the right. Below the header is a dark red navigation bar with links: Home / Forgot Password. The main content area is white. It features a 'Reset your password' heading, an 'Email' field, and a 'Submit' button. The 'Email' field and the 'Submit' button are highlighted with red borders.



The image shows a 'Reset your password' form. It has a heading 'Reset your password', an 'Email' field, and a 'Submit' button. The 'Email' field and the 'Submit' button are highlighted with red borders.

You will receive the email as below. Click on the indicated link to “reset” your password.

From: Toastmasters International <donotreply@toastmasters.org>  
Subject: Toastmasters International - Password reset  
To:

Hello,

You recently requested to reset your password for your Toastmasters International account. Click the link below to reset it. This link is only valid for 3 days.

<https://www.toastmasters.org/forgot-password?securityKey=>

Thank you,  
Toastmasters International

## Reset your password


New Password

Confirm Password

Submit


The link will bring you to this page from Toastmasters.org. Type in your password both in “New Password” and “Confirm Password.” Then, click, “Submit.”


You will then see the screen below, including the “Welcome, [Your first name]” indicating that you have created / authenticated your account!



WHERE LEADERS ARE MADE

About | Pathways | Education | Membership | Leadership Central | Resources | Magazine | Events | Shop

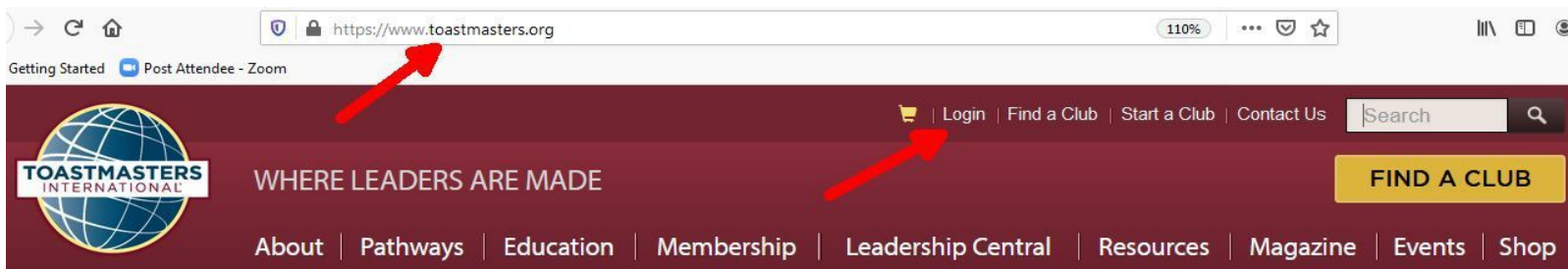
Welcome, Dave  | Logout | Find a Club | Start a Club | Contact Us

Search 

FIND A CLUB

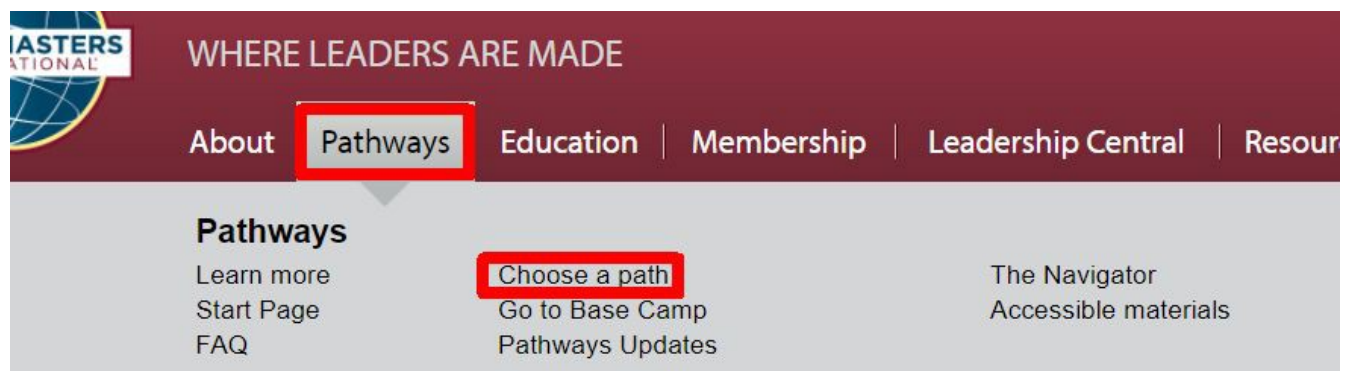
## 2. Once Toastmasters.org account is authenticated - logging in, selecting a Path:

Go to <https://www.toastmasters.org>. And click on “Login”



<p><b>Log In</b></p> <p>Member ID/Email*</p> <input type="text" value="Username, Email, or Member ID"/> <p>Password *</p> <input type="password"/> <p><b>Log In</b></p>	<p>You will see a new page with this box in the middle of the page. You can use either your Customer Number or the email address you created / authenticated at Toastmasters.org to login.</p>
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After successfully logging in, Click “Pathways”, then click “Choose a path.”



## I PATHWAYS LEARNING EXPERIENCE

Welcome to Pathways! You'll be challenged and inspired to reach ne

### Choose Your Path (\$20 USD)

What are your goals and how will you achieve them? Take the Pathways Assessment to identify the path that best aligns with your interests and objectives.

Club officers: you can order a path for yourself or a path in printed materials for your members.

☐

Choose a path for another member

Continue to Path Selection

### Access my p Camp

Access your path  
Camp, your online  
Base Camp track  
you connect online  
your club.

Select your club:

Go to

Log in as B

In the "Choose Your Path" box, click on "Continue to Path Selection."

## I CHOOSE A PATH: SELECT YOUR PREFERENCES

### Select your path language

English

العربية

Deutsch

English

Español

Français

日本語

Português

தமிழ்

繁體中文

简体中文

한국어

ology are only available in English.

### your materials?



Choose your Path language, selecting with the the down-arrow.



### How would you like to access your materials?



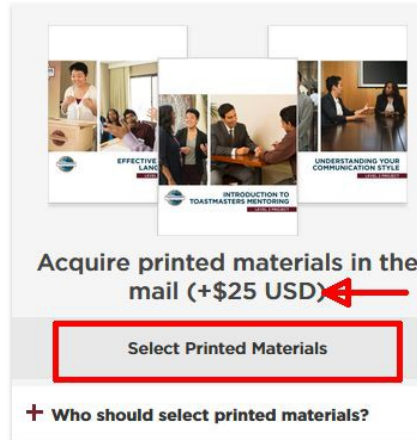
Obtain digital resources online via Base Camp

Select Digital Resources

+ Who should select digital resources?

+ Compare digital vs. print details

Continue



Acquire printed materials in the mail (+\$25 USD)

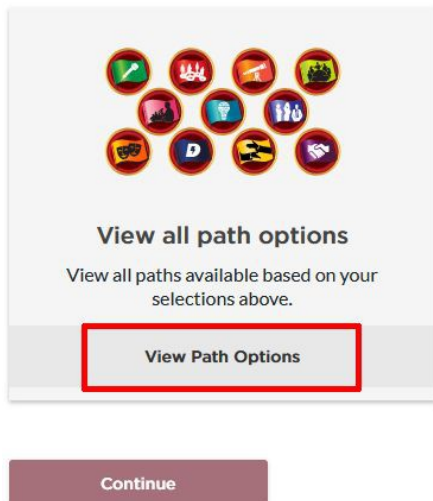
Select Printed Materials

+ Who should select printed materials?

Select either Digital Resources, or Printed Materials. Please note that the Printed Materials cost an additional \$25, and only 5 of all 11 Paths are available for this option.

For this example, I will select the Digital Resources. This option will allow selection for any of the 11 Paths, and also enables the online assessment.

### How would you like to select your learning path?

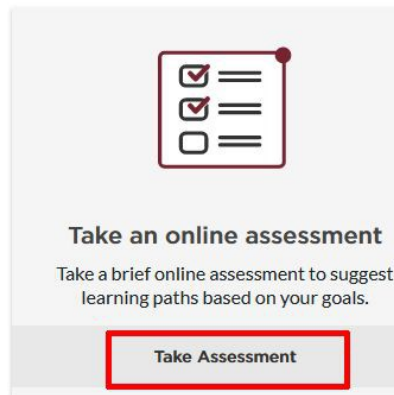


View all path options

View all paths available based on your selections above.

View Path Options

Continue



Take an online assessment


Take a brief online assessment to suggest learning paths based on your goals.

Take Assessment

Click on “View Path Options” or “Take Assessment.”


I will show each below.


## How would you like to select your learning path?



**View all path options**

View all paths available based on your selections above.

 **View Path Options**



**Take an online assessment**

Take a brief online assessment to narrow down your learning paths based on your interests.

**Take Assessment**







**Continue**

To look at all 11 Paths, click on “View Path Options.” Then, press the “Continue” button.

All 11 Paths will be displayed. A few are shown below, highlighting that you can either select a particular Path or click on the “+” to learn more about a Path.

If you are looking for a Path that is the most flexible to any speech topic and requiring the least preparation, Presentation Mastery with its public speaking focus may be a good selection for you.

### | CHOOSE A PATH: COMPARE AND MAKE YOUR SELECTION

 <p><b>Presentation Mastery</b> Build your skills as an accomplished public speaker</p> <p>Select Presentation Mastery</p> <p>+ Learn more about the Presentation Mastery Path</p>	 <p><b>Dynamic Leadership</b> Negotiate and manage change; leadership skills for any situation.</p> <p>Select Dynamic Leadership</p> <p>+ Learn more about the Dynamic Leadership Path</p>	 <p><b>Effective Coaching</b> Positive coaching and building consensus; coach and work with a team.</p> <p>Select Effective Coaching</p> <p>+ Learn more about the Effective Coaching Path</p>
 <p><b>Engaging Humor</b></p>	 <p><b>Innovative Planning</b></p>	 <p><b>Leadership</b></p>



## How would you like to select your learning path?



### View all path options

View all paths available based on your selections above.

[View Path Options](#)



### Take an online assessment

Take a brief online assessment to suggest learning paths based on your goals.



[Take Assessment](#)

[Continue](#)

Or, to select your learning path by taking the online assessment, click on “Take Assessment.” Then, press the “Continue” button.



## Pathways Assessment

Answer the following questions to identify the path that best meets your personal and professional development goals. Your answers will remain confidential.

English

Your answers will remain completely confidential.

[Start](#)

[Skip Assessment](#)

Select your language using the down-arrow, then click “Start.”

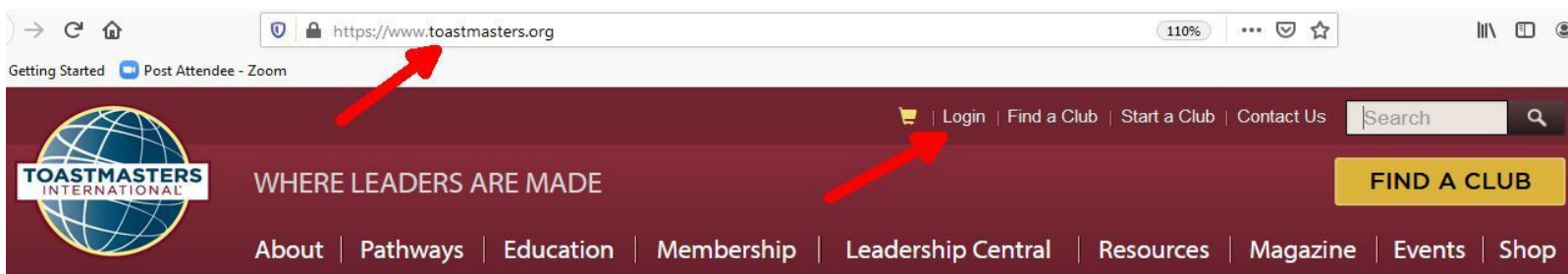
This will bring you to a survey, then recommend the top 3 choices among the 11 Paths, based upon your answers.

You can choose any of the 11 Paths, and are not required to select from the recommendations.

Once you choose your Path, you will receive an email from Toastmasters International confirming your selection.

### 3. Completing a Project – Logging in, navigation basics, Ice Breaker completion:

Go to <https://www.toastmasters.org>. And click on “Login”

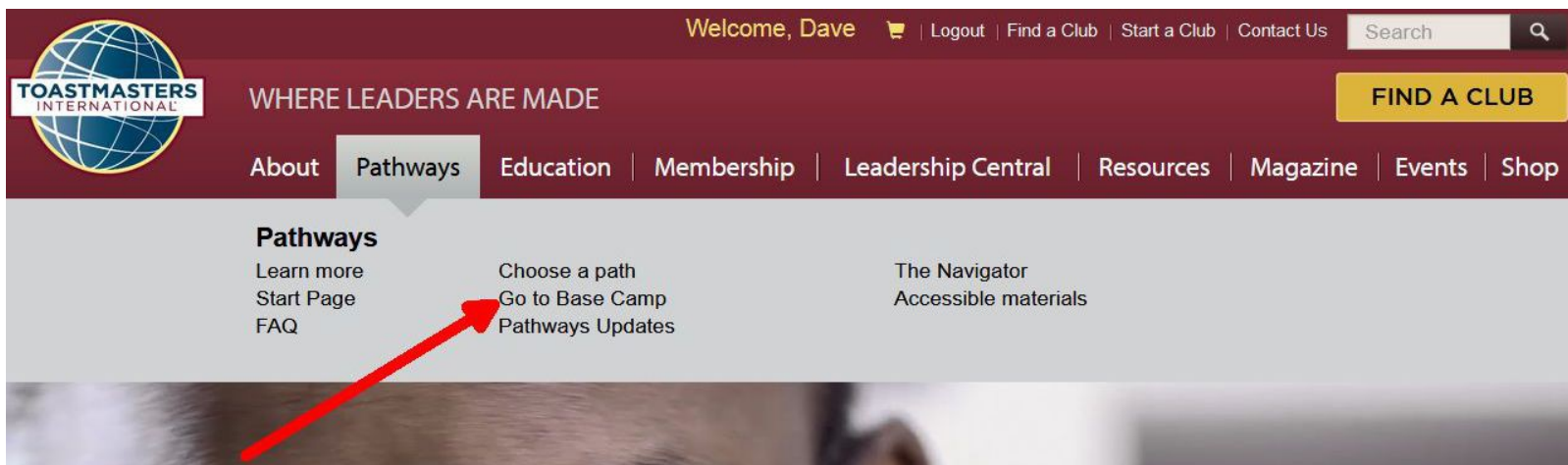


<p><b>Log In</b></p> <p>Member ID/Email*</p> <input type="text" value="Username, Email, or Member ID"/> <p>Password *</p> <input type="password"/> <p><b>Log In</b></p>	<p>You will see a new page with this box in the middle of the page. You can use either your Customer Number or the email address you created / authenticated at Toastmasters.org to login.</p>
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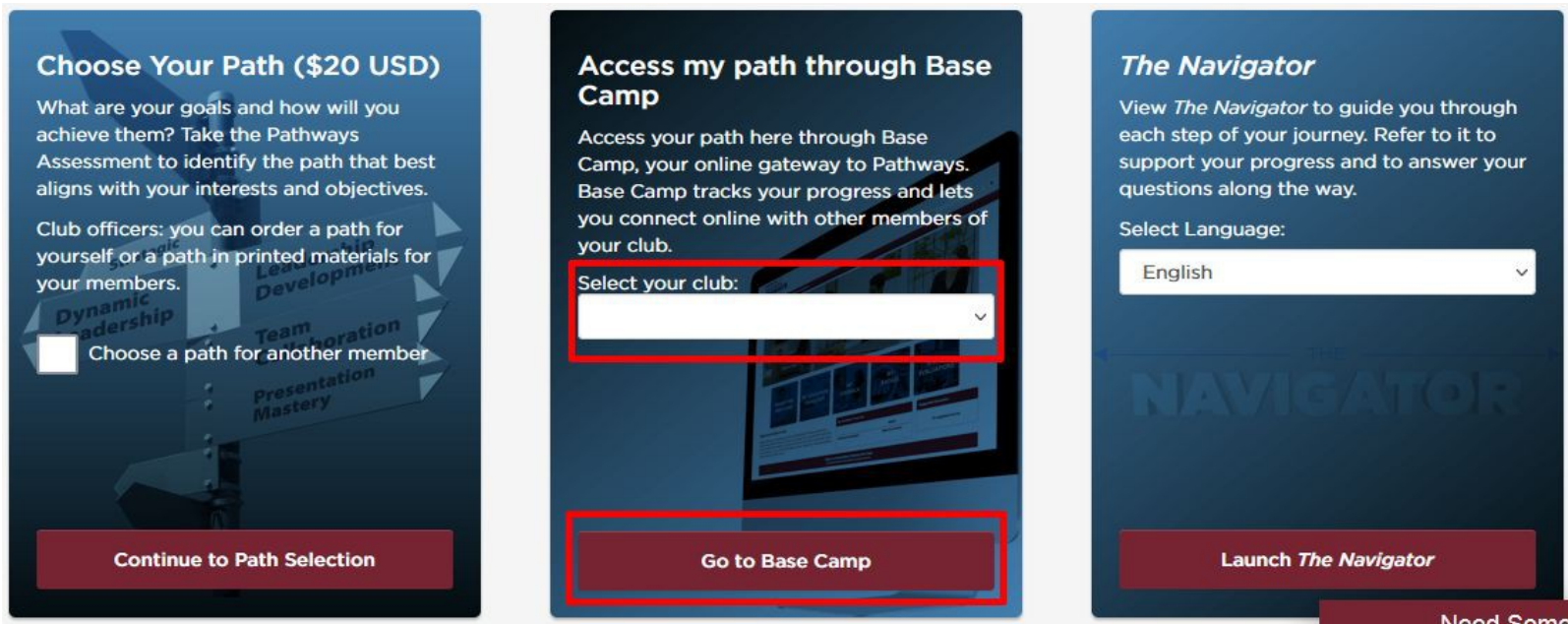
Click on “Pathways.”



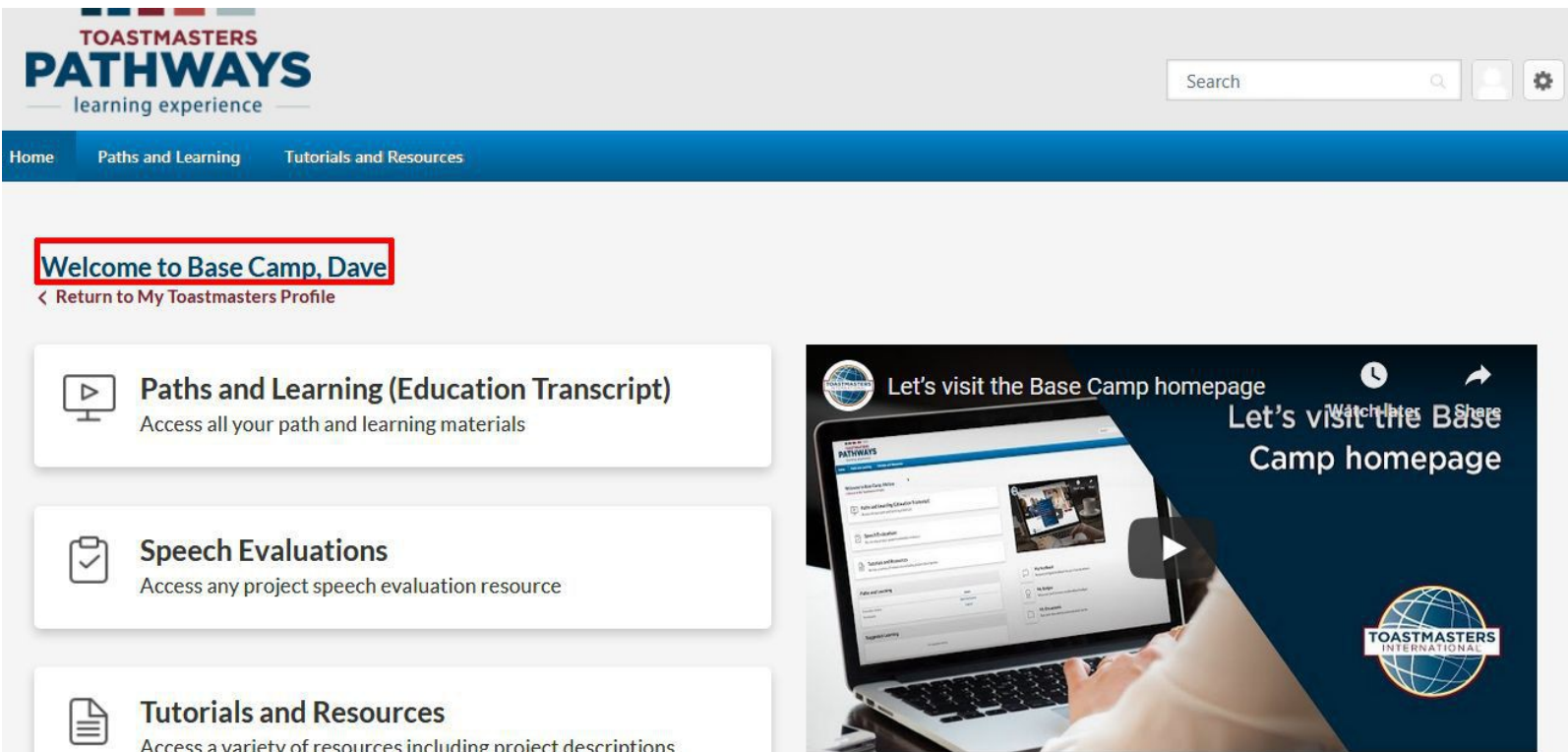
Then, click on “Go to Base Camp.”



Now, click on “Go to Base Camp.” If you are in more than one club, “Select your club.”



Congratulations, you have now logged into Base Camp as indicated below!

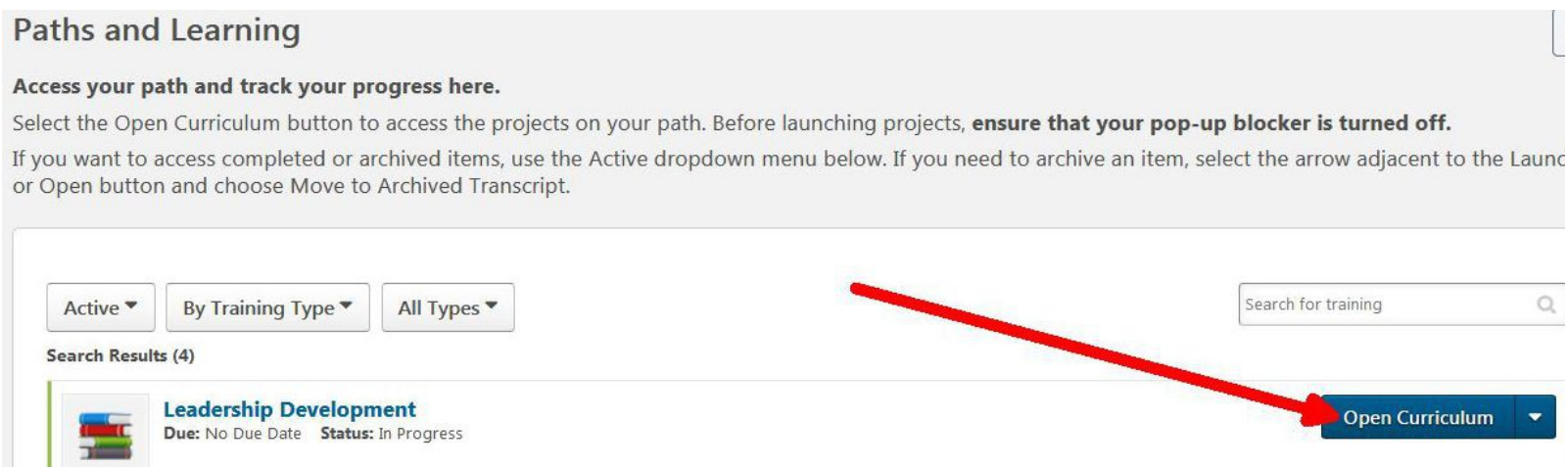




Now, click on “Paths and Learning.”



Inside this section, click on “Open Curriculum” to access your Path. You will need to click on, “Activate” first if if you have not opened this Path before.



Select Level 1. Launch (Activate 1<sup>st</sup> if 1<sup>st</sup> time) Ice Breaker project (opens new window)

0%

CURRICULUM PROGRESS

Leadership Development

LEVEL 1

LEVEL 2

LEVEL 3

LEVEL 4

LEVEL 5

PATH COMPLETION

Leadership Development

Options

Level 1

0% Completed: Min Required: 4 Total Items: 4

Ice Breaker

Status: Completed Due: No Due Date

This foundational project is designed to introduce you to your club and the skills you need to begin your Toastmasters journey.

Launch

Evaluation and Feedback

Status: Completed Due: No Due Date

This project addresses the skills needed to give and receive feedback. You will learn about giving, receiving and applying feedback.

Launch

Researching and Presenting

Status: Completed Due: No Due Date

This project addresses strategies for selecting a topic, suggestions for research and methods for producing a well-organized speech.


Launch

Level 1 Completion—Leadership Development

Status: Due: No Due Date

Use this resource to help you through the process of requesting that your vice president education approve your completion of Leadership Development...

Click on “Begin” or the down-arrow at the bottom to start navigating the project window



ICE BREAKER

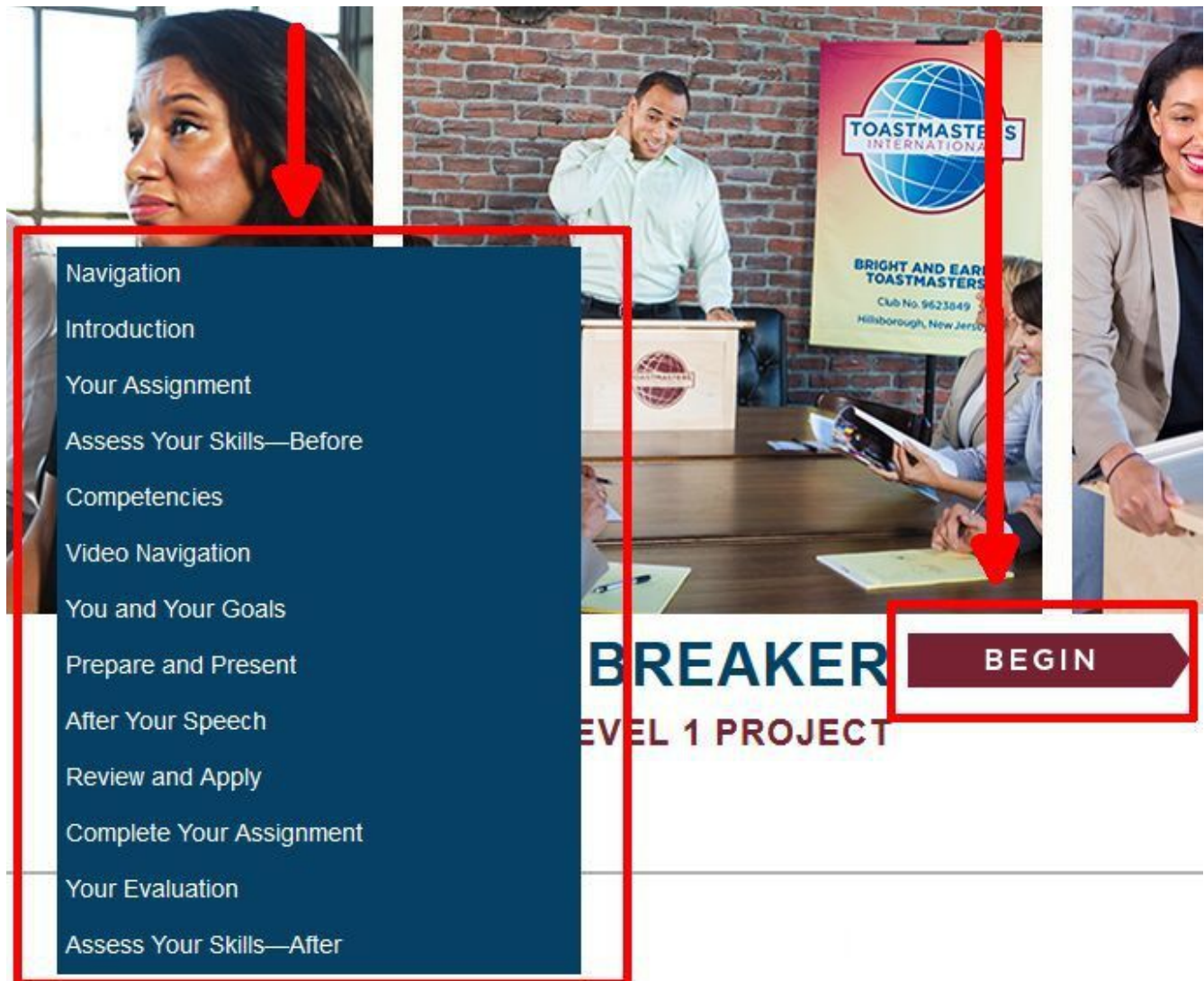
LEVEL 1 PROJECT

BEGIN



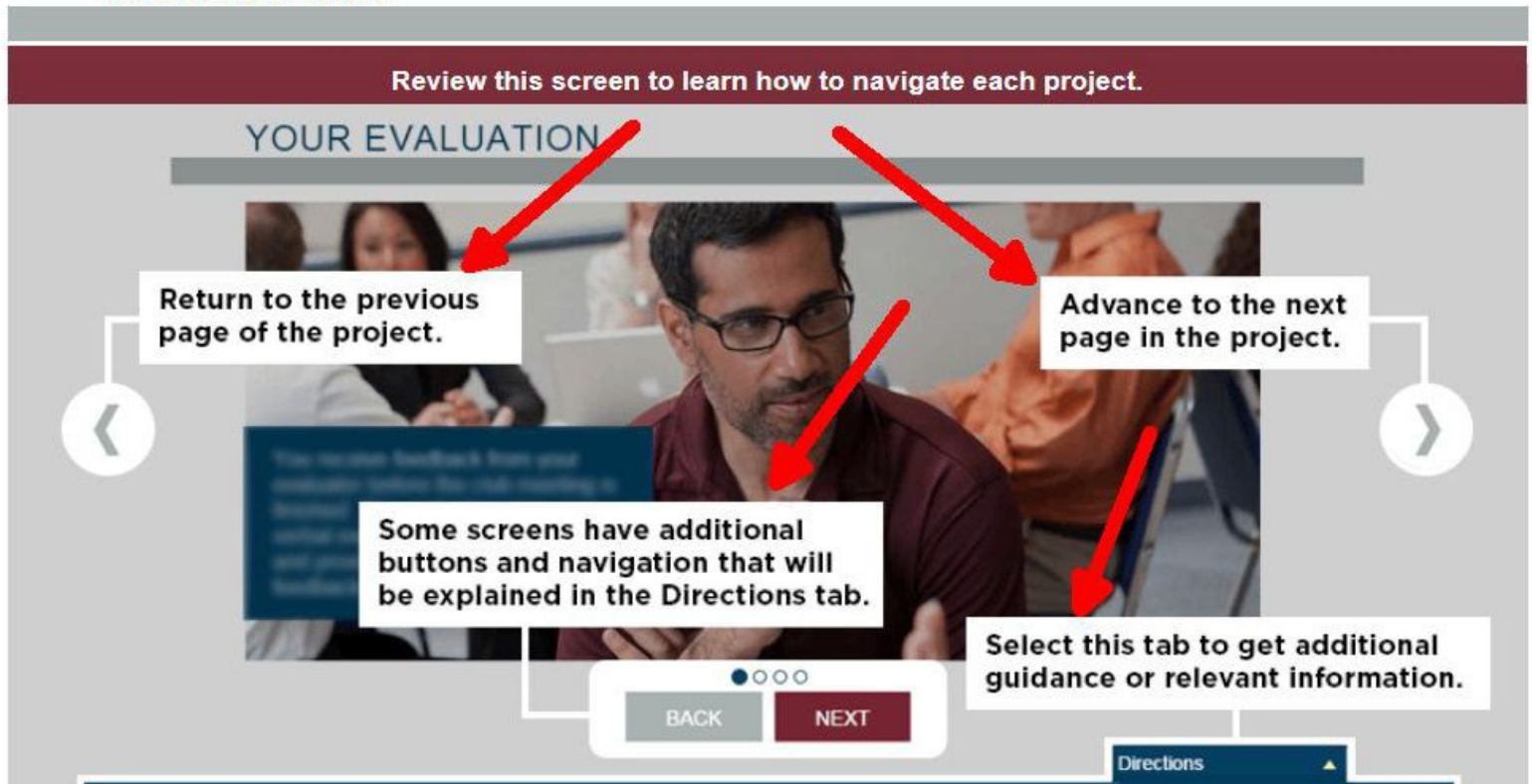
The down-arrow menu on the left will allow accessing any page within the project window any time. Clicking the “Begin” button will also allow access to each project window page, one at a time.

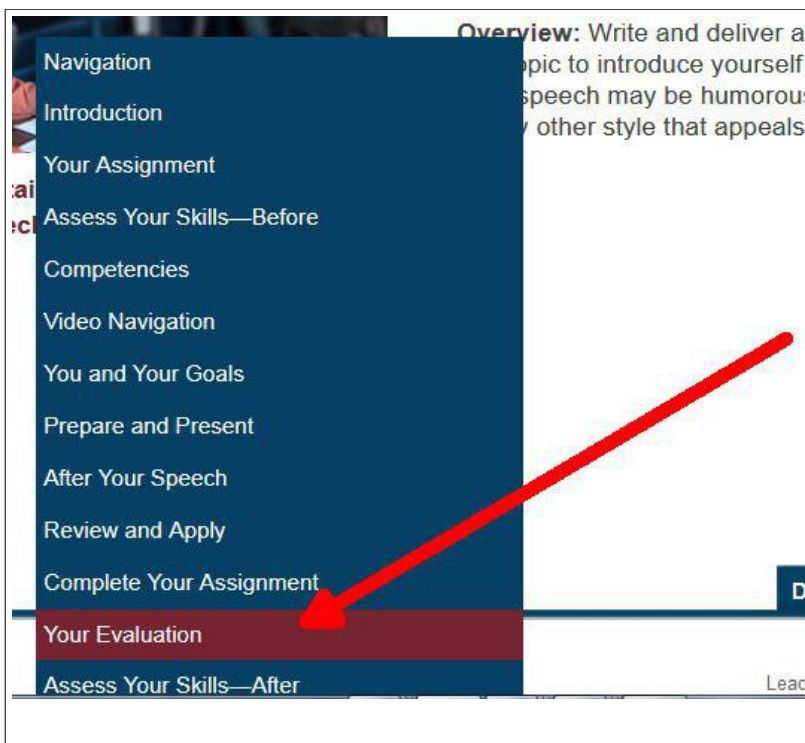
Using either method, I would recommend going through each project window page in order, initially stopping with “Your Evaluation” prior to giving your speech.



There are only 5 total options for navigating within every project window. The 4 listed at the top of the picture below are necessary for page navigation, as well as accessing all info on a given project window page. The 5<sup>th</sup> option is the down-arrow already referred to, located at the bottom of every project window page.

## NAVIGATION





The final task prior to giving your speech is to access your evaluation form for your evaluator to fill out.

Clicking on “Your Evaluation” from the previously mentioned down-arrow will bring you to the project window page containing your evaluation form.

Then, click on “Evaluation Resource” which is your evaluation form.

## YOUR EVALUATION

5

4

3

2

1




Select the tabs above to review the criteria for the evaluation in this project. Your evaluator will use the following scale:

**5** Exemplary  
**4** Excels  
**3** Accomplished  
**2** Emerging  
**1** Developing

After your speech, log in to complete the second portion of your self-assessment on the "Assess Your Skills—After" screen.



### RESOURCES

-  [Evaluation Resource](#)
-  [Print My Project](#)
-  [Ice Breaker Speech Outline Worksheet](#)

Directions

Your evaluation form will open in a new browser window.

## EVALUATION FORM

Ice Breaker

Member Name  Date

Evaluator  Speech Length: 4 – 6 minutes

Speech Title

### Purpose Statement

The purpose of this project is for the member to introduce himself or herself to the club and learn the basic structure of a public speech.

Download the form, to then open the file from the location on your hard drive.


1 of 3    -    +    Automatic Zoom    ⌵

**EVALUATION FORM**  
Ice Breaker

Member Name  Date

Evaluator  Speech Length: 4 – 6 minutes

Speech Title





If the form is fill-able, you can then type in the fields indicated below.

Please fill out the following form. You can save data typed into this form.

# EVALUATION FORM

Ice Breaker

Member Name John Doe

Date 9/12/20

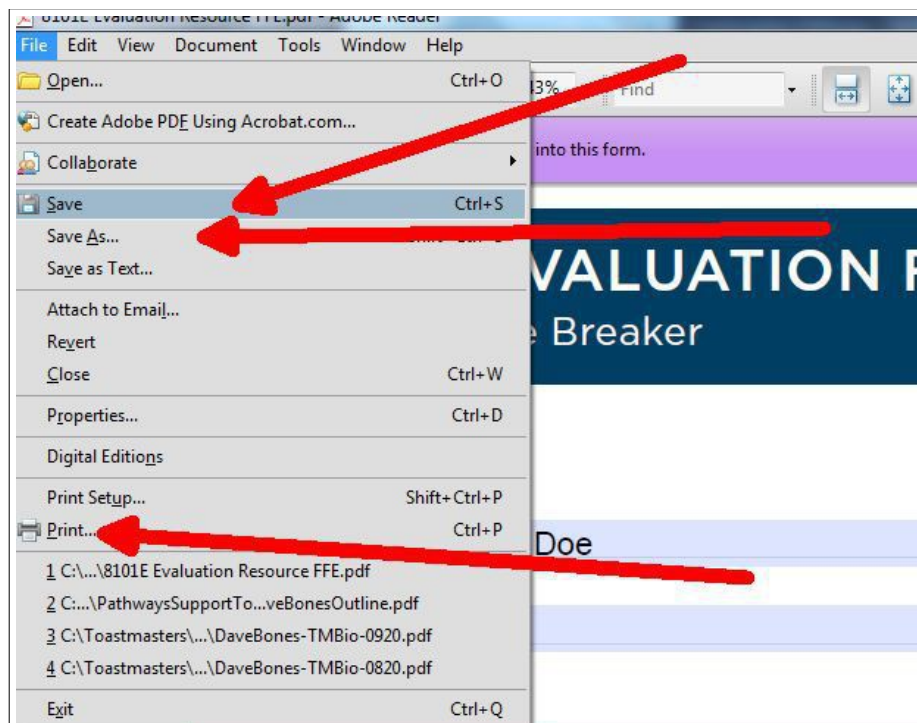
Evaluator Jane Doe

Speech Length: 4 – 6 minutes

Speech Title

"Introducing, John Doe"

Purpose Statement



Speech Title

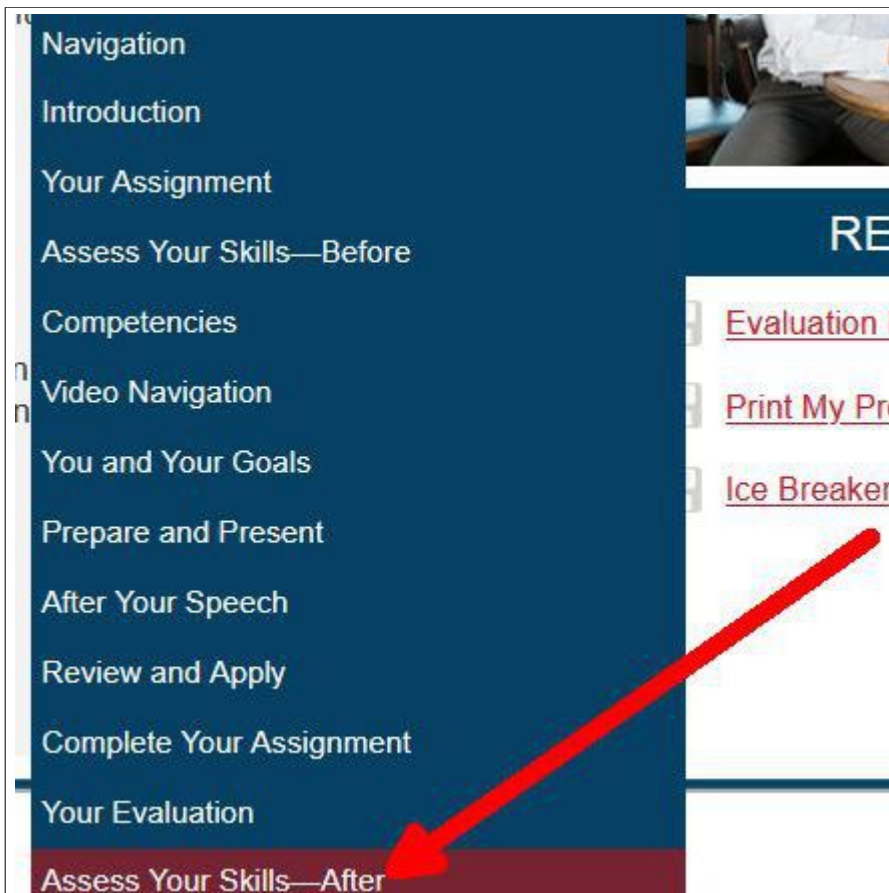
"Introducing, John Doe"

Once the form is filled out, you will then need to Save, or Print in order to retain or send the information.

Now, log out of Base Camp.

Your next step is to provide the form for your evaluator, to then give your presentation.

If the form is not fill-able, print your blank form for the evaluator to use pen / pencil. Then, they would scan or take a picture to send back to you.



Once you have given your presentation, you will now need to log back into your Base Camp, and access your Ice Breaker project as you previously did.

Now, click on the down-arrow at the bottom of your Ice Breaker project window. Then, click on “Assess Your Skills-After.”



Your final step to complete the Ice Breaker project for credit in Pathways Base Camp is to answer these brief questions. Be sure to continue to click “Next” until all of the info is filled out.

## ASSESS YOUR SKILLS—AFTER

I am confident and calm when speaking in front of groups.

<

1

2

3

4

5

>

BACK

NEXT

Directions ▲

Upon providing the final answer, the “Submit” button will appear to click on.

## ASSESS YOUR SKILLS—AFTER

I recognize how this project applies to my life outside of Toastmasters.

<

12345

>

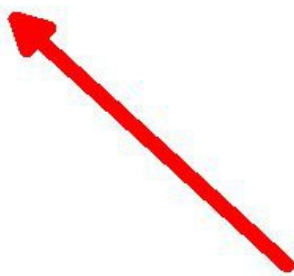
○ ○ ○ ○ ○ ●

BACK

NEXT

SUBMIT

Directions ▲



After pressing “Submit”, you will see the compared results from assessing your skills before with after finishing your speech. Now, click on the right arrow as indicated.

## ASSESS YOUR SKILLS—AFTER

### FEEDBACK

You’ve successfully submitted your responses. Compare your initial answers to your new skill level. Scroll down to view all statements.

BEFORE	AFTER	STATEMENT
5	5	I am confident and calm when speaking in front of groups.
5	5	I understand the structure of a basic speech.
5	4	I am aware of my strengths as a communicator and leader.
4	4	I am aware of where I need to improve my communication (listening, thinking, and speaking) and leadership skills.



You have now completed your Ice Breaker project to receive credit in Pathways Base Camp! You can close this internet browser tab or window.

## CONGRATULATIONS!

Congratulations! You have completed this project. You are now ready to advance to the next project on your path.



At your original Base Camp browser window, you will now see the check mark next to your Ice Breaker project. This indicates you have successfully completed this project!

## Leadership Development

Options ▾

### Level 1 <sup>i</sup>

Completed: 1 Min Required: 4 Total Items: 4



#### Ice Breaker

Status: Completed Due: No Due Date

This foundational project is designed to introduce you to your club and the skills you need to begin your Toastmasters journey.

Launch ▾



#### Evaluation and Feedback

Status: Due: No Due Date

This project addresses the skills needed to give and receive feedback. You will learn about giving, receiving and applying feedback.

Launch ▾



#### Researching and Presenting

Status: Due: No Due Date

This project addresses strategies for selecting a topic, suggestions for research and methods for producing a well-organized speech.

Launch ▾



#### Level 1 Completion—Leadership Development

Status: Due: No Due Date

Use this resource to help you through the process of requesting that your vice president education approve your completion of Leadership Development...





Having completed your Ice Breaker project is a major milestone. This is actually how you will complete every project, in every Level, in every Path.

#### 4. Completing Level 1 (same process for all Level completions):





Once all the projects required are completed in your Level 1, you will need to log back into Base Camp. Then, navigate to your Level 1 as you did earlier in this tutorial when you accessed your Ice Breaker project.

Now that all the Level 1 projects are complete, you will see that you can “Activate” your Level completion module.

**Level 1** ⓘ  
Completed : 3 Min Required : 4 Total Items : 4

	<b>Ice Breaker</b> Status : Completed Due : No Due Date This foundational project is designed to introduce you to your club and the skills you need to begin your Toastmasters journey.	Launch ▼
	<b>Evaluation and Feedback</b> Status : Completed Due : No Due Date This project addresses the skills needed to give and receive feedback. You will learn about giving, receiving and applying feedback.	Launch ▼
	<b>Researching and Presenting</b> Status : Completed Due : No Due Date This project addresses strategies for selecting a topic, suggestions for research and methods for producing a well-organized speech.	Launch ▼
	<b>Level 1 Completion—Leadership Development</b> Status : NotActivated Due : No Due Date Use this resource to help you through the process of requesting that your vice president education approve your completion of Leadership Development...	Activate ▼



<div> <div> <b>Level 1</b><sup>i</sup>  Completed : 3   Min Required : 4   Total Items : 4 </div> <div> <div>  <div> <b>Ice Breaker</b>  Status : Completed   Due : No Due Date  This foundational project is designed to introduce you to your club and the skills you need to begin your Toastmasters journey. </div> <div>Launch ▾</div> </div> </div> <div> <div>  <div> <b>Evaluation and Feedback</b>  Status : Completed   Due : No Due Date  This project addresses the skills needed to give and receive feedback. You will learn about giving, receiving and applying feedback. </div> <div>Launch ▾</div> </div> </div> <div> <div>  <div> <b>Researching and Presenting</b>  Status : Completed   Due : No Due Date  This project addresses strategies for selecting a topic, suggestions for research and methods for producing a well-organized speech. </div> <div>Launch ▾</div> </div> </div> <div> <div>  <div> <b>Level 1 Completion—Leadership Development</b>  Status : Registered   Due : No Due Date  Use this resource to help you through the process of requesting that your vice president education approve your completion of Leadership Development... </div> <div>Launch ▾</div> </div> </div> </div>	<p>Next, click on “Launch.”</p>
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<div> <div>  <div> <b>TOASTMASTERS PATHWAYS</b>  <b>LEVEL 1 COMPLETION</b> </div> </div> <div> <p>Level 1 on your path includes three projects.</p> <p>Your vice president education must approve completion before you can receive credit on Base Camp. Before submitting your request for completion approval, review the assignment and Project Checklist for each project in Level 1 to be sure you have completed all components.</p> <p><b>Instructions for Completion</b></p> <p>Use the following steps to start the approval process:</p> <ol style="list-style-type: none"> <li>In the Level 1 Completion box, select Mark Complete.</li> </ol> <div> Mark Complete ▾ </div> </div> </div>	<p>Level completion PDF instructions will then open in a new browser window.</p> <p>Once you have read or downloaded the PDF material, go back to your previous browser window accessing Level 1.</p>
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Level 1 <sup>i</sup>

Completed : 3   Min Required : 4   Total Items : 4

✓

Ice Breaker

Status : Completed   Due : No Due Date

This foundational project is designed to introduce you to your club and the skills you need to begin your Toastmasters journey.

Launch ▾

✓

Evaluation and Feedback

Status : Completed   Due : No Due Date

This project addresses the skills needed to give and receive feedback. You will learn about giving, receiving and applying feedback.

Launch ▾

✓

Researching and Presenting

Status : Completed   Due : No Due Date

This project addresses strategies for selecting a topic, suggestions for research and methods for producing a well-organized speech.

Launch ▾

Level 1 Completion—Leadership Development

Status : In Progress   Due : No Due Date

Use this resource to help you through the process of requesting that your vice president education approve your completion of Leadership Development...

Mark Complete ▾

Click on “Mark Complete” as indicated.

The status for the Level 1 Completion item will show as “Pending Completion Approval.”

Level 1 <sup>i</sup>

Completed : 3   Min Required : 4   Total Items : 4

✓

Ice Breaker

Status : Completed   Due : No Due Date

This foundational project is designed to introduce you to your club and the skills you need to begin your Toastmasters journey.

Launch ▾

✓

Evaluation and Feedback

Status : Completed   Due : No Due Date

This project addresses the skills needed to give and receive feedback. You will learn about giving, receiving and applying feedback.

Launch ▾

✓

Researching and Presenting

Status : Completed   Due : No Due Date

This project addresses strategies for selecting a topic, suggestions for research and methods for producing a well-organized speech.

Launch ▾

Level 1 Completion—Leadership Development

Status : Pending Completion Approval   Due : No Due Date

Use this resource to help you through the process of requesting that your vice president education approve your completion of Leadership Development...

Launch ▾



At this point, your Vice President Education (VPE) will receive notification that you have completed the projects in Level 1 and are awaiting completion approval.

After your VPE submits the approval for Level 1, the status for this Level completion item will change to “Completed.” Also, notice the blue check marks next to both the Level 1 Completion module you just accessed. As well, there is a check mark next to “Level 1” on the left side of the screen.

You receive a certificate of accomplishment when you complete Level 1. To view and print your certificate, select “View Certificate.”

**Leadership Development** Options ▾

Expired training is not included in section or curriculum progress percentage calculations

**Level 1** <sup>i</sup>  
100% Completed : 4 Min Required : 4 Total Items : 4

**Ice Breaker**  
Status : Completed Due : No Due Date  
This foundational project is designed to introduce you to your club and the skills you need to begin your Toastmasters journey. Launch ▾

**Evaluation and Feedback**  
Status : Completed Due : No Due Date  
This project addresses the skills needed to give and receive feedback. You will learn about giving, receiving and applying feedback. Launch ▾

**Researching and Presenting**  
Status : Completed Due : No Due Date  
This project addresses strategies for selecting a topic, suggestions for research and methods for producing a well-organized speech. Launch ▾

**Level 1 Completion—Leadership Development**  
Status : Completed Due : No Due Date  
Use this resource to help you through the process of requesting that your vice president education approve your completion of Leadership Development... View Certificate ▾

Congratulations, you have just learned to complete Level 1!

Please keep in mind – this is how you will complete every Level, in every Path.

## 5. Basic Definitions:

What is Pathways?:

Pathways is the main Toastmasters International learning curriculum

What is a Path?

A Path is one of the 11 separate curricula offered within Pathways

What is Base Camp?:

This is the online platform Pathways uses

What is a Project?:

This includes the speech(es), and other tasks required for completion and credit

## 6. Basic Terms within Paths and Learning:

*Activate* (engages the Path or project)

- Only needed your first time accessing

*Launch* (starts the project within your Path)

*Open Curriculum* (opens your Path)

## 7. Closing Comments:

This PDF document, and many other Pathways resources are included at the District 7 [Pathways Learning Center](https://d7toastmasters.org/pathways-learning-center/) at the link below.

<https://d7toastmasters.org/pathways-learning-center/>

I wish you the best in your Toastmasters and Pathways journey!

Sincerely,

Dave Bones, DTM