

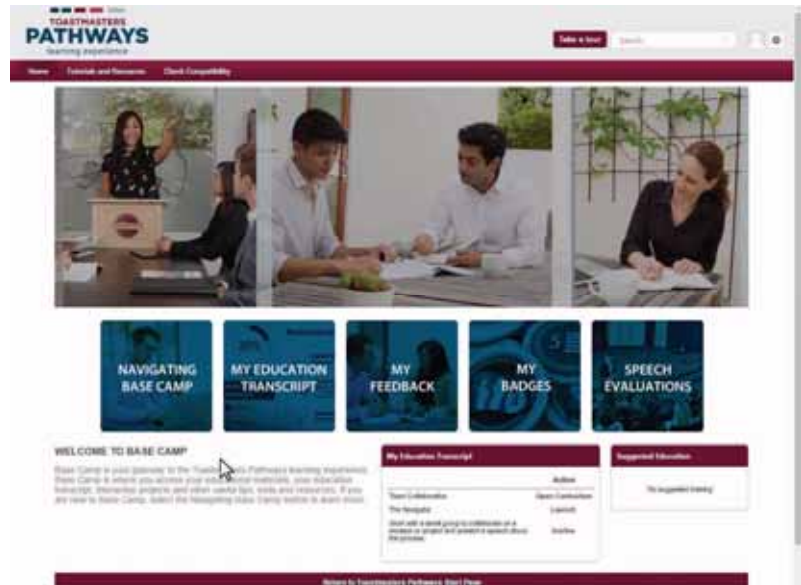


# BASE CAMP

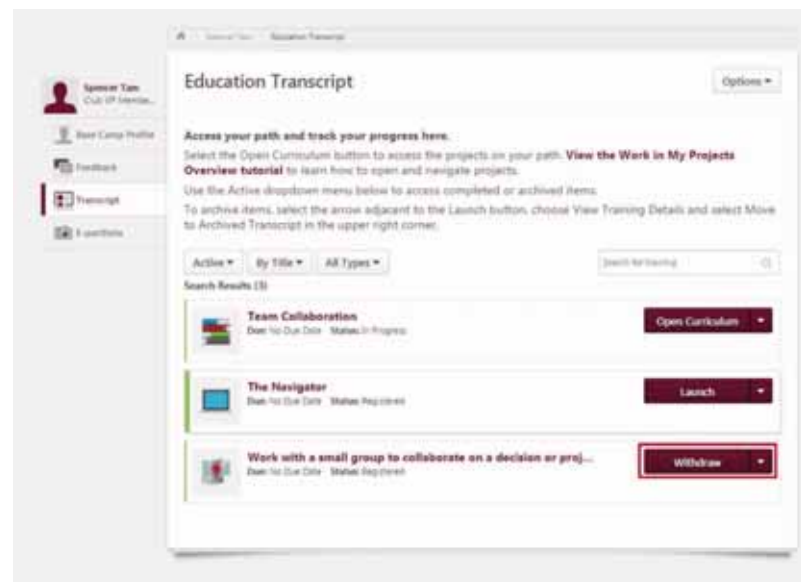
## Tutorial Quick Reference Guide

### Completing a Speech Outside Your Club

After you complete a speech outside your club, return to your Education Transcript to submit your external training completion for approval.

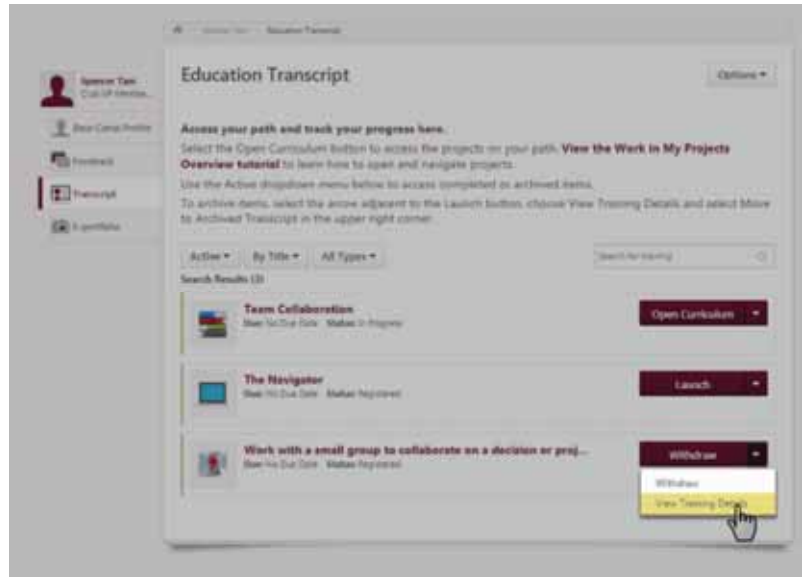


Depending on your anticipated completion date, the button next to the external training item will read "Withdraw" or "Mark Complete."

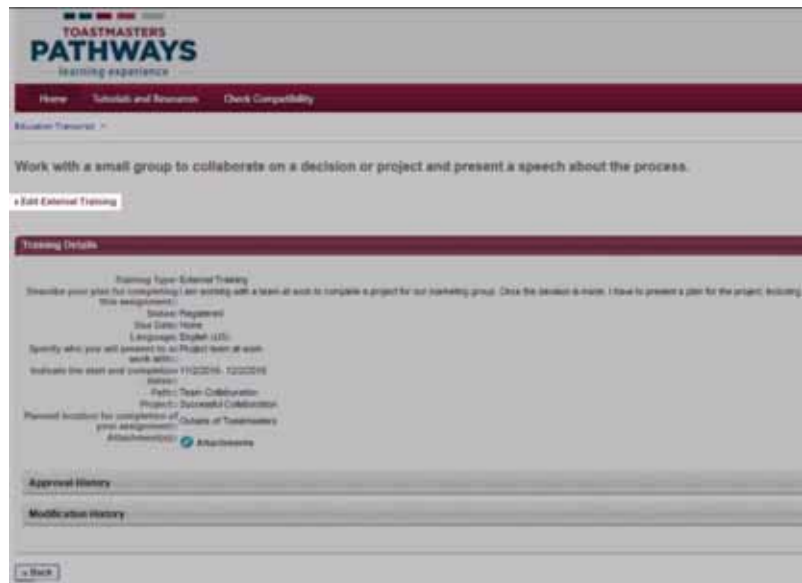


## Completing a Speech Outside Your Club

You may choose to edit the external training item to include supporting materials, such as video or audio of the speech, a PDF of an event flyer or a photo of the event. Select the arrow adjacent to the button and select View Training Details.

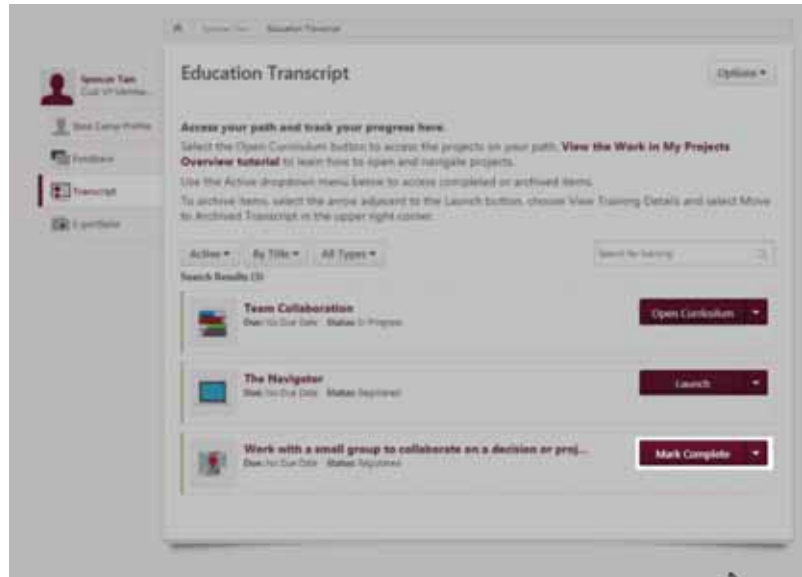


Select the burgundy Edit External Training text and upload any supporting materials. If the completion date has not arrived yet, update it to today's date. When you are finished, select the Submit button.

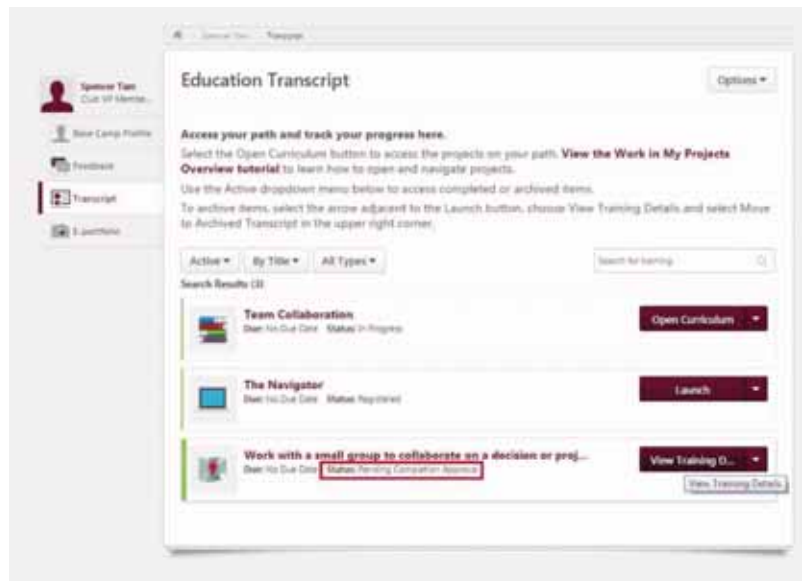


## Completing a Speech Outside Your Club

Return to your Education Transcript and select the Mark Complete button next to the external training item.

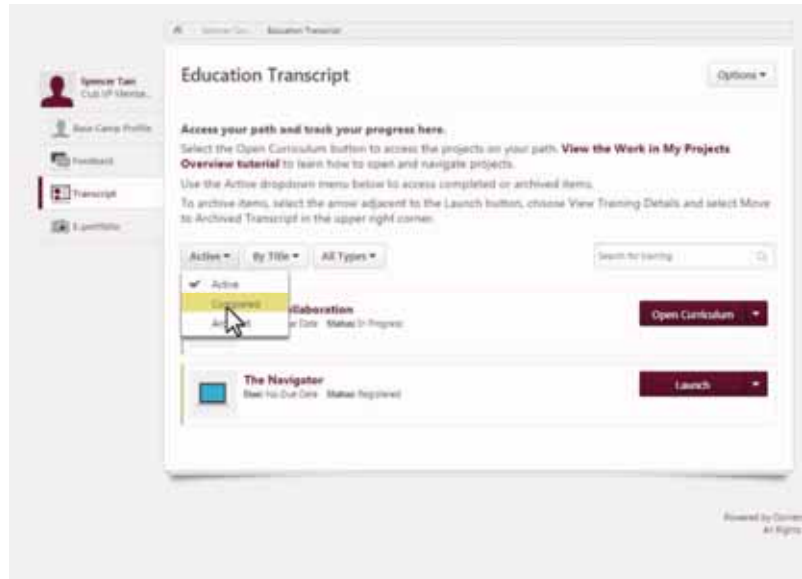


The status will change to Pending Completion Approval. Your vice president education will receive a notification that you have submitted a request.

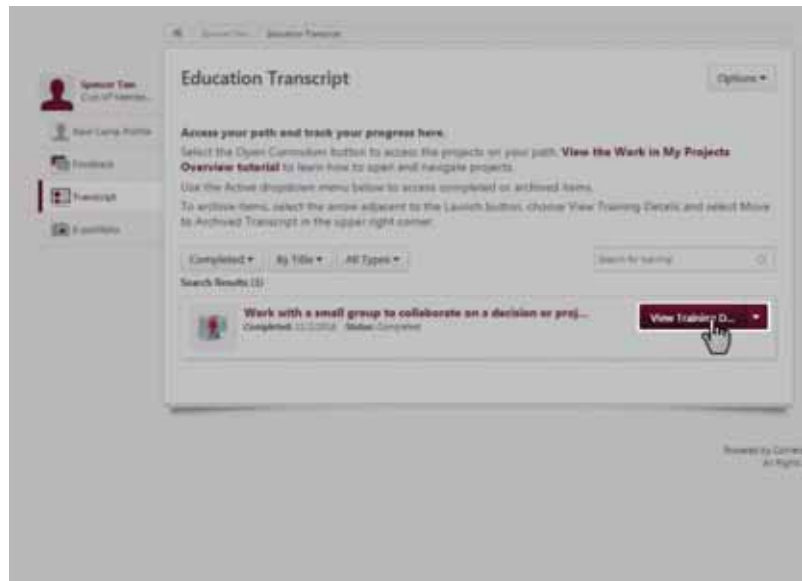


## Completing a Speech Outside Your Club

Once your completion has been approved, the external training item will be moved from the Active page of your transcript to the Completed page. View it by selecting the Active dropdown menu and selecting "Completed."



The external training item can now be viewed by selecting the View Training Details button. Any comments by your VPE can be viewed in the Approval History section on the Training Details page.



# Completing a Speech Outside Your Club

Any comments by your VPE can be viewed in the Approval History section on the Training Details page.

You may want to move the original request to your Archived Transcript by selected the burgundy Move to Archived Transcript text.

