

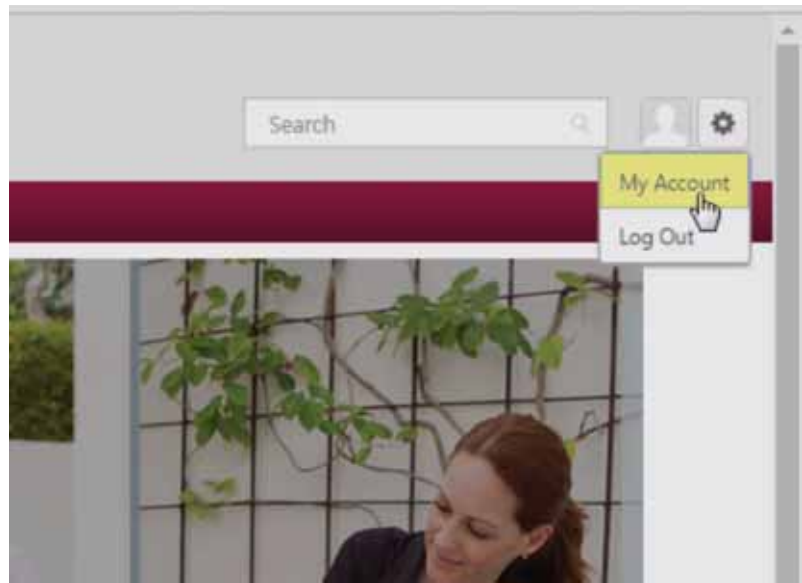


# BASE CAMP

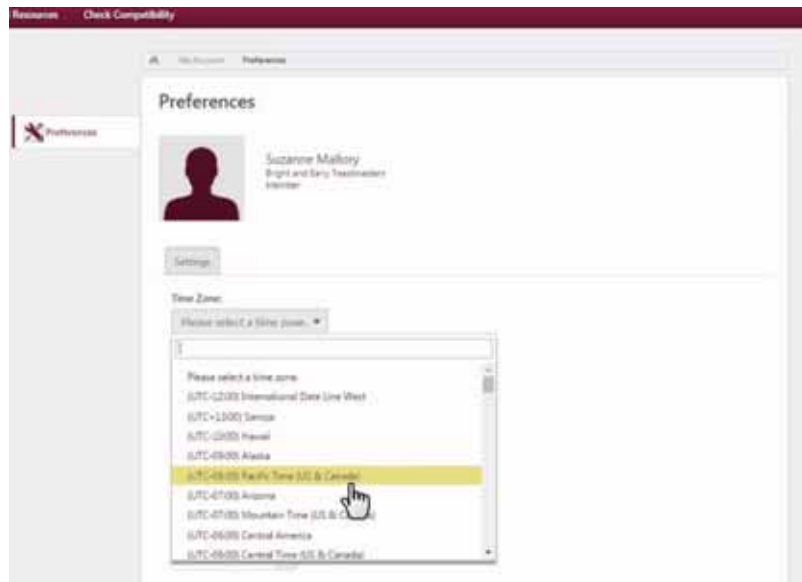
## Tutorial Quick Reference Guide

### Tracking Your Meeting Roles

You can track your fulfillment of club meeting roles in your Base Camp Profile. To do so, hover your mouse over the gear icon in the upper right corner. When the dropdown menu appears, select My Account.

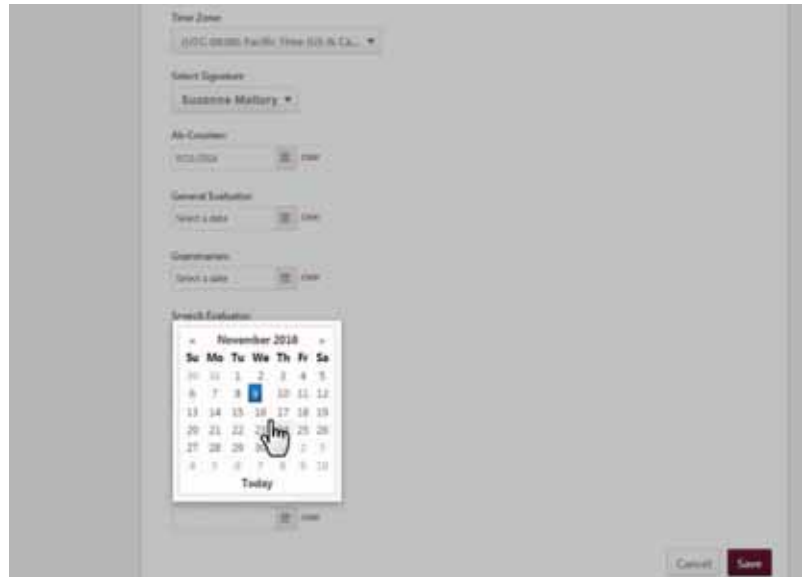


Here you can set your time zone and track your club meeting roles.



## Tracking Your Meeting Roles

To track a club meeting role, select the calendar icon underneath the appropriate role. Select the most recent date that you completed this role, then select the Save button.



The screenshot shows a web form with several sections:

- Time Zone:** A dropdown menu set to "UTC-08:00 Pacific Time (US & Ca...".
- Select Signature:** A dropdown menu set to "Euzenne Mallory".
- All Counties:** A dropdown menu set to "WY/CO/UT" with a "Clear" button.
- General Evaluation:** A dropdown menu set to "Event & date" with a "Clear" button.
- Comments:** A dropdown menu set to "Event & date" with a "Clear" button.
- Search Evaluation:** A calendar for November 2018. The date 22 is selected, and a mouse cursor is hovering over it. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 30. The word "Today" is centered below the calendar.

At the bottom right of the form, there are two buttons: "Cancel" and "Save".