

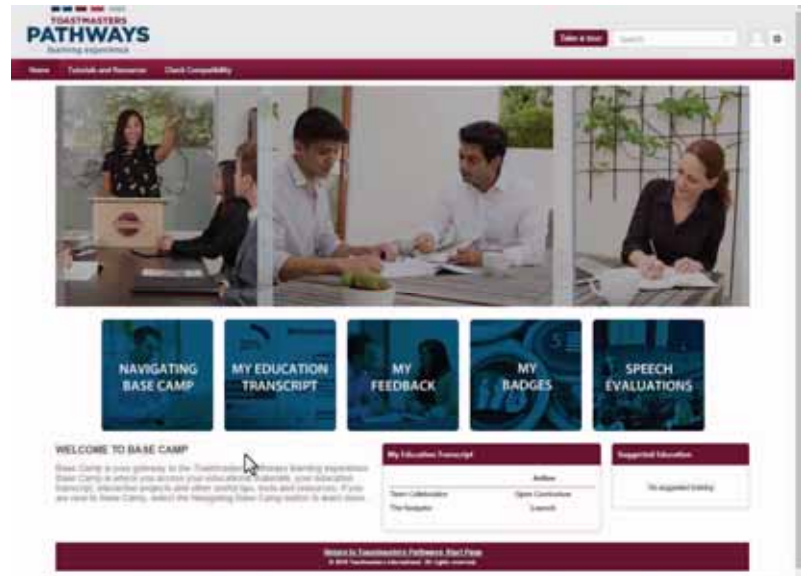


# BASE CAMP

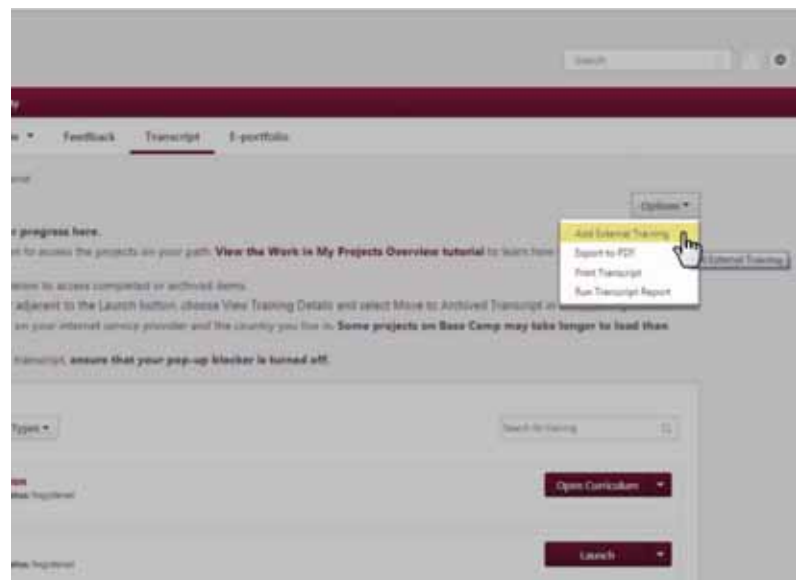
## Tutorial Quick Reference Guide

### Scheduling a Speech Outside Your Club

When scheduling a speech outside your club, you'll use the External Training feature.



Navigate to your Education Transcript, select the Options dropdown menu and select Add External Training.



# Scheduling a Speech Outside Your Club

Complete the form:

Provide a brief assignment description for your transcript.

External training is designed to help you complete an assignment outside of your home club. You need approval to complete an assignment in another club or outside of the Toastmasters environment.

To request and complete an assignment outside of your home club, follow these steps:

- Complete all fields on this form and select Submit.
- This request will be forwarded to your vice president education.
- When your vice president education approves this request, you will receive a notification.
- When you have finished your assignment, mark external training complete on your transcript.
- Your vice president education will receive an automatic notification to validate your assignment.
- When they have validated it, the external training will appear as complete on your transcript.

**View the "Scheduling a Speech Outside of Your Club" tutorial for an example.**

← Home

Language  
English (US) ▼

Brief assignment description for your transcript: \*

Describe your plan for completing this assignment: \*

Specify who you will present to or work with: \*

Indicate the start and completion dates: \*

Describe your plan for completing this assignment.

External training is designed to help you complete an assignment outside of your home club. You need approval to complete an assignment in another club or outside of the Toastmasters environment.

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- Your vice president education will receive an automatic notification to validate your assignment.
- When they have validated it, the external training will appear as complete on your transcript.

**View the "Scheduling a Speech Outside of Your Club" tutorial for an example.**

← Home

Language  
English (US) ▼

Brief assignment description for your transcript: \*

Work with a small group to collaborate on a decision or project and present a speech about the process.

Describe your plan for completing this assignment: \*

Specify who you will present to or work with: \*

Indicate the start and completion dates: \*

# Scheduling a Speech Outside Your Club

Specify the group you will present to or work with.

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To request and complete an assignment outside of your home club, follow these steps:

- Complete all fields on this form and select Submit.
- This request will be forwarded to your vice president education.
- When your vice president education approves this request, you will receive a notification.
- When you have finished your assignment, mark external training complete on your transcript.
- Your vice president education will receive an automatic notification to validate your assignment.
- When they have validated it, the external training will appear as complete on your transcript.

**View the "Scheduling a Speech Outside of Your Club" tutorial for an example.**

→ Name:

Language  
English (US) \*

Brief assignment description for your transcript: \*

Work with a small group to condense or a decision or present and present a speech about the priority.

Describe your plan for completing this assignment: \*

Can't editing with a team or user to complete a project for our meeting group. Give the decision a name. How to present a plan for the project. Including our process for getting our goals and plan, to the executive team.

Specify who you will present to or work with: \*

Indicate the start and completion dates: \*

Indicate the start and completion dates.

Specify who you will present to or work with: \*

Project team at work

Indicate the start and completion dates: \*

Start Date [ ] End Date [ ]

Path: \*

Select \*

Project: \*

Select \*

Planned location for completion of your assignment: \*

Select \*

Attachment(s)

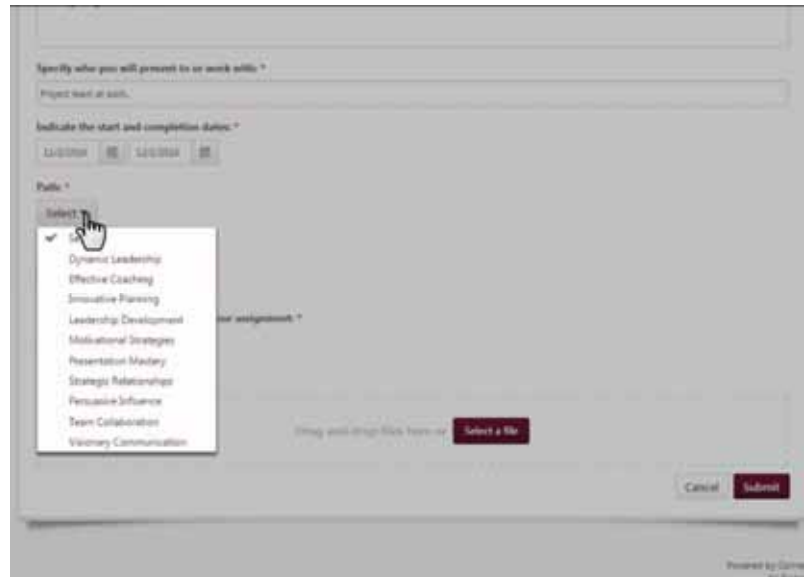
Drag and drop files here or [Select a file](#)

[Cancel](#) [Submit](#)

Powered by [Calm](#)  
All Rights

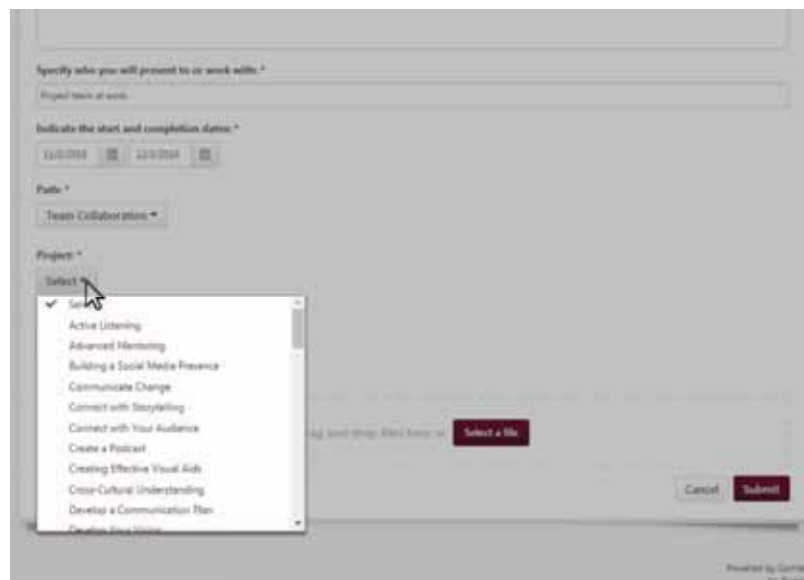
## Scheduling a Speech Outside Your Club

Select the Path from the dropdown menu.



This screenshot shows a web form for scheduling a speech. The form includes fields for 'Specify who you will present to or work with', 'Project team at work', and 'Indicate the start and completion dates'. The 'Path' dropdown menu is open, displaying a list of options: Dynamic Leadership, Effective Coaching, Innovative Planning, Leadership Development, Motivational Strategies, Presentation Mastery, Strategic Relationships, Persuasive Influence, Team Collaboration, and Visionary Communication. A mouse cursor is pointing at the 'Select' button above the list. The form also features a 'Select a file' button and 'Cancel' and 'Submit' buttons at the bottom right.

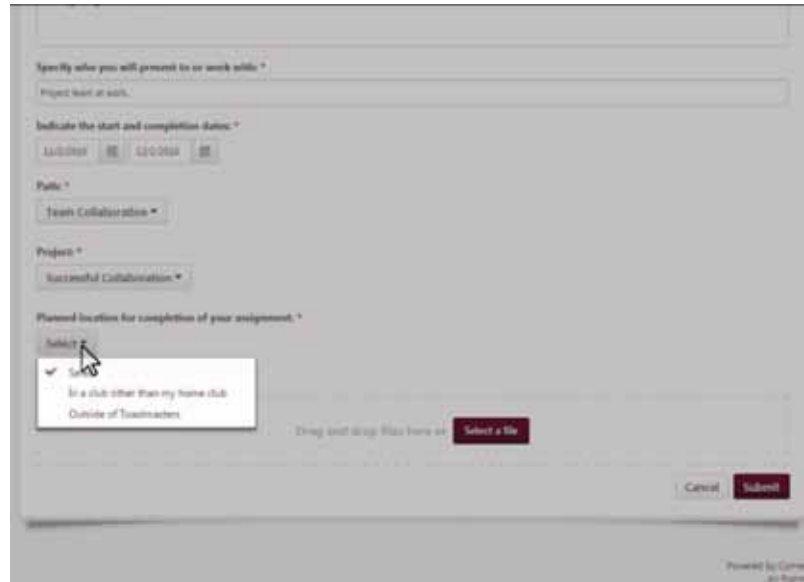
Select the Project from the dropdown menu.



This screenshot shows the same web form as above, but with the 'Project' dropdown menu open. The 'Path' dropdown is now set to 'Team Collaboration'. The 'Project' dropdown menu is open, displaying a list of options: Active Listening, Advanced Mentoring, Building a Social Media Presence, Communicate Change, Connect with Storytelling, Connect with Your Audience, Create a Podcast, Creating Effective Visual Aids, Cross-Cultural Understanding, Develop a Communication Plan, and Develop Storylines. A mouse cursor is pointing at the 'Select' button above the list. The form also features a 'Select a file' button and 'Cancel' and 'Submit' buttons at the bottom right.

## Scheduling a Speech Outside Your Club

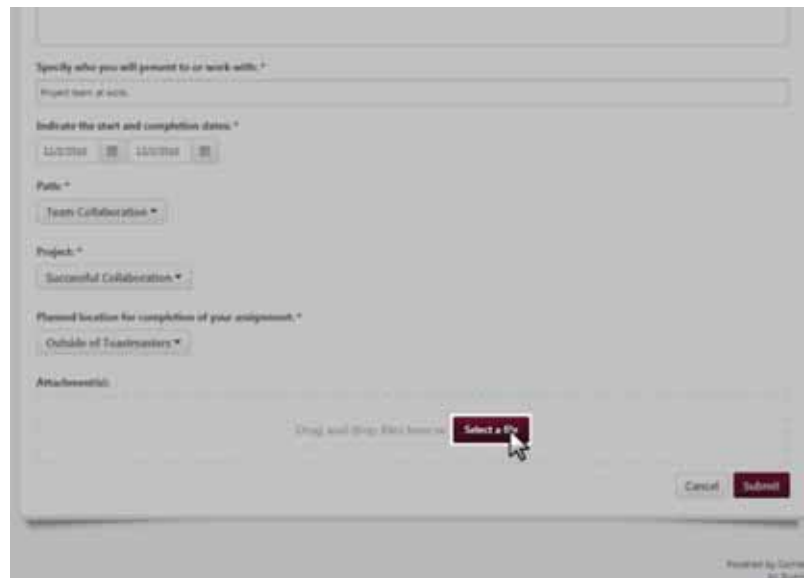
Select the Planned location for completion of the assignment from the dropdown menu. If you will be speaking at a different Toastmasters club, select In a club other than my home club. If you will be completing this outside of Toastmasters, select Outside of Toastmasters.



This screenshot shows a web form for scheduling an assignment. The form includes fields for 'Specify who you will present to or work with', 'Indicate the start and completion dates', 'Part', and 'Project'. The 'Planned location for completion of your assignment' dropdown menu is open, showing three options: 'In a club other than my home club' (selected with a checkmark), 'In a club other than my home club', and 'Outside of Toastmasters'. A 'Select a file' button is visible next to the dropdown. At the bottom right, there are 'Cancel' and 'Submit' buttons.

Attach supporting materials, if necessary, and then select the Submit button.

You can also attach supporting materials after the assignment is complete.

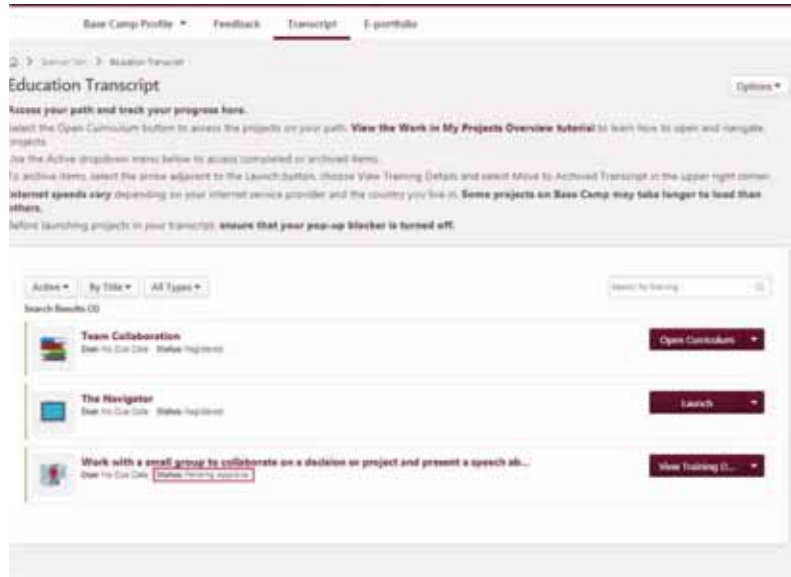


This screenshot shows the same web form as above, but with the 'Planned location for completion of your assignment' dropdown menu set to 'Outside of Toastmasters'. The 'Attach(es) file(s)' section is visible below the dropdown, with a 'Select a file' button. At the bottom right, there are 'Cancel' and 'Submit' buttons.

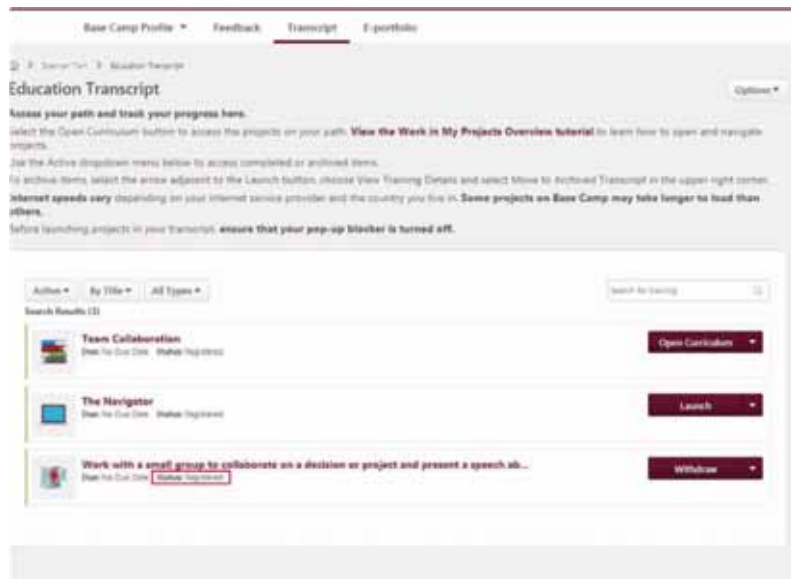
# Scheduling a Speech Outside Your Club

The external training will now be listed in your transcript as Pending Approval.

Your VPE will review the request and either approve or deny it.

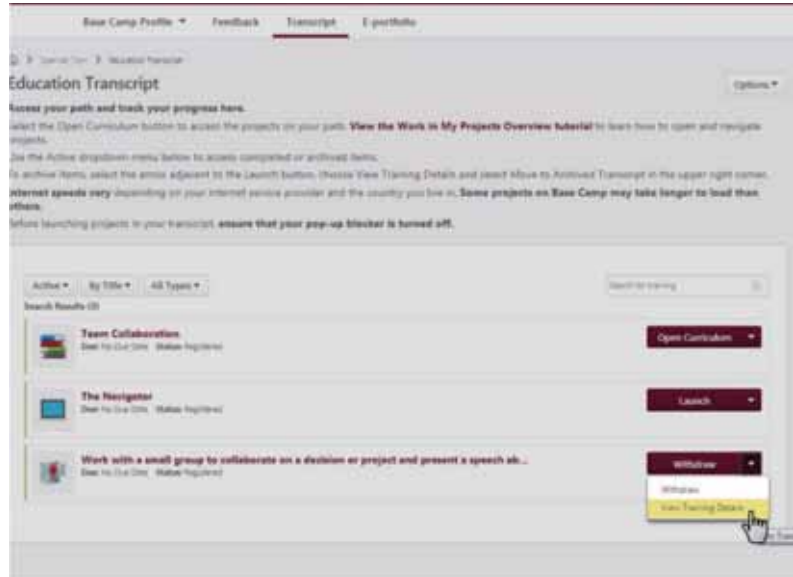


Once your VPE has approved the request, your transcript will show the External Training as Registered.



# Scheduling a Speech Outside Your Club

To view any comments left by your VPE, select the arrow adjacent to the Withdraw button and select View Training Details.



Then view any comments in the Approval History section of the Training Details page by selecting the arrow to the right of the section title.

If the request is denied, begin the process again and include any information requested in the Approval History section.

