

November 15, 2023

Dear Toastmaster,

You may already know that the Pathways learning experience is moving to a new Learning Management System (LMS) in the first half of next year. We are preparing to transfer your education data from the existing LMS to the new one well in advance of the transition to support a successful launch.

To ensure that your education achievements transition to the new LMS correctly, **you need to check that they are all submitted on BOTH Base Camp and Club Central.** You have been identified as someone who may not currently have everything submitted in both places. Learn how to check your submissions in the below 4-minute screencast video. Then, if you discover that an achievement was submitted to one platform but not the other, ask your Club President, Vice President Education, or Club Secretary to make the missing submission on your behalf.

[Watch video](#)

The above video shows you how to take the following steps:

1. In My Home, find the “Education and Achievements” section.
2. Review your education awards on the Achievement Board. These are the awards you received recognition for from Toastmasters International.
3. Now compare to your achievements on Base Camp by navigating to the Paths and Learning page in your curriculum.
4. If a path is not complete, verify each level completion by opening the path.
5. For completed paths, navigate to the “Completed Paths” section.

If you discover any achievements submitted on Club Central but not Base Camp (or vice versa), ask your club officer to make the needed submission on your behalf. We recommend that you do so by December 15 to ensure your data is correct in the new LMS.

Sincerely,

Club Quality and Member Support Team

Toastmasters International

[toastmasters.org](https://toastmasters.org)

*This email has been sent to all members who have a likely mismatch between Base Camp and Club Central education achievement data.*

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