# Pathways Orientation Process

## As of October 27, 2023

1. Ask New Member to share their screen for all steps. You will be helping them to explore Pathways on the Toastmaster International website and how to use the club's website. For Group Orientation: Suggest you ask one member of the group to share their screen so that all can see. The others will follow along on their laptops.

2. Review Toastmaster International Website
   a. Help new member(s) to sign into the TI website. Add member number or email address, leave password blank and hit "First time logging in? Click here!"
   b. Help them to go to Pathways/Go To Base Camp.
      i. If they don't see "Go to Basecamp": Under "Welcome, *name*" at the top center of the screen select "My Home". Then "Go to Basecamp". I've found this the easiest way to get to the proper page.
      ii. When you enter Base Camp you may get a check for "Pop-up Blockers" warning. Proceed to settings and turn off pop-up blockers for the website. You can't open learning modules with Pop-up Blockers" on. Note: sometimes it will allow you in without adding but it gets annoying closing it every time you enter Pathways. I had "toastmasters.org" added to allow them. I could enter the learning modules but did get the error message.
         1. Add to Allowed sites: **toastmasters.csod.com**
   c. Lead them through selecting a Path: "Continue to Path Selection", "Select Your Language"
      i. Discuss the 6 Paths – Select "View Path Options"
         1. Select "Learn more about the Presentation Mastery Path". Show them how similar each Path is. Level 1 the same, L2 almost the same. L3, L4, L5 Required are different but Elective Projects are almost always the same. After Presentation Mastery Path select one of the leadership Paths to compare to Presentation Mastery.
      ii. Go back to the previous screen.
      iii. Select "Take an Assessment" Do the survey and help them to pick a Path:
         1. Suggest they pick from the top 3. Anyone of the top 3 will meet their needs and have a lot of similarities. Presentation Mastery is always a safe choice if uncertain.
   d. Help them to find their Path and the Icebreaker Project ("My Home" under "Welcome, *name*").
      i. Go through the project at a high level. They can read through all the material later. Show them how to navigate and the downloads available to them. "Resources" on the first page is important to highlight as it has the "Evaluation Resource" and the Template for drafting the Icebreaker speech ("Ice Breaker Speech Outline Worksheet").

        ii.     Show them how to "Complete Your Project" (New Oct. 2024).

              1.    Describe how to use the "Learned" – after giving your speech, list up to 5 things you have learned

              2.    Show them how to complete the "Speech Log"

                   a.    Prior to giving your speech so that your Speech Evaluator.

                   b.    Update at anytime

              3.    Show them the final step "Complete My Project"

3. Review Club website
   a. Help to sign-in (if they have not done already)
   b. Review the agenda options"
      i. Yes/No" at top to indicate if attending or not
   i) How to sign up for a role. Suggest look at future meeting and sign up for a "new member" role: timer, Presenters Choice, Wordmaster/Grammarian
   ii) Show how to confirm that will fill the role
   iii) Show how to use meeting notes: Suggest add "Regrets" if unable to attend a meeting.
   iv) Show how to use icons at top right of agenda
      (1) Print agenda – Suggest a format to use: TM-Layout recommended
      (2) Multiple meeting sign up sheet – use to plan what roles will fill in the next 5 meetings.
      (3) Role report – see what roles member has filled in the past
   v) Quick Role Sign-Up (Optional) – show how that works in top left side of agenda.
   vi) Show how "Edit Your Profile" works: have member check that everything is accurate. Explain how to use the "Member Bio/Photo", and why should complete it and then check the box "Check to be included in the Public Meet our Member Page". For promotion of the club. Show the difference between the public version and the "Private Member Directory".

4. Sign up for Future Meetings
   a. Ask member to print the Multiple Meeting Sign up Sheet showing the next 5 to 10 meetings.
      i. Can cancel the print as the document will show up as another folder to the right of the agenda.
      ii. Print a copy for yourself in advance
      iii. Ask member to identify which role they would like to sign up for each week, including their Icebreaker.
      iv. Help them sign up each week for the role they have selected. Encourage them to continue to maintain a 5 week signup schedule.
         1. Help them select a date for their Icebreaker (4 to 6 weeks).