

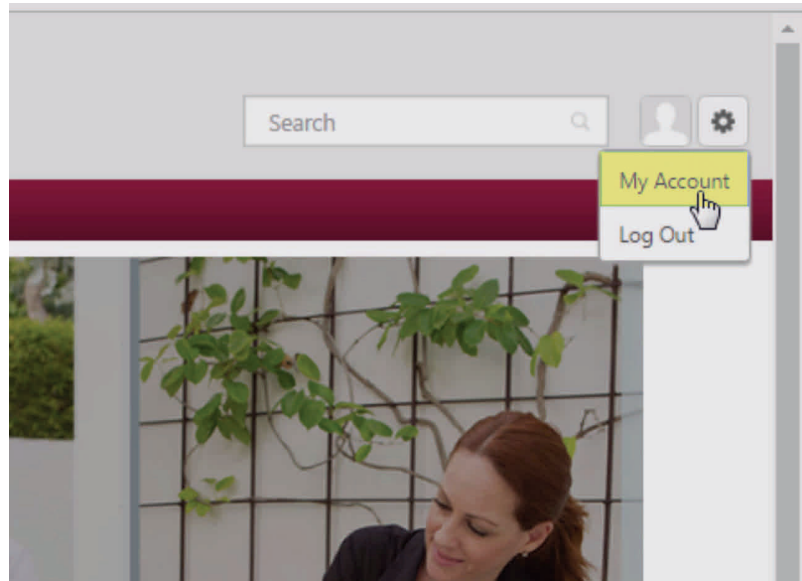


BASE CAMP

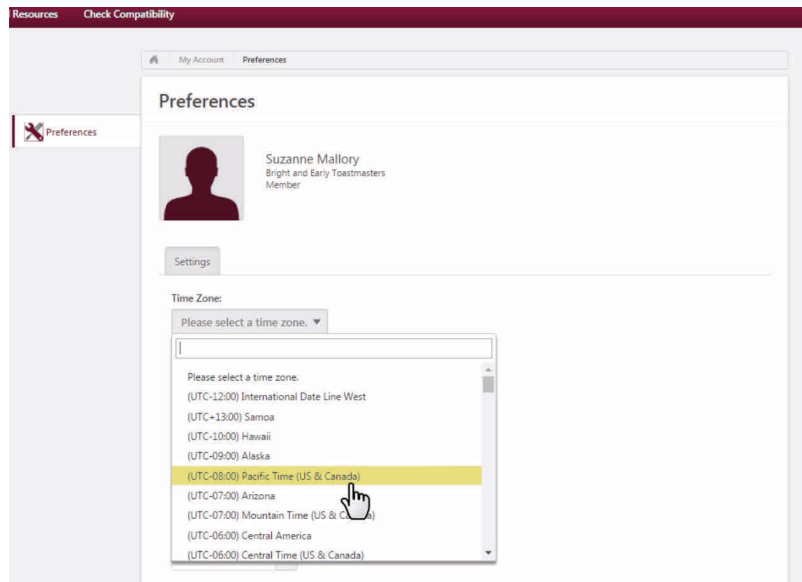
Tutorial Quick Reference Guide

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 the following fields and options:

- Time Zone:** (UTC-08:00) Pacific Time (US & Ca...)
- Select Signature:** Suzanne Mallory
- Ah-Counter:** 9/21/2016 (clear)
- General Evaluator:** Select a date (clear)
- Grammarian:** Select a date (clear)
- Speech Evaluator:** A calendar for November 2016 is open, with the 9th selected. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 30. A hand cursor is pointing at the 9th.

At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted in red.