

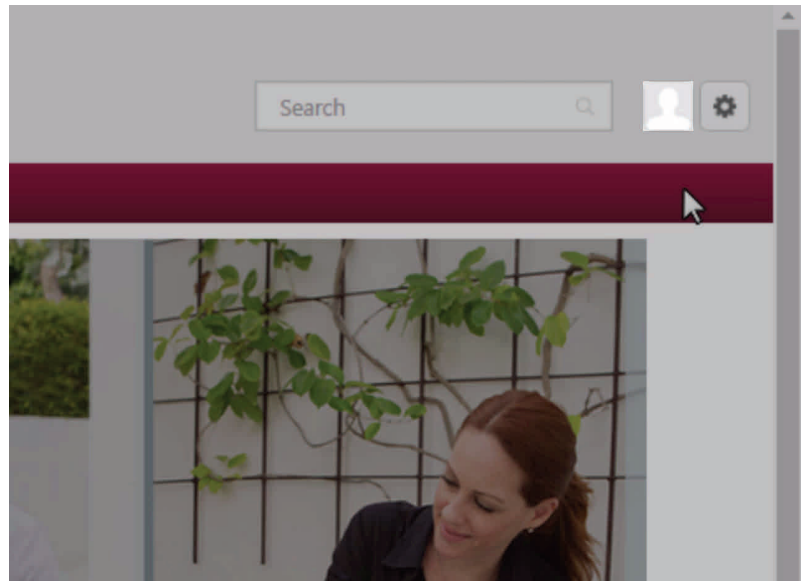


BASE CAMP

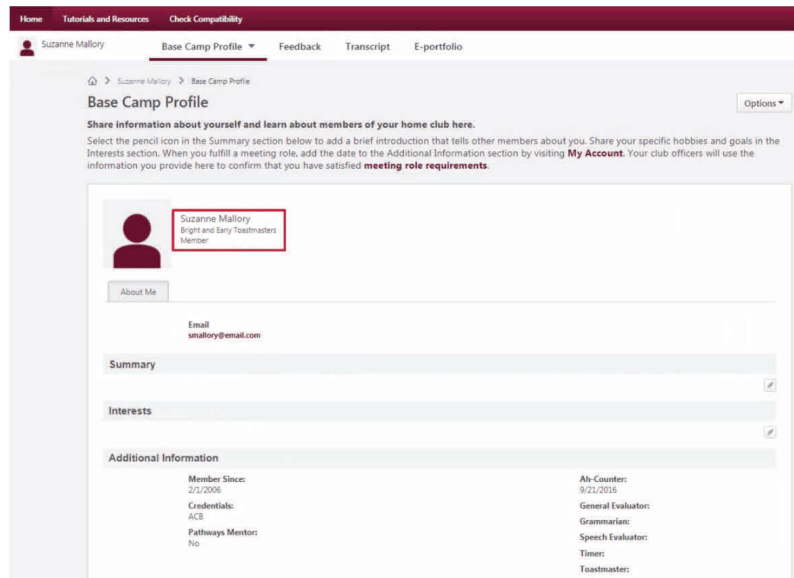
Tutorial Quick Reference Guide

Updating Your Base Camp Profile

On the homepage, select the person icon. You may see a pop up that reads “universal profile.” This is another name for the Base Camp Profile.

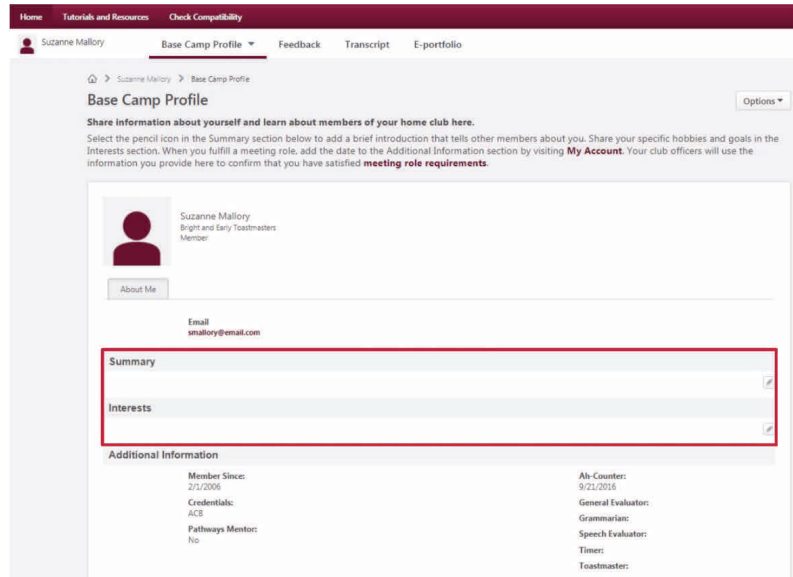


On the left, you can see your name and position in your club, your Base Camp Profile, the Feedback tab, the Transcript tab and the E-portfolio tab.

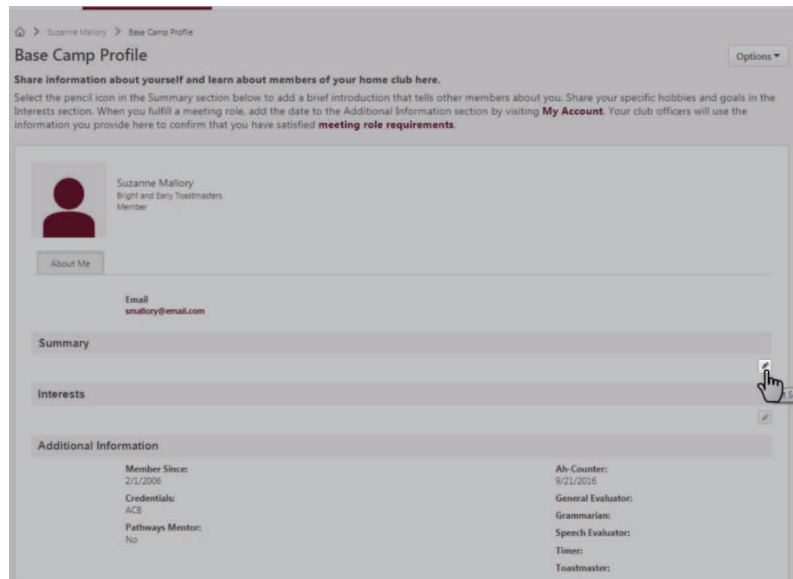


Updating Your Base Camp Profile

Your Base Camp profile is where you can edit your Summary and Interests.

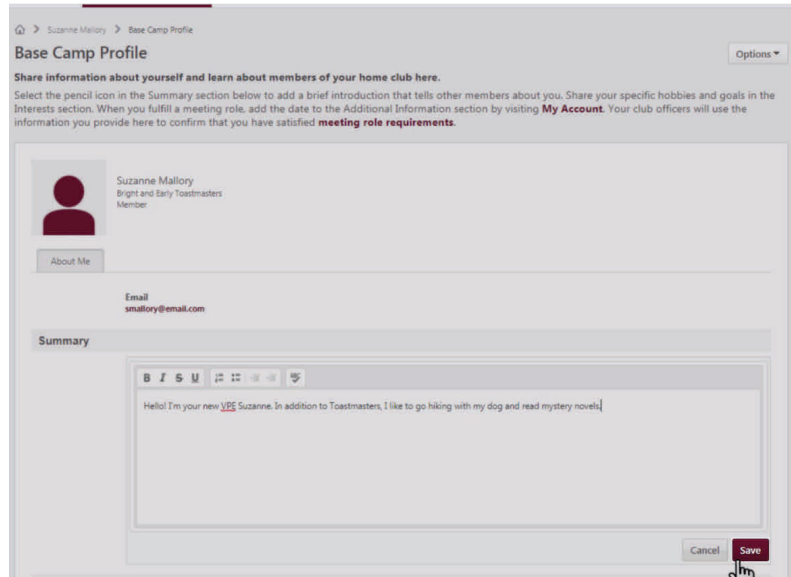


Edit your Summary by selecting the pencil icon to the right of the Summary section.

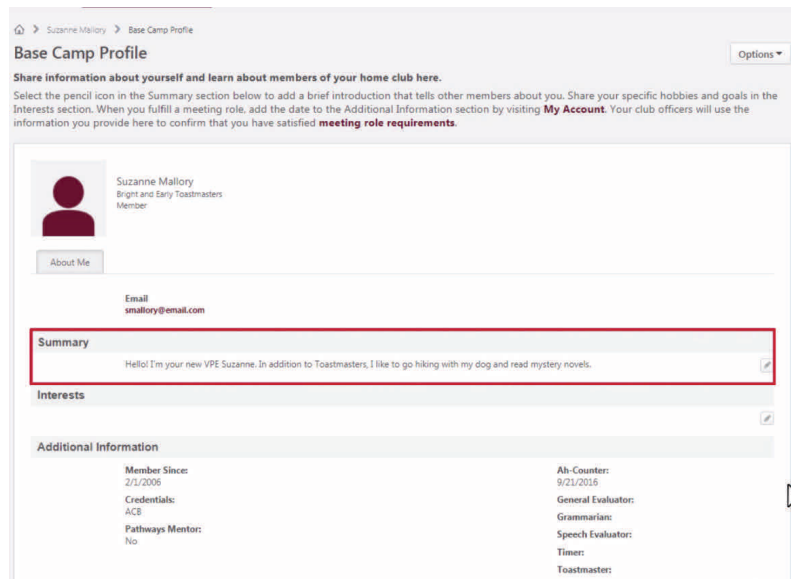


Updating Your Base Camp Profile

A text box will appear. Enter your summary and select the Save button.

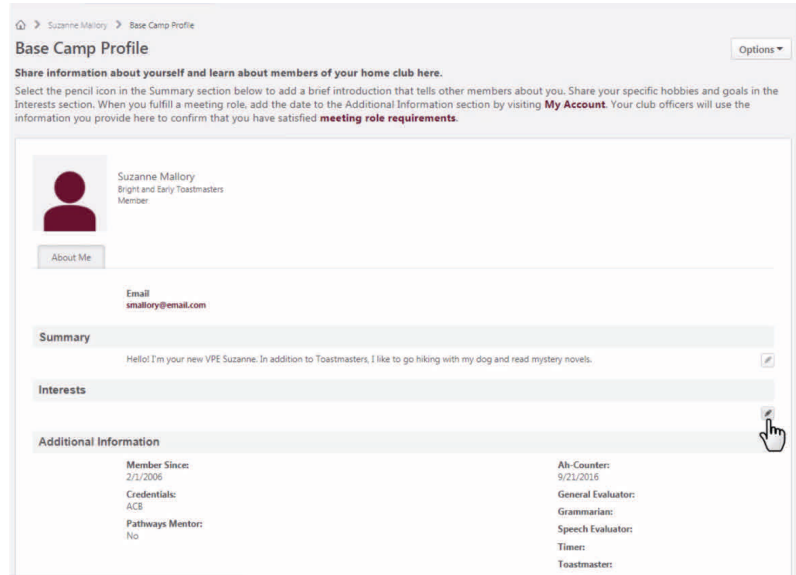


The text you entered will appear in the Summary section. You can come back here and edit your summary at any time.

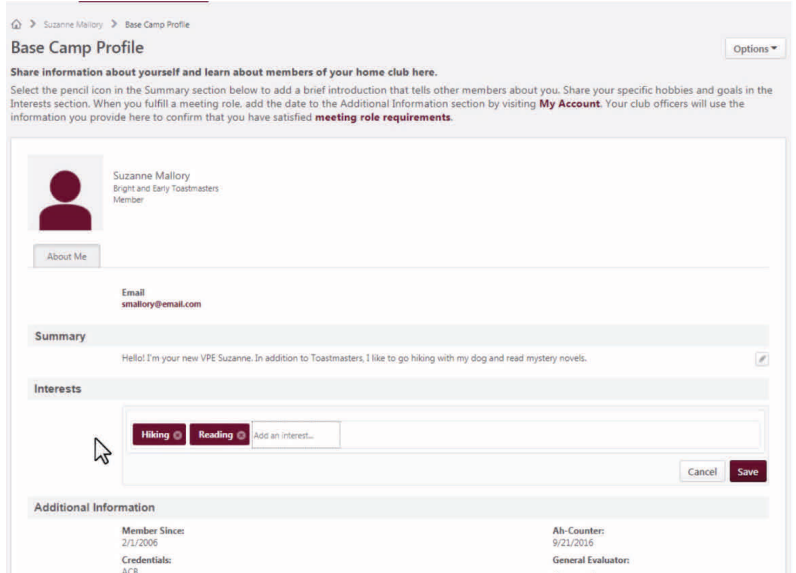


Updating Your Base Camp Profile

To edit your interests, select the pencil icon to the right of the Interests section. Type each interest separated by a comma.

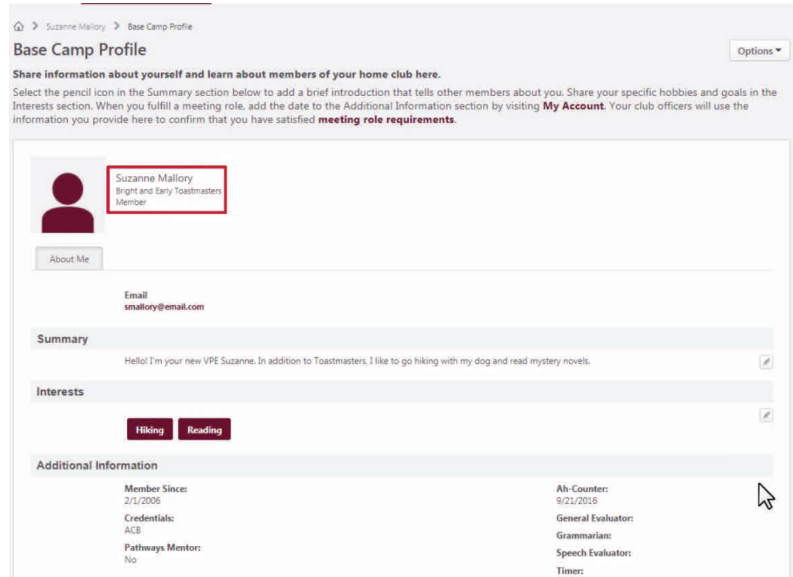


Your interest will appear as a burgundy button when it is entered successfully.

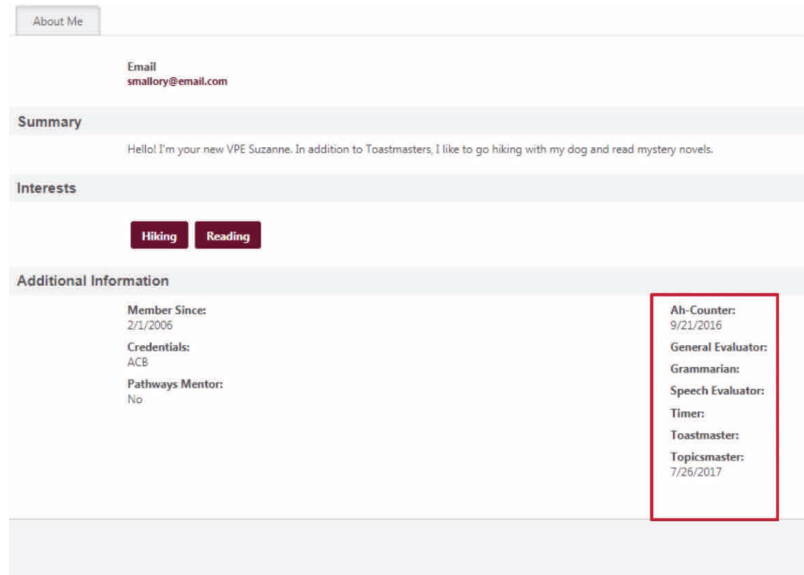


Updating Your Base Camp Profile

Select the Save button and it will remain on your profile. Some information, such as your name, cannot be edited in Base Camp. Contact Member Engagement and Support if you need to edit your name or position.

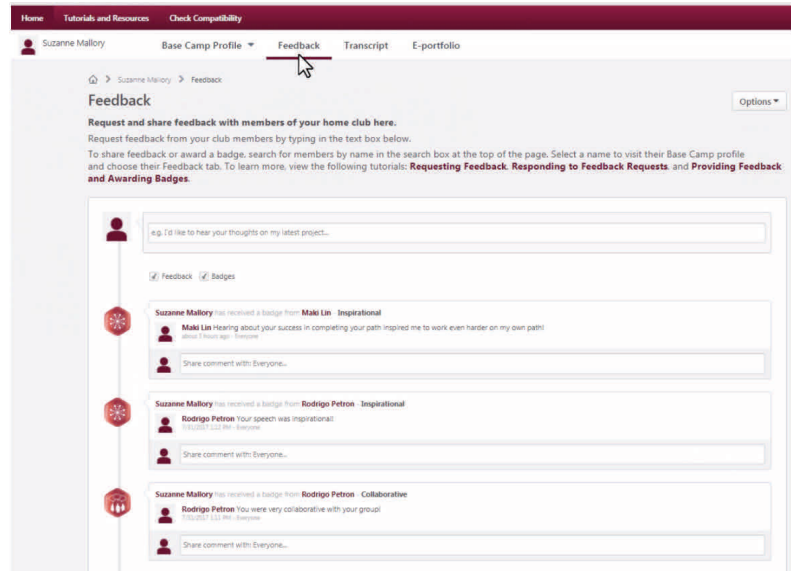


Under Additional information you will notice a list of meeting roles. These can be edited through My Account which is explained in the Tracking Your Meeting Roles tutorial.

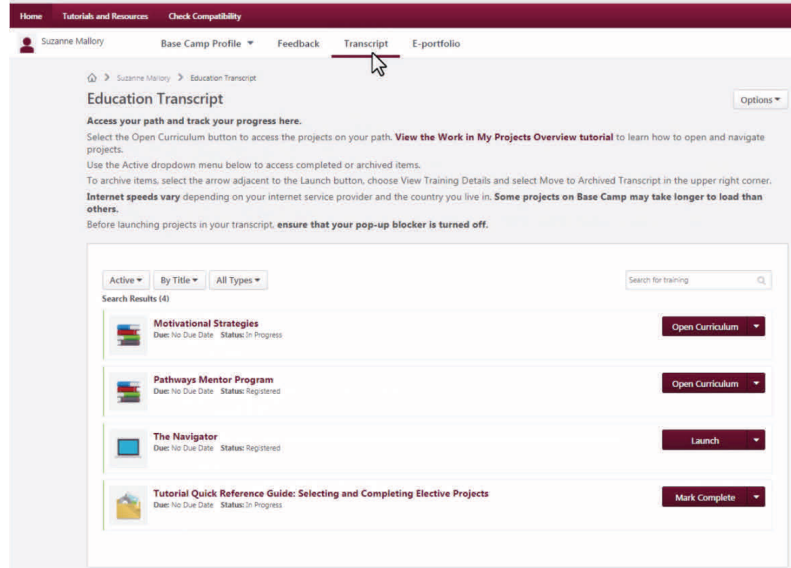


Updating Your Base Camp Profile

The Feedback tab in your Base Camp Profile is where you can request and share feedback with club members.



The Transcript tab in your Base Camp Profile takes you to your Education Transcript.



Updating Your Base Camp Profile

The E-portfolio tab in your Base Camp Profile is where you can store documents and view your badges.

