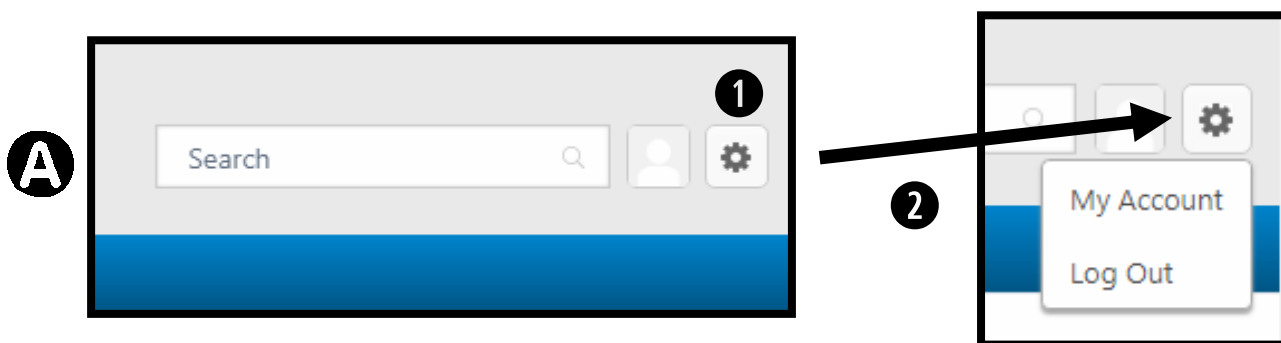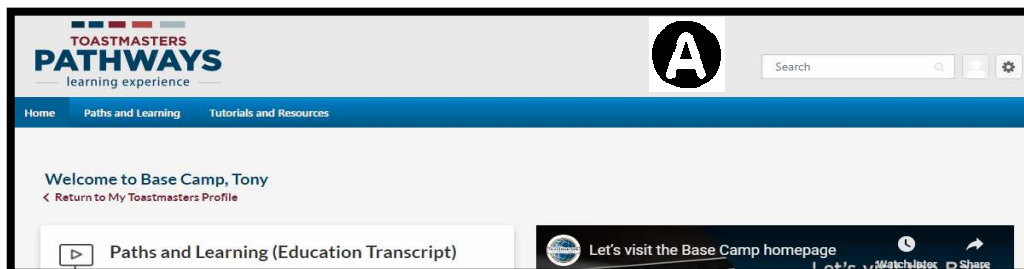## Entering Dates For Completed Meeting Roles

1. Go to www.toastmasters.org ➔ login ➔ click on **Welcome name** to go to your profile ➔ in the blue **Go To Base Camp** box, select your club, if more than one and then click the **Go** button.

2. Click on ❶ GEAR to expose **My Account** and **Log Out**

3. Click ❷ **My Account** to enter completed meeting role dates

The meeting roles are: **Ah-Counter**, **General Evaluator**, **Grammarian**, **Speech Evaluator**, **Timer**, **Toastmaster** and **Topicsmaster**.
To enter the date role was completed, click on the calendar icon and select the date.

Note! After Level 3, to go on with Level 4, you must have served as: Toastmaster, Topicsmaster and General Evaluator.

Produced by Tony Nelson, DTM, District 60