



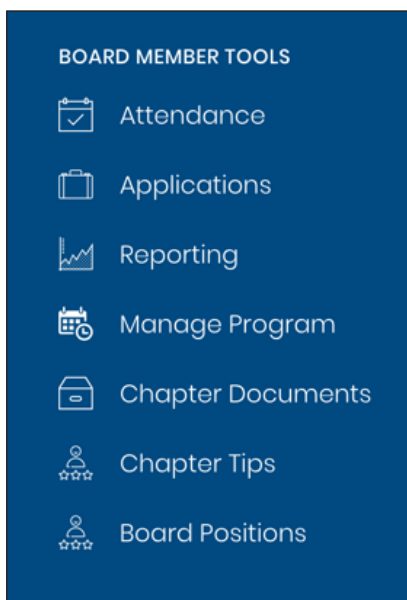
# LeTip Wired Chapter Documents

## HOW TO USE THE CHAPTER ONLINE LIBRARY

Only Board members have the user's rights to view the Board Member Tools section. The LeTip Wired section "Chapter Documents" allows chapters to archive their files and records securely and eliminates the need to hold onto paper files, which possibly could be lost or compromised. We recommend shredding those documents once they have been uploaded to the chapter's document section. Each chapter has their own secure section and can only see the files and documents their chapter uploaded. When new board members are assigned a position, they have access to previously stored documents. Instructions to upload files to the "Chapter Document" section are as follows:

### Step One: Board Member Tools

Select "Chapter Documents" from the Board Member Tools menu option.

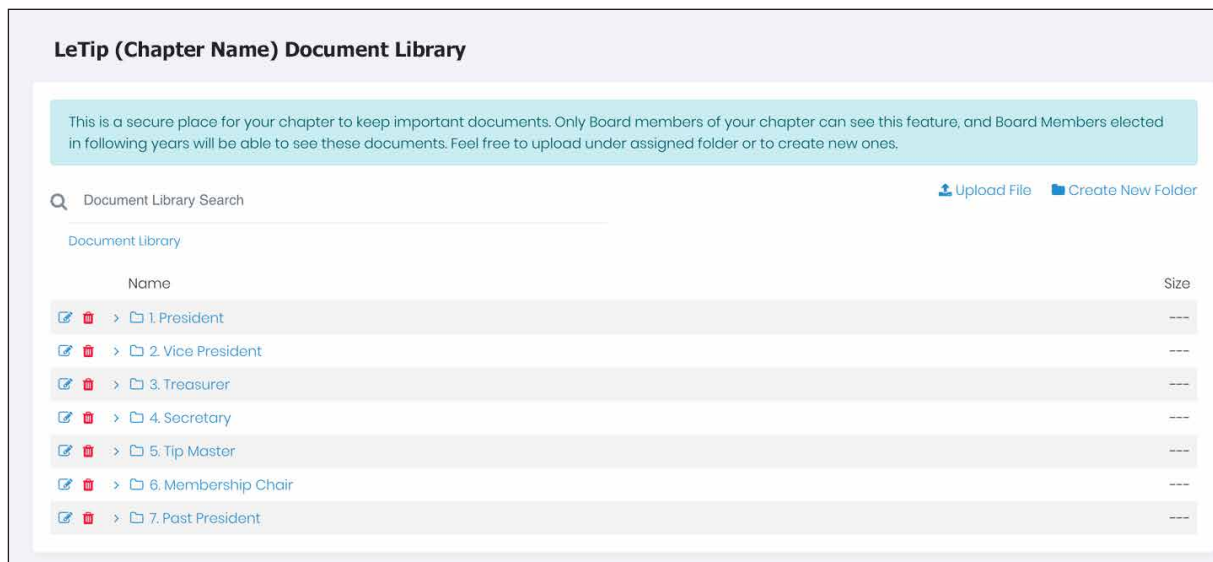


### Step Two: Chapter Document Library

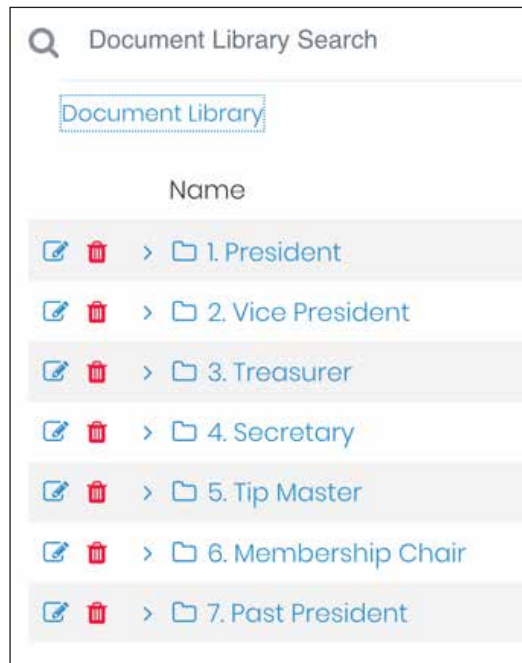
The Chapter Document Library has preset folders for each board position. Board members can upload files and create new folders as well. Select a board position folder to add a file or create a new file folder. (bottom image)

**Upload File:** Click "Upload File", the box to upload now displays. Drag a file from your computer into the window, or click the upload icon inside the box to browse your computer files to attach. Once the file has been dragged into the box or attached, click the Green "Upload" button to add the file.

**Create New Folder:** Click "Create New Folder", the box to add a folder will display. Type the name of the new folder in the folder name field and then click the Blue button "Create Folder".



## Chapter Document Library



The “Chapter Documents” Library has preset sub-board folders set up. A chapter though can add and remove folders as desired.

The list to the right shows the preset sub-folders LeTip set up. Edit and add to them as needed.

### Red Trash Can Icon

Remove a file or folder by selecting the file or folder and then click the Red trash can icon to delete.

### Paper & Pencil Icon

Edit the name of a file or folder by selecting the paper and pencil icon to edit the file or folder name.

For assistance and questions pertaining to the Chapter Documents section please contact LeTip at 800-255-3847 ext 100 and a member of our staff will gladly answer your questions and walk you through any part of LeTip Wired.

## Chapter Document Library - Preset Sub-Folders

### President

- President Materials
- Procedures\_Chapter Board Meetings
- Procedures\_Chapter Goals

### Vice President

- Attendance Reports
- Program
- Sgt-At-Arms
- Visitation

### Treasurer

- Budgeting
- Chapter Dues & Fees
- Inspector Reports
- Raffles
- Seminars

### Secretary

- Board Meeting Minutes
- Lunch Bunch
- Social Media-Publicity-Newsletters

### Tip Master

- Tip Reports
- Tipping Roundtable

### Membership Chair

- Business Mixer Information
- Exit Information
- Guest Reports
- Membership Reports
- Mentor Information

### Past President

- Election Information
- Ethics Chair Information