



BOARD MEMBER TOOLS

-  Attendance
-  Applications
-  Reporting
-  Manage Program
-  Chapter Documents
-  Board Positions

Click and drag the first member's name to the right, or click "Add to schedule" to add members to the program rotation. As members are added to the "Program Schedule", the dates of chapter meetings populate automatically. The date assigned to the member is the week they are assigned the program role. Clicking "Remove from schedule" will remove the member from the program rotation.

Remove from schedule

Once the weekly program has been set, click the Blue "Send" button and each week the members will receive an email notification of their role for that week. Members can select Calendar under "My Chapter" menu options and click "Program" to also see the weekly program schedule.

How to Cancel a Meeting

If the chapter is not going to meet due to a severe weather or a holiday, click the Blue "Manage Meetings" button (Image 2) to select the date of the meeting being cancelled. Find the meeting date and click "Remove from program schedule" (Image 3). This will remove that week's chapter meeting and automatically shift the rotation on the weekly program schedule to the following week.

The cancelled meeting date is moved to the "Skipped Meetings" column. If a meeting has been set to cancel, however, if things change and the group is going to hold the meeting now, find the cancelled meeting date and click "Add to program schedule". This will re-insert that date back into the program schedule and adjust the member rotation back to this week's meeting automatically.

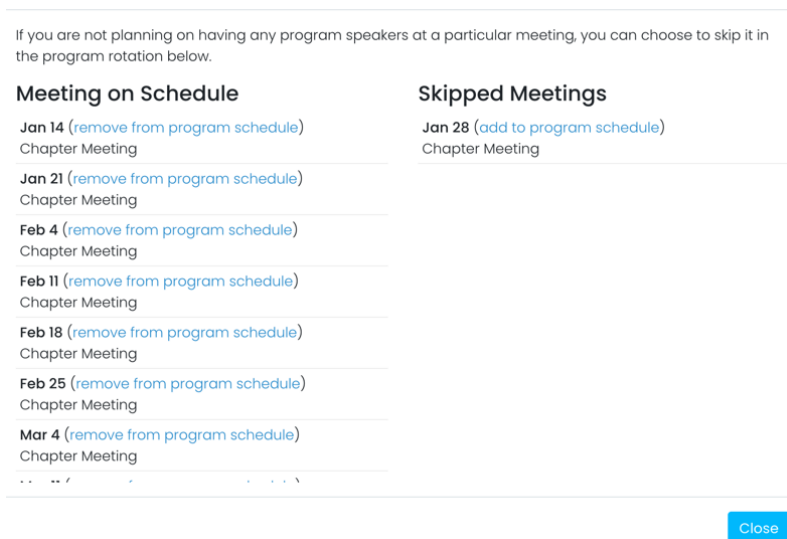


Image 3

ADDITIONAL PROGRAM SCHEDULE TIPS

Starting the weekly program brand new

Set the first position to Speaker. Assign your first speaker by dragging them over to the program schedule or by clicking add to schedule. Now add the rest of your chapter members to the program schedule. With the first position set to speaker it will assign the first showboater, greeter, speaker for the starting week one. Week two the speaker will display as lucky devil, showboater as greeter and greeter as speaker and the rotation is set. Going forward, the dates will display on each member's row when they will be the speaker, greeter, showboater and lucky devil recipient. (Note as someone has completed the four week rotation, they drop off so you need to assign them back to the bottom of the list to add them back into the rotation cycle)

Starting weekly program from current schedule

Set the first position to Showboater. Assign your current week's showboater by dragging them over to the program schedule or by clicking add to schedule. Then add the rest of your chapter members to the program. With the first position set to showboater and the current week's showboater assigned, the program will assign the other members the greeter, speaker, etc roles for the upcoming weeks. (Note - as someone has completed the four week rotation they drop off so you need to assign them back to the bottom of the list to add them back into the rotation cycle)

Chapter member program place holder

The chapter member place holder box provides their name, last assigned scheduled program date, add to schedule link and a Green "NTS" box is displayed if the new member has completed their required Network Training Seminar (NST) class.



LETIP WEEKLY PROGRAM

Calendar				
Calendar <u>Program</u>		Print Schedule		
	ShowBoater	Greeter	Speaker	Lucky Devil Recipient
 Clifford Pfleger Security Systems	---	Jan 14	Jan 21	Feb 4
 Dominick Bianco Search Engine Optimization	Jan 14	Jan 21	Feb 4	Feb 11
 John Pokorney Business Finance	Jan 21	Feb 4	Feb 11	Feb 18
 Doug Christian Business Advisor	Feb 4	Feb 11	Feb 18	Feb 25
 Ken Pettid Human Resources	Feb 11	Feb 18	Feb 25	Mar 4
 Paul Della Valle Corporate Communications	Feb 18	Feb 25	Mar 4	Mar 11

Image: Example of the Wired Calendar - Program showing the members weekly schedule assignment per calendar week.

(Week 1) You are the Showboater

The first week of your rotation, you are the Showboater. Several times a year, members showboat their product or service. This is usually done with a tabletop display. The showboat table is always set up near the registration table. Showboating provides an opportunity to educate and inspire your members. If you have retail products, this is an ideal time to sell them. **Showboating is a non-speaking part of the meeting.**

(Week 2) You are the Greeter

The second week of your rotation, you are the Greeter. The Greeter ensures that everyone, both members and guests, are greeted warmly and made to feel welcome. When guests arrive, stand at the door and welcome them with the following greeting: "Welcome to LeTip of (chapter name)." "I am (your name), the Official Greeter." Make sure all guests sign the guest register, are given a guest label badge and LeTip pack of 5. The Greeter should never leave the registration table until the meeting begins, other than to escort a guest to the showboat table.

(Week 3) You are the Speaker

The third week of your rotation, you are the Speaker. All members have the opportunity to speak in depth several times a year. These presentations allow chapter members to learn about other members businesses.

(Week 4) Lucky Devil recipient

The fourth week of your rotation, you are the recipient of the Lucky Devil. This is an opportunity to listen to a member describe your business products or services and evaluate if you have taught them to be a member of your sales force. If you feel they were not taught correctly; make a date for coffee.

More information on the weekly program rotation can be found in the Document Library inside the Chapter Procedures folder "Understanding the LeTip Four Week Program".