



LeTip Wired Attendance

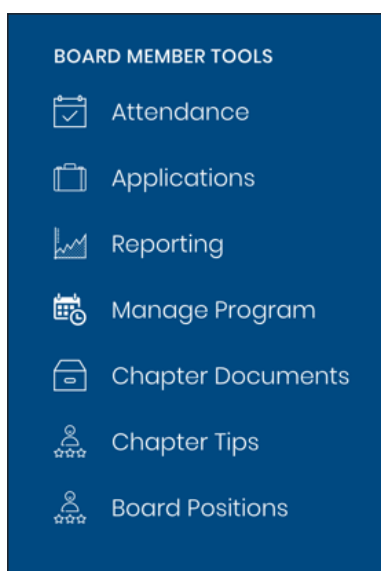
HOW TO TAKE ATTENDANCE USING LETIP WIRED

Vice Presidents can save time at the meeting by taken attendance using LeTip Wired or LeTip Wired mobile. The LeTip online attendance tool eliminates the need to keep multiple paper spreadsheets. The chapter roster is automatically updated as members join and leave. You can quickly generate chapter member's and guest's attendance reports for your meetings, by a selected date range. The following steps show how to use the attendance report tool on www.letipwired.com and LeTip Wired mobile application.

LeTip Wired Desktop Instructions

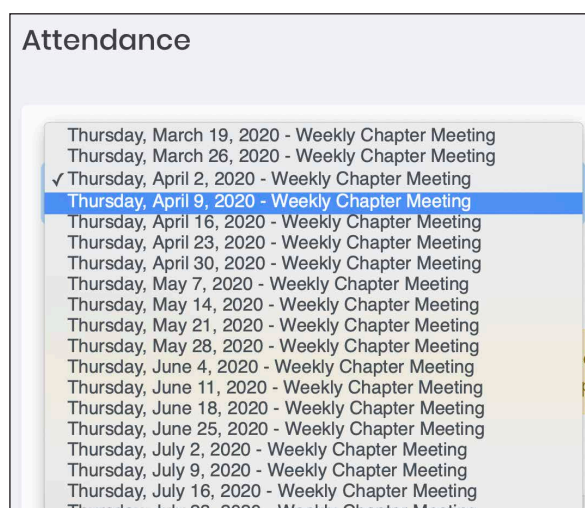
Step One: Board Member Tools

Select "Attendance" from the menu options.



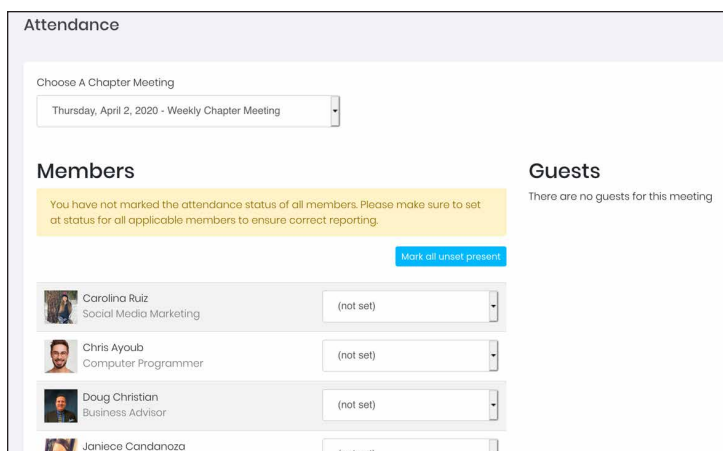
Step Three: Choose A Chapter Meeting

Select the meeting date from the "Choose A Chapter Meeting" drop down menu options.



Step Two: Attendance Page

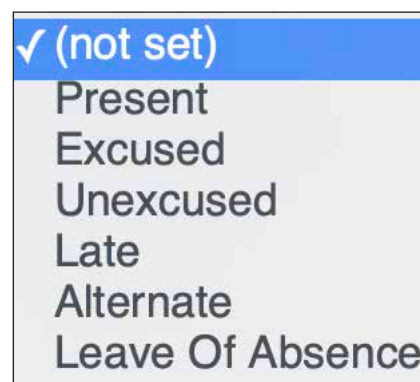
The "Attendance" page has the options to select the chapter meeting date, set the member's attendance status and displays the names of any guests who attended that weeks meeting.



Step Four: Setting Members Attendance

Now set the members attendance status. Their status can be updated individually using the drop down menu next to their names, or every member can be checked present by clicking the "Mark all unset present" Blue button.

This helps for larger chapters and will make the process quicker to check everyone present and then just update the individual members who were not present.

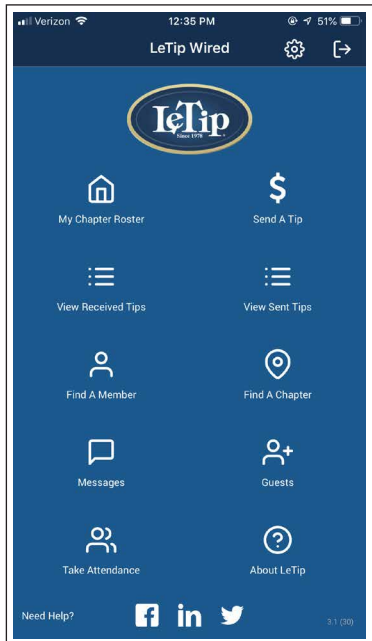


LeTip Wired Mobile Instructions

Attendance assigned using the mobile application automatically updates to LeTip Wired.
Reports currently can only be generated using www.letipwired.com desktop version.

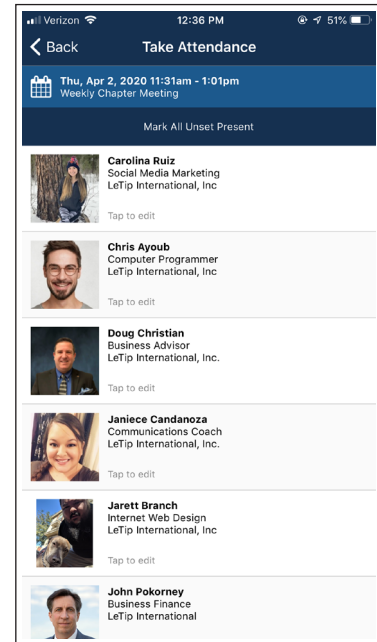
Step One: Mobile Application Menu

Select "Take Attendance" from the menu options.



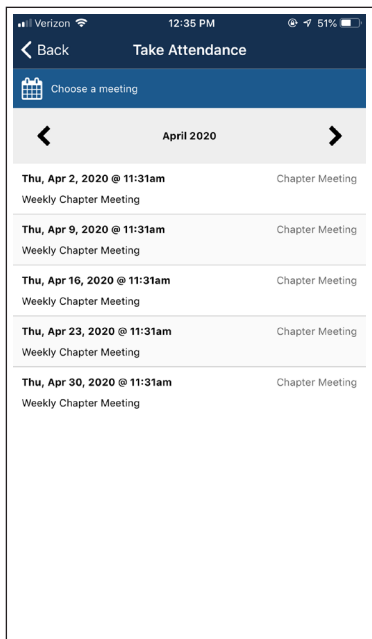
Step Three: Take Attendance

Now set the members attendance status. Every member can be quickly checked present by touching the "Mark All Unset Present" Blue button.



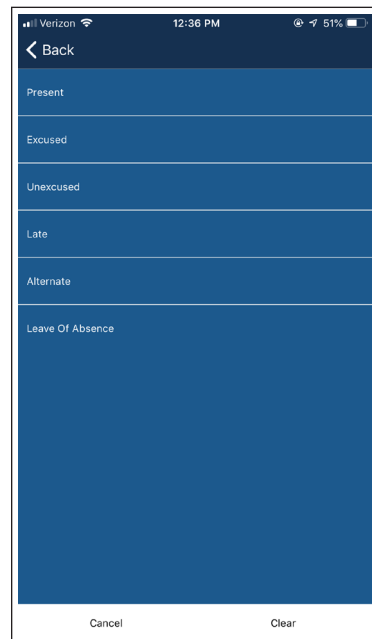
Step Two: Choose A Meeting

Select the meeting date from the "Choose A Meeting" menu by touching a date listed. Using the right and left arrow change the month forward or backwards.



Step Four: Setting Individual Member Status

Individual members attendance status can be changed by touching their name or photo to bring up their attendance status page. Then touch the status to assign the status.



If on the "Take Attendance" page all members were checked present, simply select the member who was not present and change their status. Touching "Clear" at the bottom of the page will remove any currently assigned status. Touching "Cancel" takes you back to the chapter roster on the "Take Attendance" page.