



LETIP WIRED MOBILE APP GUIDE

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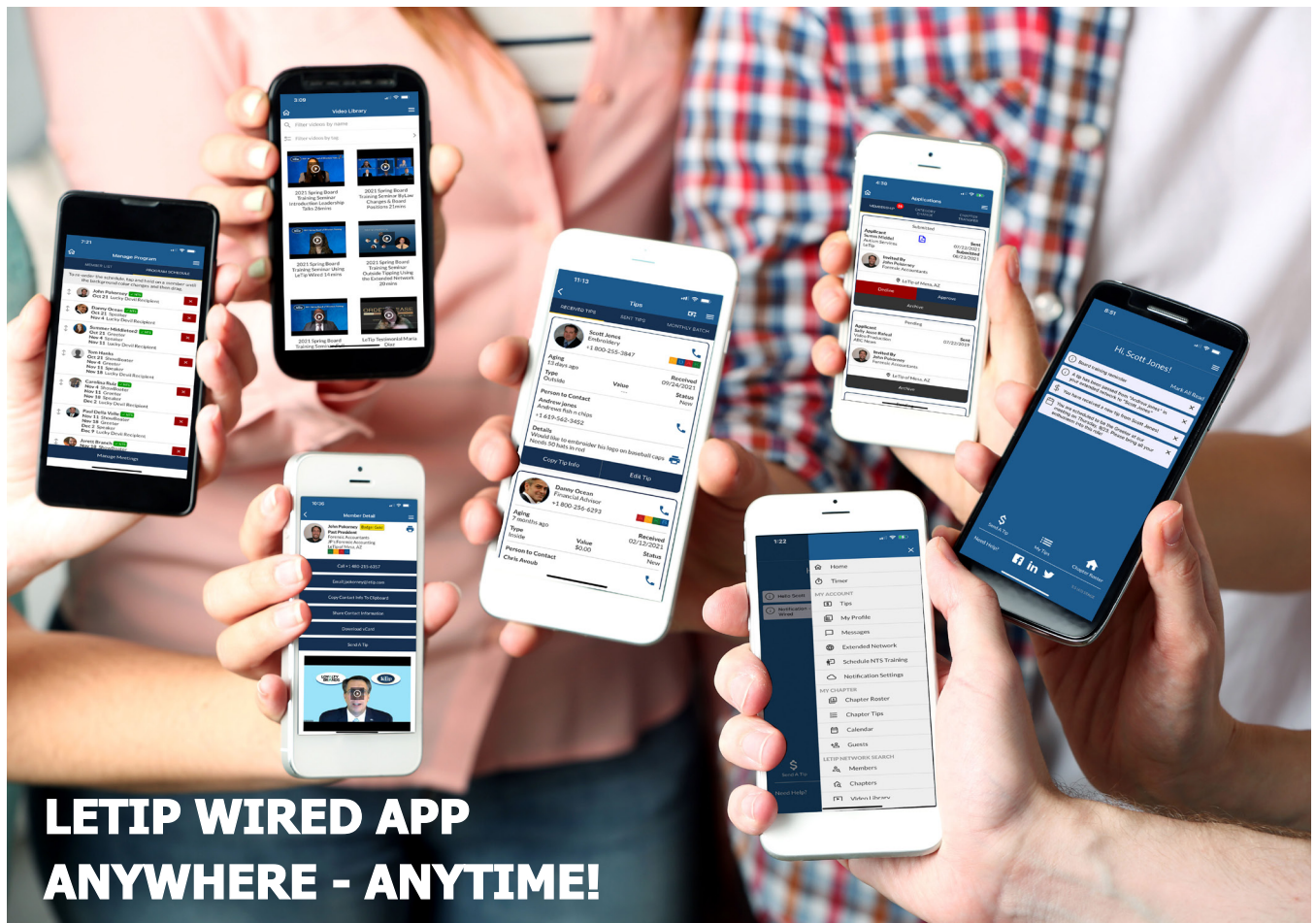
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LETIP WIRED APP ANYWHERE - ANYTIME!

Intro & Log-in information

LeTip Wired is our members only exclusive website, which is only for our active LeTip members. We have heard your suggestions and input and have worked to bring almost everything you can do on LeTip Wired online to our LeTip Wired mobile application. We truly value our members input so please continue to share your feedback. LeTip will continue to provide our members more features to help enhance the membership experience, more tips, more communication, and ways to continue increasing the value of their chapter seat. Using LeTip Wired will do just this and a lot more which you will see in the LeTip Wired mobile app guide.

How to log-in to www.letipwired.com

1. If you have been using LeTip Wired already, your username and password remained the same and you can simply log-in using your log-in credentials. However, you do need to log-in the first time online in order for your credentials to link to the mobile application.
2. If you've forgotten your username and/or password please contact our staff by calling our corporate office and a member of staff can assist in assigning active members with their log-in credentials and how to reset their password once they log-in online the first time.

LeTip office hours are Mon-Fri, 9AM-5PM (MST). Our staff can be reached at 800-255-3847. After hours leave us a message or send an email to sjones@letip.com and a member of staff will promptly get back to you the next business day with your LeTip Wired credentials. Every Thursday from 12:00 - 1:00 PM PST LeTip also hosts a Wired Power Hour Q&A open to anyone who has questions about LeTip Wired. Simply go to LeTip Wired Calendar and click on Thursday for the zoom link to stop by with questions.

LeTip Wired Mobile App - Home Screen

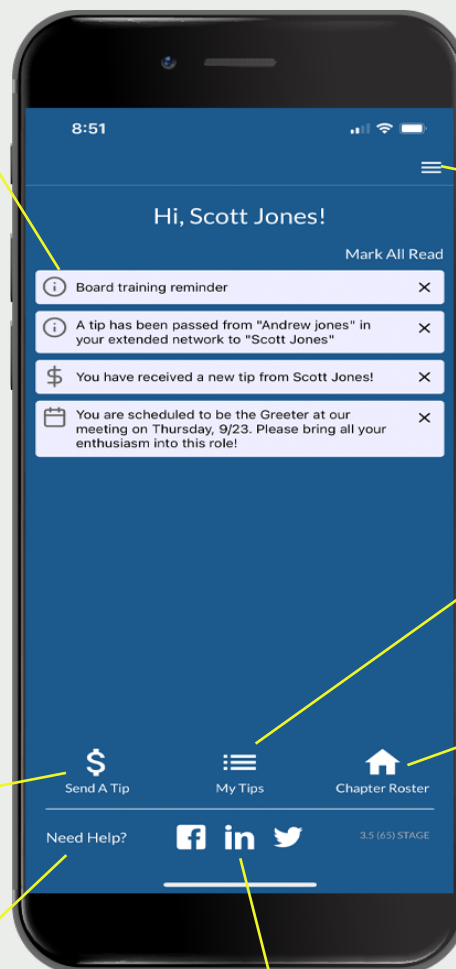
The redesigned home screen is now your notification and shortcuts hub. Notification Cards will appear in the center of the screen when you receive messages pertaining to LeTip, Tips, Program Schedule, Messages, etc. Below are the notices and the three most common shortcut icons are available to quickly take you to Send A Tip, My Tips, and My Chapter Roster.

The Notification Cards display in the center of the screen as received. If additional information is available tap on the message to view. Tap on messages with website link to take you directly to the website. Tap "Mark All Read" will clear the screen as all read. Tap on the "X" in the top right-hand corner of a notification to remove the message from the home screen.

"No notifications" will display in a Green bar across the screen, indicating no notifications.

Send A Tip icon takes you directly to your chapter's roster to select a member to send a tip to.

Need Help? Takes you to the letip.com support page.



The expandable menu displays all the options the mobile app features.

An image of the expanded menu is on page 3 with a breakdown of all the menu options.

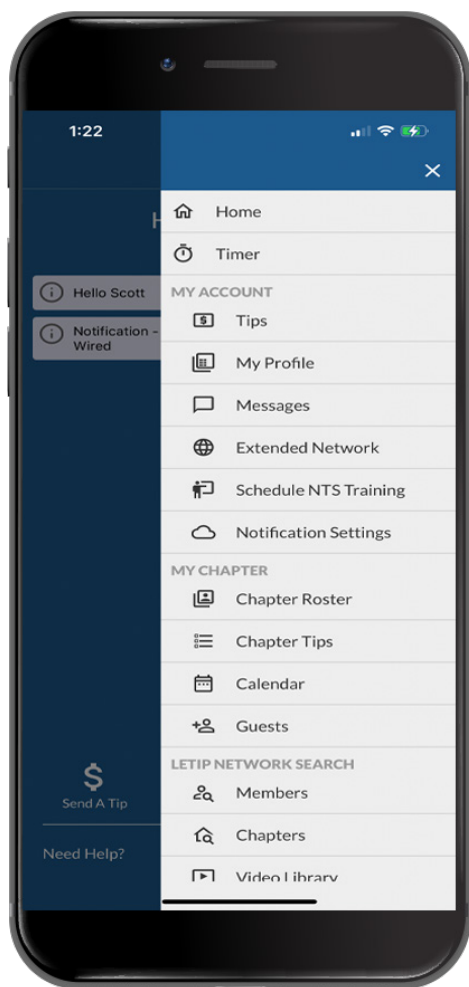
My Tips icon takes you directly to tips you have received.

My Chapter Roster icon takes you directly to the chapter roster. Select a member to view their contact information and send a tip.

Social media icons will take you to their LeTip pages.

Home Screen - Expanded Menu

The expandable menu now brings almost all the features from LeTip Wired online to the mobile app platform allowing you to tip, network, invite, and the board tools to manage the chapter instantly at the meeting. The mobile app now allows board members to approve applications, manage the weekly schedule, attendance and still yet, more to come as we continue to get valuable feedback from our members on ways to enhance and improve our LeTip Wired mobile app. Below you will see all the features added to the LeTip Wired mobile app accessible on the expanded menu. The board member tools are only visible to board members and will not display on a chapter member's expanded menu.



- **Home:** takes you back to the home screen
- **Timer:** set a timer for 30-second commercials and speakers
- **My Account:**
 - Tips: received tips, sent tips, monthly batch
 - My Profile: view and edit your profile
 - Messages: send a member a message
 - Extended Network: increase your outside tips
 - Schedule NTS Training: sign up for Network Training class
 - Notification Settings: set how you receive notifications
- **My Chapter:**
 - Chapter Roster: view the chapter roster
 - Chapter Tips: view all chapter tips passed
 - Calendar: calendar of meetings, trainings, and events
 - Guests: add and invite a guest to a meeting, send an app
- **LeTip Network Search:**
 - Members: search for LeTip members
 - Chapters: search for LeTip chapters
 - Video Library: view various LeTip training video/webinars
 - Webstore: order supplies & promotional items
- **Board Member Tools:**
 - Take Attendance: take chapter attendance
 - Board Positions: assign board & Committee positions
 - View Applications: approve or deny new applications
 - Manage Program: set & view the weekly program
- **Log Out:** log out of LeTip Wired application

Tap or touch a menu option to take you to the page. The X in the top right-hand corner will exit the menu back to the home screen which has three short-cut keys pre-set. Send a Tip, My Tips, and My Chapter Roster.

Home Screen - Send A Tip

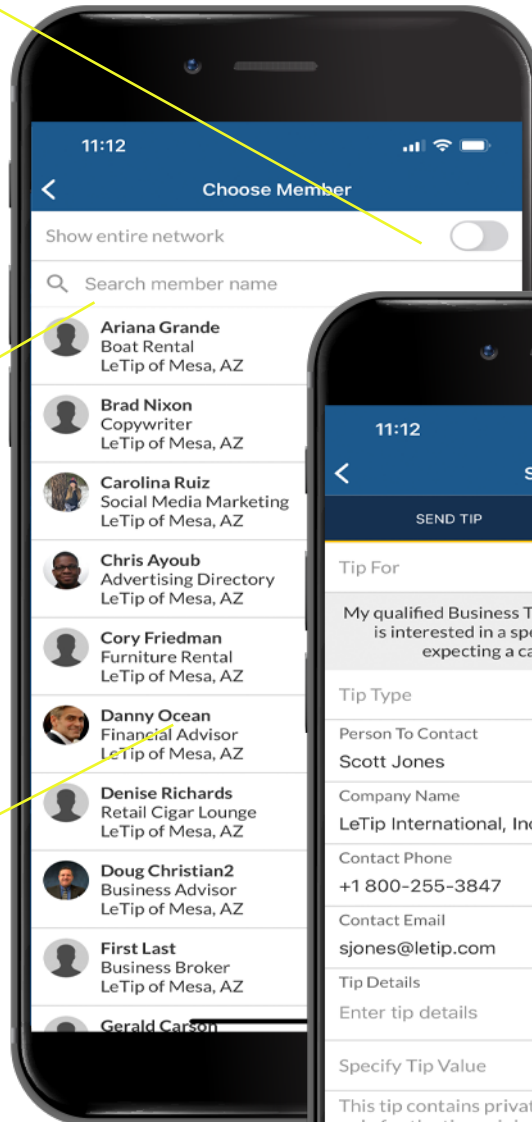
The first of the home screen shortcut icons is "Send A Tip". This gives you the ability to send a tip to a member in your chapter, or to a member in another chapter. Once you find the member you have a tip to send, simply touch or tap on their name to bring up the "Send A Tip" page.

*** Note: The sender of a tip cannot edit or make adjustments to a tip once it is sent, so make sure everything is correct before tapping the "Submit Tip" button.**

Your chapter roster displays by default. If the "Show entire network" is turned on your roster view will change to show the entire life of active LeTip members.

Tap the search field to bring up the keyboard. Type in the member's name who you're sending the tip to.

Touch and drag the screen up or down to view all the members in the chapter. When you find the member, tap on them to bring up the "Send A Tip" page to the right.

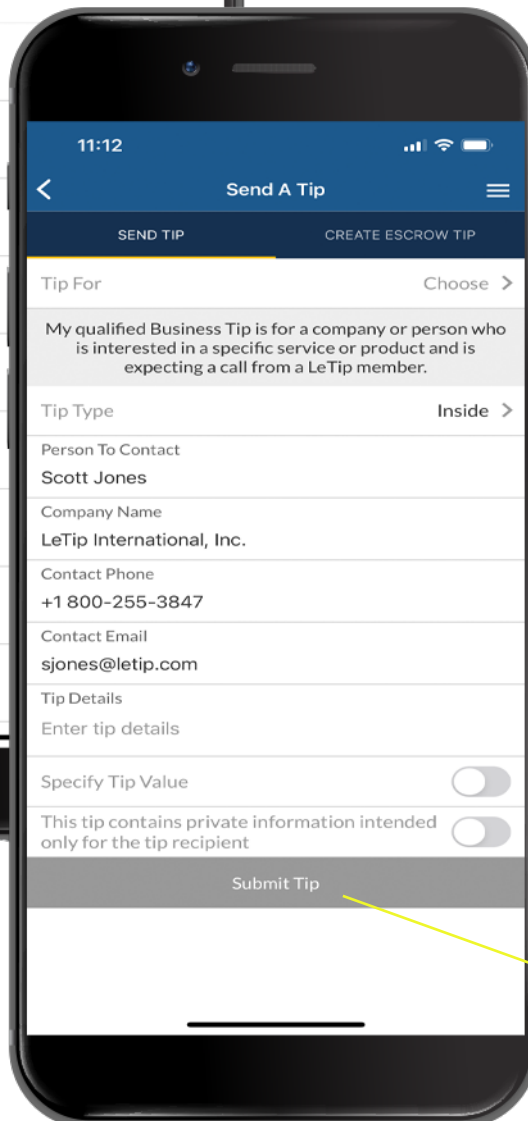


The "Send A Tip" screen is the virtual tip form. "Send Tip" comes up by default but tap "Create Escrow Tip" if you wish to send an Escrow Tip. Fill out all the information with as much details as you can provide. The tip type is set by default as an inside tip with your contact information

already pre-filled in. If this is an outside tip, change the tip type to Outside by touch or tap on the drop-down arrow to change.

Touch or tap the fields to fill in the contact person, company, phone and email next for an outside tip.

In the tip details field type in the entire story and as much information as you gathered. This is one tip, but there may be the opportunity for additional leads based on the customer's needs.



Home Screen - My Tips

The second of the home screen shortcut icons is "My Tips". Here displays all the members received tips, sent tips, and monthly batch. Tap on which tips option you wish to see to bring up the page. The "Monthly Batch" is mostly used by members whose industry has security policies in place that need to keep individual transactions private and secure. A batch report allows them to record a total value of all tips received for the month keeping the individual amounts private.

Each tip received displays showing whom it was from, who to contact and the tip details. The icons on the right-hand side are shortcuts to call directly from your cell phone. Also, if your cell is set up to a printer, you can print the tip through WIFI.

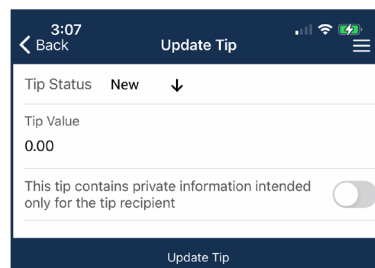
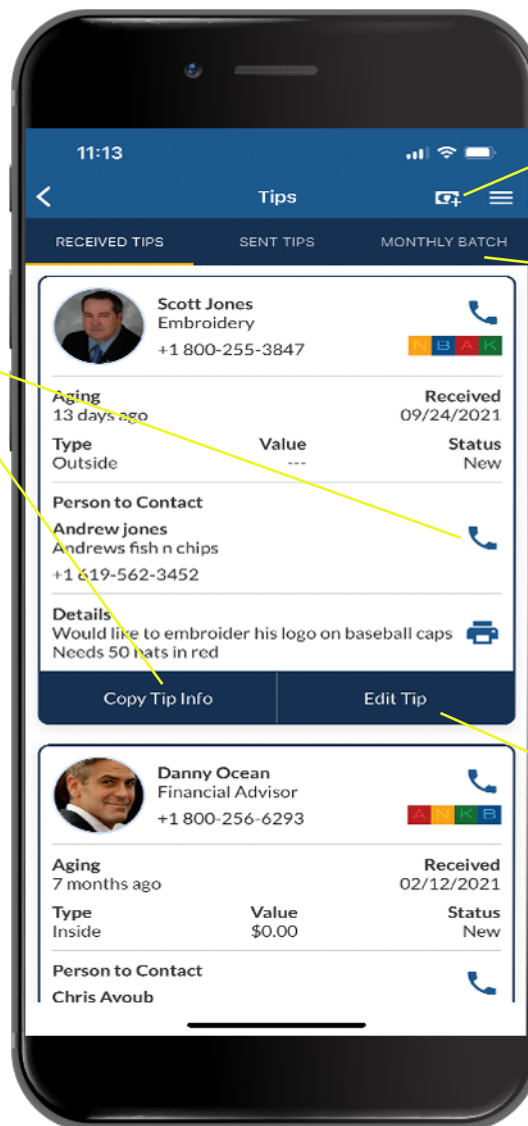
"Copy Tip Info" allows you to copy the contact info and details of the tip to your cell phone clipboard, which can be pasted into a text message or notes app on your cell phone.

A globe icon on a tip indicates the tip received was sent from a chapter member's Extended Network who needs your services. The chapter member's name is indicated to the right of the globe icon in case you need to contact them with questions.

The small icon next to the Extended Menu icon is a shortcut to "Send A Tip". Tap on the icon to bring up a tip form to send a tip.

"Monthly Batch" tap the icon next to the Extended Menu icon to "Add Tip Batch". Select a date, add a value of the total amount of tips being combined and type a note. Tap "Create Tip Batch" to add the new monthly batch to the chapter's tip report.

"Edit Tip" allows you to set the tip status from New, Bogus/Invalid, closed, or working. Set the tips status and then assign a tip value if the tip was closed and a successful transaction. Tap "Update Tip" and the tip status is updated and value assigned to the chapter monthly tip report. See "Update Tip" example image to the left.



Home Screen - Chapter Roster

Displays the chapter's active members starting with the board members who are highlighted in Light Blue to stand out. The page has a search field option and three Dark Blue buttons which allow members to "Email All Chapter Members", "Email All Board Members", and "Print Roster to PDF" which will work if you have your cell phone set up to a printer through WIFI. Tap a member to bring up their profile page where you can send them a tip and access all their contact information.

Tap "Print Roster to PDF" to bring up a PDF chapter roster which you can save to your cell phone images or print if your cell phone is set up to a printer through WIFI.

Search for a member by tapping in the search field to bring up the keyboard, then type in the member's name or business name.

Chapter member's roster listing will display a photo if they've added one to their LeTip Wired profile, category, company, address, and phone.

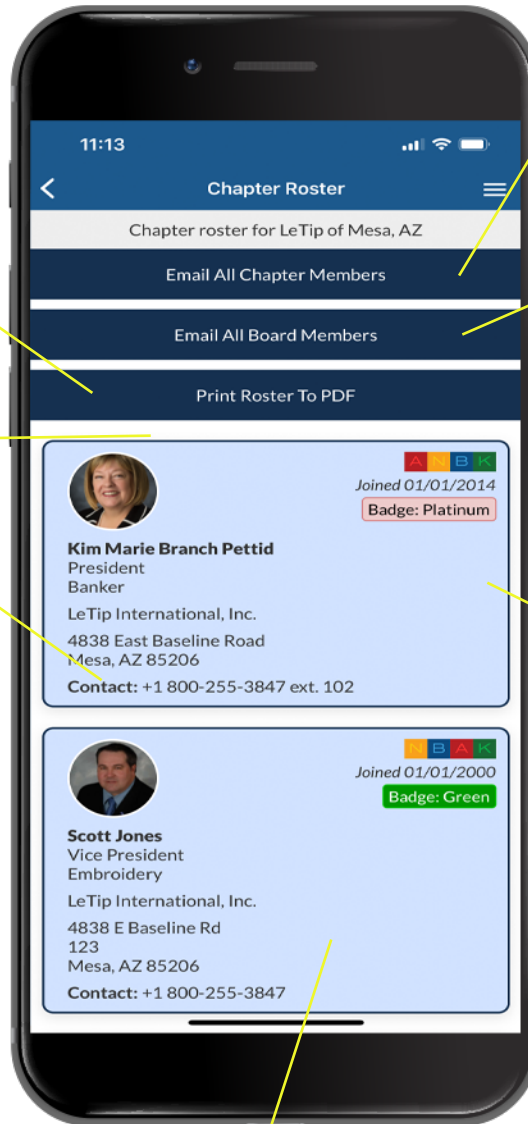
Board members will display their board position and be highlighted in Light Blue. Chapter members show with White backgrounds.

Tap "Email All Chapter Members" to send an email to your chapter through your email on your cell phone.

Touch or tap "Email All Board Members" to send an email to your board through your email on your cell phone.

Each member on the roster will display their B.A.N.K code if they've taken the questionnaire, their join date and badge color.

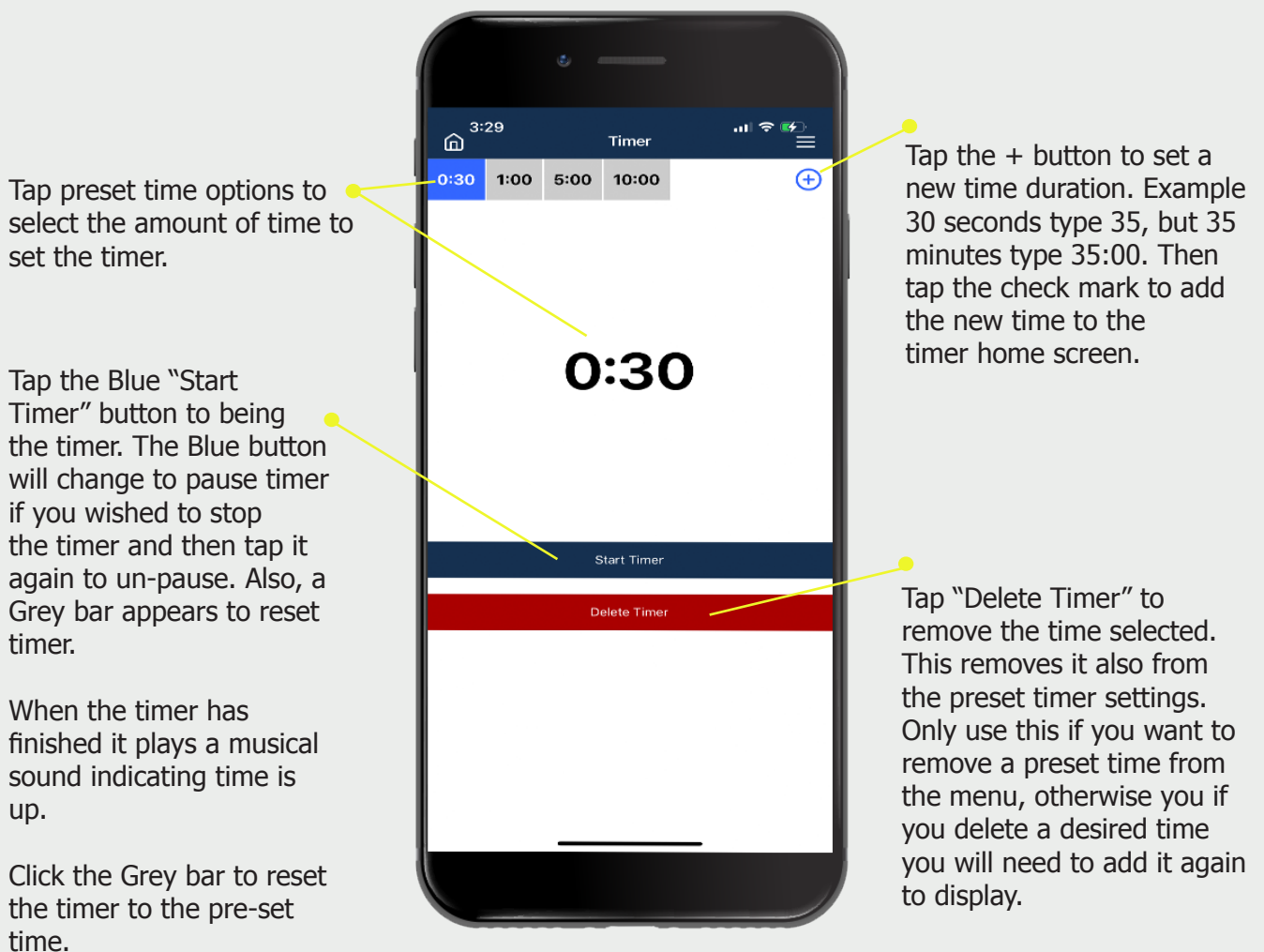
Touch and drag the screen up or down to view all the members in the chapter. When you find the member, tap on them to bring up their entire profile page.



Expanded Menu - Timer

The LeTip "Timer" is a new feature and will provide the chapter's Sgt-At-Arms the ability to time the chapter's 30-second commercials and speakers to ensure the meeting stays on track and time. Our timer feature is very easy to use, simply select the desired time, then just tap the Blue start button to begin the timer.

The timer can be used for many chapter items. Here are a few examples of how the timer could be used: Time until the meeting starts, 30-second commercials, Speaker's presentation, Chapter Roundtables and any other idea a chapter can come up for that requires monitoring time.



When a member's 30-seconds is up or the speaker's time expired, the Sgt-At-Arms can ring the chapter call bell to notify the member their time is up or if their cell phone Volume is turned up high the sound will be heard. They still may want to ring a call bell for larger rooms and chapters so everyone can hear the time is up.

Expanded Menu - My Account (Tips)

The second of the home screen shortcut icons is "My Tips". Here displays all the members received tips, sent tips, and monthly batch. Tap on which tips option you wish to see to bring up the page. The "Monthly Batch" is mostly used by members whose industry has security policies in place that need to keep individual transactions private and secure. A batch report allows them to record a total value of all tips received for the month keeping the individual amounts private.

Each tip received displays showing whom it was from, who to contact and the tip details. The icons on the right-hand side are shortcuts to call directly from your cell phone. Also, if your cell is set up to a printer, you can print the tip through WIFI.

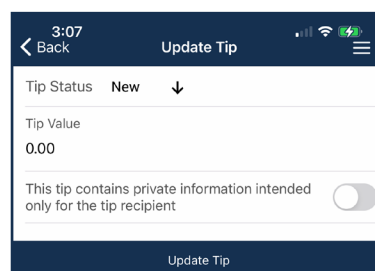
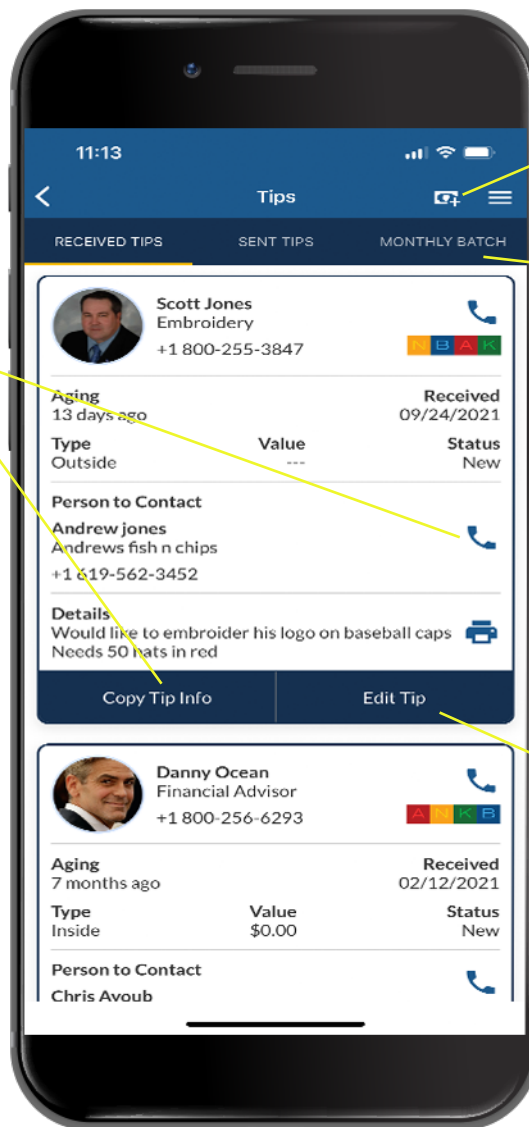
"Copy Tip Info" allows you to copy the contact info and details of the tip to your cell phone clipboard, which can be pasted into a text message or notes app on your cell phone.

A globe icon on a tip indicates the tip received was sent from a chapter member's Extended Network who needs your services. The chapter member's name is indicated to the right of the globe icon in case you need to contact them with questions.

The small icon next to the Extended Menu icon is a shortcut to "Send A Tip". Tap on the icon to bring up a tip form to send a tip.

"Monthly Batch" tap the icon next to the Extended Menu icon to "Add Tip Batch". Select a date, add a value of the total amount of tips being combined and type a note. Tap "Create Tip Batch" to add the new monthly batch to the chapter's tip report.

"Edit Tip" allows you to set the tip status from New, Bogus/Invalid, closed, or working. Set the tips status and then assign a tip value if the tip was closed and a successful transaction. Tap "Update Tip" and the tip status is updated and value assigned to the chapter monthly tip report. See "Update Tip" example image to the left.



Expanded Menu - My Account (My Profile)

"My Profile" is your online LeTip Wired profile page. In the mobile app or online you have the ability to edit your contact information, include a business photo, video, and bio. The more your profile provides about you, the better chance to receive more outside tips from LeTip members.

My Profile

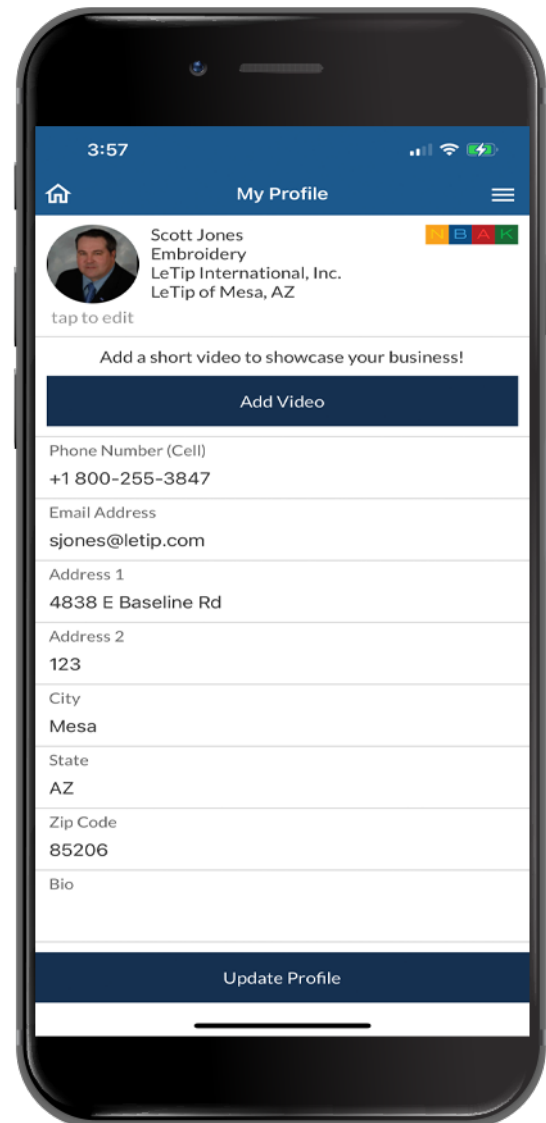
Your profile contact information is based on what was provided when you initially joined and submitted your membership application.

To edit a contact information field, tap the field and your mobile phone text pad will come up. Update the contact information and once done, tap the Blue "Update Profile" button.

A good way for members to learn more about you and get to know you quicker is to have a complete LeTip Wired profile. We suggest:

- Having a business photo
- Updated contact phone, email, and address
- Add a 30-second commercial (add video)
- Write a bio about yourself, experience, etc.

Add Video - A screen appears with instructions. You must first save your video to YouTube or Vimeo and then enter the URL to your YouTube or Vimeo video in the field provided. Then you tap the Blue "Submit" button and it will include the video on your LeTip Wired profile.



Expanded Menu - My Account (Messages)

Send messages and chapter announcements using "Messages" just like LeTip Wired online. Send and receive on either LeTip Wired platform (online or mobile app). Board members are able to send out group notifications which is helpful if there is important chapter information to share.

Send New

Create a new message by tapping on "+" in the top right-hand corner of the screen. The "Send Message" screen will come. Find the member by tapping on Blue circle+ icon and find the member you wish to send a message. Once you find the member tap on their name to add them to new message. You can add additional members by repeating the process. Next type your message and then tap the Blue "Send Message" button.

Messages

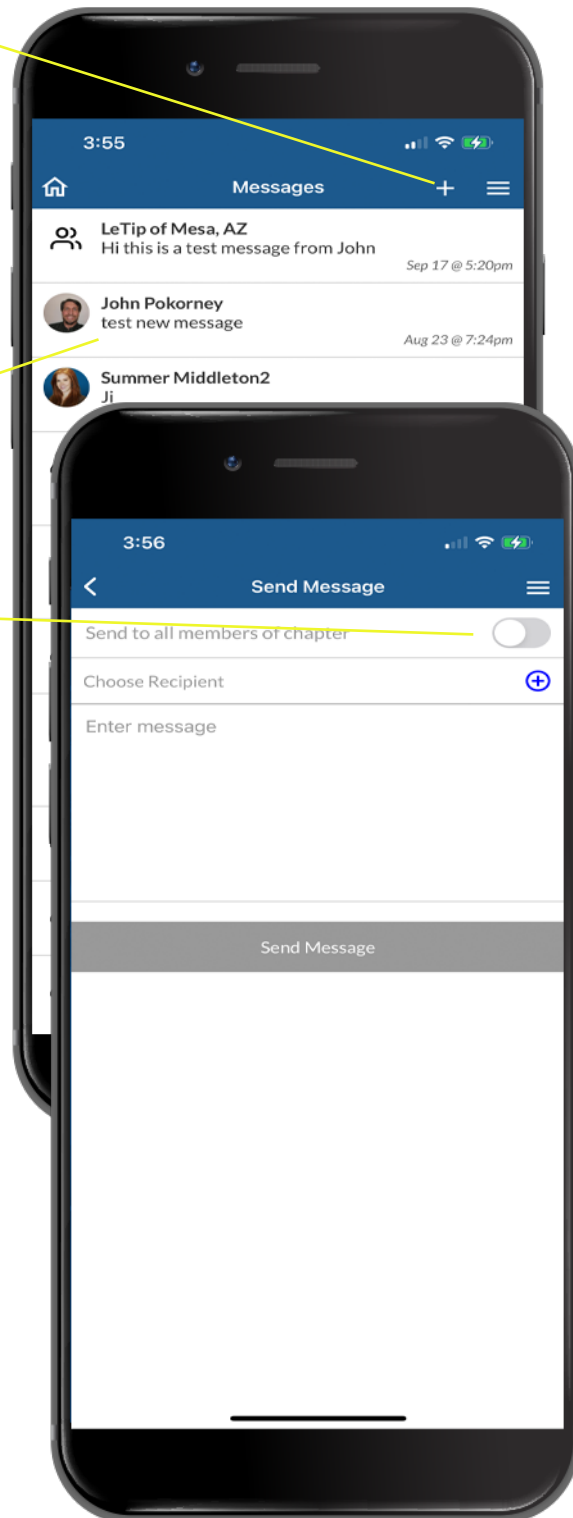
Lists all the received messages sent to you by the most recent date and time. Tap on a message to view the full details and reply.

Board members

will see the "Send to all members of chapter" option. If they turn on the option, the message will be sent to the entire chapter and another button to turn on or off will display asking if they wish to allow replies.

Type in the message to the chapter and tap the Blue "Send Message" button and the chapter's message is sent.

Currently messages cannot be deleted and stay in LeTip Wired. Only you and the member a message is sent to can see the message but remember in chapter notifications everyone does so keep your replies professional.



Expanded Menu - My Account (Extended Network)

The LeTip Extended Network is a way for LeTip members to generate more outside tips. Members can now share their chapter roster with their employees, coworkers, friends, and family which allows their extended network invites the ability to tip the services in the chapter. The LeTip member receives the credit for the tip sent by a contact from their extended network. The following steps show how to invite people to your Extended Network using the LeTip Wired mobile app.

Step 1: Extended Network Screen

The dashboard has two options which will cover later, but first, let's start by inviting contacts to your Extended Network. Tap "+" in the top right-hand corner of the screen next to the expandable menu icon.

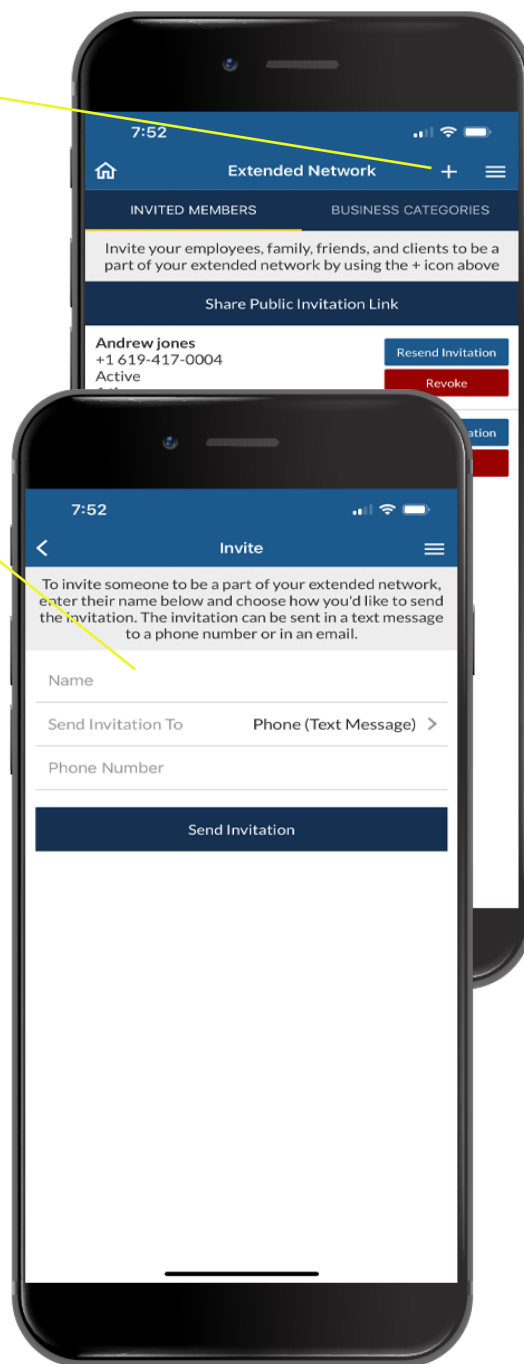
Step 2: Invite Screen

The "Invite" screen has three required fields to fill in to send an invitation.

Type the name of the person you wish to add to your network, then select how you would like to send their invitation, by phone (text message) or email address. Next, type in their cell phone number or email address based on what option was selected to send the invitation.

Now simply click the Blue "Send Invitation" button, and the person you invited to your Extended Network is sent a personal invitation from you by text or email. The Extended Network contact receives an invitation depending on the send invitation method you selected, and they are added to your "Invited Members" home screen.

Now that you've invited contacts to your network, let's cover managing your Extended Network home page on the next page.



Extended Network - Invited Members

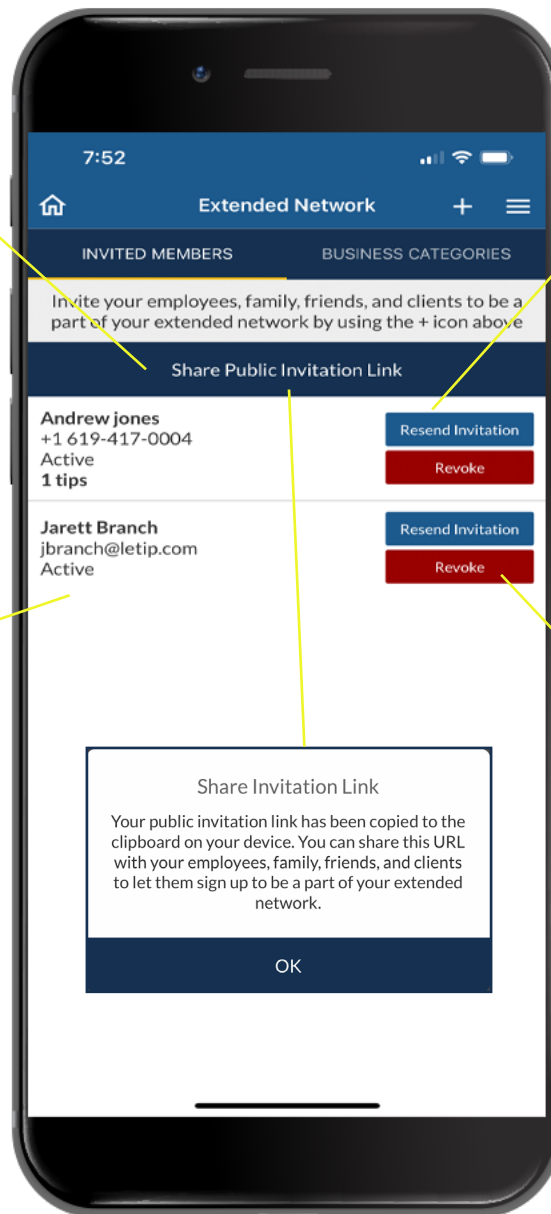
The Extended Network home screen defaults to Invited Members, and on the previous page we covered how to invite a contact to your Extended Network. Now let's explain the Invited Members screen and how you will use it to manage your Extended Network.

Share Public Invitation Link

To invite multiple people at once rather than inviting one at a time. Tap the Blue "Share Public Invitation Link" to copy the invite link, which then can be pasted into an email or group text message inviting as many people as you wish at one time.

Invited Members

A list of all your invited contacts is displayed, providing their name, cell phone number, or email, status, and the number of outside tips they have passed which you receive the tip credit for.



"Resend Invitation"

Used to resend an invite to a contact who may have no received the text or email, or you had revoked access for whatever reason and now wish to grant them access again. Tap the Blue button to resend the invitation link to your contact.

Red "Revoke"

Tap this button and the contact will no longer have access to your Extended Network chapter roster. This button is used if you no longer wish the contact to have access to your chapter roster.

On the next page, will cover managing your Business Categories.

Extended Network - Business Categories

The Business Categories section displays all the active LeTip members in your chapter. You can configure the list to determine which chapter members will be visible to your Extended Network contacts and which members you wish them not to see.

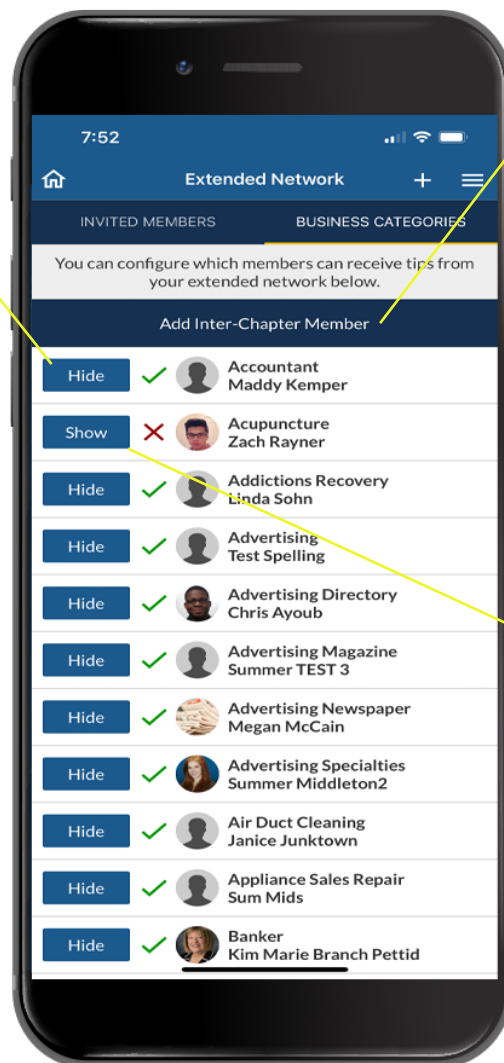
Business Categories

By default, the entire chapter displays to your Extended Network contacts unless otherwise indicated to not show a member.

Blue "Hide" button

Tap the button will hide this member from being visible to the Extended Network contacts and the Green check mark next to their photo will change to a Red X, which indicates they are hidden now and your contacts will not see this chapter member on their Extended Network roster.

Remember, only chapter members with the Green check mark next to their photo will show up on your contacts Extended Network roster for them to pass outside tips to.



Add Inter-Chapter Member

Ability to add a category to your Extended Network roster which your group does not have filled. Tap this button to select another LeTip member in an open category and they will be added for your extended contacts to view and tip. Once your chapter fills the category, they will be removed, and the new member then will show.

Blue "Show" button

Tap the button will change the Red X back to a Green check mark. The chapter member will once again be visible on the contact's Extended Network view.

The contact will now be able to send them outside tips again.

Why would I hide a Chapter Member?

Good question! Ideally, you'd want all your chapter members to display to your Extended Network contacts, however, there might be times you do not want someone to show and the "Hide", "Show" buttons give you the control to do this. Here are few brief scenarios why you might need to "Hide" a chapter member.

A chapter member may have gone on a leave of absence from the chapter, or vacation, and you want to hide them from your contacts during this period, as they may not be able to attend to your clients in a timely fashion.

For whatever reason, maybe you have a personal matter with a member and currently do not wish to do business with. You can hide the chapter member until those personal matters are resolved and then simply show them again at that time to share their contact info again.

Extended Network - Invited Contacts View

Invited Contact Message Invite (Example)

The Extended Network contact receives an invitation depending on the send invitation method you selected.

Phone (text message) will receive a text message invitation to the Extended Network with a link to your chapter's roster. Email will receive an email message invitation to the Extended Network with a link.

"Hello, (Contact Name), you have been invited by (Your Name) to access a trusted resource list. The following link will give you direct access to my personal and trusted business resources. Should you need their services, this is your personal introduction and ability to connect with them."

Contacts in your Extended Network can see each chapter member's profile which is synced to LeTip Wired and the more a member has shared on their Wired profile, the more that will appear on the contact's side. Your contacts have a "Contact Me" button to send an outside referral when they need their services or know someone who does. You receive the credit for their outside tip passed.

80% of the chapter tips passed should be Outside Tips!

This generates more outside business and starts the chain reaction for additional outside tips when they tell their friends, who tell their friends, who tell their friends, about your chapter's services and LeTip!

When your Extended Network contact taps on the invitation link in the text or clicks on the email they receive, it will display your chapter roster as pictured to the right.

The contact can see the category name rather than the member's name since they do not know the chapter member. They will be searching for services rather than the member's, which is why the category is displayed.

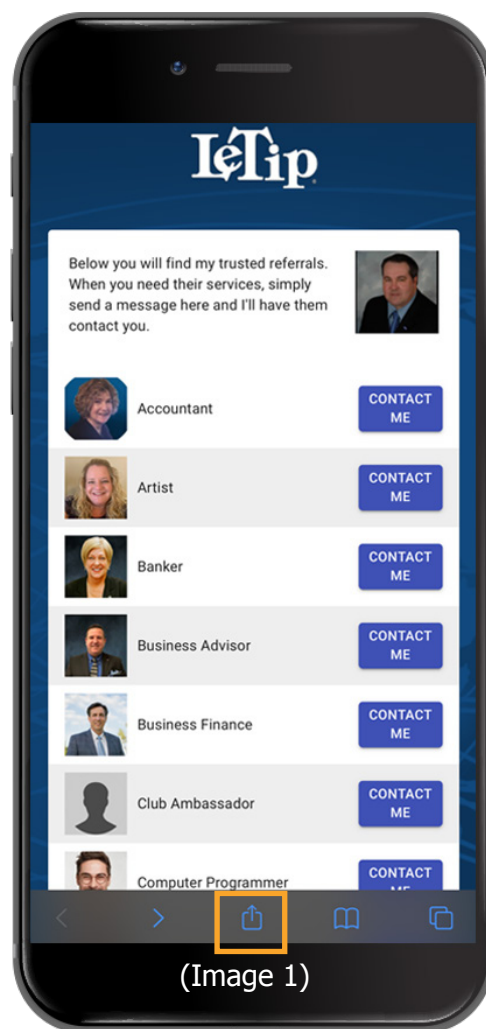
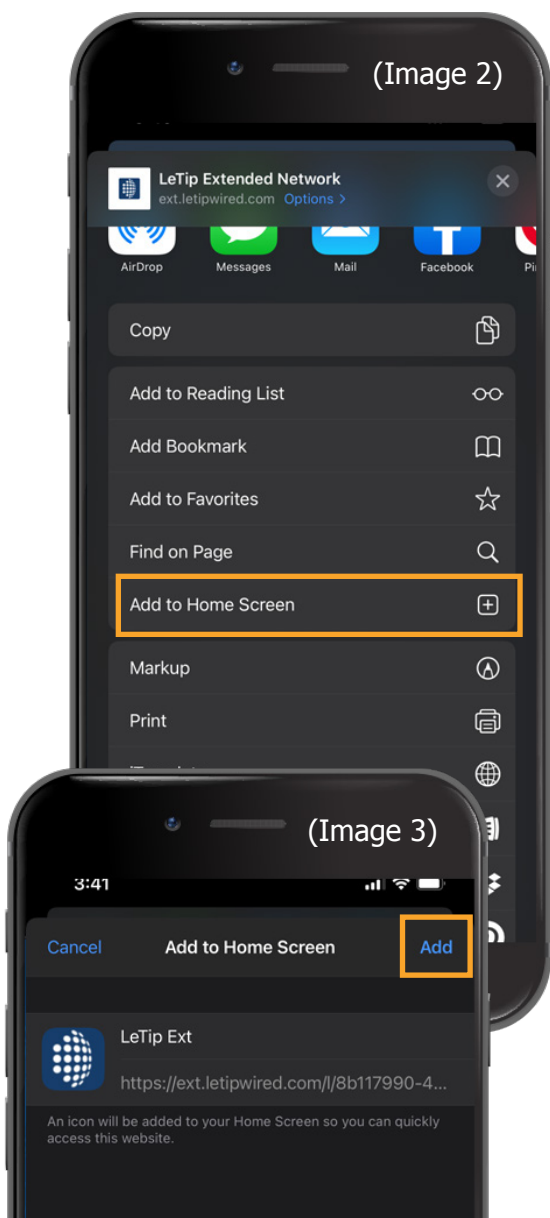
Only the members you have indicated "Hide" will not display, otherwise, every member from your roster is visible for the contacts to view. Contacts in your Extended Network can view the member's profile by tapping a category or the Blue "Contact Me" button. To send them a tip, on the member's profile, they simply tap the Blue "Contact Me" button to bring up the outside tip form which will be covered on page 16.



How your invited contact can save the Extended Network roster to their mobile.

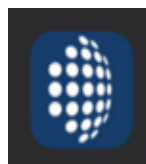
Apple Phone Users

Once the contact has clicked on the invite link to open your "Trusted Resources", they can save the Extended Network roster to their mobile phone by tapping the square upward arrow icon at the bottom of their screen (image 1). This will bring up their mobile options seen below on image 2. Tap "Add to Home Screen", then when the next screen comes up with LeTip Ext app, tap the "Add" link in the top right-hand corner to save the Extended Network roster to their cell phone (image 3). An icon of the LeTip Extended Network app will now be displayed on their cell phone along with their other saved apps.



Android Phone Users

No image shown in this guide, however, it is even easier to save the Extended Network roster to their Android mobile. When they click to open the invite link in the text message received, it will bring up the chapter roster page (image 1 above) and on the Android the first time they open the app it will display a box on their screen asking them if they would like to save it to their homepage. They simply click "Yes" and the screen will and the following page click save and the icon for the Extended Network app will now display on their home page along with their other saved apps.



LeTip Extended Network

Icon image that will appear on the contact's home screen once they save the Extended Network roster.

Chapter Member's Profile View

The LeTip chapter member's profile will provide their name, company, category, profile video, and bio from their LeTip Wired profile, if the member has uploaded a video and provided a bio on their LeTip Wired profile page. If they have not, it will just display their name, company, and category. The image to the right shows a profile with a video and bio on the member's LeTip Wired profile.

The invited contact can send them an outside tip by tapping the Blue "Contact Me" button to bring up the outside tip form pictured below.

Please reach out to me



Scott Jones
Pub/Tavern

☒ I'm searching for a solution provider, not just information.

Person To Contact Name *

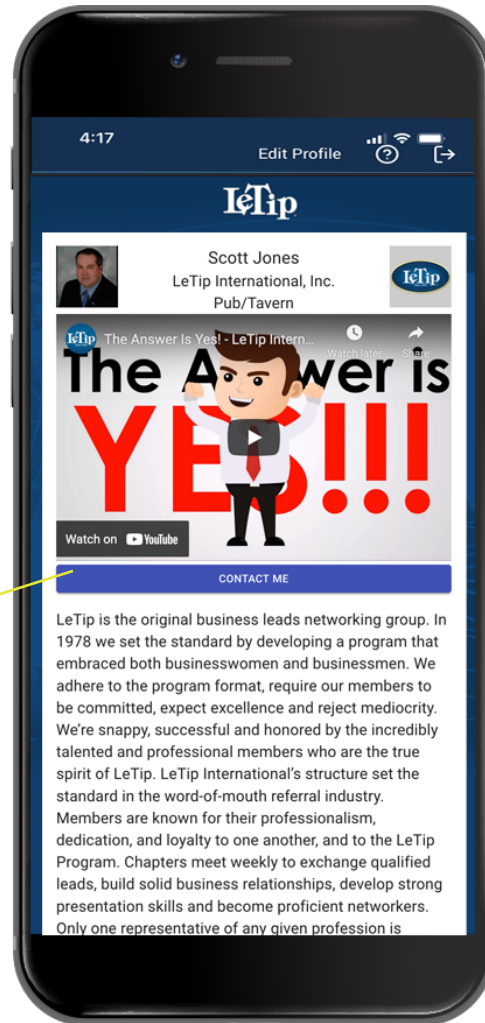
Company Name

Phone Number *

Email Address

Details *

CANCEL SUBMIT



Extended Network Outside Tip Form

The tip form on the Extended Network tool is similar to the LeTip Wired mobile application tip form. They simply fill in the fields and click the Blue "Submit" button to send. On the next page we cover the (Extended Network Sent Tip Example), your invited contacts are new to understanding LeTip and what a valid tip is. You should walk them through the Extended Network, educate them on what is a valid tip, and show them how to send a tip. This will eliminate and cut down the number of bogus tips being sent by someone in your network.

Keep an eye on the Extended Network tips being sent so you can insure they are sending valid leads to the members in your chapter. The better job you do of educating your Extended Network, the more quality outside tips will be sent.

Every time an outside tip is sent to a member of your chapter, you receive the tip credit for their outside tip passed. It's that simple, the more your contacts tip, the more tip credits you receive. You'll be winning the monthly Top Tipper in no time!

View Outside Tips Sent by Your Extended Network

As you build your Extended Network, you should view the tips they send to chapter members to review what types of tips they are passing and to review the details in case you need to explain to them the difference between a qualified tip and a bogus tip. The tips they pass through the Extended Network go through your "Sent Tips" in LeTip Wired and you receive the credit for their outside tips passed. To view the outside tips from your Extended Network, select the Expanded Menu and tap on "Tips", then tap "Sent Tips" to see all the tips your account has passed.

Extended Network Sent Tips (Example)

The outside tips passed by contacts from your Extended Network will display the little globe icon and be highlighted in Yellow as see in the bottom right-handed image. You will be able to view them in your "Sent Tips" and the receiving member will see it in their "Received Tips".

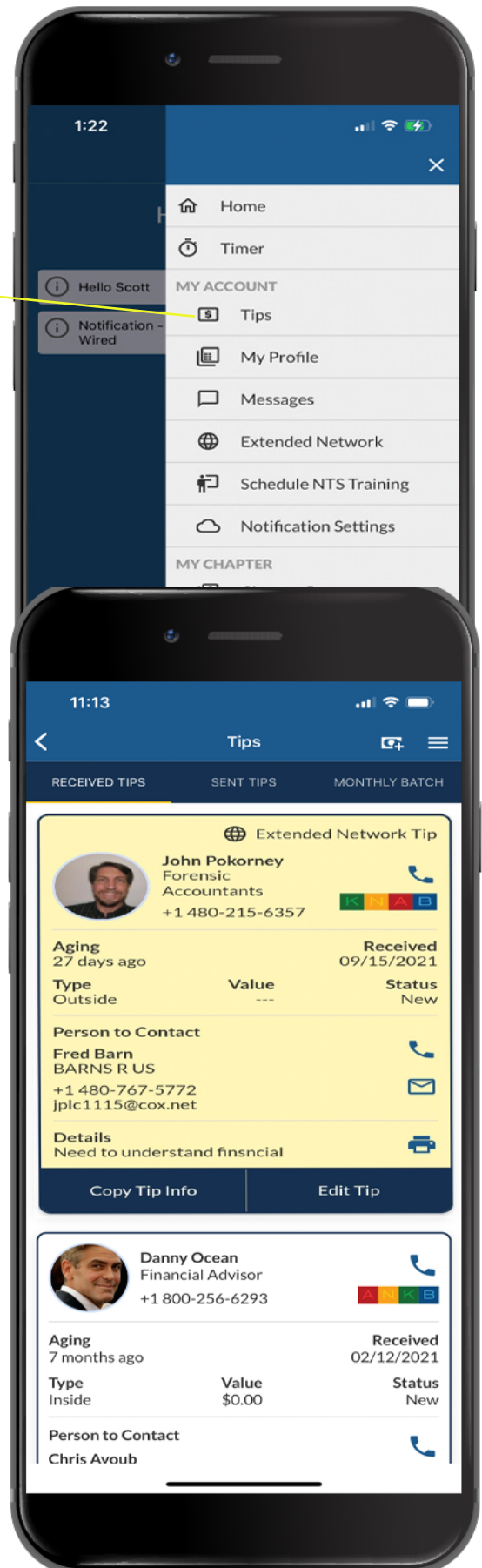
The Extended Network is a wonderful and powerful tool with an opportunity to maximize outside tipping. However, if not utilized properly the Extended Network can be worrisome. Therefore, it is important to set and manage expectations for your friends, family, and coworkers, as well as your fellow chapter members. As a LeTip member, you know the definition of a Tip. Your friends, family and coworkers do not and that's ok, so long as you take a moment to explain what they've been given access to. This will protect us all from bogus tips. A quick introduction such as:

Hi Scott,

I am going to give you access to directly contact my trusted professionals. Please understand that this isn't window shopping. If you contact them through my link, they know that I expect them to call you within 24 hours for a specific service or product. If you're not ready for them to contact you, I can chat about it before you reach out to anyone on this link.

Thanks!
Summer

We suggest keeping an eye on tips sent from your Extended Network, so you can verify they are valid leads for your chapter members. You can still manage the relationship and see if you need to speak your contact (who sent the Extended Network tip) to complete the tip.



Expanded Menu - My Account (NTS Training)

The Network Training Seminar (NTS) is required per the LeTip bylaws and membership application that every member will attend the class within 60-days of joining LeTip. Now you can register to take the NTS class from the mobile app.

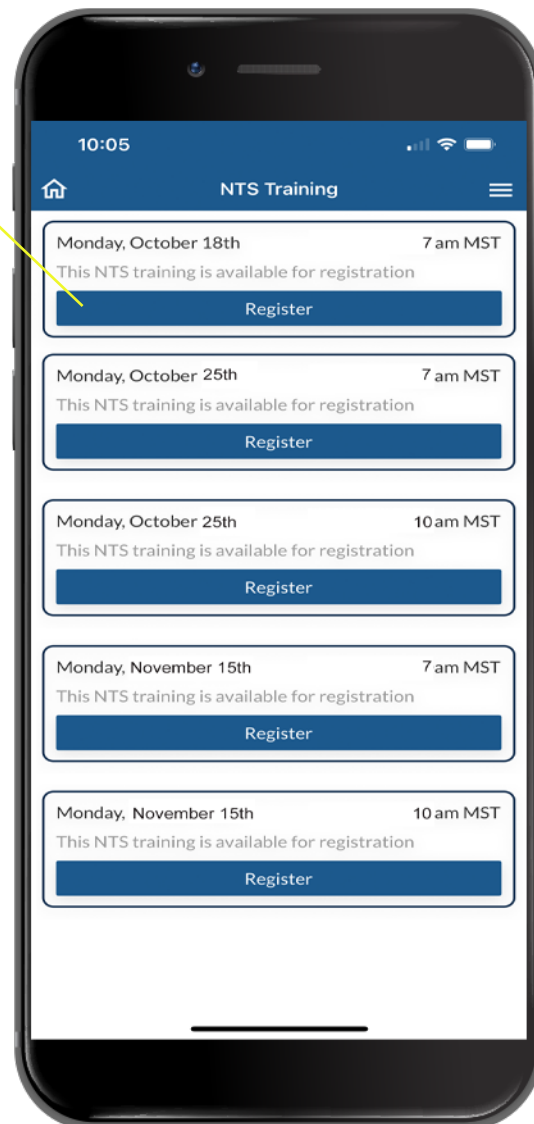
Register For NTS Training

The Network Training Seminar (NTS) dates and time are displayed with the various class options to select from. Simply find a date and time that works for you and then tap the Blue "Register" button to register for the class.

An email is automatically sent to you with the class date, time, zoom class link, and NTS PDF workbook. As the date of the class gets closer, LeTip Wired will send out email reminders as well.

Members can also register online using the internet at www.LeTipWired.com. Members who have not completed the NTS class will have a Blue button on their home dashboard screen which can be selected to register. Members can register to take the class also online by selecting "My Profiles" from the menu options and then selecting "Network Information". There on the right-hand side a Blue button "View Upcoming NTS Events" is available to select to see the NTS dates and register.

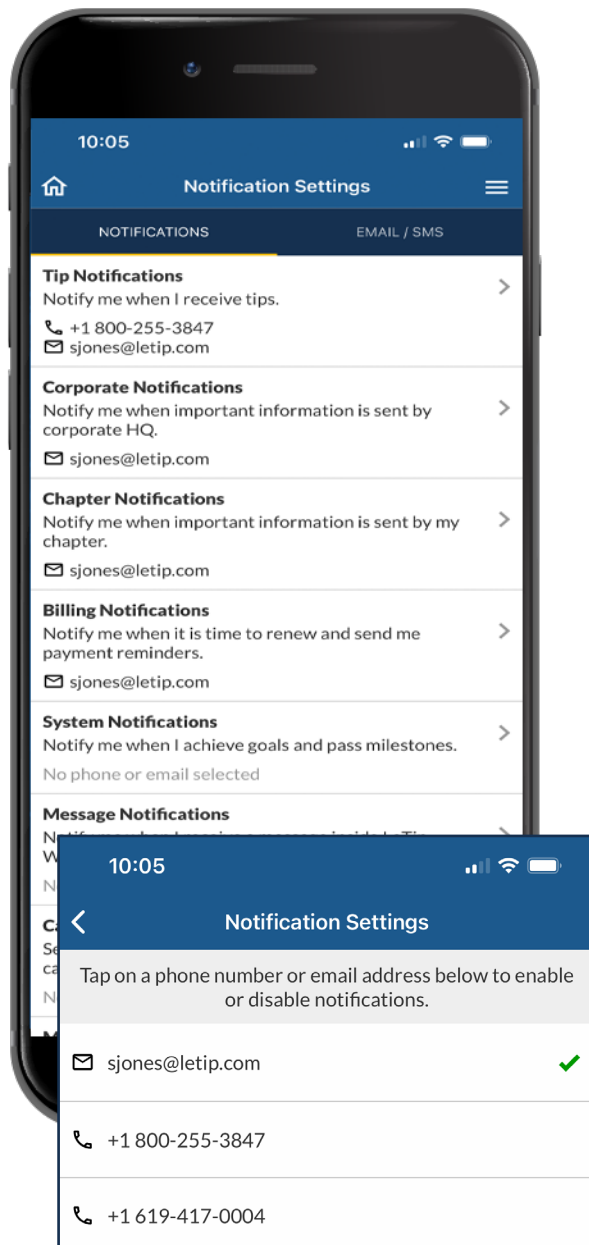
The process is the same, but now with it on the mobile application it is even easier.



NTS training is not only required per the LeTip bylaws, but the class will quickly help a new member get up to speed in LeTip. The class covers 30-second commercials and how to educate their chapter members. We cover the weekly program Showboater, Greeter, Speakers, and Lucky Devil recipient and the tools they will need when showboating and speaking to be successful. The class covers a wide range of LeTip items which are valuable networking tools and if the member utilizes their training, they will do well in LeTip and become a better networker. The class is Free, and part of the enrollment fee and every member is welcome to attend the class as often as they wish to brush up on their LeTip skills.

Expanded Menu - My Account (Notification Settings)

This is where the member sets how they wish to receive all their notifications from LeTip and their chapter. They can set to receive a notification by email or text message based on how the notification is set. Remember if you change your email or phone, to update your LeTip Wired settings so you don't miss a tip or vital information about your chapter and LeTip.



Notification Settings

The types of notifications a member can receive are listed displaying how they currently are set to receive the message by either text message or email. To change the setting, tap the notification type to bring up the "Notification Settings" pictured below. Tap on a phone number or email address to enable or disable notifications.

Email/SMS

To add a cell phone number or email tap on the + icon that displays at the top of the screen once you select "Email/SMS". Select the type you want to add and then type in the cell phone number or email address and tap the Blue "Submit" button to add your new cell phone number or email to your settings.

Billing Notifications

If your company would like the annual membership invoice to go directly to the accounting department, tap the Email/SMS and + icon as mentioned above to add their email address. Once added then come back to the notifications list and tap on "Billing Notifications" and tap on their email address to add them to the notifications. They will (once a year) receive the annual membership renewal invoice 30-days prior to the anniversary month.

Expanded Menu - My Chapter (Chapter Roster)

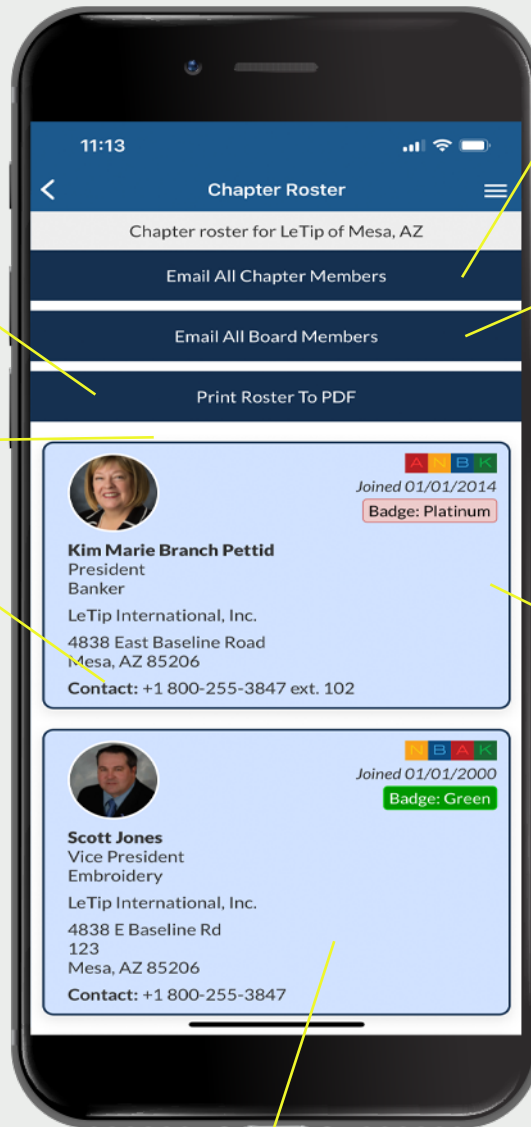
The Chapter Roster menu option is the same as page 6 which covered the Chapter Roster on the home screen. The details on this page are the same. Displays the chapter's active members starting with the board members who are highlighted in Light Blue to stand out. The page has a search field option and three Dark Blue buttons which allow members to "Email All Chapter Members", "Email All Board Members", and "Print Roster to PDF" which will work if you have your cell phone set up to a printer through WIFI. Tap a member to bring up their profile page where you can send them a tip and access all their contact information.

Tap "Print Roster to PDF" to bring up a PDF chapter roster which you can save to your cell phone images or print if your cell phone is set up to a printer through WIFI.

Search for a member by tapping in the search field to bring up the keyboard, then type in the member's name or business name.

Chapter member's roster listing will display a photo if they've added one to their LeTip Wired profile, category, company, address, and phone.

Board members will display their board position and be highlighted in Light Blue. Chapter members show with White backgrounds.



Tap "Email All Chapter Members" to send an email to your chapter through your email on your cell phone.

Touch or tap "Email All Board Members" to send an email to your board through your email on your cell phone.

Each member on the roster will display their B.A.N.K code if they've taken the questionnaire, their join date and badge color.

Touch and drag the screen up or down to view all the members in the chapter. When you find the member, tap on them to bring up their entire profile page.

Expanded Menu - My Chapter (Chapter Tips)

Shows all the Chapter Tips and Escrow Tips the chapter has passed. View the tips the chapter is passing to see if there might be possible business for you and if so, ask the member who received the tip if will make an introduction for you after they first speak to the person who needs their service.

Chapter Tips

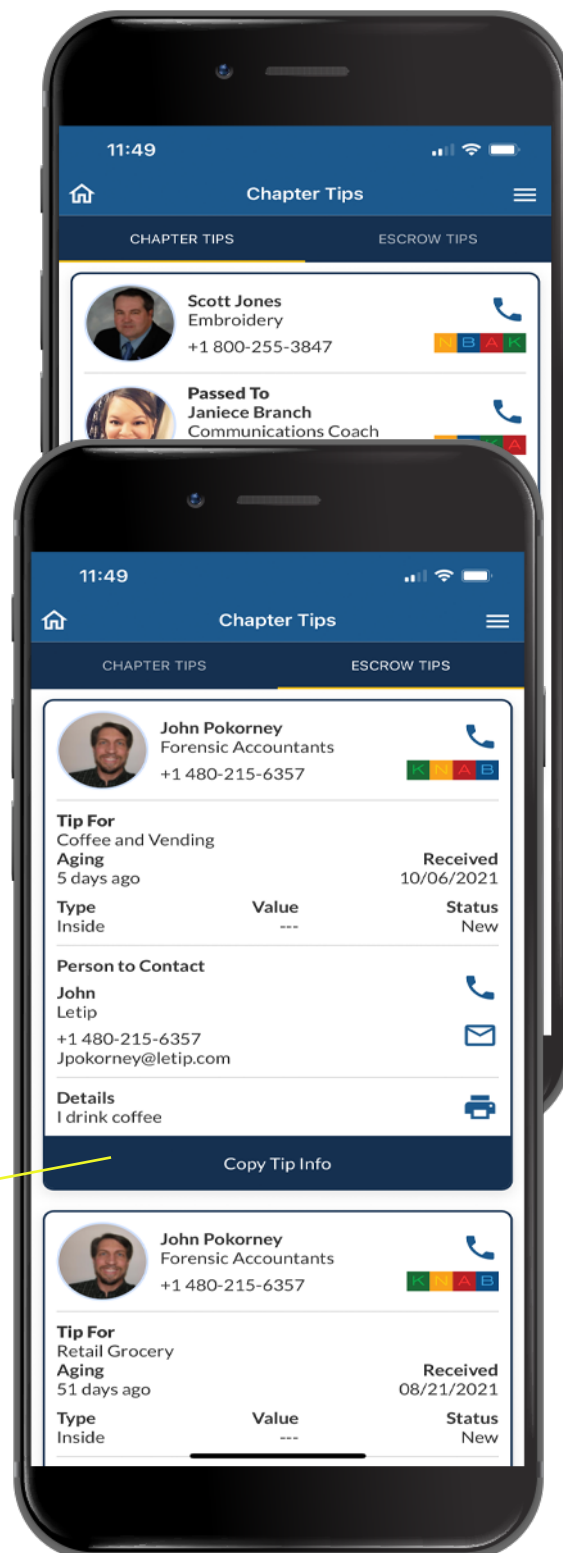
If the chapter meets virtually, the ability to view all the tips members are passing virtually is vital. Chapters meeting in person are able to pass tips around the room which each member can read, however, as a virtual chapter they cannot be passed. Scrolling through the chapter tips weekly allows the all the members to see the business being passed and if there are possibly opportunities for them as well after the first member the tip was for contacts their customer. Extended Network tips will display in Yellow and show a small globe icon. This indicates the tip passed was from a chapter member's Extended Network.

Escrow Tips

In person meetings, Escrow tips are never passed around the room or given to a guest. An Escrow tip is an "Inside" tip from a member who needs a category the chapter currently does not have filled. The TipMaster weekly checks with the member who passed the Escrow tip to verify it is still valid and they are held until the chapter has a guest in the category. The TipMaster then would let the chapter and guests know they have tips waiting for the open category and once someone joins under the category, the tips are then passed onto to new member.

Copy Tip Info

Allows you to copy the tips details to paste in an email or text message to send someone.



Expanded Menu - My Chapter (Calendar)

Calendar shows all the chapter's meetings, LeTip zoom meetings such as Lunch Bunch, Wired Power Hour, Happy Hour, NTS trainings, seminars, and chapter business mixers as scheduled.

Calendar

The top bar displays the current month's weekly dates. The current day is highlighted, select another day by tapping the date. The scheduled meetings and events for the day are listed by time order and color coordinated based on what type of meeting or event it is. To view the meeting or event details, simply tap on the colored bar to bring up the full details pertaining to the chapter meeting, training, webinar, etc.

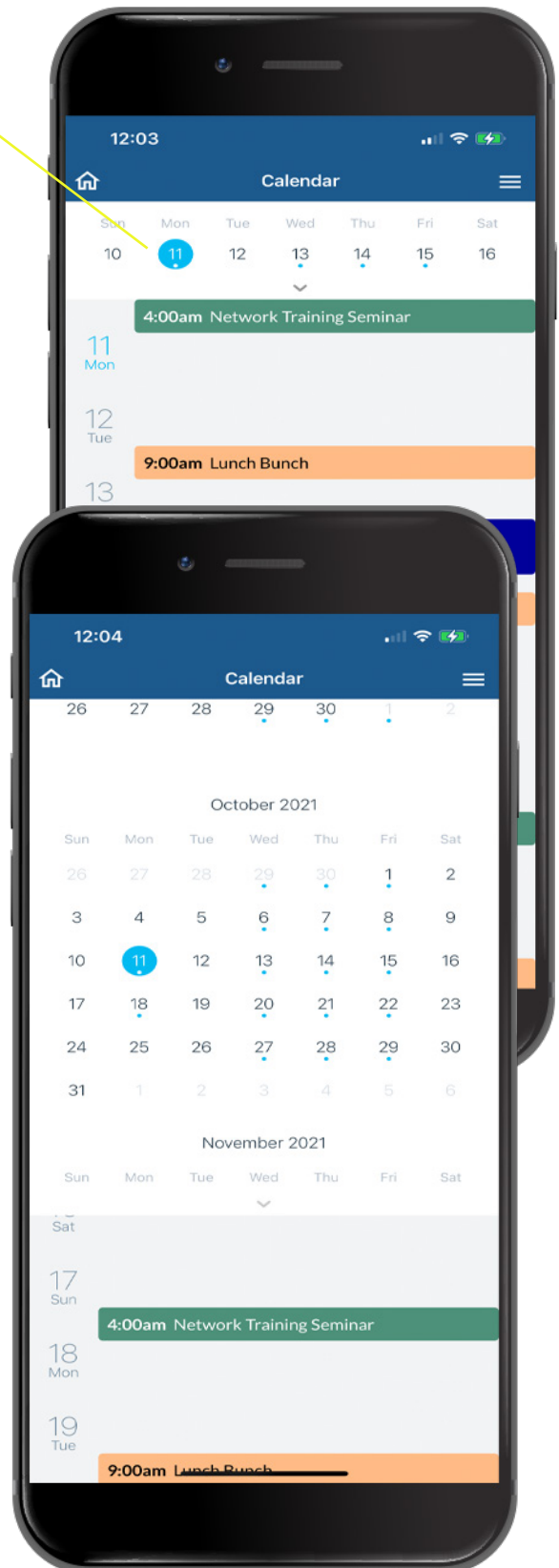
The Calendar also has an expanded monthly view as seen in the bottom right image. The "v" symbol just under the weekly dates displayed at the top will expose the full yearly calendar to select future dates to view.

To access the full monthly calendar, tap and hold your finger on the "v" and drag it down to open. If you remove your finger the monthly calendar will close, hold it down and drag to the bottom of your cell phone screen to open. To close then select a date and the screen will revert back to the calendar for that day displaying all the meetings and events happening.

Adds/Updates

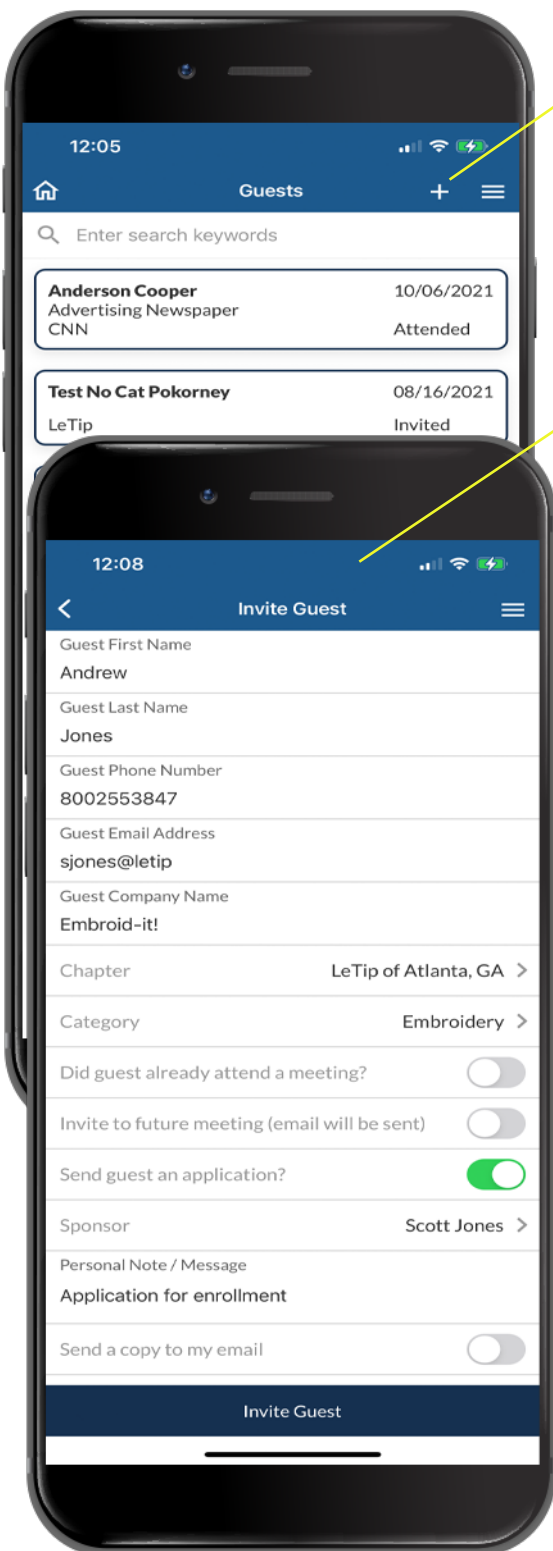
The chapter board has the ability to add Business Mixers and events to the calendar, though currently this feature can only be done by the board online at www.letipwired.com.

Updating chapter meeting information or canceling an event can be done online at www.letipwired.com as well. If the chapter needs any assistance in updating or changing chapter meeting information, please contact LeTip International at 800-255-3847.



Expanded Menu - My Chapter (Guests)

Inviting guests to a meeting and sending them the enrollment application is easy to do using "Guests" in the LeTip Wired mobile app. Every guest you create and send an application to, ties them to you as their sponsor if they end up joining. You'll be reaching the next badge color in no time and every six people you recruit now earns you a FREE annual renewal automatically. Here's how easy it is to add a guest and send them the application. The "Guests" screen displays all the guests you have invited.



Guests

Once you select "Guests" from the expanded menu, first start by tapping the "+" icon in the top right-hand corner. The screen will change to the "Invite Guest" screen like the below image.

Invite Guest

To create your guest, tap on the fields to type in the information. Fill in the guest's first name, last name, phone, email, and company name if known. Select the chapter they are being invited to and the guest's category. Next optional questions...

Did the guest already attend a meeting?

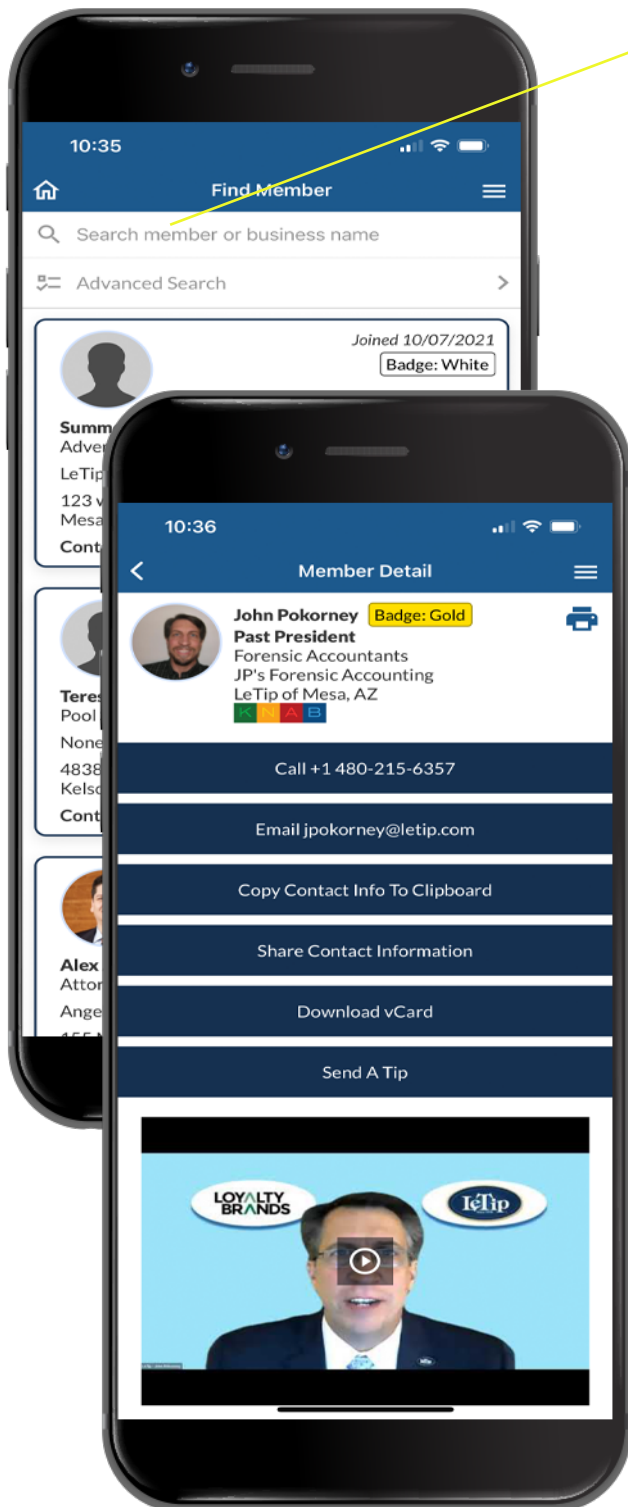
If you move the circle to on, another field will appear to choose which meeting date they attended.

Invite to future meeting? Gives the ability to select a meeting date to invite them to. They will receive an email invite and also the option to assign a phone and text confirmation. Select two members from your chapter to reach out to the guest to follow up on the chapter invite.

Send guest an application? If turned on, sends the guest a LeTip Wired membership application email once you tap the Blue "Invite Guest" button to create the guest. The guest's name will appear on the list of guests as well as they will appear on the chapter's applications as pending until they return the application which change the status to Submitted.

Expanded Menu - LeTip Network Search (Members)

The find a member screen lists every active member in LeTip. Each member's profile box provides their contact information, join date, badge color, and BANK code if they have taken the assessment. Search field and advanced search filters makes finding a member faster.



If you know the member's name you are looking for, tap search and start typing their name in the search field. It will bring up the results based on the name. The "Advanced Search" filters give the ability to search for a member by the following:

- Chapter
- Category
- State/Province
- City
- Zip Code

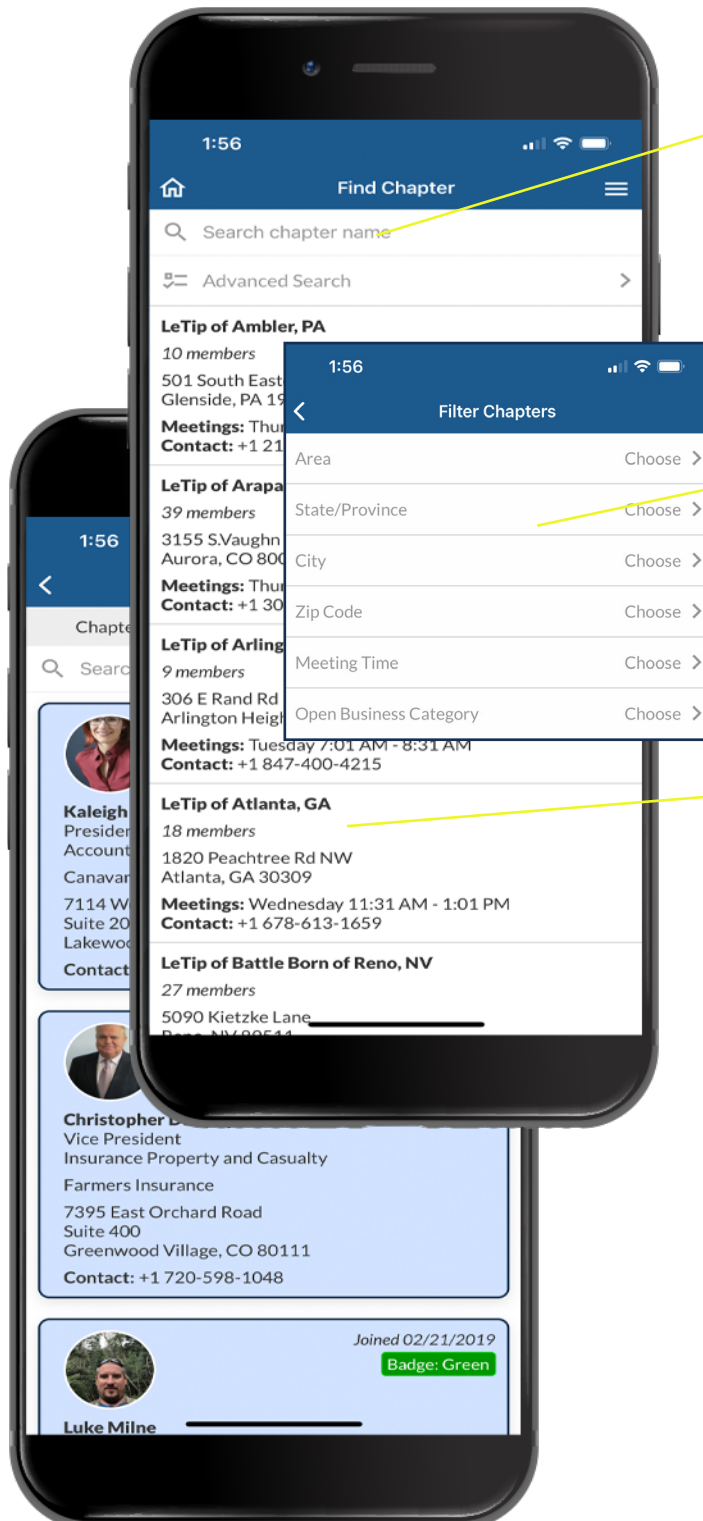
Depending on which search filter you choose, you can start typing the keyword in the search field to narrow the results. When you find what you need, tap the "<" in the top left of the screen to go back to the "Find Member" screen and the search results will appear based on the search criteria set.

Note: when using City or Zip the results will only display members with that exact city or zip code address on their LeTip Wired profile. To view more results, use less filters.

Once you find the member in the results, tap on their profile to bring up their "Member Detail" page. Now all their contact information is displayed, if their LeTip Wired profile has a video and bio, they will appear also. Tapping on one of the Blue bars will directly take you to the link. To return to the "Find Member" screen, simply tap the "<" icon again or use the expanded menu icon in the right-hand side of the screen to return to the menu options if finished.

Expanded Menu - LeTip Network Search (Chapters)

The find a chapter page displays alphabetically all the active LeTip chapters. This feature is handy when you have a tip for a category your group does not have filled. Search other chapters to view their roster to tip or find open categories to send a guest to visit if the category is filled in your chapter.



Find Chapter

Tap the search field to search by the chapter's name. Use the "Advanced Search" if you are not sure of the chapter's name or to find chapters by other criteria. The "Advanced Search" has the follow search filters:

- Area
- State/Province
- City
- Zip Code
- Meeting Time
- Open Business Category

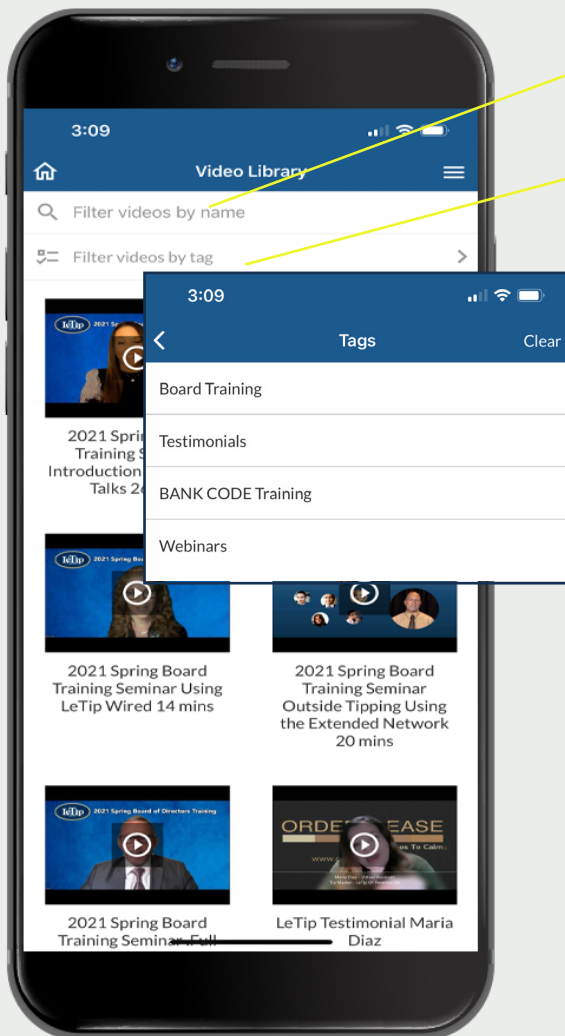
Same as the "Find Member" search, less filters will provide larger search results. Once you selected your filter, tap the "<" to display the results.

The chapter's name, number of active members, meeting location, meeting day and time, and chapter presidents contact number displays. Tap on the chapter to view the chapter's roster. The chapter's board members are listed first and highlighted in Light Blue to stand out from the chapter members White backgrounds.

Tap on a chapter member's profile to bring up their "Member Detail" page. Tap the "<" icon to return to the "Find Chapter" screen or use the expanded menu icon in the right-hand side of the screen to return to the menu options if finished.

Expanded Menu - LeTip Network Search (Video Library)

LeTip plans to expand and grow our Video library with more LeTip Wired training videos, webinars, board trainings, and feedback from our LeTip members. The Video library is still a new section to LeTip Wired so the layout still may change as it grows, and items are broken up into group classifications.



Filter video by name - if you know the name of the video, type in the field to quickly display.

Filter videos by tag - displays a directory of video topics as pictured in the image to the left. Tap on a topic (tag) to display the videos in that section. Scroll through the videos and tap the video you wish to view. Currently the video library has the following selections:

- Board Training
- Testimonials
- BANK Code Training
- Webinars

Wired training videos and much more will be added as their produced. We welcome our members feedback so please feel free to send any video suggestions to us as well as any videos you or your chapter have produced that you wish to share and LeTip Corp will review for possible use. Send your comments, suggestions, and videos to sjones@letip.com

LeTip is also open to any member's LeTip Wired submitted training videos if you wish to submit. Email LeTip your video or a link to the video and if the training video is good and the training information is correct with your permission will use them until we have more LeTip video content produced.

Extended Network - LeTip Network Search (Webstore)

www.letipwebstore.com is our official website for ordering chapter supplies and promotional products. It can be accessed through LeTip Wired online and the LeTip Wired mobile app. The mobile app menu option is a link that will take you to the online webstore. Some chapter supplies are free and only the cost of shipping is required. You do not need an account or need to log in, just check out as a guest.

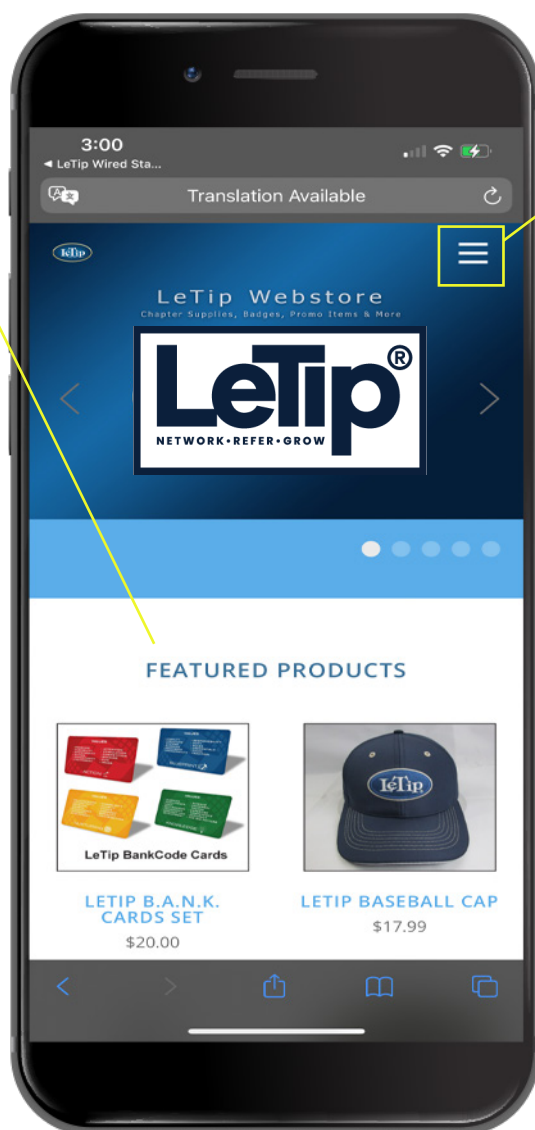
Featured Products

The home screen lists various LeTip products which can be viewed by scrolling down with your finger. To view a products detail, tap on the image.

The product details will display with price, information about the item and a field to select a quantity and buttons to add to cart or add to wish list. It also shows provides images of the item which can be viewed larger if desired. Below an item will display related products also.

Purchase

To purchase an item, simply select the quantity and tap the "Add to Cart" button. To checkout tap the menu options in the top right-hand corner and tap on "Cart". The subtotal displays and a button to checkout or view cart. Tap "Checkout". Type in your email and tap "Continue as Guest". Fill in the shipping information fields and continue through each part for billing and payment to complete your order. Orders ship within 24-hours of being placed. Orders over the weekend will ship on Monday.



Menu Options

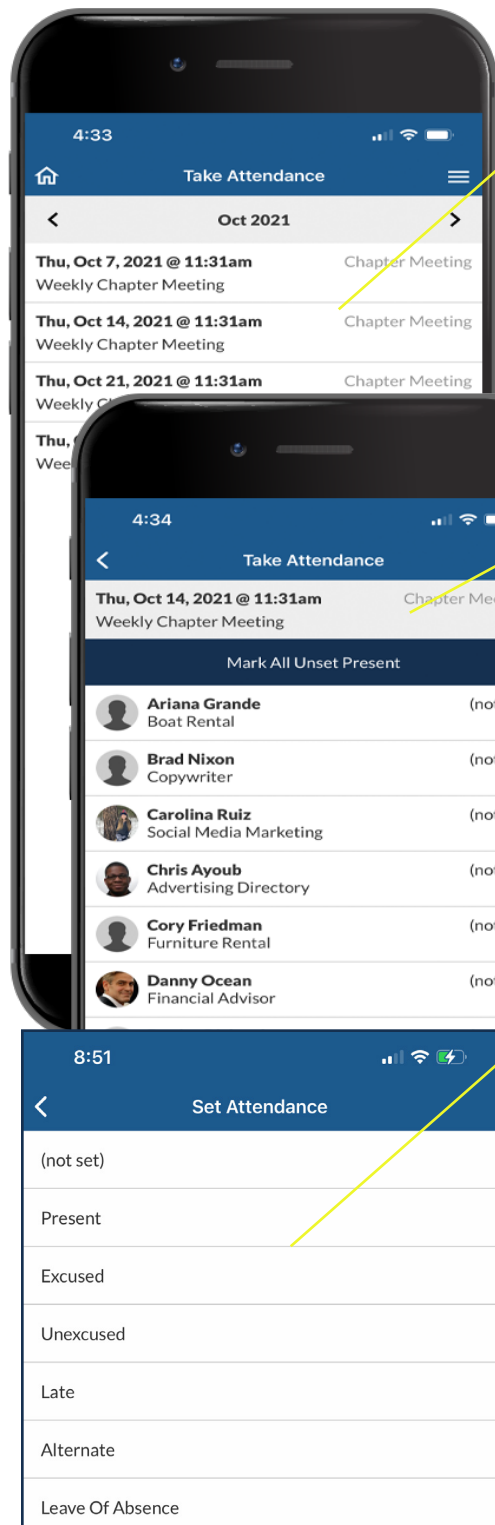
The hamburger icon in the top right-hand corner will display the webstore sections. Tap on the image to display the menu.

- Products
 - Badges
 - Chapter Supplies
 - Pre-Paid Essentials
 - Promotional Items
- Information
 - Shipping & Returns
 - Contact Us
 - Blog
- Search
 - Search by name
- Cart
 - Checkout

Webstore note: Replacement Badge orders will only be issued for active LeTip members on the roster. Their name in LeTip Wired and category will be assigned to badges ordered. Anyone not listed on the roster the badge will be refunded and item denied.

Expanded Menu - Board Member Tools (Take Attendance)

Attendance can be done on your cell phone at the meeting. The information you assign using the mobile application automatically updates to LeTip Wired online. However, reports currently can only be generated using www.letipwired.com online version. Let's take a minute below to go over taking attendance on the mobile app at the chapter meeting.



Step One: Choose A Meeting

All the meetings in the month display, change month by using the right (>) or left (<) arrows. Find the chapter meeting you want mark attendance on and tap on the meeting date to bring up the chapter roster.

Step Two: Take Attendance

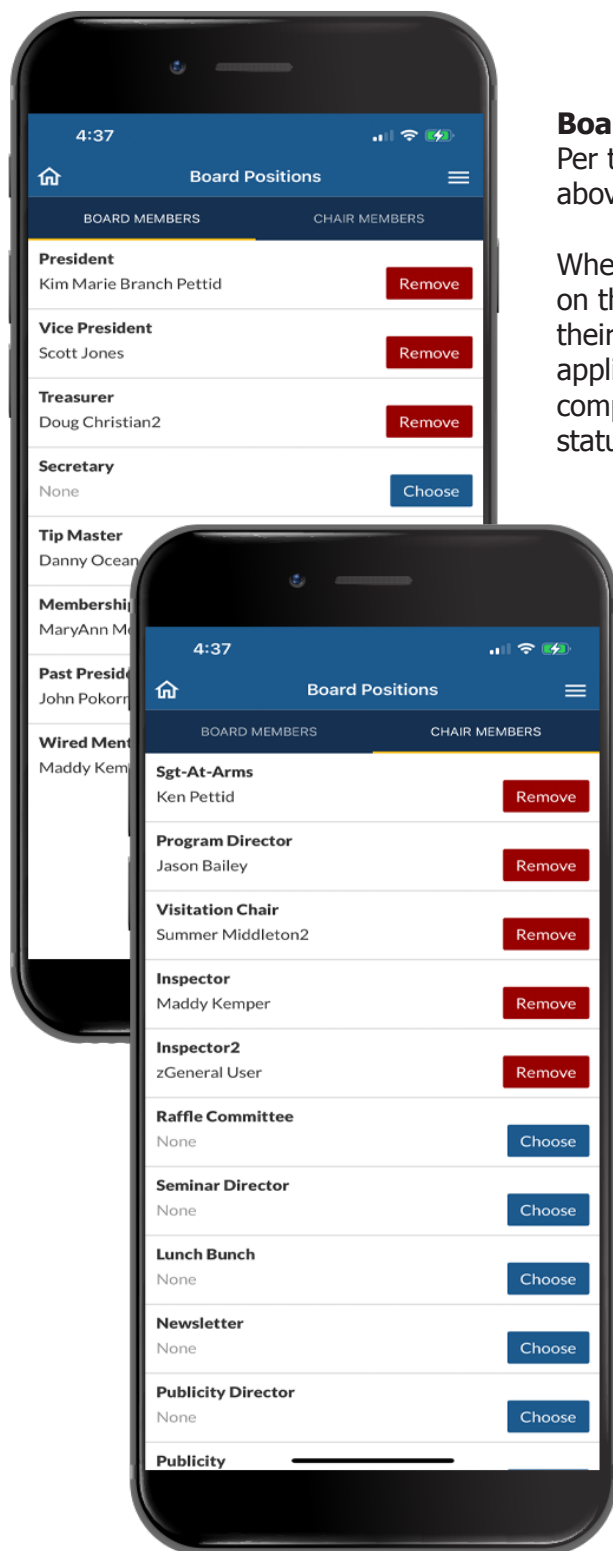
The chapter roster screen. It is easier to quickly mark all members present by tapping the Blue "Mark All Unset Present" button at the top of the roster. This marks everyone present and then simply find those who were not present to change their attendance status.

Step Three: Change Attendance Status

This step is only needed to change the status on those we marked present in step two who were not present. Find their names on the chapter roster and tap on them to bring up their attendance status page. Tap one of the selections from the image to the left to set their attendance status for the meeting selected. Then tap the Back arrow in the top left-hand side of the screen to go back to the chapter roster to update another non-present member.

Expanded Menu - Board Member Tools (Board Positions)

Only board members have the ability to set and change the board and committee chair positions. Wired mobile app makes this really easy and quick to update. Simply tap the Red "Remove" button to remove a member from the board or committee chair position. Then tap on the Blue "Choose" button to find the member from the chapter roster to assign to the position or committee chair. It's that easy!



Board Positions

Per the LeTip bylaws a member must hold a Green badge or above to hold the chapter President position.

When assigning a member to a position, if they do not show on the chapter roster options to select, it may be due to their account being terminated for non-renewal or their application has not been approved for a new member or company replacement member yet. Contact LeTip to verify status if a member does not show on the roster.

Remove

Find the member, tap the Red "Remove" button next to their name to remove them from the board or committee chair position.

Assign

After the prior member has been removed, tap the Blue "Choose" button to select a new member to fill the board position or committee chair.

Chapter Elections

Each year after the new board is voted on, the outgoing board goes into LeTip Wired and updates the chapter's new board and committee positions.

This helps to ensure the new board and committee members are notified when LeTip sends out important information to the chapters regarding LeTip and membership. The President position definitely needs to be updated right away to ensure new member's badges, card caddies, and lapel pins are being mailed to the proper person.

Expanded Menu - Board Member Tools (View Applications)

Approving applications has been made even easier with them being added to the LeTip Wired mobile app. Now at the meeting, as soon as the vote is verified, the board can bring up the applicant's app and tap to approve or decline it on the spot. Once approved the new member is automatically added to the roster, their name badge, card caddy and lapel pin are issued, and the new member receives a receipt for their enrollment fee and a welcome email with their LeTip Wired access information.

Application Types

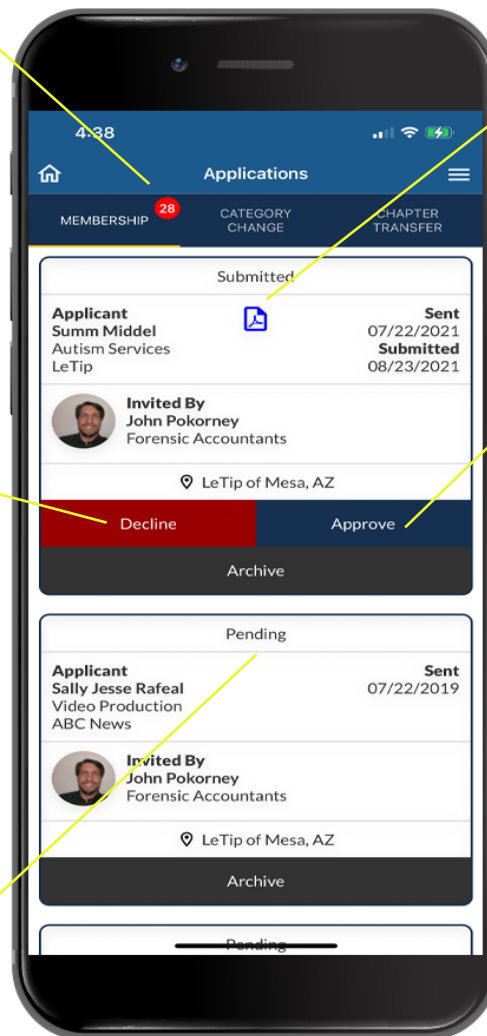
Membership applications show first by default and displays a Red # indicating how many apps have been sent. Switch types by tapping on either Membership, Category Change, or Chapter Transfer. If one of those have been sent and submitted a Red # displays next to the application type

Decline Application

Submitted applications will display first by default, scroll through the apps until you find the member not voted in and then tap the Red "Decline" button. This will remove them from the chapter's applications list and archive their application. They are not charged, and the category remains open.

Pending Status

Indicates the prospect's app has not yet been filled out and returned.



View Application

You can view a copy of their application by tapping on the PDF icon in the center of their contact page.

Approve Application

Submitted applications will display first by default, scroll through the apps until you find the member voted on and then tap the Dark Blue "Approve" button. Approve instantly adds them to the chapter roster and issues their badge, caddy, and lapel pin which is created and mailed to the active chapter president on file.

Application Voting

Chapters should only be voting on someone who has submitted their application and been inspected. Guests are only allowed to attend two meetings. In order to attend week three, they must have submitted an application and been inspected.

Expanded Menu - Board Member Tools (Manage Program)

The manage program tool is used to assign the chapter members to the four week program which puts the spotlight on a chapter member during those weeks as the Showboater, Greeter, Speaker, and Lucky Devil Recipient. Setting the program though, still might be easier to do online with a larger monitor to view more information. Especially for larger chapters rather than scrolling on the mobile app. On LeTip Wired mobile you still can set program and it is handy to see who is scheduled for each week's meetings. Here are the mobile app "Manage Program" features.

Member List

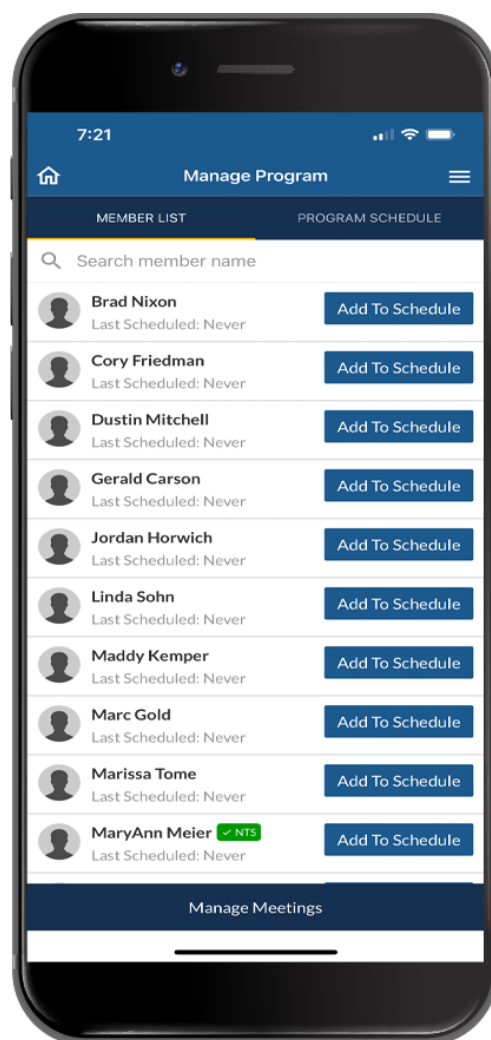
The first screen to appear is the "Member List" page listing all the active members in the chapter.

The member shows the last time they were scheduled in the program rotation, which will help in knowing who to assign to the schedule based on the members with the oldest date.

Members with the Green "NTS" icon displayed, means they have completed the Network Training Seminar. Per the LeTip bylaws, new members are required to complete the NTS class within their first 60-days of joining. New members can register on the mobile app using the expanded menu option "Schedule NTS Training" or LeTip Wired online on their Dashboard.

LeTip suggests not assigning a member to the four week program until they have completed NTS. This way the new member can make the most out of their four weeks in the spotlight as the Showboater, Greeter, Speaker, and Lucky Devil Recipient with the training LeTip provided them in the NTS class. Many chapters have adopted this idea and do not schedule their new member's until completing the class.

The last item a member shows is the Blue "Add to Schedule" button. When the member is ready to add to the Program Schedule, simply tap on the Blue button to add them to the rotation. They will appear at the bottom of the Program Schedule list in the rotation. The Program Schedule is covered on the next page.



Expanded Menu - Board Member Tools (Manage Program)

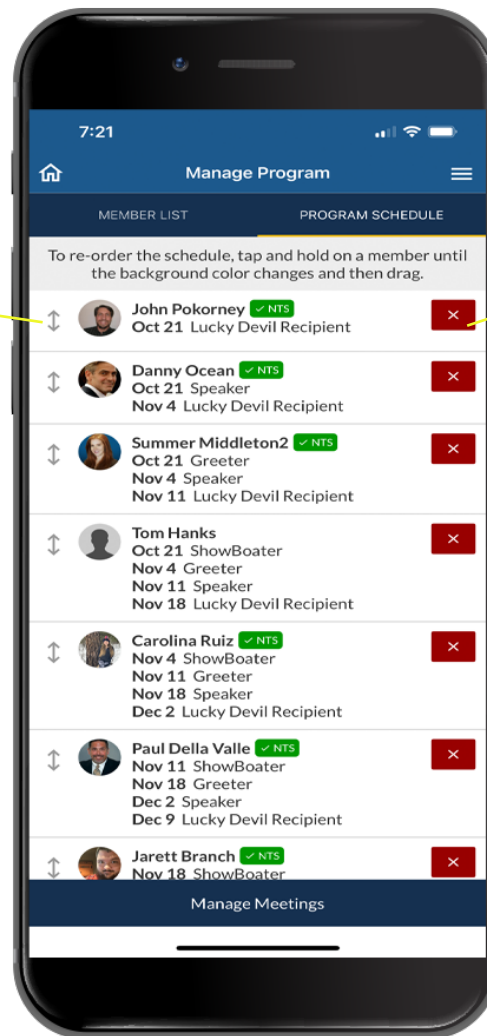
Now we're going to cover the Program Schedule part of the "Manage Program". This screen is where you see the set weekly program rotation and what date each week a member is assigned.

Program Schedule

This screen lists the members assigned to the weekly Program Schedule from first assigned to last. Each member shows which dates they are assigned as the Showboater, Greeter, Speaker, and Lucky Devil Recipient.

Position

Member shows an up and down arrow next to their profile image. This allows you to move a member up or down in the order on the Program Schedule. Doing so though adjusts everyone's dates in the rotation. It's best to build the list completely the first time and limit the use of the "Position" arrows to a minimum and maybe just adjust when a new person is being added to the rotation. A new person added to the schedule should be placed after the last person in the current Program Schedule.



Remove

Each member also shows a **Red "X" button**, which is used if they need to be removed from the Program Schedule rotation. Maybe a chapter member resigned during their four week schedule, or possibly got ill and couldn't attend the four weeks, etc. the Red "X" button allows the chapter to remove them from the Program Schedule and it automatically will shift everyone listed below them up a week and adjust the rotation dates on each of them.

Expanded Menu - Manage Program (Continued)

Manage Meetings

The last item to mention on the "Manage Program" screen is the "Manage Meetings" button. Chapters would use this if they were going dark for a week and not having a meeting. This allows the chapter to select the date the chapter is not meeting, and the Program Schedule will automatically adjust the rotation dates on everyone scheduled to keep the rotation order the same without having to reorder the schedule.

Meetings

Lists all the chapter scheduled meetings in the coming months. Next to the date to the right the Blue "Remove From Program Schedule" button if tapped will remove that week's meeting from the Program Schedule and adjust the member's scheduled dates in the rotation to keep the same order as mentioned above.

Skipped

Lists any chapter meeting dates that have been removed from the Program Schedule. If the chapter decided they now were going to meet on that date and if it is still prior to the date, the meeting date can be added back to the Program Schedule by tapping the Blue "Add To Program Schedule" button. The rotation order will adjust again to put that date back in the schedule and reset each scheduled member's dates to keeping the same order.

Wired Power Hour

As mentioned earlier in the "Manage Program" section, this is probably the hardest part of LeTip Wired so don't hesitate to contact LeTip for assistance in setting it up. We're here to help and we also always host LeTip Wired Power Hour every Thursday 12:00 PM noon PST. The link can be found in the LeTip Wired calendar. Any member or chapter is welcome to pop in, come and go as they wish. The open Wired Q&A zoom call is an hour long. Bring any question, we can walk you through visually in Wired and show you how Wired works on mobile or online and also answer any questions about LeTip in general.

