



LeTip Wired Categories

Category Search & Chapter Openings - ONLINE

The LeTip official categories list is more than just a list of categories. The LeTip Wired “Categories” section is a valuable resource guide. It provides access to tipping and receiving business from any member across the country. **The following steps show how to search for members in a category and how to search for category openings in a chapter.** Chapters should only vote on members who have selected an official category from the category list in LeTip Wired. If the chapter has someone applying who does not fall under one of the LeTip categories, they should not be voted on yet and the chapter should request a new category consideration with LeTip International. Have the applicant send a brief description and name of their field to LeTip. LeTip will review the request and let the chapter know of approval or denial. If approved, the chapter may vote on the member.

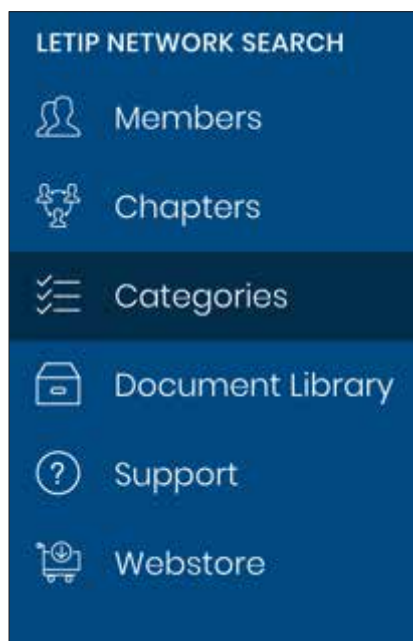


Image 1

Step One: LeTip Network Search Menu

Select “Categories” (Image 1).

Step Two: Decide What Type of Category Search

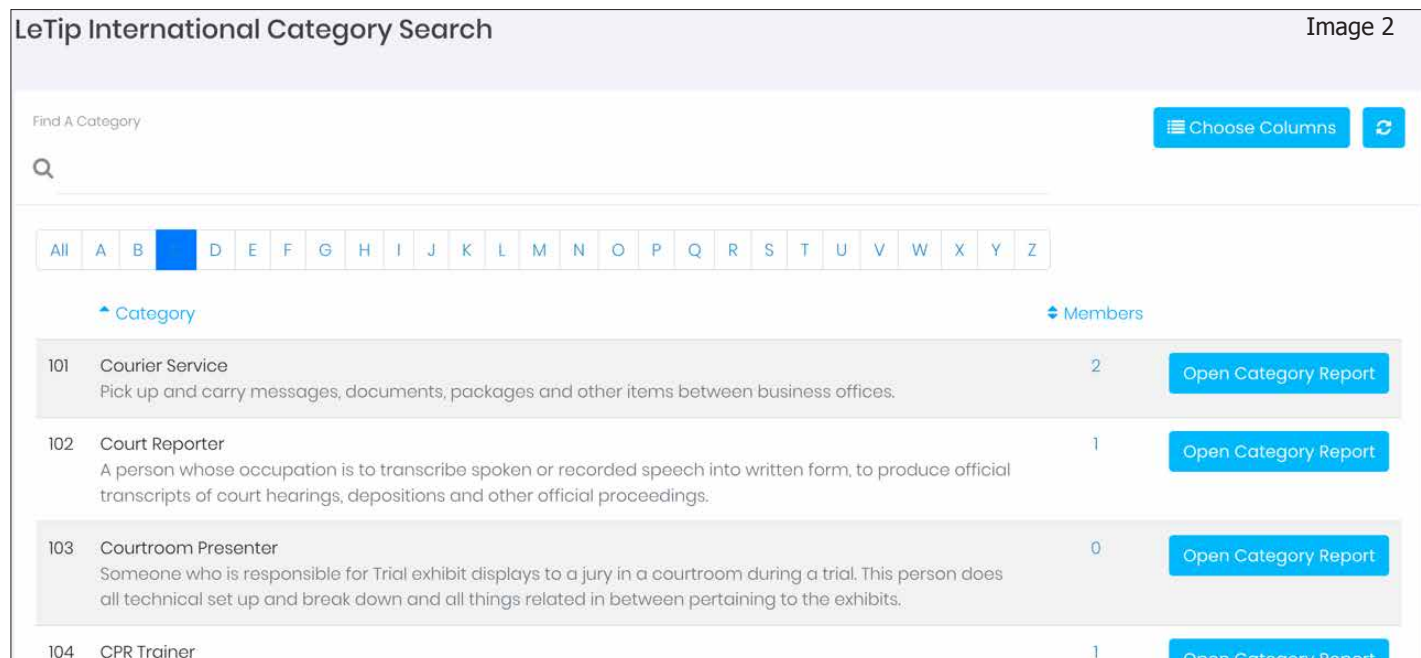
Pick a category search type:

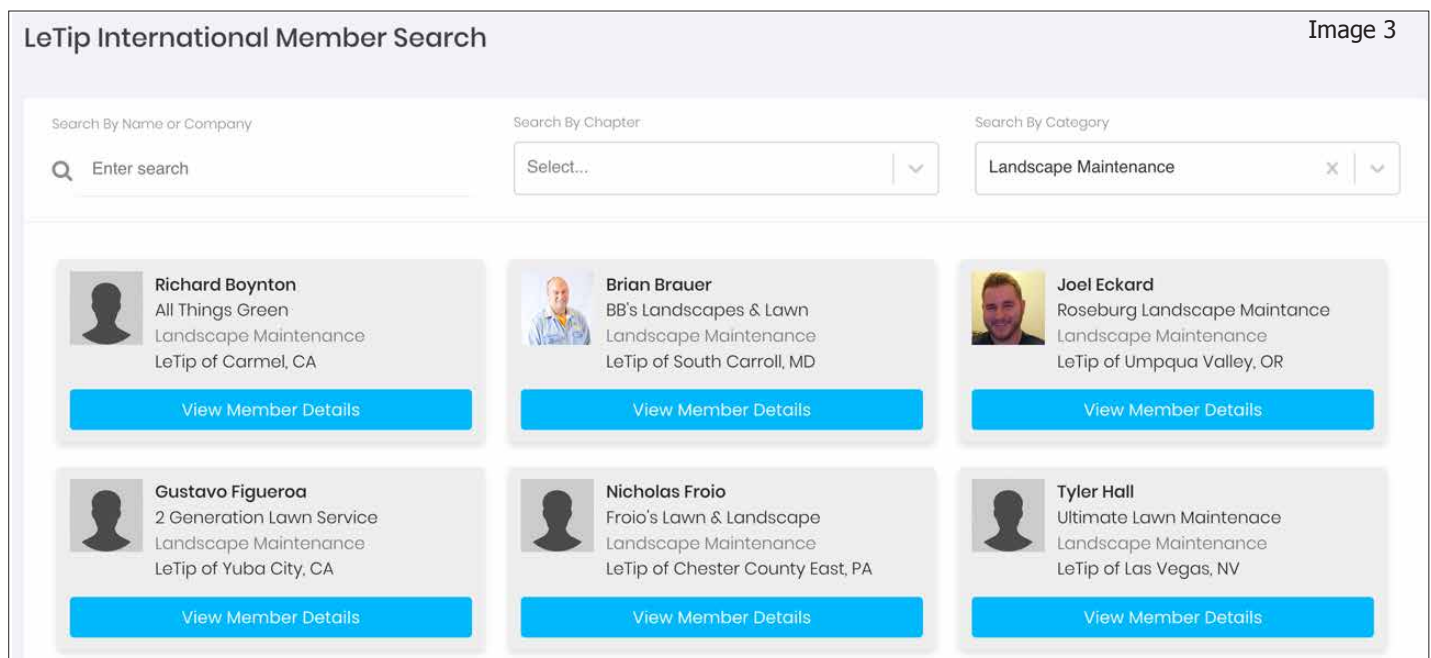
- **Active members in a category** (follow #1)
- **Chapters with category openings** (follow #2 on page 2)

1. Active Members in a Category Search

Use the alphabet search bar and click on a letter to display the official categories that start with that letter. (Image 2)

The number to the right of a category represents the number of LeTip members under the category. Find active members in a category by clicking the Blue highlighted number, this will bring up the “LeTip International Member Search page”. (Image 3 on page 2)



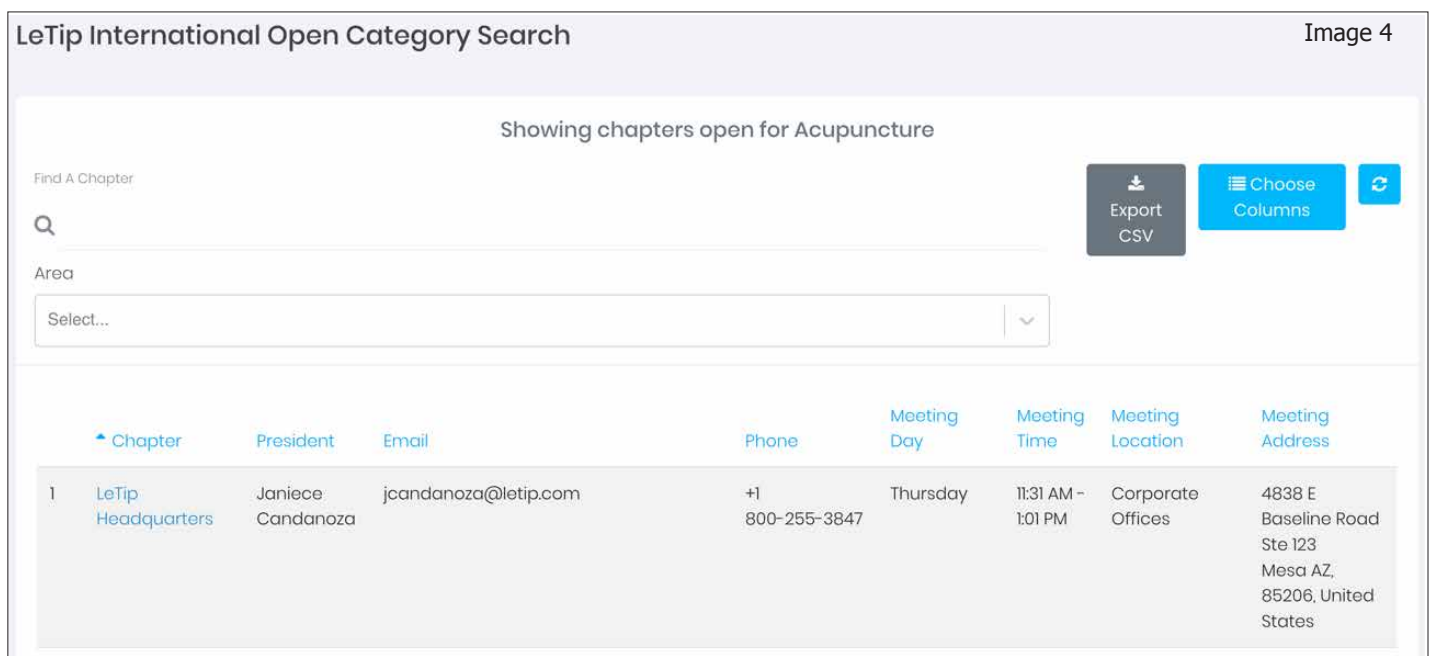


The members from the selected category display with their name, company name, category and chapter name. View a member's contact information by clicking the Blue "View Member Details" button. Members can also be searched by using one of three other search options available on the page (search by name, search by chapter, and search by category).

2. Chapters with Category Openings Search

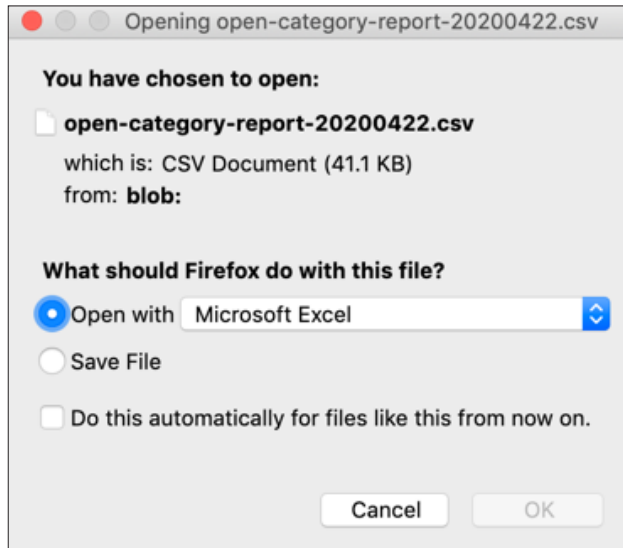
When a chapter has a category filled, find another chapter the guest can visit by using the "Open Category Report". The report provides a list of chapters without the category filled.

First find the category by using the search field or by clicking the first letter of the category on the alphabet bar to find the category. Then click the Blue "Open Category Report" button (Image 2 on page 1). This takes you to the "Open Category Search" page, listing all the chapters across the country with openings. The report provides the chapter's president contact information and the chapter's meeting day, time and location. The list of chapters can be narrowed down by using the "Area" drop down menu and selecting the state desired. (Image 4)



Export "Chapter Openings" to Microsoft Excel

Click the small Dark Grey "Export CSV" button to export the list to Microsoft Excel. When the Export box appears, click OK to open the "Chapters with Categories Openings" report in Microsoft Excel. You can save the file by changing the "what should Firefox do with this file?" button from Open with to Save File and then click OK to save the file to the computer.



Choose Columns

Click the small Blue "Choose Columns" button to view the information fields the "Open Category Report" displays. You can select which columns of information the report will display by checking or un-checking an option. By default, all the columns fields data is selected.



Choose Visible Columns

- ✓ Chapter
- ✓ President
- ✓ Email
- ✓ Phone
- ✓ Meeting Day
- ✓ Meeting Time
- ✓ Meeting Location
- ✓ Meeting Address

Close