



Extended Network



EXTENDED NETWORK GUIDE – WEB BROWSER

Want to increase your outside tips?



For many of us, the number one reason we joined LeTip was to increase our sales through referrals and networking. LeTip knows that increasing outside tipping, increases the opportunity for one lead to develop into multiple leads when they tell their family, friends, and coworkers about your services and they refer you to those they know. 80% of chapter tips should be coming from outside leads, and we have found that the more outside tips a chapter generates increases the number of tips by second and third generated tips from the initial lead telling people they know about the member's company. This results in more "Dollars In Your Pocket!"™

Therefore, LeTip developed the Extended Network feature through LeTip Wired which allows you to put your chapter's roster in the palm (cell phone) of anyone you want to invite to your Extended Network. As we all expand our network and educate our family, friends, and coworkers what a qualified Tip is, it will open the doors for all of those invited to start utilizing the chapter member's services and generating more outside tips. You receive the credit for the tip passed from anyone in your Extended Network, which is a win, win! Not only does it make meeting your monthly tip requirement a lot easier, but it also increases the number of tips a chapter is passing monthly and puts more dollars in everyone's pocket.

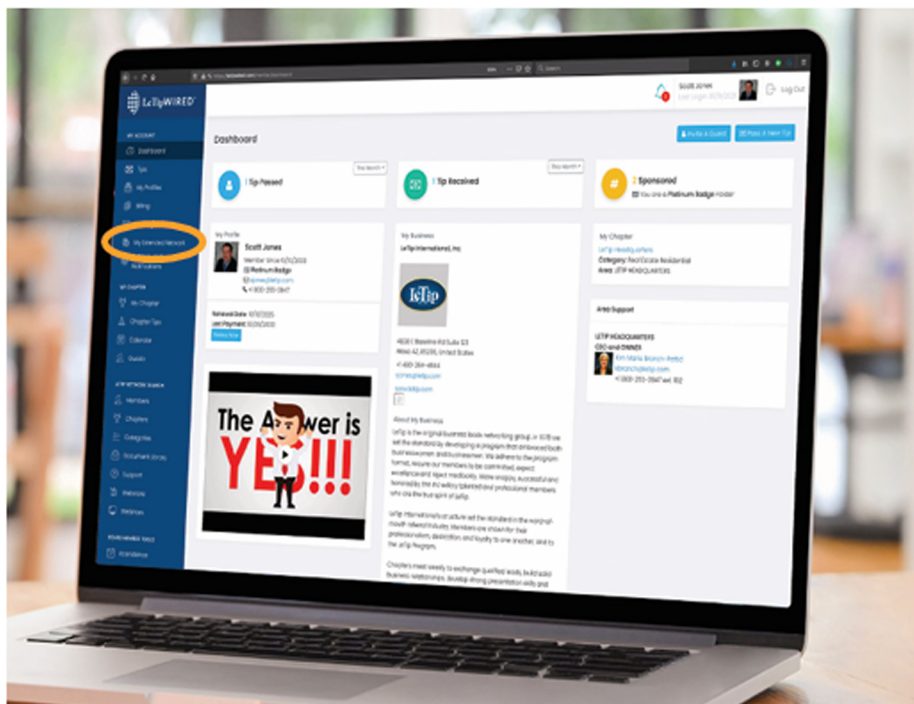
This guide will walk you through the steps for using the Extended Network on the LeTip Wired mobile app as well as LeTip Wired online. If you need additional assistance or would like training on how to use the Extended Network, feel free to hop on our weekly Wired Power Hour every Thursday at 12:00 PM PST to ask your questions. You're welcome to hop on and off, it is a casual open platform to learn about LeTip Wired and its many features. You can also call LeTip at 800-255-3847 with any questions. We think you are going to enjoy the Extended Network and the opportunities it opens to increase your tips and sales. If you have any ideas on how we can improve the feature as well as anything in LeTip Wired, please feel free to share and contact us with your suggestions. We're open to hearing what you want and how we can continue to improve our technology and services offered.

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Select My Extended Network from the LeTipWired.com menu option



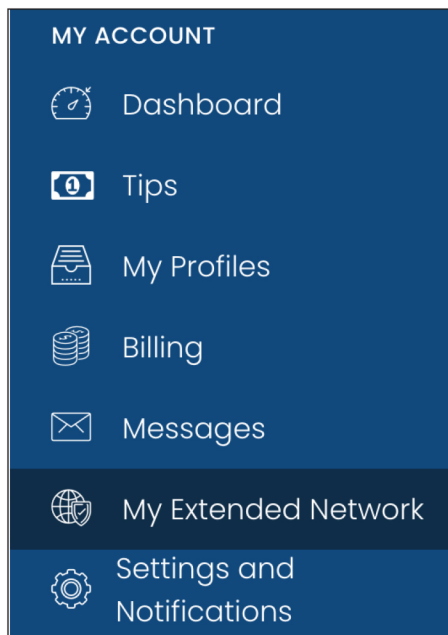
Inviting people to your Extended Network

The LeTip Extended Network tool is a way for LeTip members to expand their tipping network. LeTip members can now share a tool with their employees, coworkers, friends, and family which allows them to tip chapter categories through our new Extended Network tool.

The following steps show how to invite people to your Extended Network using LeTip

Wired online (www.letipwired.com). You receive the tip credit for any tips passed from someone in your Extended Network. If you need assistance logging into LeTipwired.com, please contact LeTip at 800-255-3847 and a member of staff can provide your login credentials.

Let's begin building your networking and increasing those outside tips!



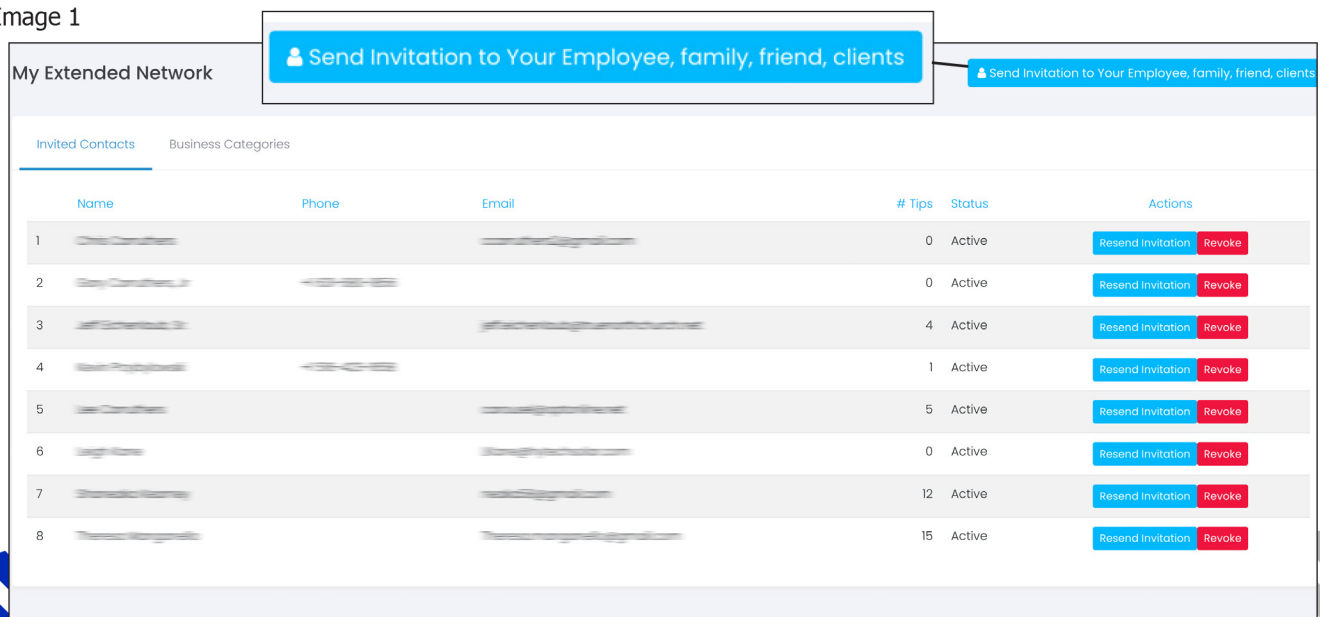
Step 1: My Extended Network

Select “My Extended Network” from the LeTip Wired menu options. The page will display all the invited contacts you have invited to your network, phone, email, number of tips they passed, status and actions which allows you to revoke their access or resend the invitation to join your Extended Network. (Image 1)

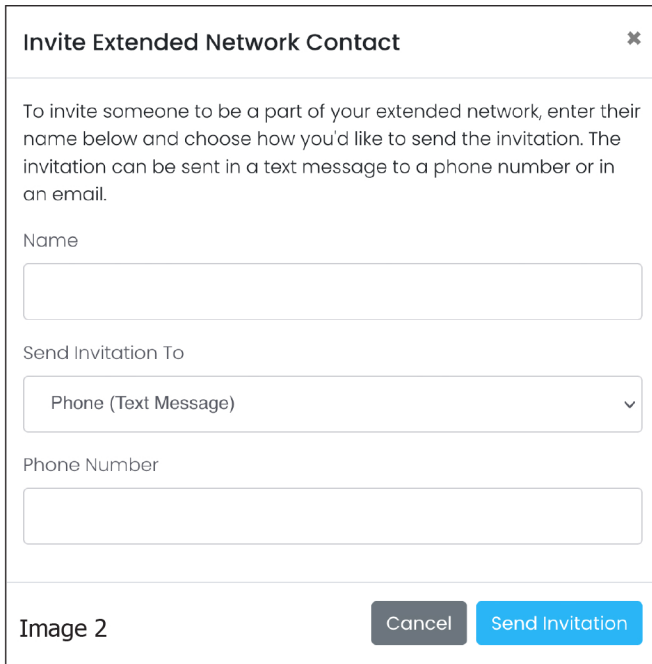
Step 2: My Extended Network Dashboard

The dashboard has two options, Invited Contacts which are the people you’ve invited to your network and Business Categories which shows your chapter’s roster of members. Let’s first start by inviting contacts to your network. Click the Blue “Send Invitation to Your Employee, family, friends, Clients” button to invite people to your Extended Network

Image 1



Inviting People To Your Extended Network – Continued

A screenshot of a web form titled "Invite Extended Network Contact" with a close button (X) in the top right corner. The form contains a text area for a message, a "Name" label and input field, a "Send Invitation To" dropdown menu currently set to "Phone (Text Message)", and a "Phone Number" label and input field. At the bottom left is the text "Image 2", and at the bottom right are two buttons: "Cancel" and "Send Invitation".

Invite Extended Network Contact

To invite someone to be a part of your extended network, enter their name below and choose how you'd like to send the invitation. The invitation can be sent in a text message to a phone number or in an email.

Name

Send Invitation To

Phone (Text Message)

Phone Number

Image 2

Cancel Send Invitation

Invited Extended Network Contact box will appear with three required fields to fill in. (Image 2)

Type the name of the contact you wish to add to your network, then select how you would like to send their invitation, by phone (text message) or email address. Then 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.

Invited Contact Message Invite (Example)

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

Email will receive a personal email invitation from you to the Extended Network with a link to your chapter's roster.

The email message invitation to the Extended Network with a link looks like the example to the right. (Image 3)

“Hello, (Contact Name)!

I am inviting you to have access to my Trusted Business Resources. The following link will give you direct access to my personal and trusted resources.

Should you need their services, this is your personal introduction and ability to connect with them.”

Access My Trusted Resources (link to your chapter roster displaying the members by category) (Your Name and email)

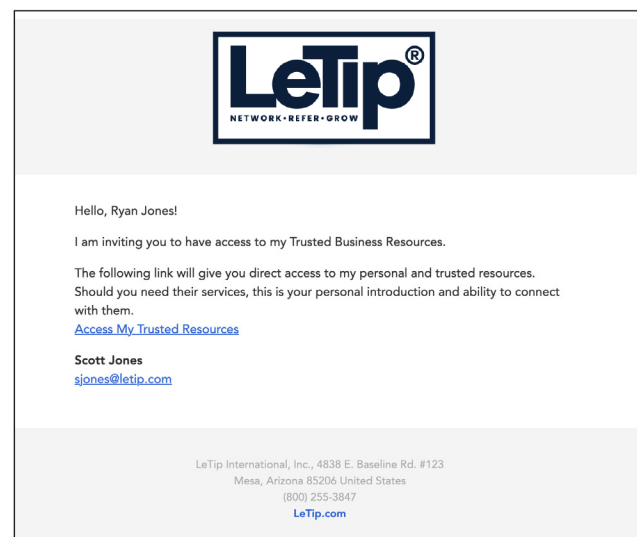


Image 3

When the invited contact clicks on the “Access My Trusted Resources” link, it will display your chapter's roster online, which they can see each member's category and if they click on a member, see their profile which is synced to member's LeTip Wired profile. Your contacts have a “Contact Me” button to send them a referral when they need their services or know someone who does and you receive the credit for the outside tip they passed. The invited contact online view and how to save the chapter's roster (Trusted Resources) link on their computer is covered on page 5.

Inviting People To Your Extended Network – Continued

My Extended Network						Send Invitation to Your Employee, family, friend, clients
Invited Contacts						
Business Categories						
	Name	Phone	Email	# Tips	Status	Actions
1	Chris Carter	(555) 555-5555	ccarter@letp.com	0	Active	Resend Invitation Revoke
2	Bob Carter	(555) 555-5555	bcarter@letp.com	0	Active	Resend Invitation Revoke

Step 3: Manage Your My Extended Network Dashboard

Now that you've invited contacts, and taught them how to save the Trusted Resources roster to their computer or phone, let's go over managing your Extended Network dashboard.

Invited Contacts


The list of all your invited contacts will display here, providing you their phone (cell), email address, the number of outside tips each of them have submitted, their status in your Extended Network and then two buttons to control their user access.


Blue “Resend Invitation” button: by clicking this button the contact will be sent the invitation link to access your Extended Network. Maybe they didn't get the original invite you sent, or you have revoked their access for whatever reason and now wish to grant them access again.

Red “Revoke” button: by clicking this button the contact will no longer have access to your Extended Network chapter roster. This button would be used if you no longer wish the contact to have access to your chapter roster to send tips.


Extended Network Tip (Example)


The outside tips passed by contacts from your Extended Network will display highlighted in Yellow online (under your sent tips) and have the little globe icon. (Image 4) However, on the mobile app they do not highlight in Yellow, but they do still display the globe icon at the bottom of the tip. The Extended Network is a wonderful and powerful tool with an opportunity to maximize outside tipping.


Tip For 




Scott Jones
Real Estate Residential

06/17/2021 

Tip From 




Summer Middleton
Real Estate Commercial




Person To Contact

Summer Middleton

Phone



Email



Company

Details

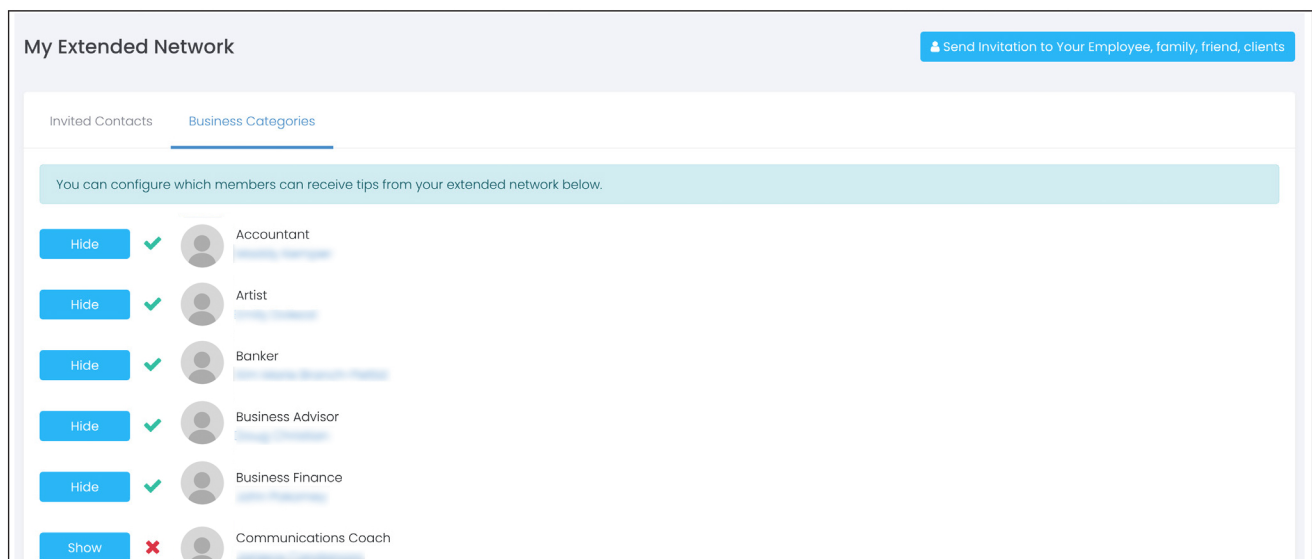
Image 4

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, you and 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.

Extended Network – Business Categories



Business Categories

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

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

Blue “Hide” button: if clicked it 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 and your contacts will not see this chapter member.

Blue “Show” button: if clicked will change the Red X back to a Green check mark and the chapter member will once again be visible to the Extended Network contacts.

Remember, only chapter members with the Green check mark next to their photo will show up on your contacts dashboard roster for them to pass tips to. Page 5 will show you the view your Extended Network contact will see on their end.

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 Chapter View (Example)

When your Extended Network contact clicks on the invitation link in the text or email they received, it will display your chapter roster. The example image to the right shows their view on the mobile app, however, the view looks the same online.

They see the category name rather than the member’s name since they do not know the chapter member, but 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.

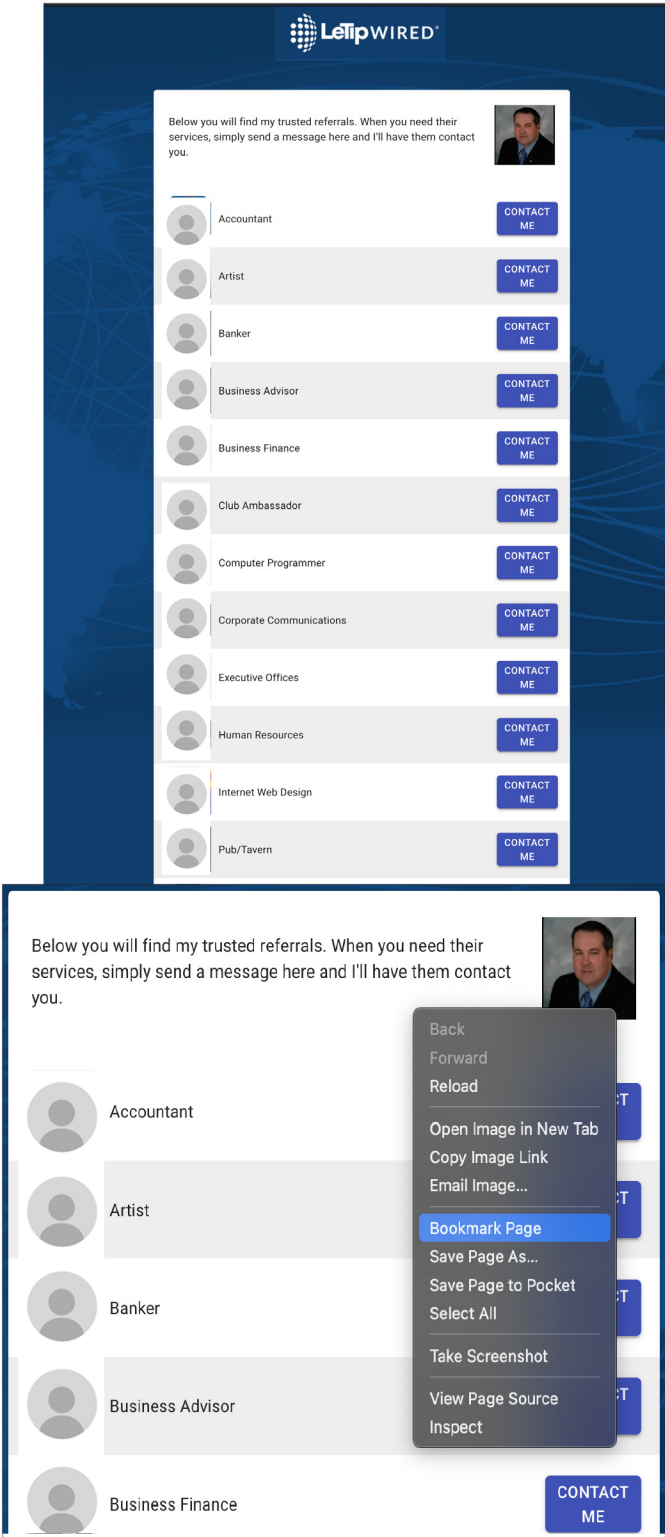
Contacts in your Extended Network can view the member’s profile by tapping or touching a category or the Blue “Contact Me” button. To send them a tip, on the member’s profile, they simply touch or tap the Blue “Contact Me” button to bring up the outside tip form. (Image 5 on page 6)

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

computer: Once the contact has clicked on the invite link to open your “Trusted Resources”, they can save the Extended Network roster to their computer, by right-clicking on the image with their computer mouse and then selecting “Bookmark Page”.

This will save the chapter roster to their computer’s favorite section (bookmarks) for them to quickly access as needed to refer business to a member.

To save the chapter roster to their cell phone, see the Extended Network Guide – Mobile App which can be found in LeTip Wired’s document library. Keyword search: Extended Network.




Selected Category Member’s Profile

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 touching or 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

(Image 5)







Scott Jones

LeTip International, Inc.

Pub/Tavern



Watch on  YouTube

CONTACT ME

LeTip is the original business leads networking group. In 1978 we set the standard by developing a program that embraced both businesswomen and businessmen. We adhere to the program format, require our members to be committed, expect excellence and reject mediocrity. We're snappy, successful and honored by the incredibly talented and professional members who are the true spirit of LeTip. LeTip International's structure set the standard in the word-of-mouth referral industry. Members are known for their professionalism, dedication, and loyalty to one another, and to the LeTip Program. Chapters meet weekly to exchange qualified leads, build solid business relationships, develop strong presentation skills and become proficient networkers. Only one representative of any given profession is accepted into a chapter, and members are chosen for their occupational expertise.

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. As mentioned on page 3 (Extended Network 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 amount 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!