Extended Network

LeTip®
NETWORK • REFER • GROW

EXTENDED NETWORK
GUIDE – MOBILE APP

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. Were open to hearing what you want and how we can continue to improve our technology and services offered.

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## LETIP WIRED EXTENDED NETWORK – MOBILE APP

LeTip Wired Mobile App Menu – 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 guide will show you the steps on how to invite people to your Extended Network and how to manage your contacts and chapter roster using the LeTip Wired mobile app. You receive the tip credit for any tips passed from someone in your Extended Network.
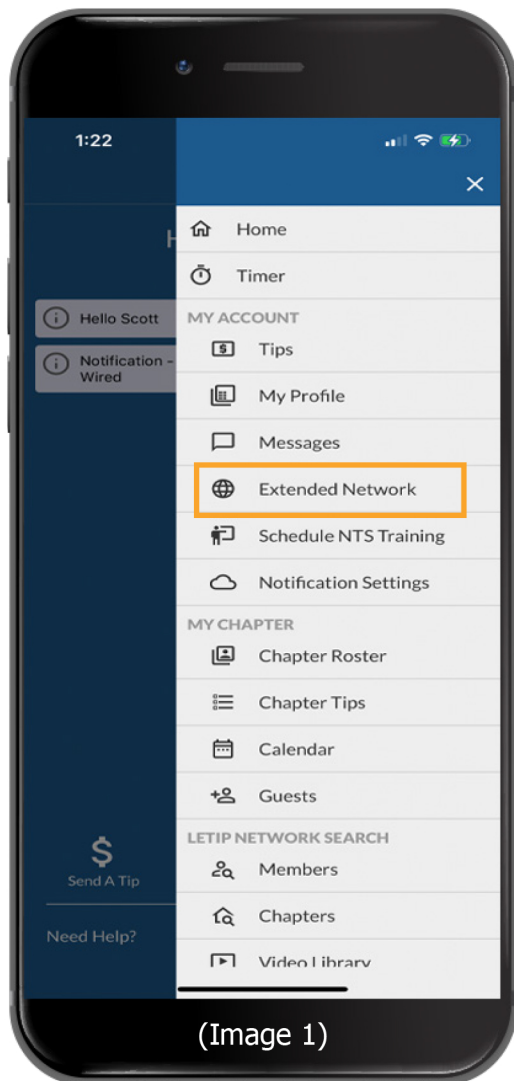
(Image 1)

You can download the LeTip Wired mobile app for iPhone at the Apple app store and on Androids at the Google Play store. Your username and password are the same as for LeTip Wired online.

If you need assistance logging in, please contact LeTip at 800-255-3847. You do, however, need to log in at least once with your LeTip Wired log-in online (www.letipwired.com) before it will sync with the LeTip Wired mobile app.

The latest mobile application update now has about 95% of the features that can be found on the online LeTip Wired website. The expaned menu is where you will find all the tools to help you succed.

Let's begin building your Extended Network and increasing your outside tips.

Extended Network
Select "Extended Network" by touching or tapping the menu option for "Extended Network".
(Image 1)

Note: Images are from an iPhone. Android images may display differently, the same steps apply.

Extended Network - Inviting People To Your 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.
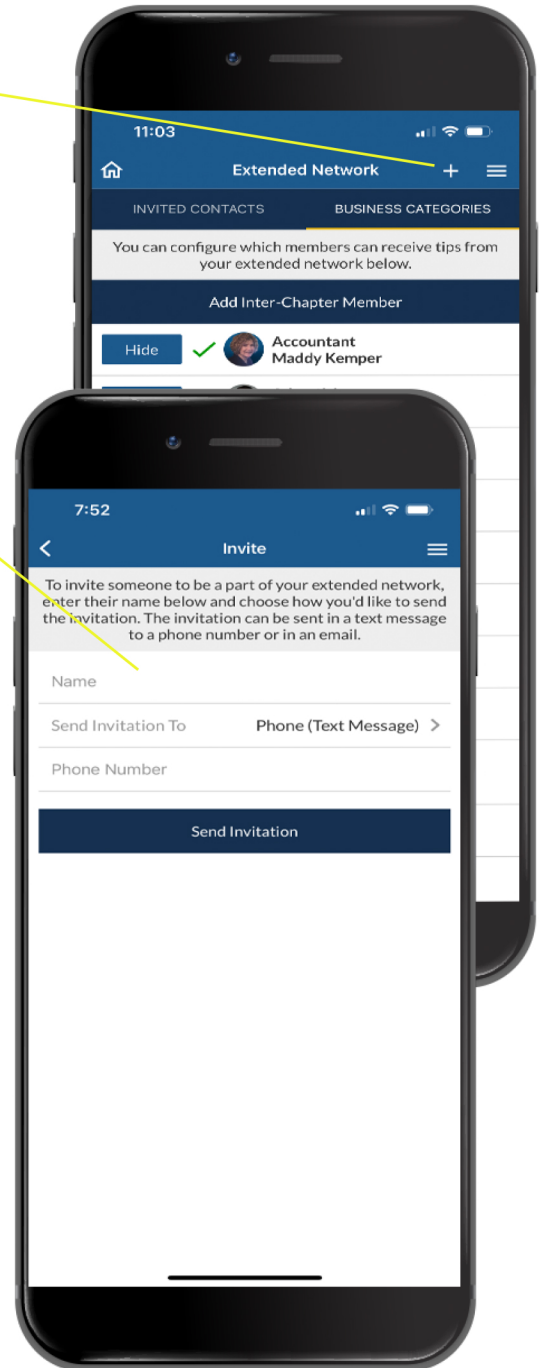
Extended Network - Inviting Members

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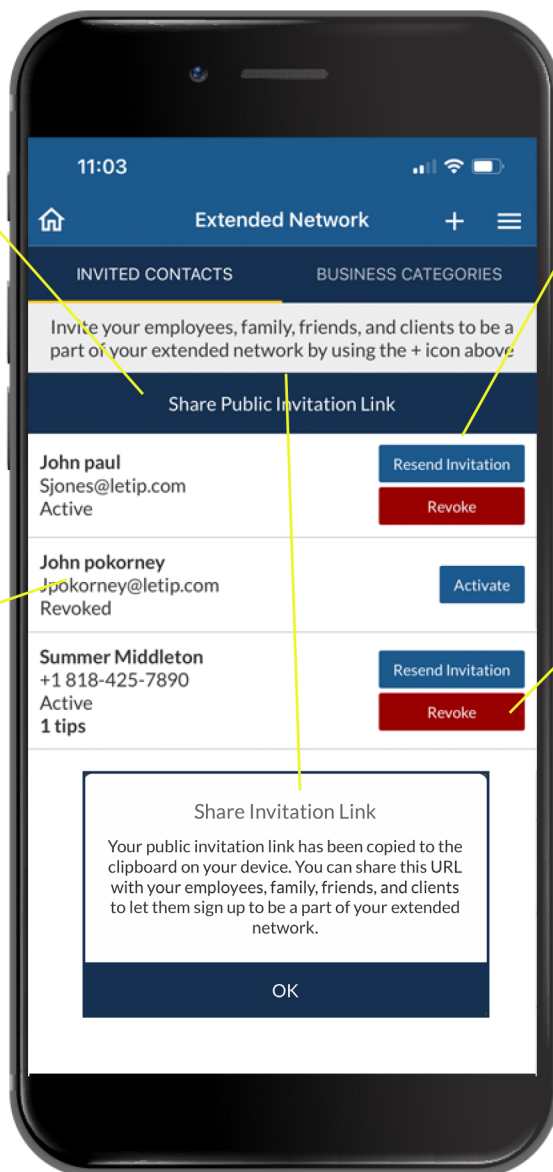
"Resend Invitation"
Used to resend an invite to a contact who may have no received the text or email, or you had revoked access for whatever reason and now wish to grant them access again. Tap the Blue button to resend the invitation link to your contact.

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.

Phone screen content:

11:03

🏠 **Extended Network** + ☰

INVITED CONTACTS   BUSINESS CATEGORIES

Invite your employees, family, friends, and clients to be a part of your extended network by using the + icon above

Share Public Invitation Link

John paul
Sjones@letip.com
Active
[Resend Invitation] [Revoke]

John pokorney
Jpokorney@letip.com
Revoked
[Activate]

Summer Middleton
+1 818-425-7890
Active
1 tips
[Resend Invitation] [Revoke]

Share Invitation Link
Your public invitation link has been copied to the clipboard on your device. You can share this URL with your employees, family, friends, and clients to let them sign up to be a part of your extended network.

OK

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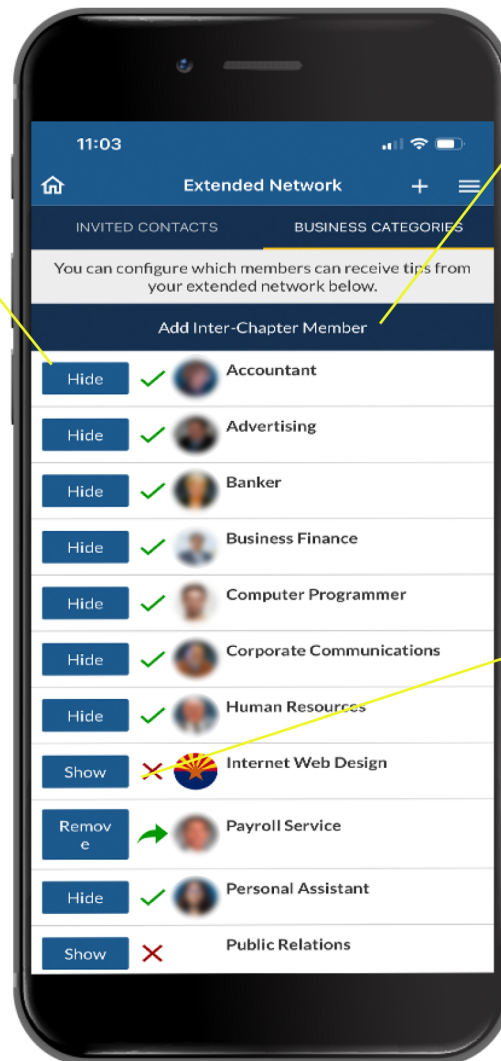
Add Inter-Chapter Member
Ability to add a category to your Extended Network roster which your group does not have filled. Tap this button to select another LeTip member in an open category and they will be added for your extended contacts to view and tip. Once your chapter fills the category, they will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

Phone screen content

11:03

Extended Network

INVITED CONTACTS   BUSINESS CATEGORIES

You can configure which members can receive tips from your extended network below.

Add Inter-Chapter Member

Hide	✓	Accountant
Hide	✓	Advertising
Hide	✓	Banker
Hide	✓	Business Finance
Hide	✓	Computer Programmer
Hide	✓	Corporate Communications
Hide	✓	Human Resources
Show	✗	Internet Web Design
Remove	➔	Payroll Service
Hide	✓	Personal Assistant
Show	✗	Public Relations

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 like 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.

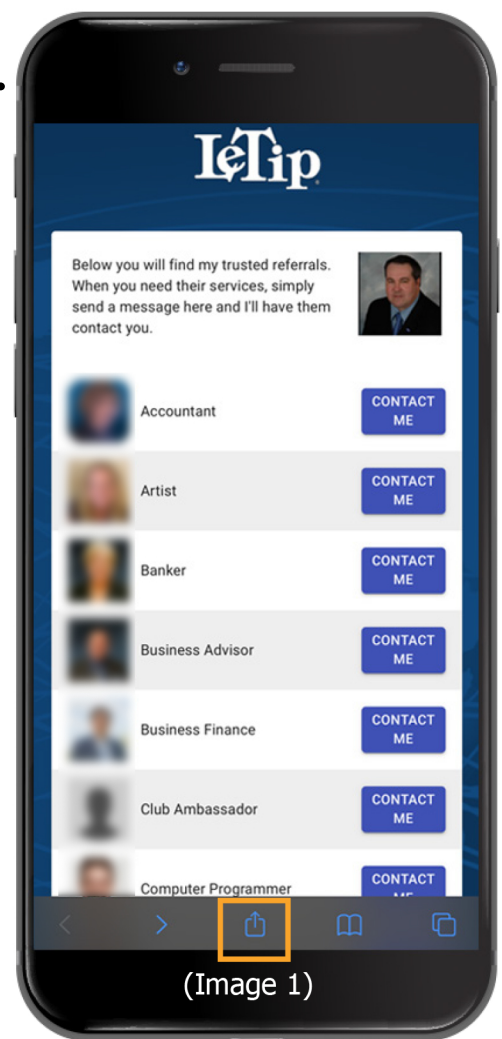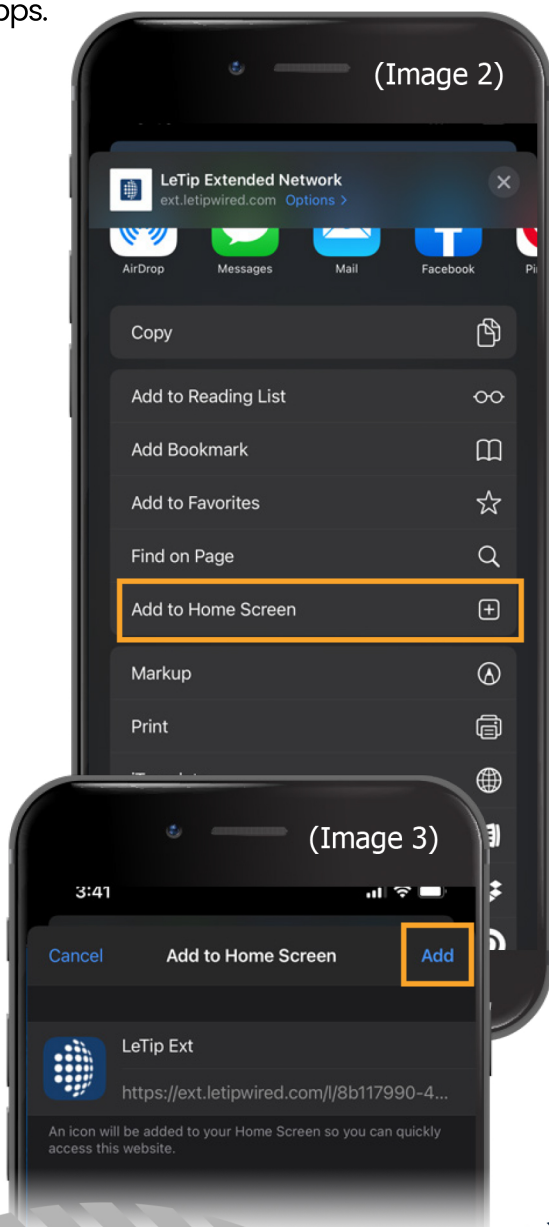Only the members you have indicated "Hide" will not display, otherwise, every member from your roster is visible for the contacts to view.
Contacts in your Extended Network can view the member's profile by tapping a category or the Blue "Contact Me" button. To send them a tip, on the member's profile, they simply tap the Blue "Contact Me" button to bring up the outside tip form which will be covered on page 7.

How invited contacts can save the Extended Network to their mobile device.

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.

LeTip

Below you will find my trusted referrals. When you need their services, simply send a message here and I'll have them contact you.

Accountant	CONTACT ME
Artist	CONTACT ME
Banker	CONTACT ME
Business Advisor	CONTACT ME
Business Finance	CONTACT ME
Club Ambassador	CONTACT ME
Computer Programmer	CONTACT ME

(Image 1)

(Image 2)

LeTip Extended Network
ext.letipwired.com Options >

AirDrop   Messages   Mail   Facebook   Pi...

Copy	
Add to Reading List	∞
Add Bookmark	
Add to Favorites	☆
Find on Page	
Add to Home Screen	⊞
Markup	
Print	

(Image 3)

3:41

Cancel   Add to Home Screen   **Add**

LeTip Ext
https://ext.letipwired.com/l/8b117990-4...

An icon will be added to your Home Screen so you can quickly access this website.

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.
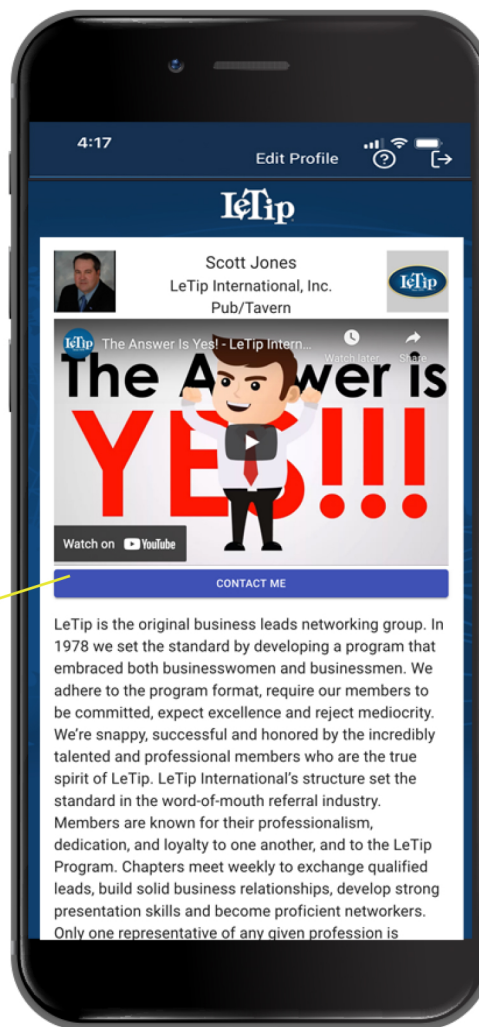
LeTip Extended Network

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

Scott Jones
LeTip International, Inc.
Pub/Tavern

The Answer Is Yes! - LeTip Intern...

The Answer is YES!!!

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

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.