

# NETWORK ONE | ONLINE BUSINESS SLIPS

To access the SLIPS go to: **N1Groups.com**  
On the Network ONE website, click the BLUE button labeled "Business SLIPS."

Use the Business SLIPS to record Referrals, Closed Business, M&Ms, and Visitors to your group.

## ON THE FIRST SCREEN

- Put in the date
- Choose the TYPE of SLIP  
(Referral, Closed Business, M&M, or Visitor Sign-In)
- Choose Your City / Area  
Choose the city or area where YOUR group meets
- Choose YOUR Name from the dropdown menu  
(Members Names are listed chronologically by group number, then alphabetically by the member's first name. Guests and visitors can use this system to SEND Business SLIPS, but only Members can RECEIVE Business SLIPS)
- Choose the City / Area of the Member to whom you are SENDING the referral.  
(Members can send SLIPS to any member, in any group, in any city within the Network ONE organization.)
- Choose the NAME of the person you want to send a SLIP to.  
(Members Names are listed chronologically by group number, then alphabetically by the member's first name. If submitting a Visitor Sign-In, choose the GROUP NUMBER from the dropdown, not a member's name.)
- Click "Next Page"

## REFERRALS

- Type the Referral's Name.
- Type the Referral's Email.
- Enter the Referral's Phone Number.
- Indicate the TYPE of Referral in the dropdown menu.
  - HOT REFERRAL: Contact has discussed doing business with you; contact them immediately.
  - WARM REFERRAL: Contact may or may not need your service but would like to hear from you.
  - COLD REFERRAL: Contact has not requested your service but is a good lead for you.
  - SOFT REFERRAL: Referring yourself to an existing ONE™ member of any group.
- Type any INSTRUCTIONS regarding the referral.
- You can UPLOAD an attached an image or document.
- Pick "YES" from dropdown if Referral is Complete
- Click "Next Page"

## CLOSED BUSINESS

- Enter the dollar amount
- Indicate with the dropdown menu if it should be confidential
- In "Further Info" field, add any info that helps your referral partner understand which referral (or customer) this Closed Business SLIP is for.
- Pick "YES" from dropdown if Closed Business is Complete
- Click "Next Page"

## M & M

- Enter the DATE you had the M&M
- In "M&M Details" field, add info like where you met and what was discussed during your M&M.
- Pick "YES" from dropdown if M&M is Complete
- Click "Next Page"

## VISITOR SIGN-IN

- On the FIRST SCREEN, when asked who you are SENDING the SLIP to, choose the GROUP NUMBER from the dropdown.
- Type the VISITOR'S NAME.
- Type the VISITOR'S EMAIL.
- Enter the VISITOR'S PHONE NUMBER.
- Type the VISITOR'S Business Name & Category
- Indicate with dropdown menu if the Membership Team should follow-up with this Visitor regarding Membership
- Pick "YES" from dropdown if Visitor Sign-In is Complete
- Click "Next Page"

## ON THE FINAL SCREEN

- Put a CHECK MARK in the box that says "I'm not a robot."
- Click "Submit" and you'll be taken back to the website.