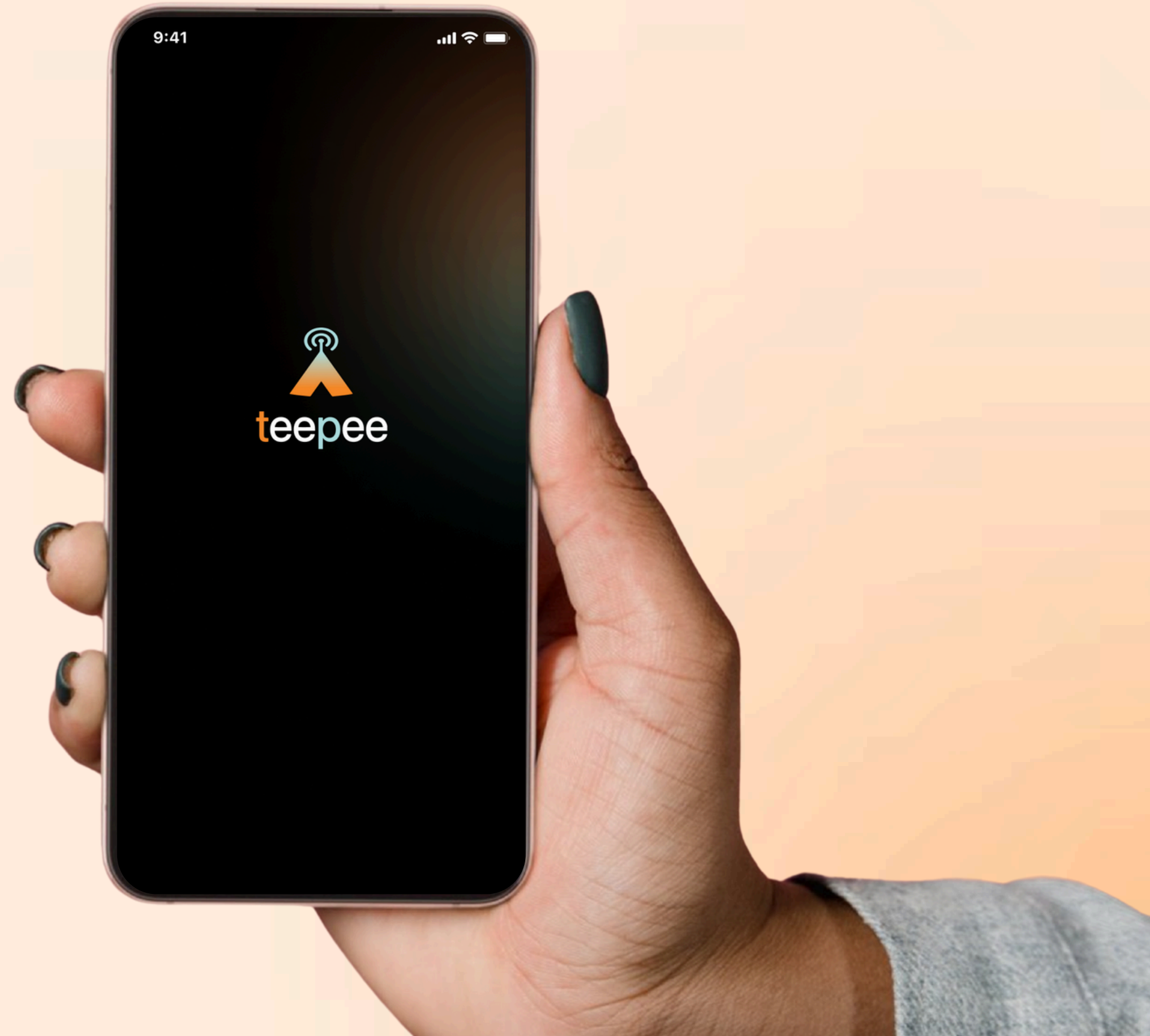


teepee

STAFF WELCOME GUIDE

Your quick guide to handling
collaborations confidently.

COLLABS MADE EASY.



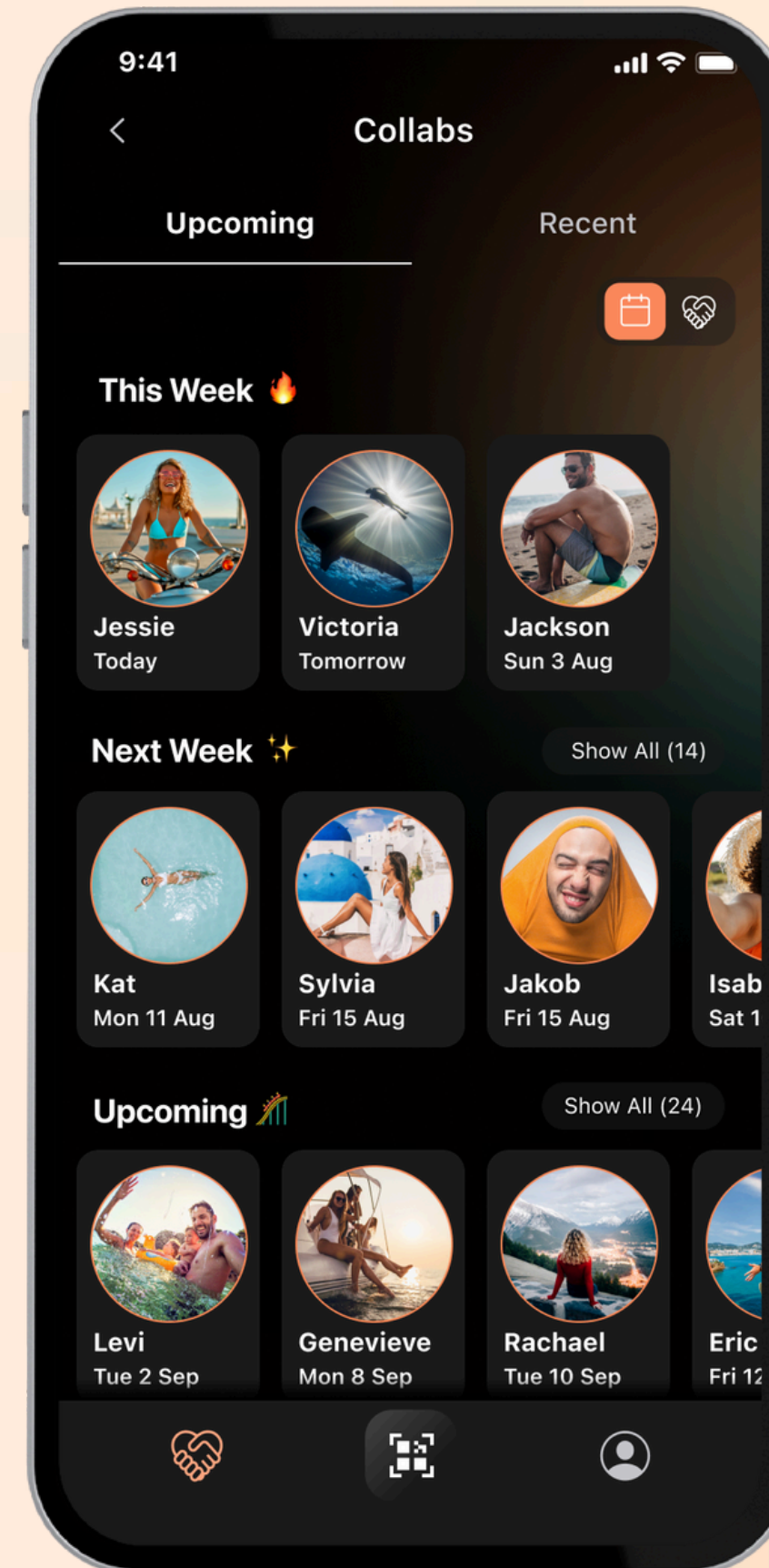
WHAT IS TEEPEE

Teepee is an app that connects your business with people who create and share content.

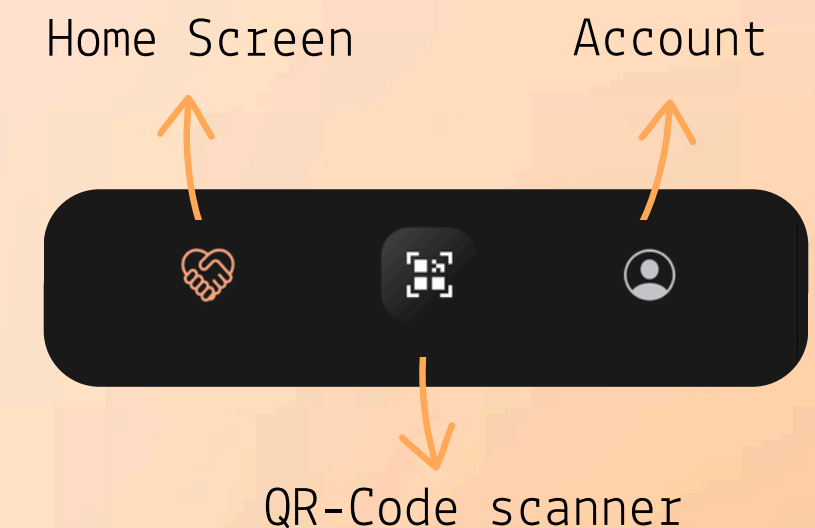
Businesses post offers for collabs, creators like and claim or apply.

How it works at a glance

- Manager posts offers → creator selects a date for the collab → you see it in teepee
- Creator arrives → you scan their QR code and see offer details → click confirm → manager is notified → done



*Teepee is your collab booking system.
Think of it like a reservation system, but for collab visits.*



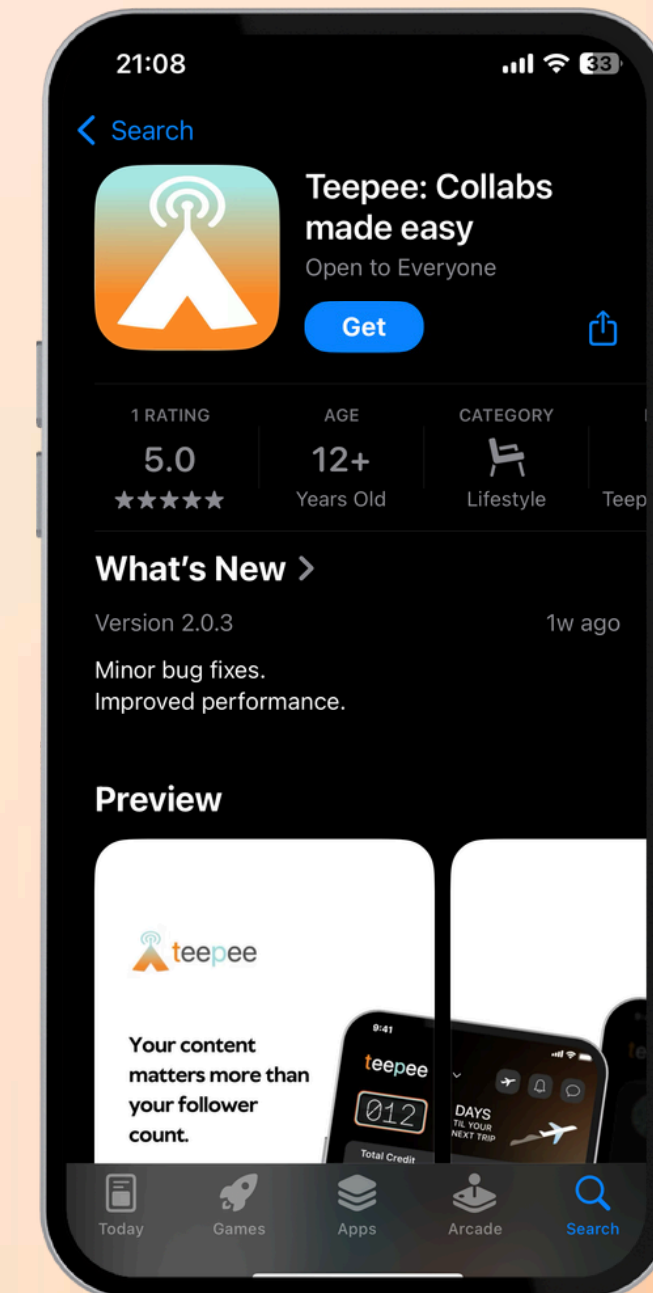
CURRENT CHALLENGES

Many teams face the same problems when it comes to collabs:

- Not knowing when a creator is coming or what they get.
- Information shared through chat or notes... easy to lose track
- Awkward conversations about payment or extra free items
- Creators showing up unannounced or too late
- Miscommunication between staff and managers
- Shift changes and leave makes communication even harder

Information exchange between marketing and floor staff is crucial and time consuming on both sides.

Teepee fixes this: everything is in one app, visible to everyone.



HOW TEEPEE HELPS

Teepee makes creator visits as simple as handling a normal booking.

Here's what it does for you:

- **All info in one place** — who's coming when, what they get, what they look like.
- **No more missing messages** — details don't depend on WhatsApp or someone remembering.
- **Smooth handovers** — every team member can check the app and welcome creators confidently
- **Less confusion at the door** — if they're on today's list, you know exactly what to do.
- **Easy to verify** — just scan the QR code and the manager gets notified instantly.
- **Confidence on the floor** — no awkward situations or guessing what's included.
- **Team friendly** — Log-in from multiple devices

Result: You stay informed, prepared and supported.

With fewer mistakes and less back-and-forth with managers.

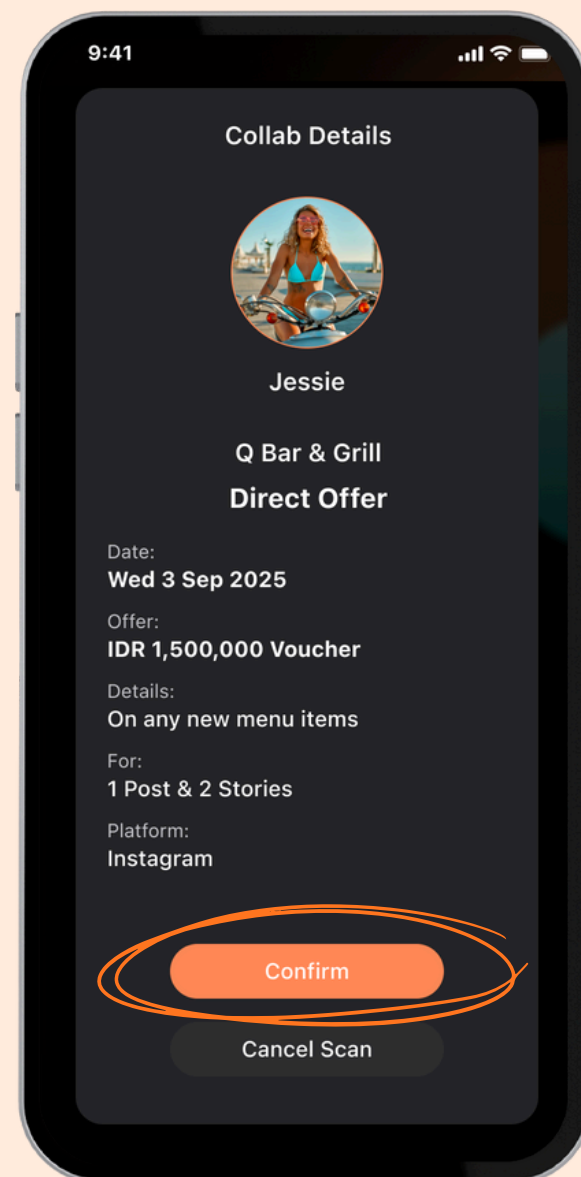
HOW IT WORKS

When creators arrive at the venue, simply scan the QR code and press confirm.

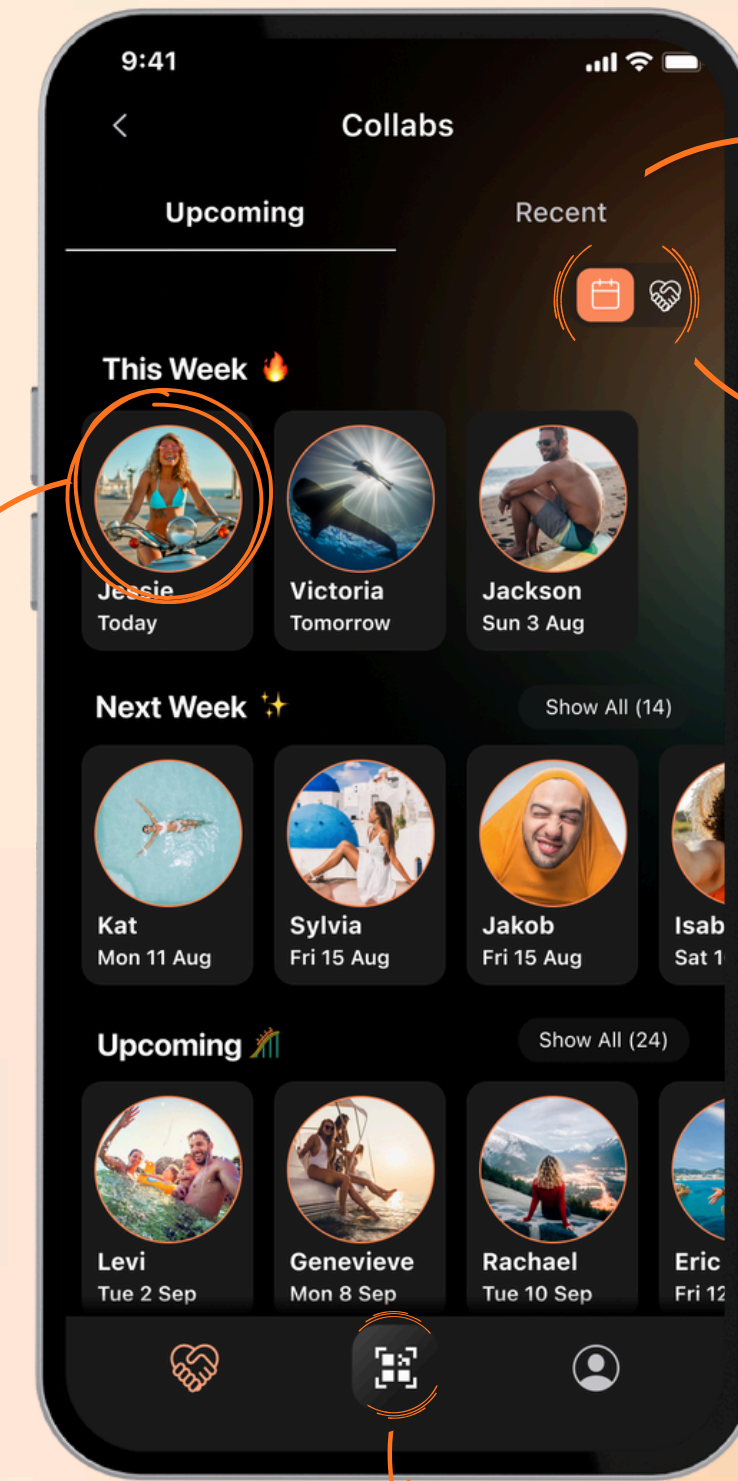
1. SCAN



2. CONFIRM



Home Screen



Once scanned, collab is listed in *Recent*

switch view from calendar to collab

Click on collabs to view details

QR-code scanner

YOUR QUICK CHECKLIST

1. Check teepee at the start of your shift.

See all upcoming collabs — who's coming, what time and exactly what they get. If anything is unclear, ask your manager before the creator arrives so you're fully prepared. (teepee works on phone and tablet.)

2. Ask for the creator's QR code when they arrive and scan it.

Scanning the QR code is crucial — it confirms the visit, notifies the manager and unlocks the next step for the creator to upload their content.

3. Give what's written in the offer

You'll see the exact details in teepee: Voucher amount or percentage discount, and if the managers put down details, e.g. lunch special only, max amount of drinks and whether it's for the creator only or includes a friend.



WHAT YOU **CAN** DO

See all upcoming visits

Who's coming, when, and what they receive.

Scan QR codes on arrival

This confirms the visit and notifies the manager.

Check offer details

Voucher amount, percentage discount, restrictions, details, etc.

Use teepee on phone or tablet

One staff account works across multiple devices, on both iOS and Android.

WHAT YOU **CANNOT** DO

Approve or reject creators

That's handled by your manager/marketing team.

Create or edit offers

You can view all details, but you can't make changes.

Change visit dates

Creators must reschedule through the app, or managers handle it.

Access business profile settings

Password, offers, business information and account settings are manager-only.

Message creators

Chat is view-only. You can read what was discussed, but not send messages.

TEEPEE: COLLABS MADE **EASY**.

Reach out if you want to know more about teepee.
Need support getting started? We've got you.

✉ founders@teepee.app

🌐 www.teepee.app

📞 +62-877-5047-9738



Download the app

**SOCIAL MEDIA MARKETING WASN'T MADE FOR REAL PEOPLE.
SO WE BUILT SOMETHING THAT IS.**

