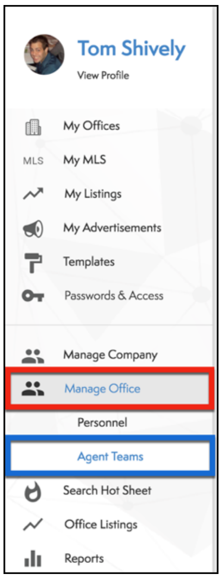
Setting Up an Agent Team

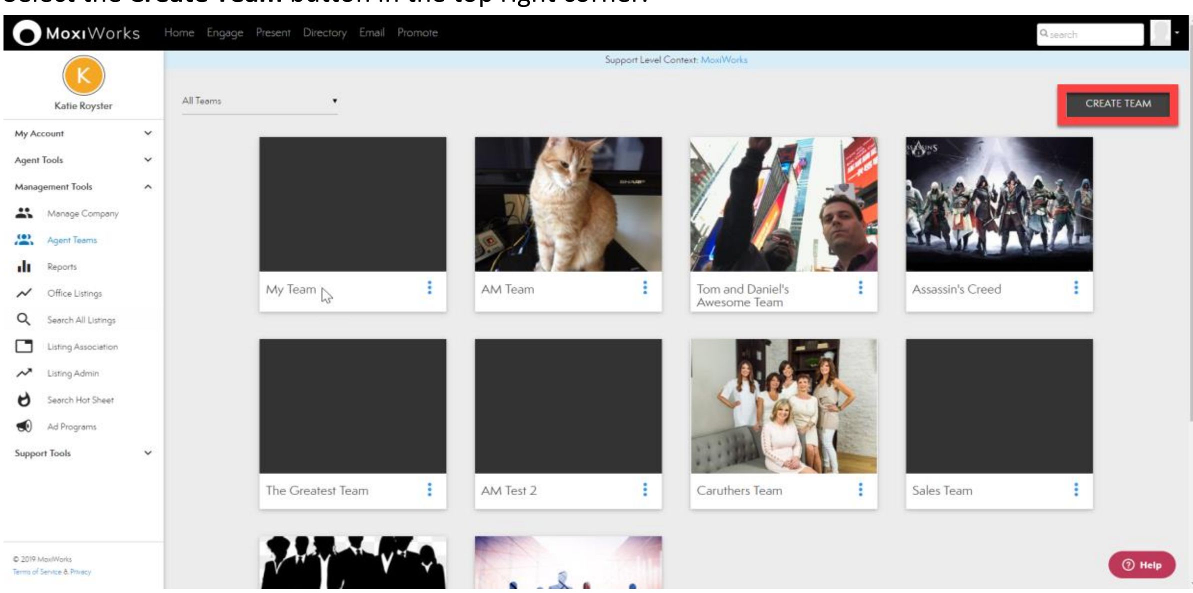
Agent Teams are a part of most brokerages! Follow the steps below and learn how to set up an Agent Team!

Setting up an Agent Team

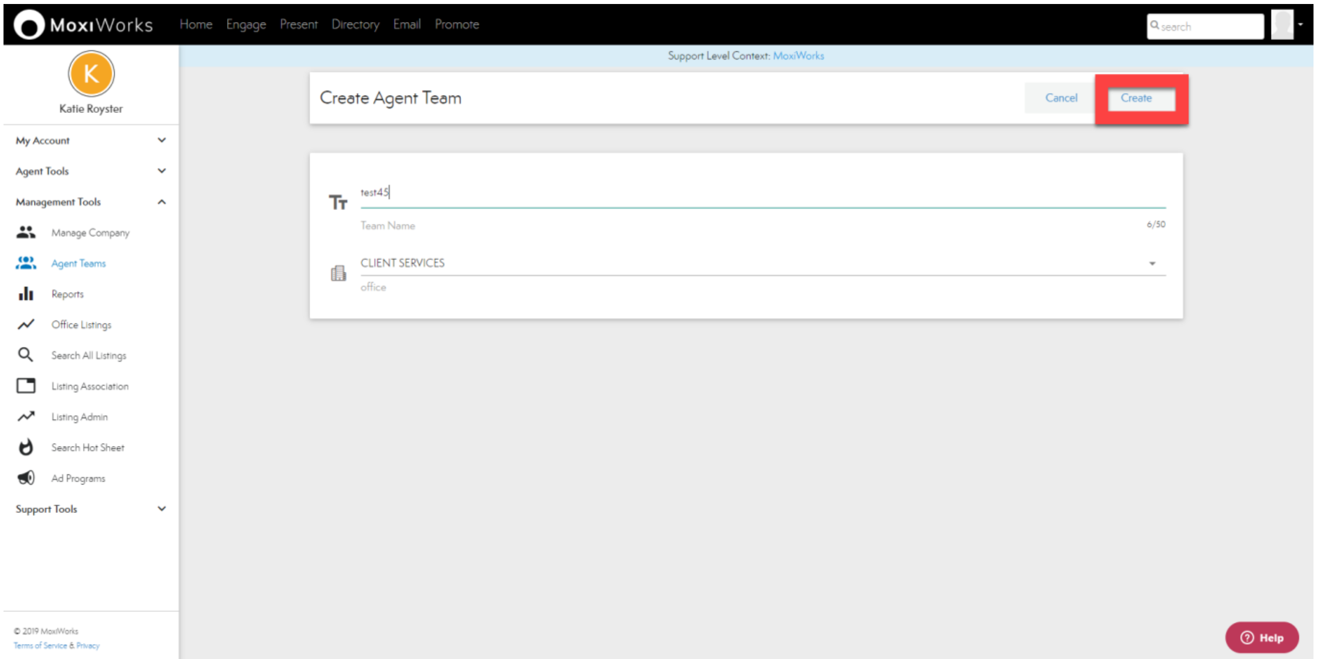
1. From your Roster Select **Manage Office** from the menu on the left (Circled below in Red).
2. Select **Agent Teams** (Circled below in Blue).



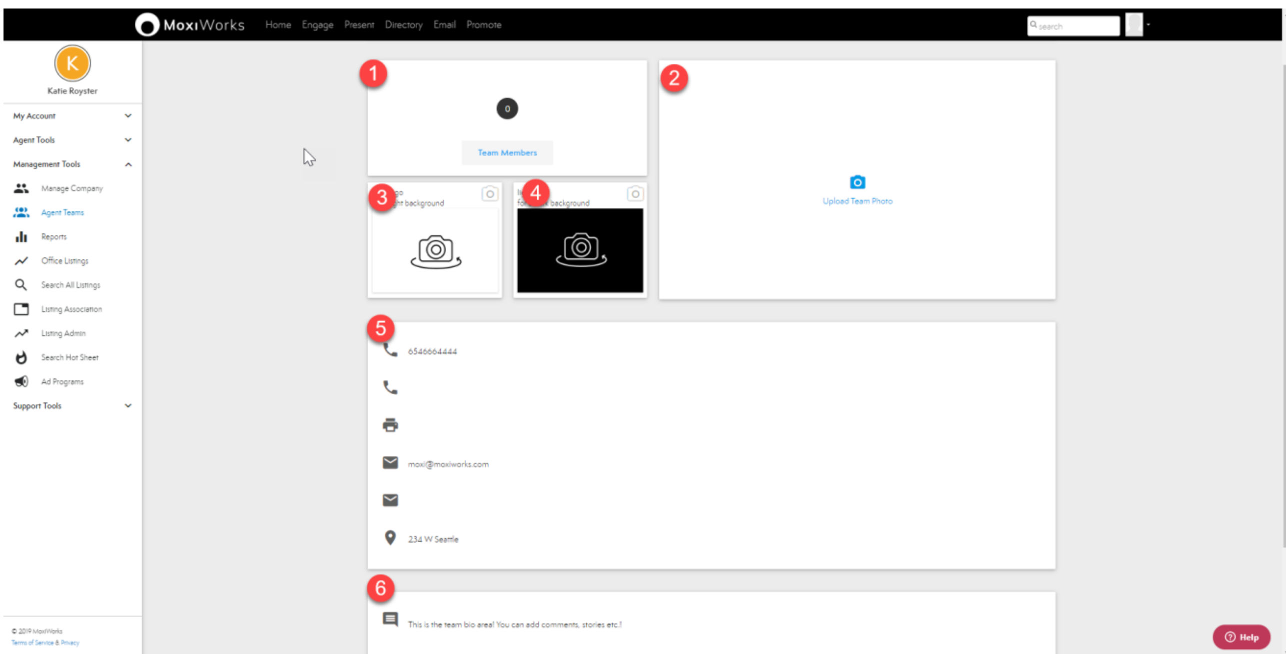
3. Select the **Create Team** button in the top right corner.



4. Enter your Team Name (Circled below).
5. Select **Create** (See red arrow).



6. From here you can enter in all your team information.



1. Your team members.
    i. NOTE: You can add and remove team members. Please see Agent Teams: How to Add new Team Members.
2. Team Photo: Enter your Team photo here.
3. Team Logo. Enter your light Team logo here.
4. Team Logo. Enter your dark Team logo here.
5. Team information. Enter your Team info, such as contact phone numbers and emails, here.
    ii. To edit your Team info, select the pencil icon in the top right corner.
6. Team description: Enter a detailed description of your team here.