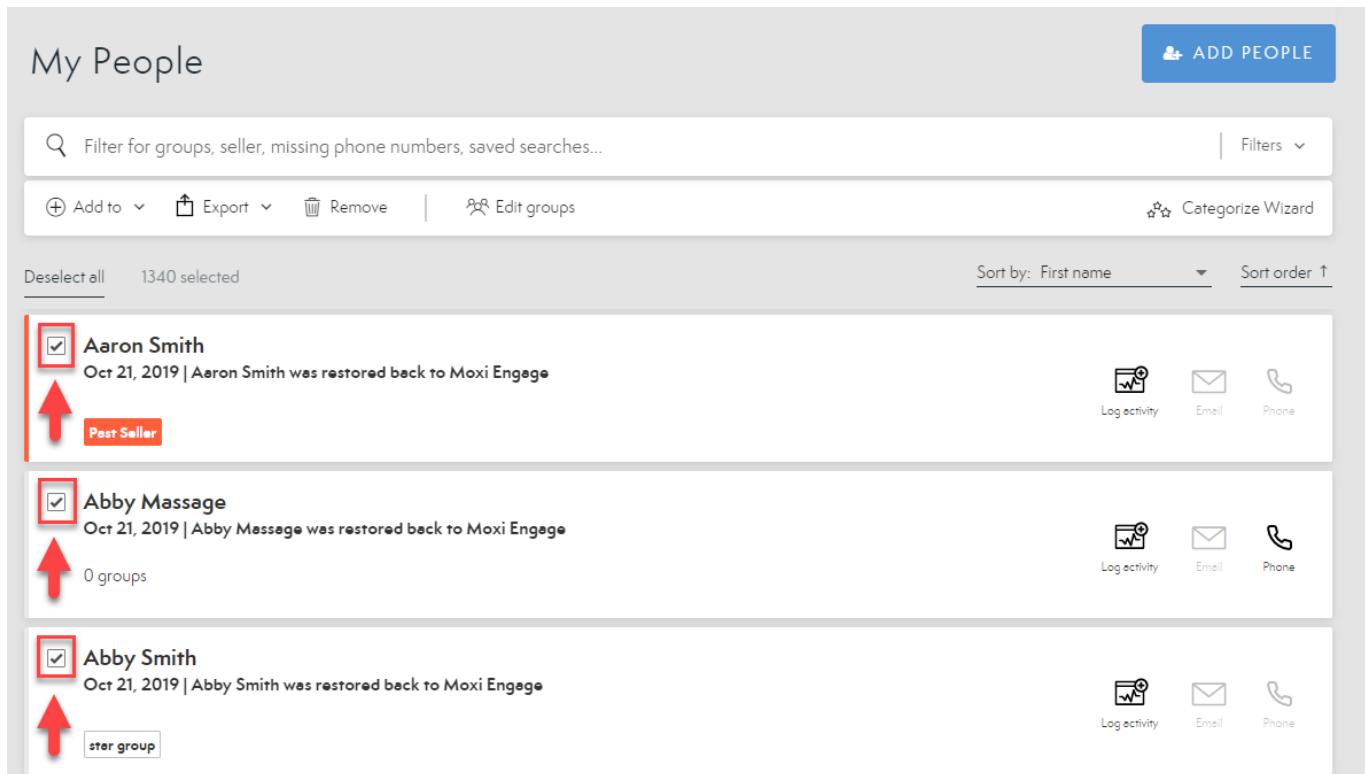


Subscribe Multiple People to Neighborhood News

Neighborhood News is the monthly market update email sent on your behalf to a targeted group of contacts. Neighborhood News provides people with relevant, housing market statistics and information by zip code – all branded with your contact information.

Subscribe Multiple People to Neighborhood News

1. From the My People page, select the **checkbox** next to each name you wish to subscribe or choose **Select All**.



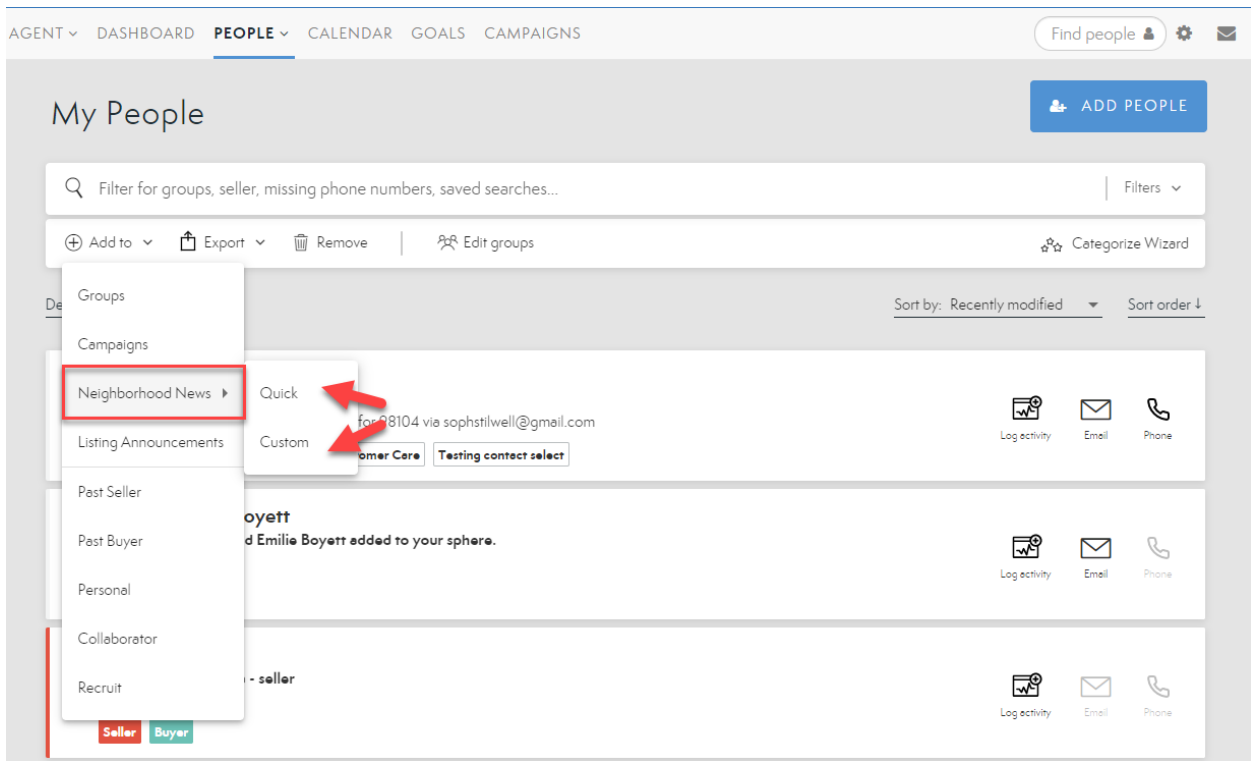
The screenshot shows the 'My People' interface. At the top right is a blue 'ADD PEOPLE' button. Below it is a search bar with the placeholder text 'Filter for groups, seller, missing phone numbers, saved searches...' and a 'Filters' dropdown. Below the search bar are action buttons: '+ Add to', 'Export', 'Remove', and 'Edit groups'. On the right side of this bar is a 'Categorize Wizard' icon. Below these buttons, it says 'Deselect all' and '1340 selected'. To the right, there are sorting options: 'Sort by: First name' and 'Sort order ↑'. The main area displays a list of three contacts, each with a checked checkbox, a name, a date, and a status message. The first contact is 'Aaron Smith', a 'Post Seller', with a red arrow pointing to his checkbox. The second is 'Abby Massage' with '0 groups' and a red arrow. The third is 'Abby Smith' with a 'ster group' and a red arrow. Each contact has 'Log activity', 'Email', and 'Phone' icons.

2. Select **Add To**.



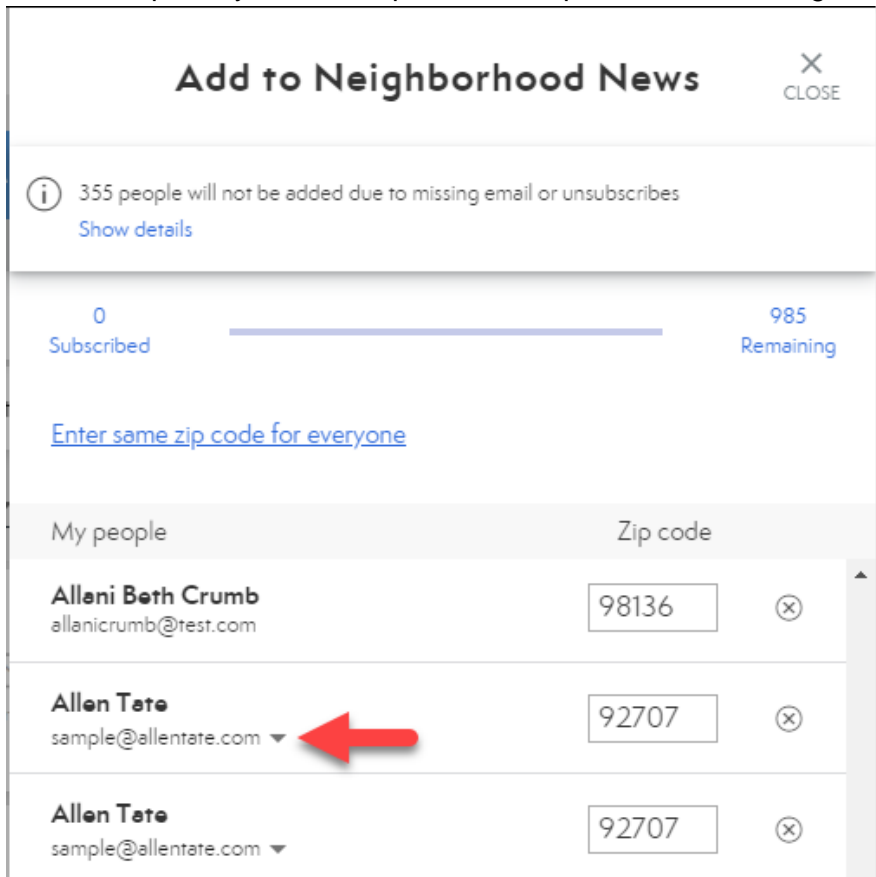
A close-up of the '+ Add to' dropdown menu. A red arrow points to the dropdown arrow, indicating where to click to open the menu.

3. Select **Neighborhood News** from the drop-down menu and choose which type of Neighborhood News report you want to create (see below).
 - a. **Quick Neighborhood News**: Subscribe the client's email to a particular zip code for the market report.
 - b. **Custom Neighborhood News**: Subscribe the client's email to a customized search for the market report.



Quick Neighborhood News

1. Enter the **Email Address** you would like to send Neighborhood News to. The system will auto-populate the primary email and provide a drop-down for selecting alternate emails if available on the account.



2. Enter the **Zip Code** for which you would like to send a report. The system will auto-populate the contact's address zip code if available.
 - a. To use the same **Zip Code** for everyone, click **Enter same zip code for everyone**.

My people	Zip code
Allison Anderson ak-rasheed@hotmail.com ⚠ Zip code is required	<input type="text"/> (with red arrow pointing to it)
Allison Anderson ak-rasheed@hotmail.com ⚠ Zip code is required	<input type="text"/>
Amanda Rooney youwish_iwas@yahoo.com	98102

3. Select **Subscribe and Continue** until all contacts have been subscribed then hit **Done**.



Custom Neighborhood News





1. Select the desired search paramotors of your search using the Customize Search pop-up (see below).
 - 1) **Location**: search by Location, Zip Code, Address or Neighborhood
 - 2) **Price**: set Price Minimums and Maximums
 - 3) **Bed + Bath**: choose Bed and Bath Counts
 - 4) **Filters**: add additional filters for Property Type and Square Footage
 - 5) **Schools**: search by Schools
 - 6) **Draw**: draw custom search boundaries

Customize Neighborhood News

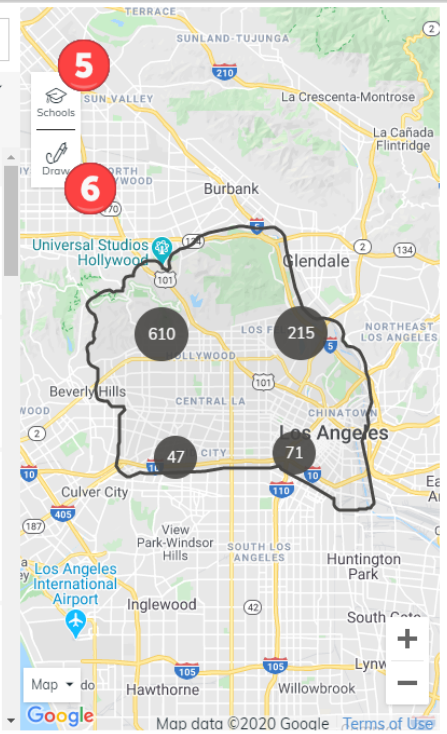
1 2 3 4

12345 Price Bed + Bath Filters

ALL LISTINGS HERE MEET SEARCH CRITERIA AND WILL APPEAR IN FULL REPORT SORT: PRICE

	List Price	Property Type	\$/sqft	Status	Sold Price	MLS #
	9272 Robin Dr Los Angeles, CA 90069 6 BR 10 BA 16,000 SQFT	Single-Family	\$2657	Sold	\$42,508,888	MLS # 19445606
	9268 Robin Dr Los Angeles, CA 90069 6 BR 8 BA 17,000 SQFT	Single-Family	\$1941	Sold	\$33,000,000	MLS # 19515932
	1010 N Hillcrest Rd Beverly Hills, CA 90210 3 BR 7 BA 5,592 SQFT	Single-Family	\$5721	Active		MLS # 20558108
	1235 Sierra Alta Way Los Angeles, CA 90069 10 BR 13 BA 18,410 SQFT	Single-Family	\$1629	Active		MLS # SR20055104

5 6







CANCEL NEXT

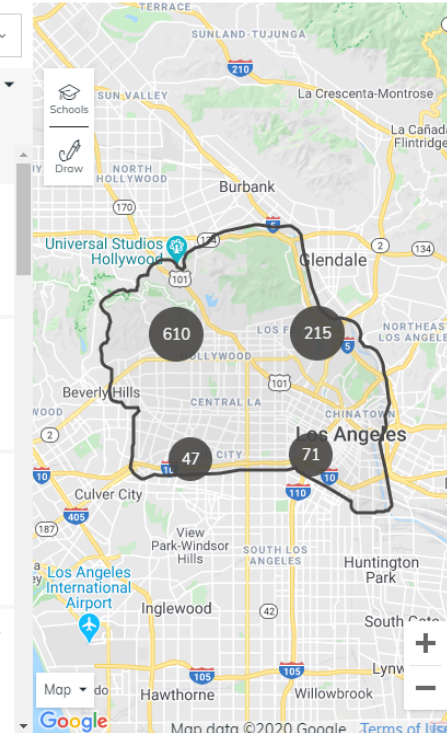
2. Once you have added all desired search criteria, select **Next** (see below).

Customize Neighborhood News

12345 Price Bed + Bath Filters

ALL LISTINGS HERE MEET SEARCH CRITERIA AND WILL APPEAR IN FULL REPORT SORT: PRICE

	List Price	Property Type	\$/sqft	Status	Sold Price	MLS #
	9272 Robin Dr Los Angeles, CA 90069 6 BR 10 BA 16,000 SQFT	Single-Family	\$2657	Sold	\$42,508,888	MLS # 19445606
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	1235 Sierra Alta Way Los Angeles, CA 90069 10 BR 13 BA 18,410 SQFT	Single-Family	\$1629	Active		MLS # SR20055104





CANCEL NEXT

3. **Confirm recipients** and add any needed information then select **Next** (see below).

Confirm Recipients

Your selections for a customized version of Neighborhood News

Contact	Email	
Sophie D. Stilwell	sophstilwell@gmail.com	⊗
Paul and Emilie Boyett	email@email.com	⊗
Jen Jenne	<div style="border: 1px solid red; padding: 2px; display: inline-block;">+ Add email</div>	⊗ 
Duplicate Test	sophstilwell@gmail.com	⊗
Duplicate Test	sophstilwell@gmail.com	⊗
Bridget Falani	sophstilwell@gmail.com	⊗

[← CUSTOMIZE NEIGHBORHOOD NEWS](#) [CANCEL](#)  [NEXT](#)

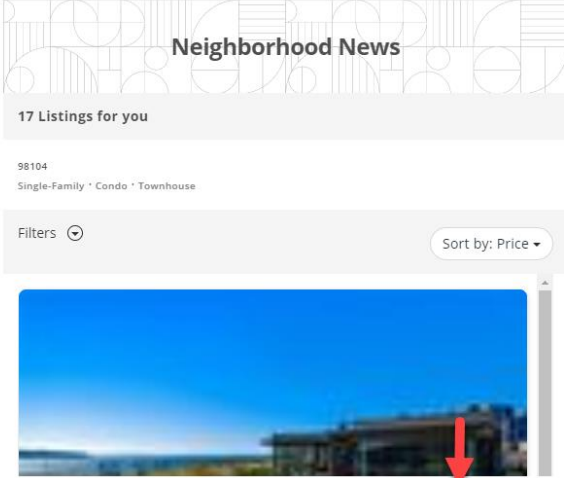
4. **Preview report** and then **Send** to client (see below).

Confirm Custom Neighborhood News

Custom listing filters
Location: 98104
Filters: Single-Family, Condo, Townhouse Edit

Email Preview

Full Report Preview



[← RECIPIENTS](#) [CANCEL](#) [SEND TO PAUL AND EMILIE BOYETT](#)