## 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.

۲	Tom Shively View Profile	Teams Created By Me
MLS ~~ © 7 0	My Offices My MLS My Listings My Advertisements Templates Passwords & Access	Tom and Daniel's Awesome Team
	Manage Company	
	Manage Office	
	Personnel	
	Agent Teams	
6	Search Hot Sheet	
~	Office Listings	
ф	Reports	

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

Crea	ite Agent Team	Cancel Create	
Тт	Tom and Daniel's Awesome Team Team Name	29/50	

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

Tom and Daniel's Awesome Team	1
a	
<b>d</b> 30.555-8673	
tele@tsams.com ℃	
B This is the greatest team of all time.	
Last Edited By: Tom Shvely on 17 Nox, 2017 Created: 17 Nov, 2017	

- a. Your team members.
  - i. NOTE: You can add and remove team members. Please see Agent Teams: How to Add new Team Members.
- b. Team Photo: Enter your Team photo here.
- c. Team Logo. Enter your Team logo here.
- d. Team information. Enter your Team info, such as contact phone numbers and emails, here.
  - i. To edit your Team info, select the pencil icon in the top right corner.
- e. Team description: Enter a detailed description of your team here.