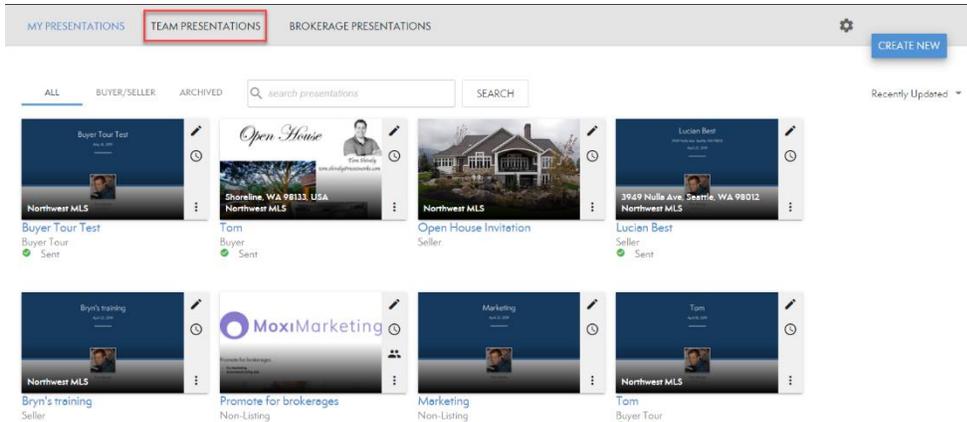


Editing a Team Presentation

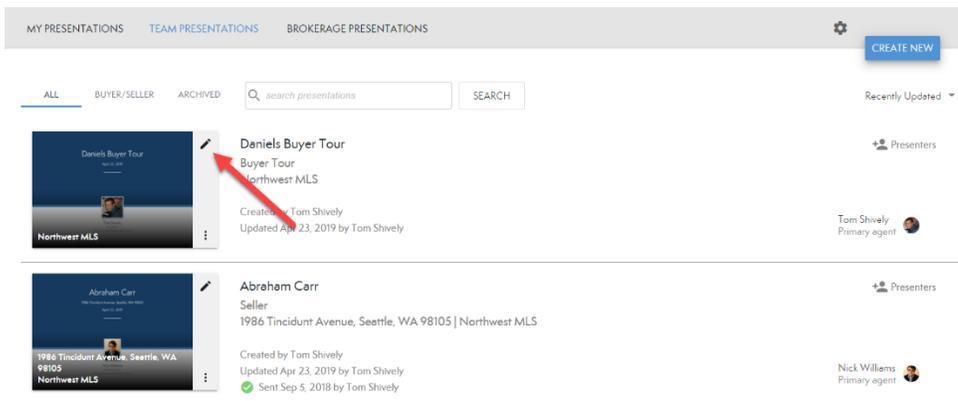
Agent Teams are a part of most brokerages! Follow the steps below and learn how to edit presentations with your Agent Team!

How to Edit a Team Presentation

1. From your Present Dashboard, Select **Team Presentations**.



2. Select the Presentation you would like to edit.
3. Select the **Pencil Icon** (circled below).
 - a. NOTE: You will not be able to edit this presentation if you are not a member of the MLS assigned to the presentation.



4. This will bring you to the Presentation authoring mode!

HOME | Open House Presentation • 6101 22nd Ave NW, Seattle, WA 98107

SUBJECT PROPERTY SEARCH LISTINGS 0 ESTIMATE PAGES 8 VIEW SEND MORE

Presentation Created for

Open House Presentation

Copy data from MLS Number (optional)

Enter MLS number to copy data (Data will not auto-update)

TIP: Copied MLS data is static and will not automatically update.

TIP: Use copied MLS data for a quick start and customize it as needed.

Copy

Location

6101 22nd Ave NW Unit #

Seattle WA 98107

Community Information

MLS Area: 705 Community: Ballard Subdivision: Gilman Park Add

School District: Sea

Elementary School Middle School High School

Map showing location at 6101 22nd Ave NW, Seattle, WA. Street names visible: NW 63rd St, NW 62nd St, NW 61st St, NW 60th St, 22nd Ave NW.

Upload new image

Select a Subject Property image

BROWSE MLS

Replace with Default Image

Edit Team Presentation Settings

You can edit the members of a Team Presentation from the Team Presentations Dashboard. Here you can specify who will have access to your Team Presentations!

1. From your Team Presentations Dashboard, select **Presenters**.

MY PRESENTATIONS TEAM PRESENTATIONS BROKERAGE PRESENTATIONS

CREATE NEW

ALL BUYER/SELLER ARCHIVED search presentations SEARCH Recently Updated

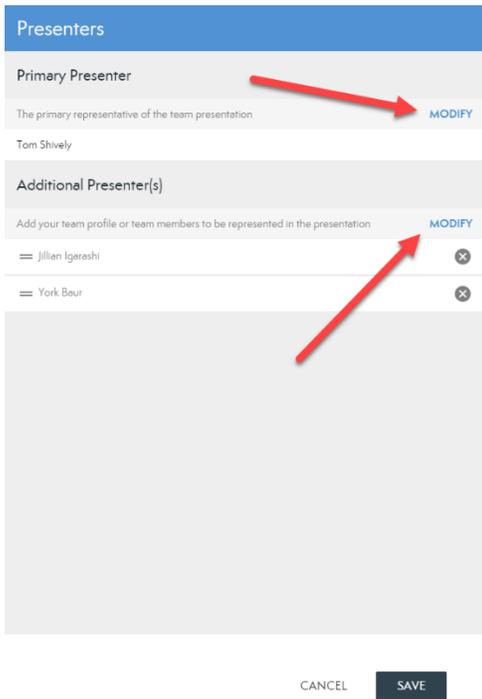
Daniels Buyer Tour
Buyer Tour
Northwest MLS

Created by Tom Shively
Updated Apr 23, 2019 by Tom Shively

Presenters

Tom Shively
Primary agent

2. Here you can see the Team Options for this presentation.
3. You can change the Primary Presenter for each presentation (See arrow below).
 - a. NOTE: This is mandatory since many states require every presentation have an Agent and License number.



4. You can also add or remove members of your agent team or add a team profile.
 - a. Members Representation will show specific members in your presentation by displaying their bio pages. All agents added to your team will be displayed here.

