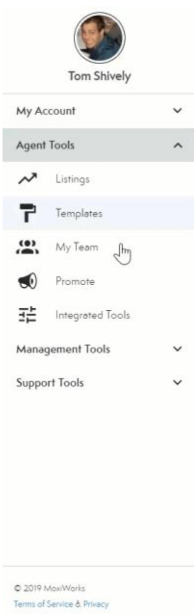
Adding and Removing Team Members

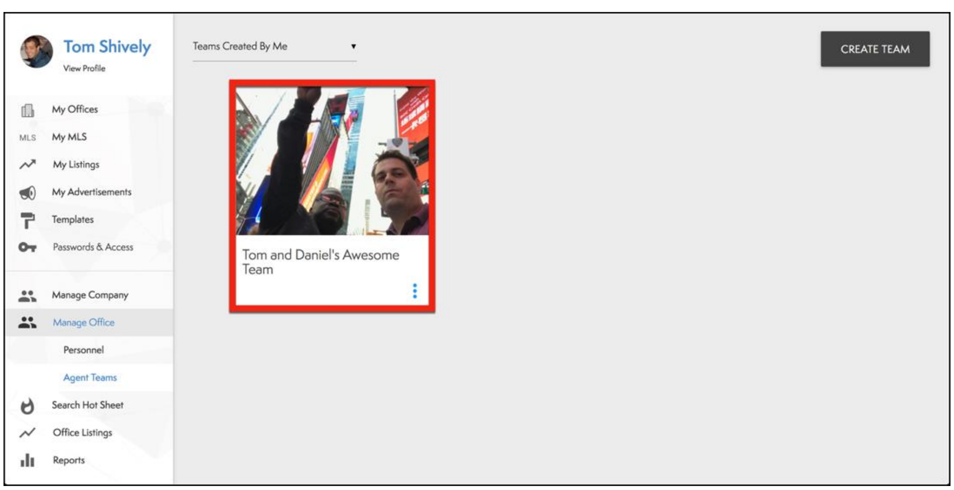
Agent Teams are a part of most brokerages! Follow the steps below and learn how to add members to your Agent Teams!

Adding and Removing Member from your Team

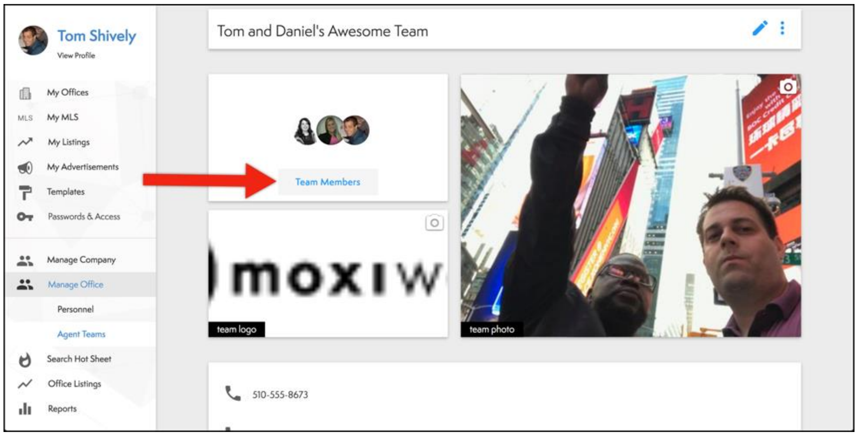
1. From your Roster, select **Manage Office.**
2. Select **Agent Teams.**



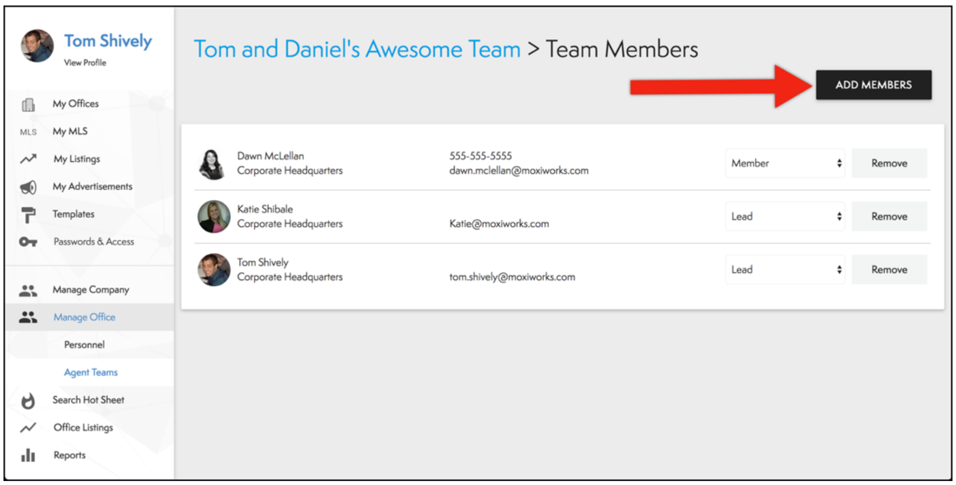
3. Select the Team you would like to add a member to!



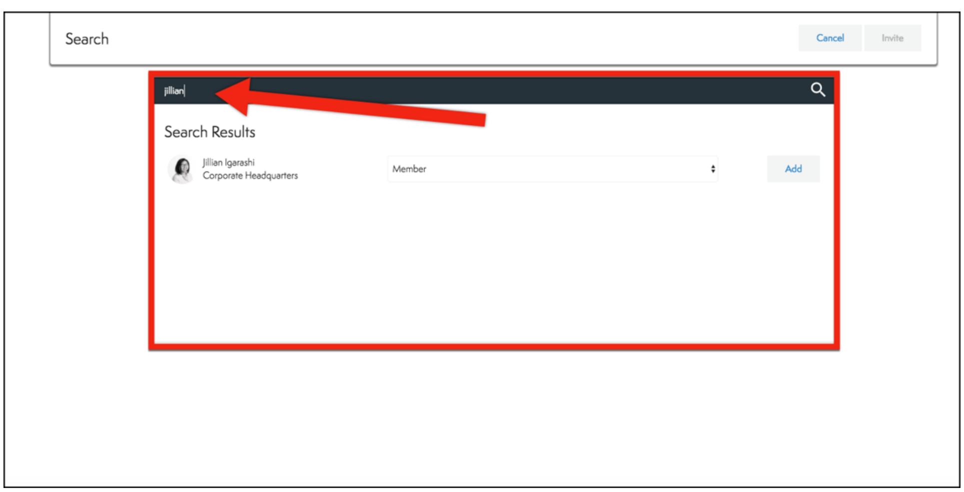
4. From your Team Dashboard, select **Team Members.**



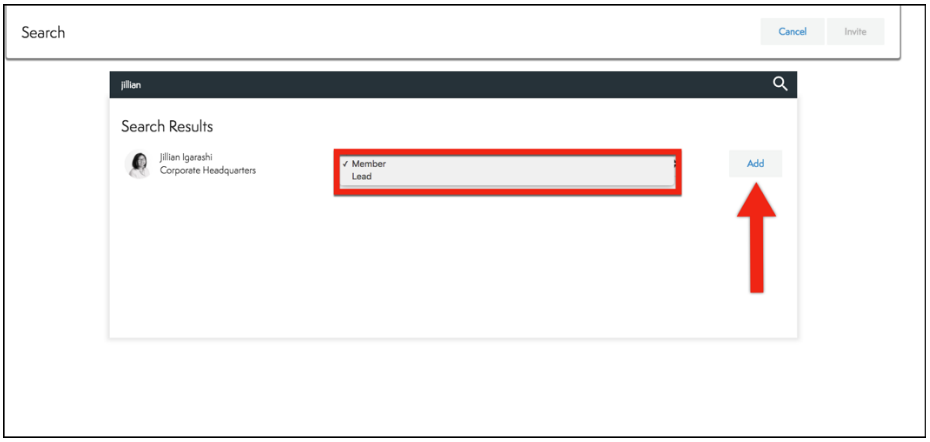
5. Select **Add Members.**



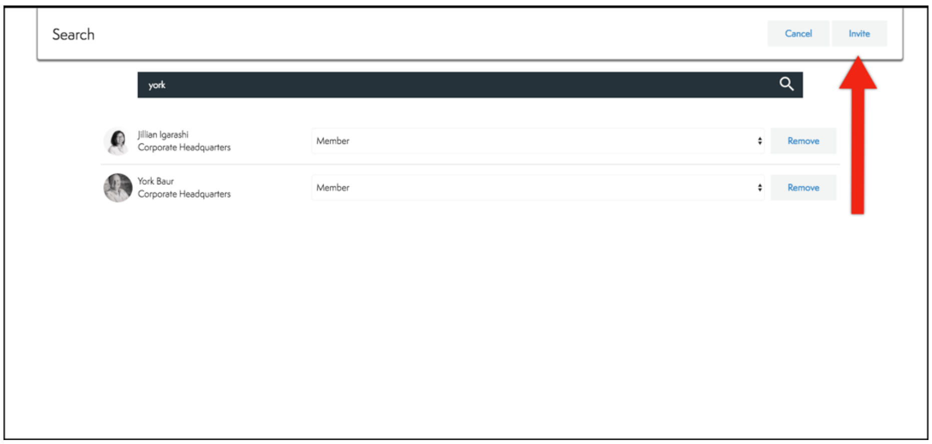
6. Use the search box to find the person you would like to add to your team.



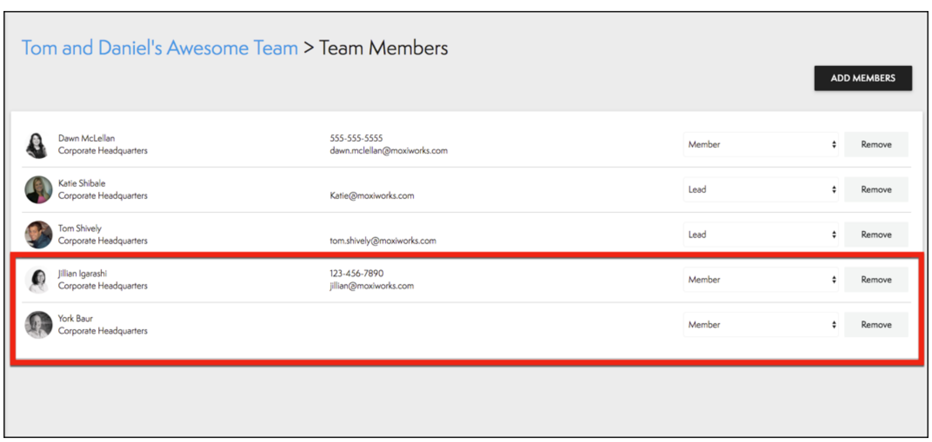
7. Designate what status this team member will have, either Member or Lead (Circled in Red Below).
8. Select **Add** (See Arrow).



9. Once you have found all the people you want to invite, select **Invite** (See Arrow below).



10. You will now see your new team members in your team!



11. To remove a Team Member, select the **Remove** button on the right hand side of their name.