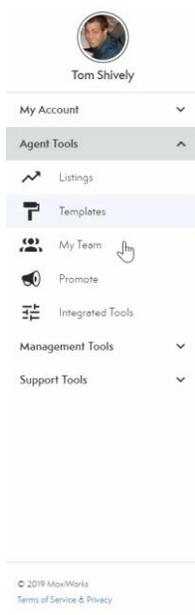


Adding and Removing Team Members

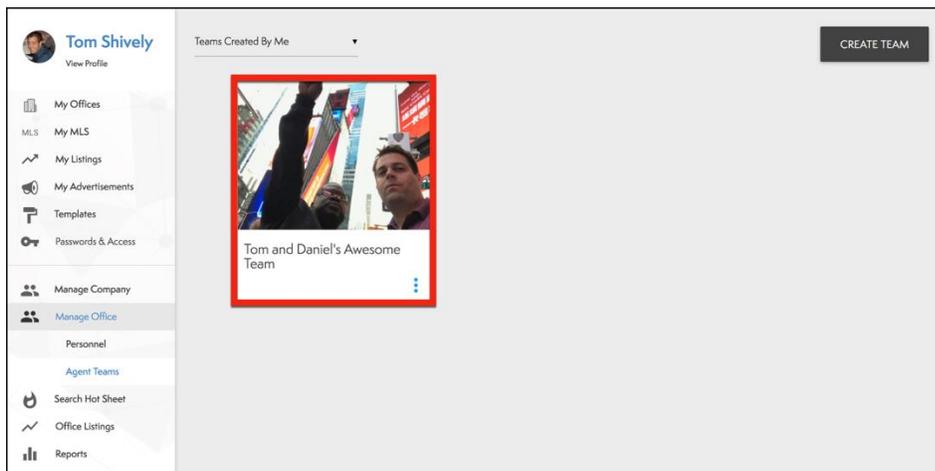
Agent Teams are a part of most brokerages! Follow the steps below and learn how to add members to your Agent Teams!

Adding and Removing Member from your Team

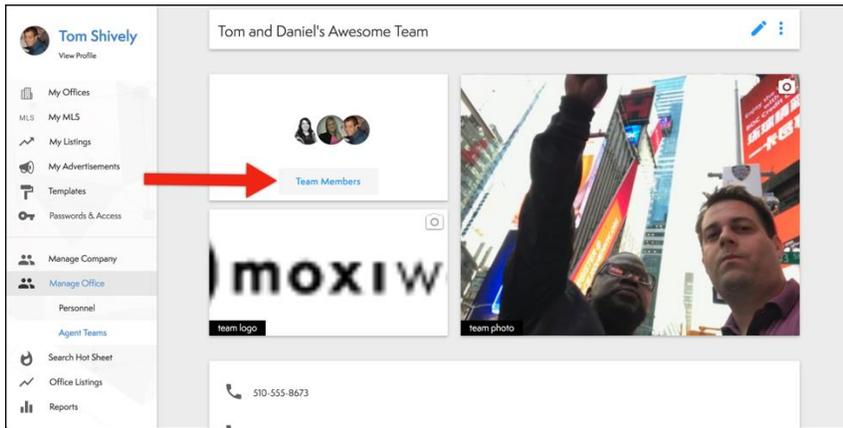
1. From your Roster, select **Manage Office**.
2. Select **Agent Teams**.



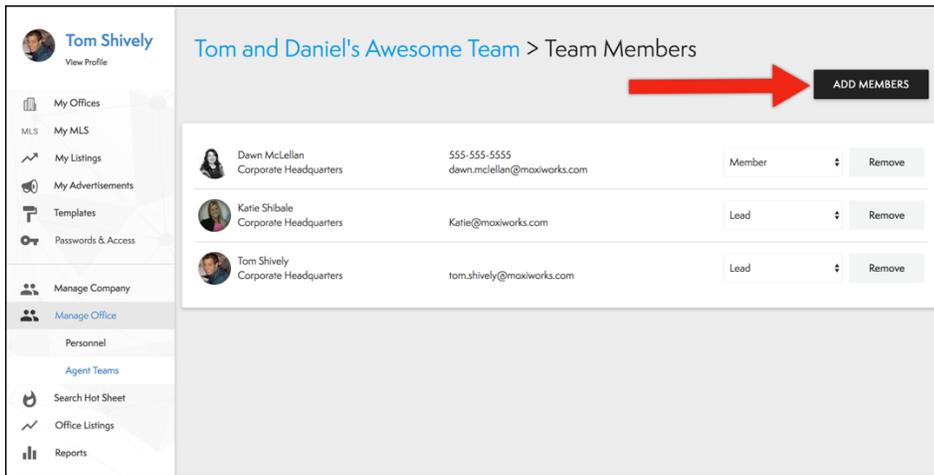
3. Select the Team you would like to add a member to!



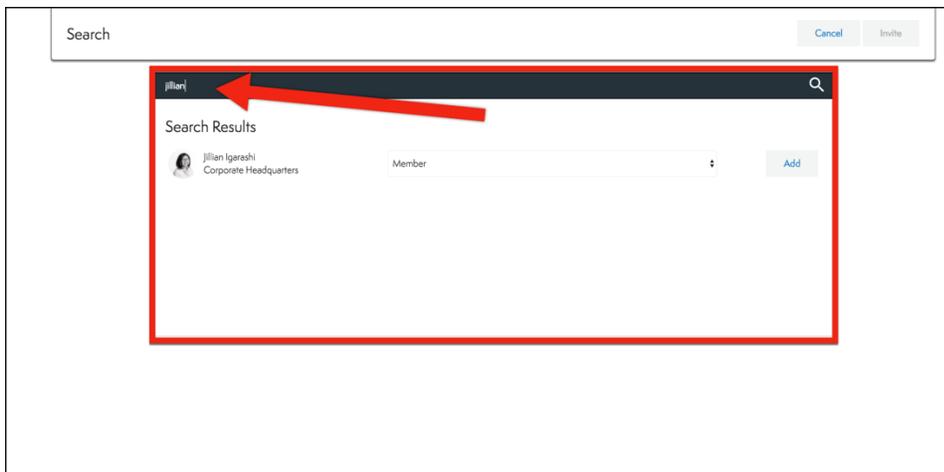
4. From your Team Dashboard, select **Team Members**.



5. Select **Add Members**.

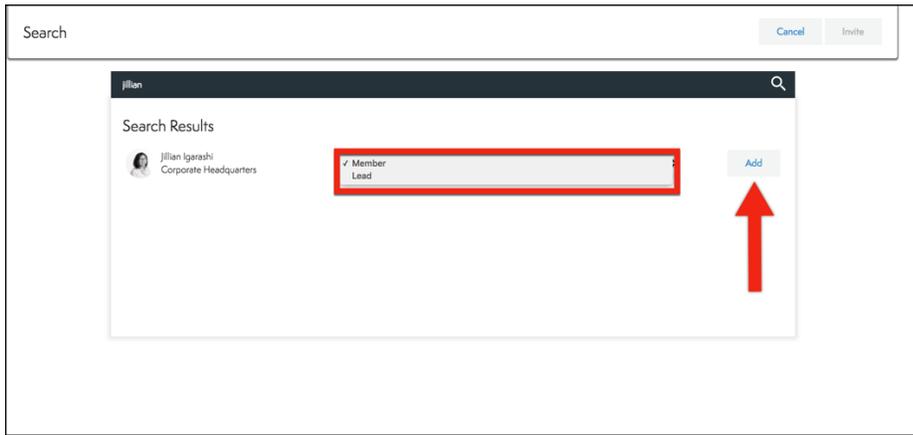


6. Use the search box to find the person you would like to add to your team.

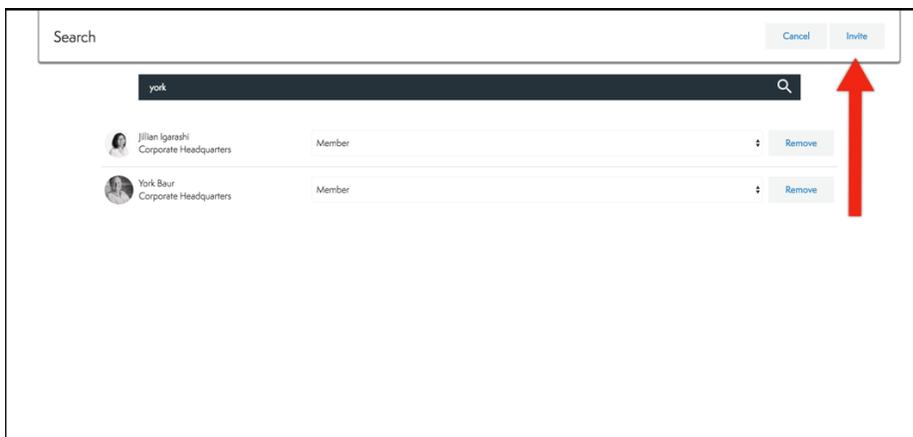


7. Designate what status this team member will have, either Member or Lead (Circled in Red Below).

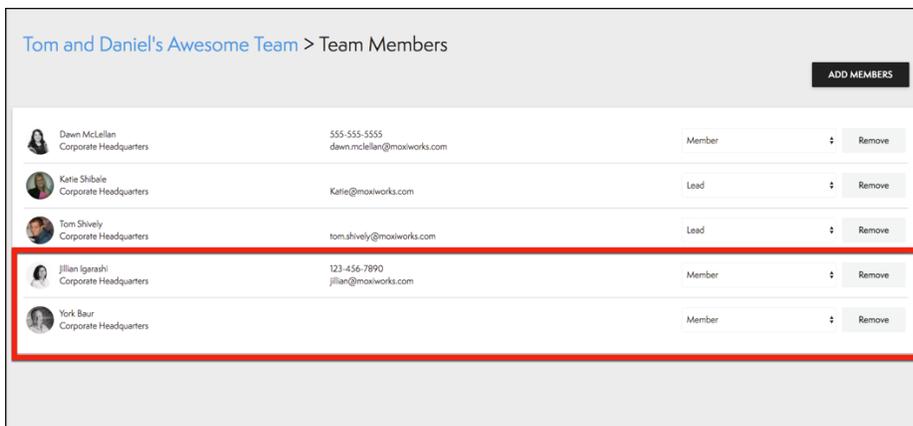
8. Select **Add** (See Arrow).



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.

The screenshot shows a web interface for managing a team. At the top left, it says "Tom and Daniel's Awesome Team > Team Members". At the top right, there is a black button labeled "ADD MEMBERS". Below this is a list of five team members, each with a profile picture, name, title, phone number, email, role, and a "Remove" button. The "Remove" buttons for all five members are enclosed in a red rectangular box.

Name	Title	Phone	Email	Role	Action
Dawn McLellan	Corporate Headquarters	555-555-5555	dawn.mclellan@maxworks.com	Member	Remove
Katie Shible	Corporate Headquarters		Katie@maxworks.com	Lead	Remove
Tom Shively	Corporate Headquarters		tom.shively@maxworks.com	Lead	Remove
Jillian Igarashi	Corporate Headquarters	123-456-7890	jillian@maxworks.com	Member	Remove
York Baur	Corporate Headquarters			Member	Remove