

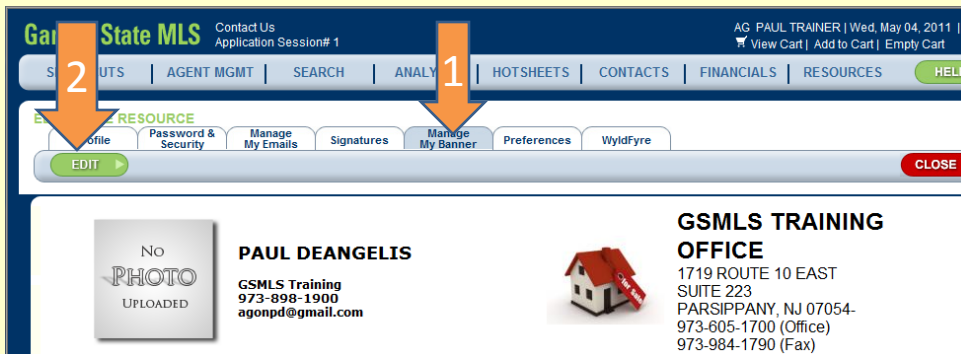
Adding Photo to Agent Profile

- It is now possible to have your photo included in your *Member Roster Profile*.
- To upload Agent photo: *Main Menu>Resources>Edit My Profile>*

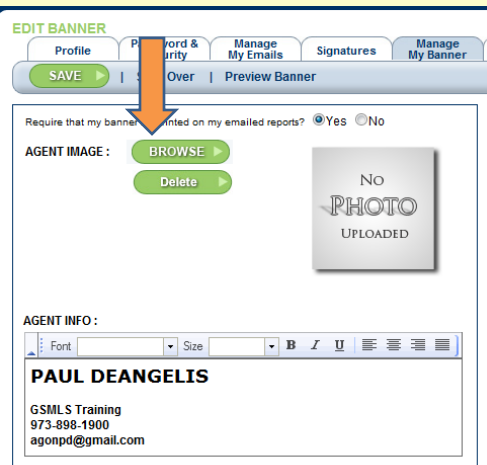
The screenshot displays the Garden State MLS website interface. At the top, the logo 'Garden State MLS' is on the left, and navigation links 'Contact Us' and 'Application Session# 1' are in the center. On the right, the user's name 'AG PAUL TRAINER | Wed, May 04, 20' and cart options 'View Cart | Add to Cart | Empty Ca' are visible. Below this is a horizontal menu with categories: SHORTCUTS, AGENT MGMT, SEARCH, ANALYSIS, HOTSHEETS, CONTACTS, FINANCIALS, and RESOURCES. The 'RESOURCES' menu is open, showing a list of options: Member Roster, Office Roster, Edit My Profile, Training Schedule, GSMLS Info., Newsletters, Email Helpdesk, and About. An orange arrow points from the '0 New Showings within Last 14 Days' alert to the 'Edit My Profile' option in the Resources menu. On the left side of the page, there are sections for 'AGENT INVENTORY' (with links for Add New Listing, My Inventory, and My Productivity Report) and 'SEARCH' (with links for Advanced Search, Prop/Tax Saved Searches, Open House Search/Rpt, and Stat. Search Report). A 'MY ALERTS:' section is also present.

Edit Image Resource Screen

- Select the *Manage My Banner* tab.
- Click on **EDIT** in the Toolbar.

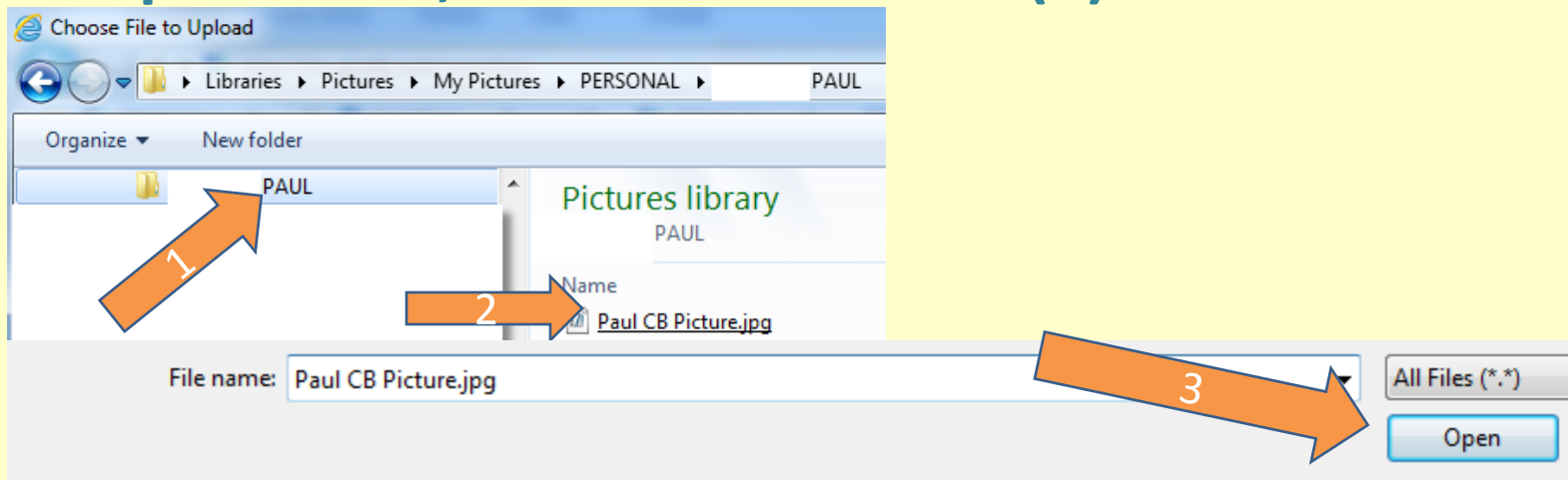


- The *Edit Banner* screen will display. Click on the **BROWSE** button.

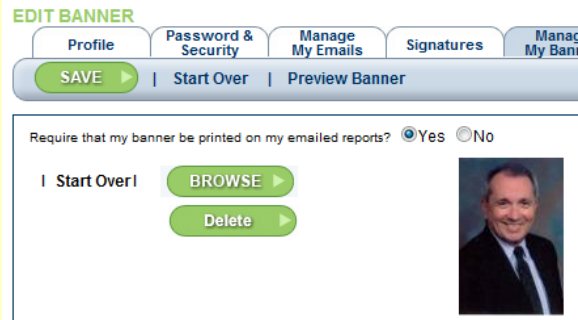


Selecting and Uploading Photo

- A Browse window will open. Browse to the appropriate directory (1) and photo file (2), select the photo file, and click on OPEN (3).



- Your photo will appear:



Save and Verify Photo

- Be sure to click on SAVE in the Toolbar to save your photo to your Roster Profile.
- Then click on CLOSE.
- To verify your photo: *Main Menu >Resources >Member Roster>enter your Last Name >SEARCH.*

Garden State MLS Contact Us Application Session# 1 AG PAUL TRAINER | Wed, May 04, 2011 | L
View Cart | Add to Cart | Empty Cart

SHORTCUTS AGENT MGMT SEARCH ANALYSIS HOTSHEETS CONTACTS FINANCIALS RESOURCES HELP

MEMBER ROSTER SEARCH

SEARCH | Start Over CLOSE

Last Name: First Name: Agent ID:
Office Name: Office ID: Office Phone:
Agent Phone: Agent Email: City:
Multiple Agents:
Enter ID#s separated by commas

Verify Photo

- Find your name on the list and click on your *Agent ID* number.

Garden State MLS

SHORTCUTS | AGENT MGMT | SEARCH | ANALYSIS | HOTSHEETS | CONTACTS | FINANCIALS | RESOURCES **HELP**

MEMBER RESULTS


Narrow | Expand | Sort Options | Print these Results | View/Print **CLOSE**

#	<input type="checkbox"/>	LAST NAME	FIRST NAME	AGT ID	AGENT PHONE	EMAIL	OFF ID	OFFICE NAME	OFFICE CITY	OFF PHONE	OFFICE FAX
1	<input type="checkbox"/>	TRAINER	AGENT10	261224	97302004001		9900	GSMLS	PARSIPPANY	973-898-1900	973-984-1790
2	<input type="checkbox"/>	TRAINER	AGENT11	261225	973-895-2090		9000	GSMLS TRAINING OFFICE	PARSIPPANY	973-605-1700	973-984-1790
25	<input type="checkbox"/>	TRAINER	AGNET7	261221	973-898-1900		9000	GSMLS TRAINING OFFICE	PARSIPPANY	973-605-1700	973-984-1790
26	<input type="checkbox"/>	TRAINER	BROKER1	261215	973-898-1900		9000	GSMLS TRAINING OFFICE	PARSIPPANY	973-605-1700	973-984-1790
27	<input type="checkbox"/>	TRAINER	PAUL	261229	973-898-1900		9000	GSMLS TRAINING OFFICE	PARSIPPANY	973-605-1700	973-984-1790


- Your new profile page will display, with the photo:

PRINT

AGENT INFORMATION


PAUL TRAINER
261229 Agent ID
973-898-1900 Phone
agond@gsml.com Email

OFFICE INFORMATION


GSMLS TRAINING OFFICE
1719 ROUTE 10 EAST SUITE 223
PARSIPPANY, NJ 07054
973-605-1700 Phone
973-984-1790 Office Fax
BROKER1 TRAINER Designated Realtor/Office Manager
261215 Designated Realtor/Office Manager ID
9000 Office ID

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