FAQS: TEAMS

What is a Team?

Two or more licensed agents working together within the same brokerage, and marketing themselves as a "Team", "Group" or similar collective word.
Who can be considered a Team?
Two or more active licensed agents working together within the same brokerage, can be recognized as a team in flexMLS.

What is the Team account used for?

A team is an account created in which members can be assigned to in order to share certain privileges and information. This allows all team members to access team listings for adding and editing purposes from their own account. *Eliminating shared user name and passwords.

Is registering my team mandatory?

No. Team Login is not a mandatory membership type. However, the only way for a team (group, collective, etc.) to be recognized as a team is by registering the team with Metro MLS. Registering a team is the only way Metro MLS will recognize a team, meaning teams that operate and advertise as a team or group but do not register will not be able to enter listings as a team, therefore will not have team statistics. All team listings entered must be for a registered team or they will only be entered into flexMLS via the agent that signed the contract. **User Name and Password Sharing Is Not Allowed**.

If we chose not to register our team, what happens?

Nothing. However, the only way for a team (or group) to be recognized as a team is by registering the team with Metro MLS. Registered Teams can add/edit/change listings for a team or as an individual agent. Unregistered teams cannot add/edit/ or change listings under a team lead or with using a shared login and password. In order to get the full benefit of production numbers and reporting including stats, a team must be registered with Metro MLS.

How is a Team utilized?

Once a Team is set up, or someone is added to a Team, they will have access to edit and manage any listings assigned to the team member account itself. This will allow them to change the status, list price and other details of the listing. This can be done from either their individual login account.

Why is 'Team' or 'Group' required as the last word in a team name?

'Team' or 'Group' as part of the Team member name assures that member is easily identified by all members as a team on Listing Detail Reports, statistical reports and in Office/Member Search.

Who should be the Team Lead?

Team Lead should be the primary or responsible contact person for the Team. Team Lead will submit a primary phone number and email address to be used in Team Member Account's profile. This will show on Listing Detail Reports and as Member Information in Office/Member Search.

Office/Member Search

🔍 Search	📇 Pick From a List

Name, Member/Office Code, E-mail, Primary Phone, Fax, or Zip Code: hardyteam

Offices
  No offices found.
Members
  No members found.
Team Logins
  Team , Marvin Hardy (hardyteam) (Team Login) of Nancy Realtors (nancy) of Wauwatosa

Show this Team's Members

Member Information	
Marvin Hardy Team	☑ Listing
Nancy Realtors of Wauwatosa	☐ Selling
11430 W North Ave	
Wauwatosa, WI 53226	**Status**
Mobile - (414) 111-1111	
Board: Metro MLS	☑ Active
Office Code: nancy	
Member Code: hardyteam	☐ Delayed
hardyteam@metromls.com	
Office License # 12345-91	

Do I need the username and password to access a team account?

No. Each member of the team can log in using their own login to access Team listings to Add or Edit.

As a new member of a Team, what changes will I see in flexMLS?

Being added to a team will add a "Team Listings" option under the My Listings gadget for each member of the team.

My Listings ⋮

Name	Count	Team
My Active Listings	1	1
My Pending Listings	0	0
My Delayed Listings	0	0
My Withdrawn Listings	0	0
My Listings to Expire	0	0
My Sold Listings	0	0

Who can edit the membership of a Team?

Only the MLS and others with membership maintenance privileges can edit the members of a team. A Team Change form must be submitted to admin@metromls.com

Can historical listings be transferred to the team account?

No, only current listings at the time the team is created will be transferred to the team account. This includes Delayed, Active, Active with Offer, Pending, Withdrawn listings only.

FAQS: TEAMS CONTINUED

What name will display on Listing Detail Reports for a team account?
When accessing Team properties, the listing member information will display for the team login itself and not list the individual team members.

How do I search for members of a team?
Navigate to Office/Member search and search for the Team Name:

Office/Member Search

🔍 Search	📇 Pick From a List

Name, Member/Office Code, E-mail, Primary Phone, Fax, or Zip Code: hardyteam   [Find]

Offices
No offices found.
Members
No members found.
Team Logins
Team , Marvin Hardy (hardyteam) (Team Login) of Nancy Realtors (nancy) of Wauwatosa

Team Members
Beans, Frank N (tc19) (MLS Staff) (nancy)
Marvin Hardy, Office Assistant (mhardy) (Office Assistant) (nancy)
Nancy Drew, Team Assistant (ndrew) (Office Admin) (nancy)
Realtor, Rose A. (rosie) (MLS Staff) (nancy)

How do I run reverse prospecting on team listings?
The office assistant can run reverse prospecting from the office login. Currently, team members can only run reverse prospecting on their own listings, not on the team listings.

What contact information is syndicated with the listings?
Team Member Account Information: Your team member account name, the primary phone number and email address submitted with your application is used in the Team Member Account's profile and is syndicated with your listings.

How do I add Team Listing Contact information to an individual team listing if it's different from the team lead contact?

[Listing Date]		📅 Must match TERM OF THE CONTRACT dates from Listing Contract-line 311
[Expiration Date]		📅 Must match TERM OF THE CONTRACT dates from Listing Contract-line 312
Office/Agent Information		
Team Listing Contact		TEAM USAGE ONLY - Team Listing Contact (TLC) must match Listing Agent signing Listing Contract
Listing Information		
[Sub Agent Commission]		
[Sub Agent Commission Type]	Select One ▼	
[Buyer Agent Commission]		
[Buyer Agent Commission Type]	Select One ▼	

Specific listing contact information can be added to the Team Listing Contact (TLC) per listing. This specific field is for the use of registered Teams only. Please include the Team Listing Contacts Name, Phone, and email, all comma delimited & up to 50 characters.
*Example: Frank Beans, 414-778-5400, frank@metromls.com

How do we add a new team member to an existing Team account?

Submit a change form. With the change form you can add, delete and dissolve a Team.

Can a member of a team add a listing as an individual agent separate from the team?

Yes. Team members can add listings as part of the team and as an individual, however individual listings will not be counted as part of the team production.

Is there a registration fee for TEAMS?

No.

Is there a monthly charge for teams?

Yes. A monthly charge will be billed for teams, it covers reasonable administrative and maintenance work.

How does registering a Team help with statistical reports?

All "Team" listings are entered under the added Team feature which accurately reports team statistics by utilizing the data from the Team account. Registering a team is the only way Metro MLS will recognize a team, meaning teams that operate and advertise as a team or group BUT do not register will not be able to enter listings as a team, therefore will not have team statistics. All team listings entered must be for a registered team or they will only be entered into flexMLS via the agent that signed the contract. User Name and Password Sharing Is Not Allowed.