Request for New Team Account
(All Fields are Required for Team Creation)

METROMLS

Responsible Team Member _____ Team Lead Met ID _____ Team Lead License # _____
(enter the name of the Team Lead)

Team/Group Name _____ Date of Team Creation _____
(name must end with the word Team or Group)

Team Contact Phone Number _____ Team Contact Email _____
(used for the Team Profile)

Office Name _____ Office Met ID _____

Office Address _____

NOTICE AND ACKNOWLEDGMENT. TEAM ACKNOWLEDGES THE FOLLOWING STATEMENTS

General Acknowledgements

- I acknowledge all members of the Team are members of Metro MLS and are located within the same office.
- I acknowledge I have read and understand the FlexMLS Team items located on the teams section of metromls.com

Team Lead Initial Here _____

Team Statistics and Production Acknowledgements

- I acknowledge ALL Active, Contingent, Delayed, Withdrawn or Pending Listings and ONLY Sold Listings from current YTD or from the date of Team Formation, whichever is most recent will be transferred to the new Team met ID account.
- I acknowledge that each Team Members listings will be transferred to the new Team met ID unless specifically instructed on the reverse side of this form.
- I acknowledge that previous year statistics will continue to be for the individual team members and not for the team account.
- I acknowledge that all statistics created by a team will remain with the Team ID even if the team dissolves.

Team Lead Initial Here _____

3rd Party and Syndication Acknowledgements

- I acknowledge this change may affect third-party site display. Metro MLS will not be held responsible for integrations with other third-party sites and firm, company or brokerage back end systems.
- I acknowledge Metro MLS is responsible for syndicating to Broker distributions within Flex MLS only in regard to verifying Team listings are being sent successfully.
- Metro MLS has communicated Team changes to IDX & VOW vendors. I acknowledge it is my responsibility to make sure my information displays properly with them.
- I acknowledge that Team listings will appear on 3rd party sites under the Team name and that it is my responsibility to set up/link those accounts.

Team Lead Initial Here _____

Updated

Team Member Name	Agent Met ID	Team Member Signature	Transfer Actives?

Based upon the Team Options for ShowingTime, who should be linked directly to the team account?
Should the entire team be added to the ShowingTime Account?   Yes   No
If no, please enter the Met Id's for those who should be directly linked if any…

Team Fee Structure: Teams are charged monthly on the participant/office invoice. In the event the number of team members changes, you will be billed accordingly. ***Note: Assistants are not included in the team count.***

Teams of 2-10 Active Licensed Agents - $10 per month
Teams of 11-20 Active Licensed Agents - $20.00 per month
Teams of 21 or more Active Licensed Agents - $50.00 per month

Note: Cost is per team NOT per agent, agents are still required to maintain their individual accounts.

Team Lead must notify the Membership office of Metro MLS of all Team changes, including removing a member from the Team, adding a new member to the Team, or the dissolution of the team. Teams will be required to update any changes to the team roster by submitting the Team Change Form.
Note: Participants and Subscribers may only be on one team at a time.

Designated REALTOR® (DR) Name _____   _____
                                                          Print   Please Sign

Team Lead Name   _____   _____
                                                          Print   Please Sign

By submitting the Request for New Team Account Application with appropriate signatures, you are agreeing to the terms of the Metro MLS Team Policy. Submit all applications to the Metro MLS 11430 W North Avenue, Wauwatosa, WI 53226, via email to admin@metromls.com or via fax 414.778.6143.

METRO MLS 12300 W Center St, Milwaukee, WI 53222   414.778.5400
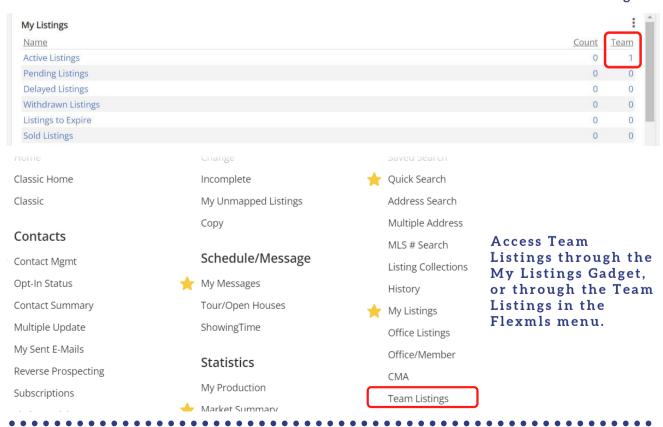Email: admin@metromls.com   www.metromls.com

TEAMS PROGRAM: SHOWINGTIME

HOW DOES YOUR TEAM WANT TO UTILIZE SHOWINGTIME?

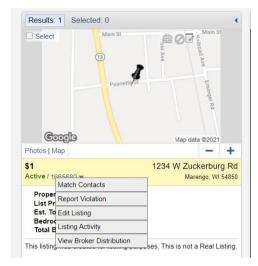**OPTION 1: Link all or certain Team members to the Team ShowingTime account.**

Marvin Hardy Team* (HARDYTEAM)

Profile Basics	
First Name: Marvin Hardy	Service Level: ShowingTime for the MLS
Last Name: Team*	Upgrade
Mobile Phone (414) 778-5450	MLS: METRO MLS
-- Phone Type --	Agent ID: HARDYTEAM
-- Phone Type --	Office Name: Nancy Realtors
Fax:	Office ID: NANCY
Email: hardyteam@metromls.com	Office Phone: (414) 778-5450
Text Message: (414) 778-5450	Office Fax: (414) 778-6161
Text Message Length: Abbreviated SMS Notification (One messag	Date Joined:
	Showing PIN:

Login Information

Username:
New Password:
Retype New Password:

Role: None

My Linked Profiles

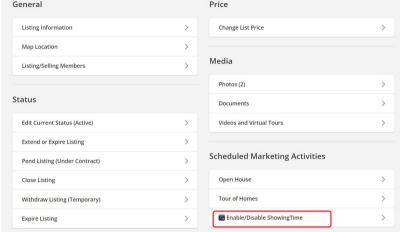| Primary	Link Status	Status	MLS	Agent Name	Office Name	Agent Id	Email Address	Unlink
●	Authorized	ACTIVE	METRO MLS	Marvin Hardy Team*	Nancy Realtors	HARDYTEAM	hardyteam@metromls.com	🔗
○	Authorized	ACTIVE	METRO MLS	Frank Beans	Nancy Realtors	TC19	support@metromls.com	🔗
○	Authorized	ACTIVE	METRO MLS	Rose Realtor	Nancy Realtors	ROSIE	support@metromls.com	🔗

Add Profile

NOTE: Everyone linked to the Team will receive a notification for every communication sent through ShowingTime. If the Team email address is the same as an agent on the Team, they may receive the same email multiple times.
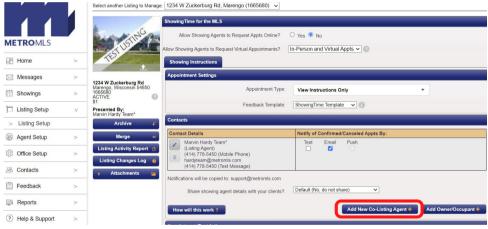
OPTION 2: Team members remain unlinked and listed as a Co-Lister for listings.

My Listings

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

Home	Change	Saved Search
Classic Home	Incomplete	⭐ Quick Search
Classic	My Unmapped Listings	Address Search
	Copy	Multiple Address
Contacts		MLS # Search
Contact Mgmt	**Schedule/Message**	Listing Collections
Opt-In Status	⭐ My Messages	History
Contact Summary	Tour/Open Houses	⭐ My Listings
Multiple Update	ShowingTime	Office Listings
My Sent E-Mails		Office/Member
Reverse Prospecting	**Statistics**	CMA
Subscriptions	My Production	Team Listings
	⭐ Market Summary	

Access Team Listings through the My Listings Gadget, or through the Team Listings in the Flexmls menu.

Using the Additional Options dropdown on the listing screen, select *Edit Listing*.
On the following screen, under Scheduled Marketing Activities, select
Enable/Disable ShowingTime.

Once in
ShowingTime, select
*Add New Co-Listing
Agent.* This will
bring up a Search for
Agent screen. Enter
the Agents name or
met id and select the
agent you wish to
add as a co-lister.

The Team account
will be required to
receive notifications
by at least one
method: Text, Email,
or Push Notifications.
The Co-Lister will
also select their
notification options.