How to log into and customize your Agent Web Site through Superlative

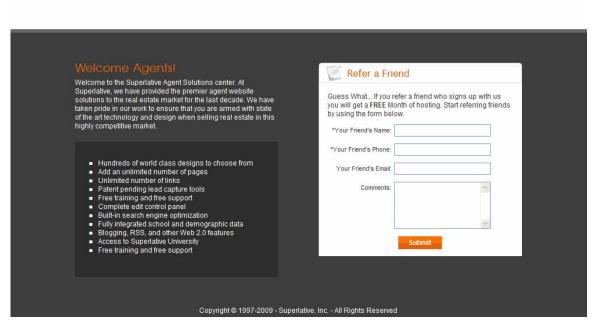
► Use the log in info that Superlative emailed you when your web site was first set up, or refer to the guidelines below:

Go to: agent6.superlativestudio.com/
 User Name: FirstnameLastname (example-"JohnDoe", with the first letter of your first and last name capitalized, and no space in between)
 Password: superlative (all lower case)

Note: If the above User Name and Password format do not work for you, click on "Forgot Password" on the agent6.superlativestudio.com page and both your User Name and Password will be emailed to you.

► Once you have logged in you'll see the screen below. To learn how to customize your agent web site, click on the "Superlative University" button at the top of the screen, indicated by the red arrow.





▶ The next screen that will appear is below:



► Try signing up for the live webinar online by clicking on "Training Class SignUp" then clicking on the "Register Now!" button to Register for the Online Class. The class takes about 45 minutes, and is very helpful. The live webinar allows you to attend a training session on your computer, with a Superlative trainer, at a specified appointment time. You would also simultaneously call into the webinar phone number the way you would call into a conference call, so that you can hear the trainer talking about what is being demonstrated on your computer screen. This also allows you to ask the trainer questions and listen to questions from other participants. ► If you want to get some instruction right away and don't want to wait for the next live webinar, you can:

- a) Click on "Watch a Tutorial Now!" and you can choose a recorded video to watch;
- b) Click on one of the "Top Popular How-To's" to get specific, step-by-step instructions on how to do a variety of tasks from changing your personal photo to changing your web site design. See the screen above for the "How-To" list;
- c) Click on "General Help" at the top of the Superlative University page for a complete list of Help topics (see the screen above).

► Once into the General Help menu, click on a topic to access the step-by-step instructions for the desired customization.

<mark>⊿</mark> Studio Agent ™	General Help Training Classes	Online Web	Marketing	Offline Marketing	Agent Foru
			Stud	lio Agent - Ge	neral He
General Help	F	ind answers to y	our question	s about how to manag	ge your webs
Basics	I want to learn how to				
Lead management Managing website content Properties Web 2.0 topics	Basics Change my design Change my design Change the yearsonal photo Change the main graphic on my he Change the main graphic on my he Change the main graphic on my int More a Lead management Add a lead manually Export leads Import leads More the my leads go Update information on an existing I IMore a	<u>me paqe</u> emal paqes	Domain EA Domain nar Domain nar Have my list More Managing v Add or edit tt Edit text on r Learn how t	rmation Tool ne support ings automatically update of website content he navigation of my website	on my website
	Properties Add a registration form in front of m Change my prospecting settings Edit my property search settings Getting IDX property search on my Have my listings automatically upd	vebsite		an RSS feed from another articles to other sites	site

► If you need further directions or trouble shooting assistance call the Technical Support staff at Superlative, 800-585-3275 and choose Option 3. They are available from 7am through 5pm PST, Monday through Friday.

► If you would like to contract with a Superlative designer to do additional custom design and programming work for your web site, contact the Sales staff at Superlative, 800-585-3275 and choose Option 2.

► If you have other questions or need additional assistance call or email me at 480-287-5237 or <u>heidi.baldwin@russlyon.com</u>. There is no technical skill required to do a tremendous variety of customization to your agent web site. Change it to fit your business needs by displaying your listings on the Home Page, or highlighting your area of expertise by adding photos, your bio, testimonials, and additional pages spotlighting listings, projects or communities you are involved with. Use your web site as a Marketing Tool to get new listings. Talk to me if you need some ideas!