One Place Connect

Agent Websites

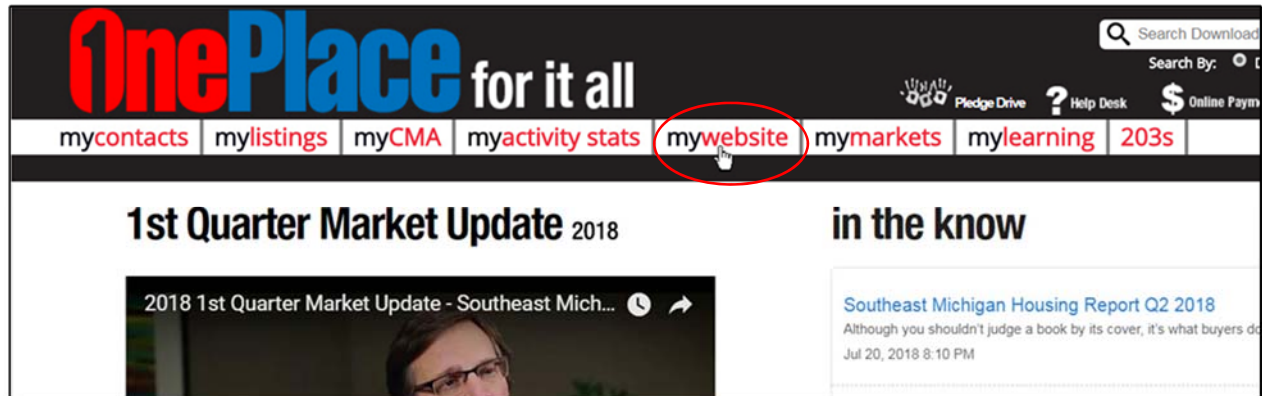## User's Guide

Go to **http://www.OurOnePlace.com**.

Log in using the **last 6 digits of your state Id** number as your **user name** and the **last four digits of your SS number** as your **password**.

Choose **mywebsite.**

The **MyProfile** page displays. You can expand each section by selecting the plus sign.

Expand the **Personnel** section.

Your **Primary Email** address displays on your website, agent profile, ecards and anything that you print from One Place. Your **Secondary Email** address will simply be copied on any email notifications, property inquiries etc. that are sent out from One Place to you directly.

Enter all of the phone numbers that you would like to appear on your website and agent profile.

Enter your text message number and text message provider for receiving notifications via text. Enter your text number and provider for your showing requests if your showing requests are currently routed through One Place (Traverse City Offices only).

You can leave the Office info section, it is intended for internal use.

Personnel Information [-]		
Primary Email	stathas@virtualproperties.com	
Secondary Email		
Primary Phone	Mobile ▼	(248) 318-7342
Secondary Phone	Work ▼	(248) 684-1065
Third Phone	Mobile ▼	(248) 318-7342
Fourth Phone	Click to add values ▼	XXX.XXX.XXXX
Showing CC Number		
Showing CC Provider	Click to add values ▼	
Text Message Number	6083459605	
Text Message Provider	Verizon ▼	
Address	Home Address	City	Click to a... ▼	Zip
Office	Milford ▼	
Office User Type	Click to add values ▼	
Title		
Salutation		
Categories	MarTech ▼	

Directory Information [+]

Representatives [+]

Agent Information [+]

↻ Update

The **Directory Information** section can be left blank, it is for company employees. You are already in the directory with the information that has been entered in the other sections of your profile.

The **Representatives** section is defaulted to your office's company reps for Insurance, Title and Mortgage. Unless you want to override these settings, you do not need to expand this section.

Expand the **Agent Information** section.

1st to Know Activity Notifications
Notifications are generated from any of the contacts that you currently have set up on 1st to Know. You receive these notifications via email but you can change how you receive them by selecting a different option from the drop down menu.

My County Sneak Preview Default
By default you receive sneak preview emails for all of the sneak preview listings that are located in the same county as your office. If you do not want to receive the sneak preview emails, choose **NO** and then choose **Update**.

Email Notification for Leads
By default you will receive your lead notifications via email. If you would prefer to receive them via text, choose **Text Only** and then choose **Update**.

Agent2Agent Unsubscribe

If you would like to stop receiving the Agent 2 Agent emails, enter an unsubscribe date here and choose **Update**.

Other Languages Spoken

Enter any languages that you speak here and your name will be added to our agent directory for referring any requests that we receive for agents that speak that language.

Web Site

The **View My Website** link found on your agent bio page and the **Listed By** link on all of your active listings on the main company websites defaults to your One Place website address. If you have your own custom website, enter the address to it here and it will display instead of your One Place website. If you have your own domain name, enter it here because this is also the address that will appear on your ecards and anything that you print from One Place like flyers, CMA's etc.

Zillow Screen Name

Enter your Zillow screen name here. It is used to create a link to your reviews on Zillow and to pull your Zillow testimonials into the testimonials section of your bio page and website.

Facebook URL

You can enter the addresses for all of your main social networking profiles and your blog. These links will display as icons at the top of your site and allow your visitors to easily connect to you on all of your favorite networks. f 𝒫 G+ in

Anniversary Date	01/01/1993 12:00 AM
Agent2Agent Unsubscribe	06/26/2017 12:00 AM
Other Languages Spoken	
Active Agent	Yes No
Web Site	http://www.teamterova.com
Zillow Screen Name	Conne Terova
Facebook URL	www.facebook.com/pages/Team-TerovaConne-Terova-Brenda-Banwell/130023487054785#!/pages/Team-TerovaConne-Terova-Brenda-Banwell/1300
LinkedIn URL	www.linkedin.com/pub/conne-terova/10/231/a31
Twitter URL	
Blog URL	
Certified Distressed Property Expert	
Google+ URL	plus.google.com/u/0/112251349787903738294?rel=author
Pinterest URL	www.pinterest.com
Agent Bio	File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾
	⊬ Update

Every agent in our company has an agent profile. Your agent profile displays when someone searches for you on any of our main company websites, RealEstateOne.com, MaxBroock.com etc. and chooses your **View Profile** link. This page is also indexed by Google so if someone searches for you by name on Google, your agent profile will be one of the links that comes up on the Google search results page. I have included an example of what this page looks like below. The text that displays on the top portion of your bio comes from the **Company Designation** text section of the **Site Customization** page in One Place. The paragraph of text that appears below the company designations, comes from the **Agent Bio** text section found at the bottom of the **Agent Information** section of the **Personnel** page in One Place.

Enter you **Agent Bio** text and choose **Update**.

Add/Edit Photo

Choose **Add/Edit Photo** from the **Actions** sidebar menu.

Select **Choose File**.

Browse to find your image file. Select it and choose **Open**.

Choose **Upload**.

The recommended photo size is 220 X 265 pixels. Use an image with a portrait aspect ratio (the height is greater than the width) not landscape. If you need assistance resizing and uploading your photo, just attach the photo to an email and send it to our Help Desk helpdesk@realestateone.com. We will resize it and post it for you.
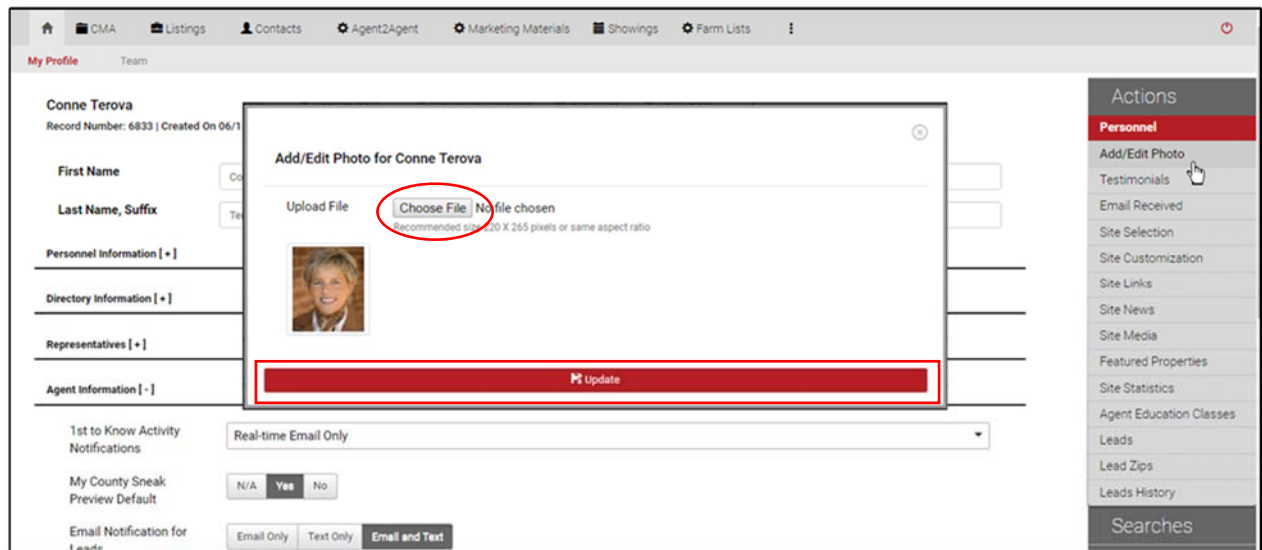
Testimonials

The link to your testimonials page can be found in the **About Menu** of your website. It also appears on your Agent Profile page. The link does not appear on the public side of your site until you have added at least one testimonial manually in One Place. We also have the ability to import all of your Zillow testimonials and combine them in with your One Place testimonials.
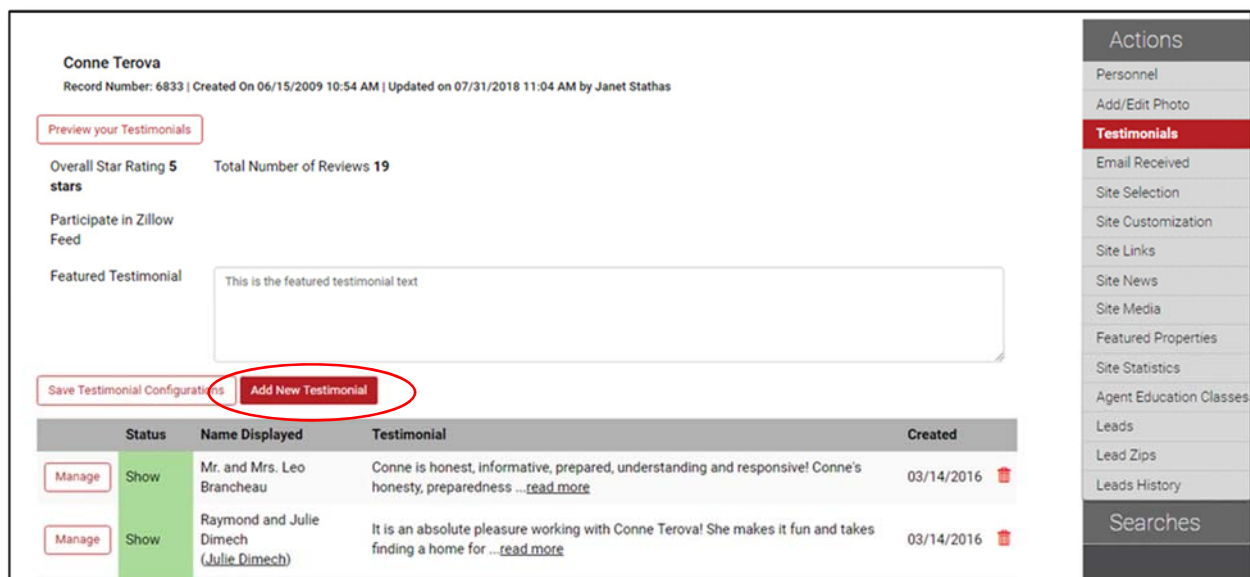
To **add a testimonial**, choose **Add New Testimonial**.

Enter the details of your testimonial. Set visibility to Show.

Choose **Add Testimonial**.

When a user submits a testimonial on your website, you will receive a notification giving you the opportunity to review it first before it appears on your site. You have to review the testimonial and set it's visibility to **Show** to have it show on your testimonials page. We are not currently displaying the individual star ratings on your One Place testimonials but you can view them in One Place.

To view or edit a testimonial, choose the **Manage** button of the testimonial you would like to manage. Choose **Update Testimonial** to save your changes.

Email Received

The **Email Received** page displays a copy of all of the email notifications that have been sent to you through One Place. You can sort your results using the check boxes or the days back choices. Select the date and time link to display the details of the email notification.

Site Selection

The Site Selection section allows you to change the color scheme of your website. There are currently 3 separate color designs to choose from. To change your site's color scheme, choose a new scheme by selecting the numbered button next to the one that you would like to switch to. Then choose **Update Site Selection**.

Site Customization

The Site Customization page in One Place controls most of the text sections of your website. Each of the sections here relate to a corresponding section of text on your website.

The **Agent Website** link at the top of the page allows you to quickly check the changes that you make to your website or to test your link if you are using your own custom website.

Google Analytics Web Property ID
If you are using a Google Analytics account to track your web statistics, enter your Google Analytics property ID here. You are able to access basic website statistics by choosing the **Site Statistics** link in the **Actions** side bar menu so acquiring a Google Analytics account is not required to get basic statistics.

Name on Website
You determine the name that appears on your website so it does not have to just be your First and Last Name. You can enter a team name here also if you work as a team.

Title Text
Your title text is the title that you see in the browser tab when you are on your website. Title text also helps search engines determine what your website is about.


The individual text sections of the Site Customization page contain the same familiar text modifiers that you would generally see in any word processing program, font size, font color, alignment etc. You can simply enter your curser in the text box and start entering your text. There are also a few less familiar modifiers that are important to know when posting text to your website and I break them down in detail below.

Under the **Edit** menu, you will find an option titled **Paste as Text**. Use this when pasting text that you have copied from a word document to avoid pasting in formatting from the original document that may not be compatible with your webpage.


To add a hyperlink to your text, highlight the text first and then select the **Insert/edit link** icon. Enter the URL of the page that you would like to link to and choose **OK**. Then choose **Update** to save the link to your website.
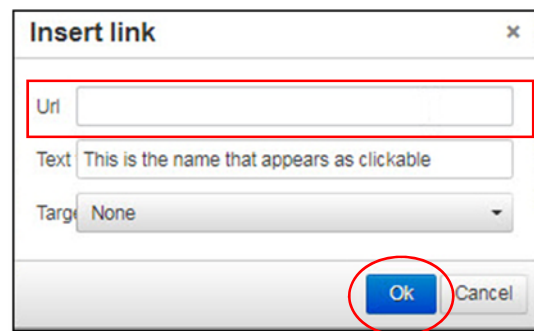

To attach a document to a hyperlink, highlight the text first and then select the **Upload Document** icon. Select **Choose File**, browse for the file that you would like to upload. Select the file and choose **Open.** Next choose **OK**. Then choose **Update** to save the link to your website.
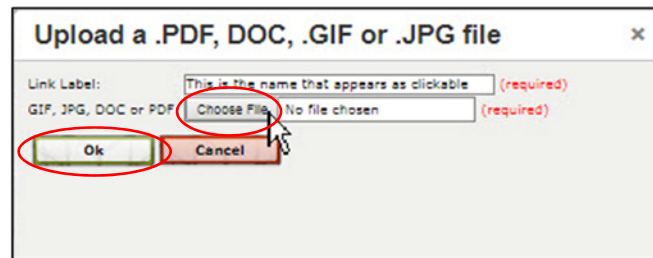
If you need to access the HTML code of a text section, choose **Source Code** from the **Tools** menu. If you would like to embed a video into a text section of your website, you will need to paste the video embed code into the actual source code of the page.
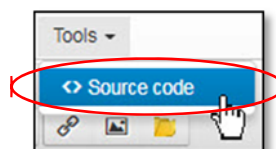
You can add an image to a text section of your website by choosing the **Insert/Edit Image** icon but you have to upload the photo to the media folder of your site first to generate a photo link. If you are interested in adding a photo to a text section of your site, contact the Real Estate One Help Desk for assistance at helpdesk@realestateone.com 248-208-2994.
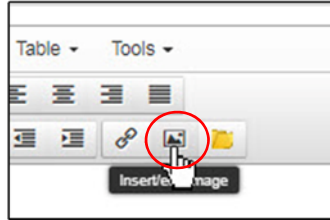
The sections of text on the Site Customization page correspond with the pages of text on your website.

The **Home Page Paragraph** publishes to the **Home Page** of your website.

The **About Me** section publishes to the **About Me** page of your website.

The **Testimonials** section publishes to the top of your **Testimonials** page.

The **Professional Designations** section publishes to the top section of the **Agent Bio** page

The **Company Designations** section also publishes to the top of your **Agent Bio** Page.

The **About My Team** section publishes to the **About My Team** page of your website.

You can change the name of the **Featured Listings** page of your website to anything that you would like by entering the name into the **Featured Listings Custom Label** field.

You can also now add your **Facebook Pixel**, if you are currently using one, in the **Facebook Tracking Pixel** field.

Agent Custom Website Pages

You can add two custom pages to your website and use them to add any additional content that you would like. Fill in the **Title**, **Description** and **Content** for each page and choose **Update**.
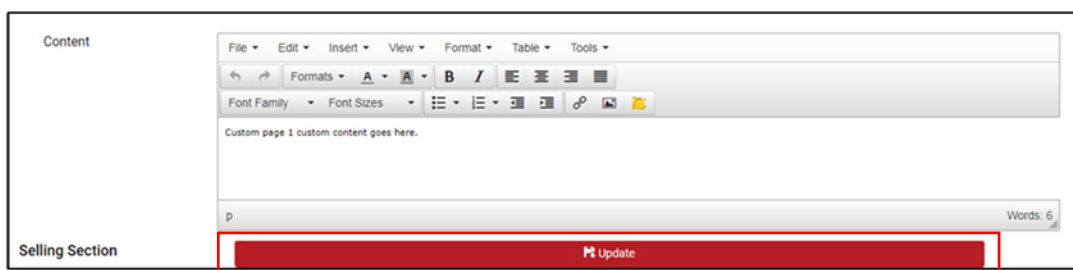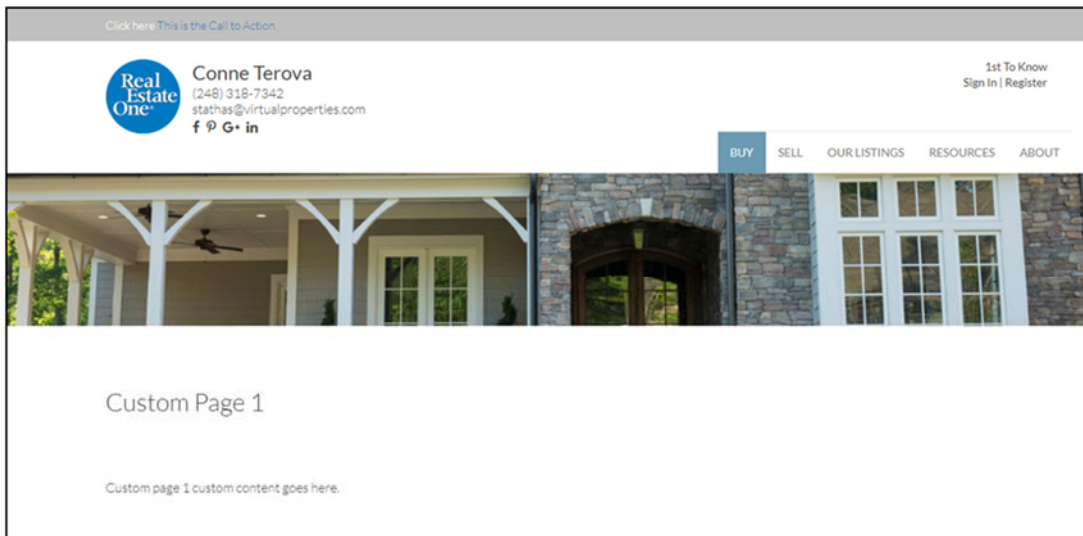

Add a **Title** to your custom page. This is the name of the page and it will appear in your website menus and on the page cards found on the **About** page and the **Sell** page.
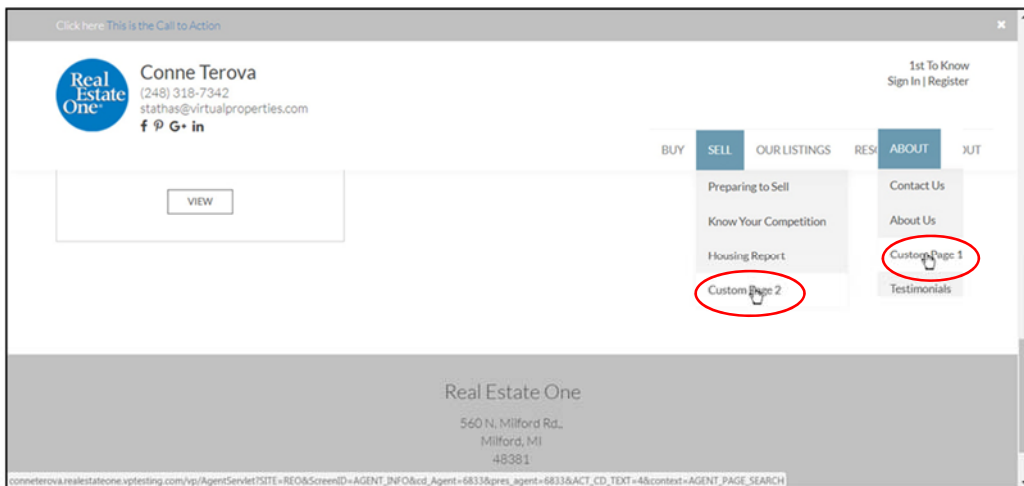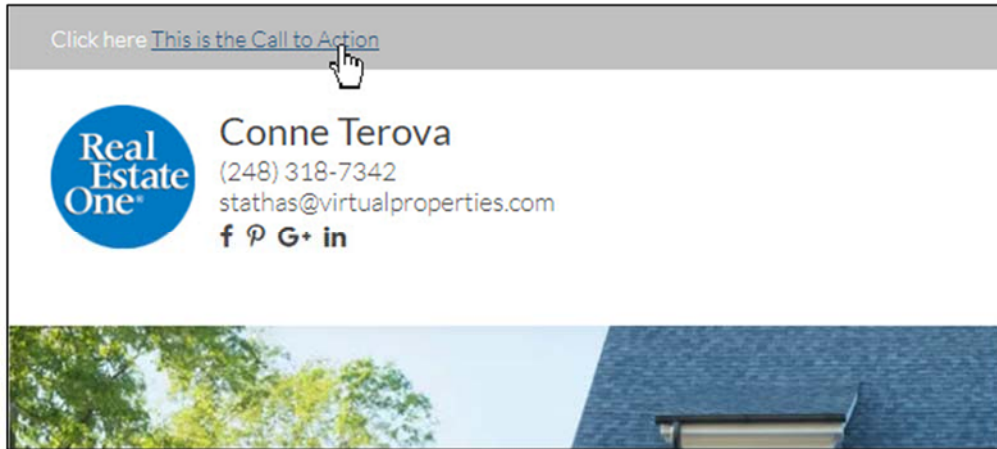
The **Description** will appear on the page card.
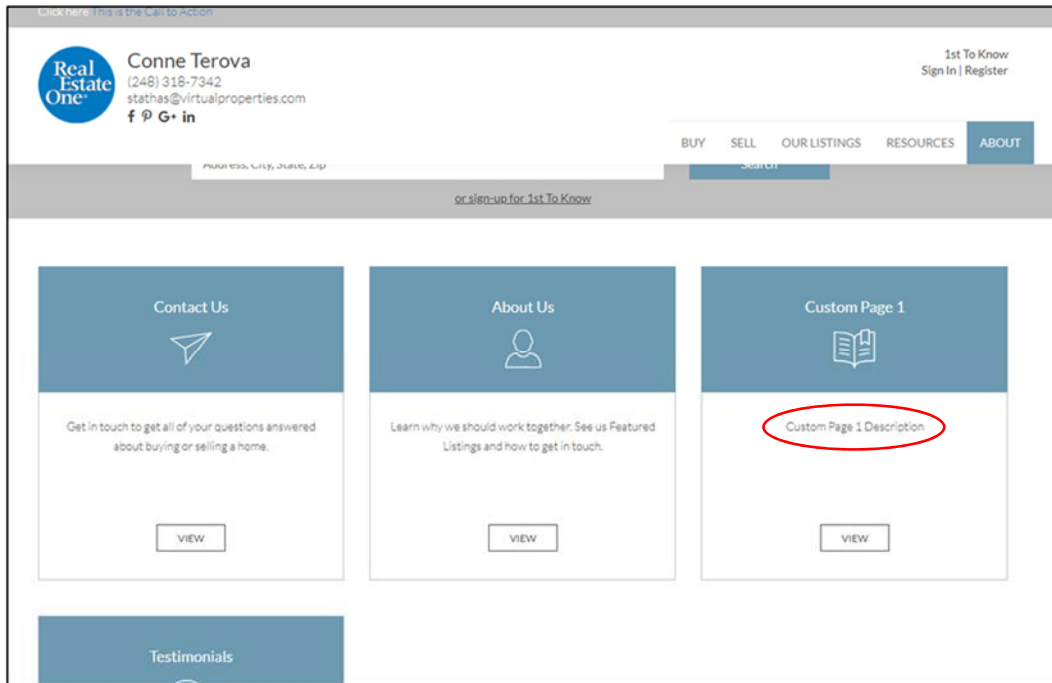
Enter your page content into the **Content** section and when you're finished choose **Update**.
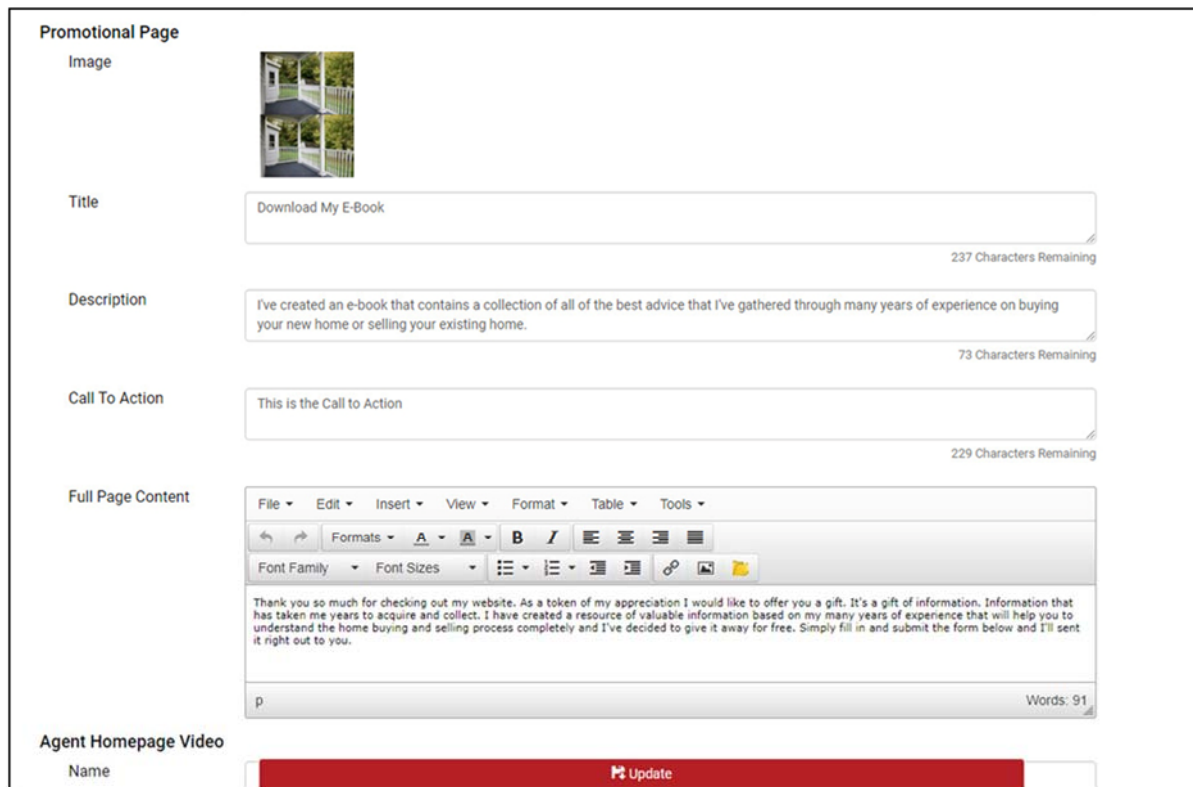
Call to Action / Promotional Page

You have the ability to add a custom **Call to Action** page. A link to your **Call to Action** page will display at the top of your website's home page.

The **Call to Action** page allows you to create a completely custom call to action message and the bottom of the page contains a capture form to capture the visitor's information.

Your **Call to Action** page is essentially a completely customizable **Landing Page** that you can link to from anywhere you would like. You could use this link for your Facebook advertising or any other online advertising that you may be using.

Select the image icon to change the **Call to Action Photo**. The photo displays on the **Call to Action Page** and also on the **Call to Action Call Out** on the home page of your website.

The **Title** field displays as the main title on your **Call to Action Page**.

The **Description** displays on the **Call to Action Call Out** on the home page of your website.

The **Call to Action** field text displays as the main clickable link to the right of the **Click here** text on the top left side of your website just above your name and brand logo.

The **Full Page Content** text displays on your **Call to Action Page** as the main paragraph of text on the page.

Sample **Call to Action Callout** found on the **Home Page** of your website

Agent Homepage Video

We've made it easier for you to add a video to the home page of your website.

Enter a title for your video in the **Name** field then paste the video embed code in the **Embed Code field** and choose **Update**.
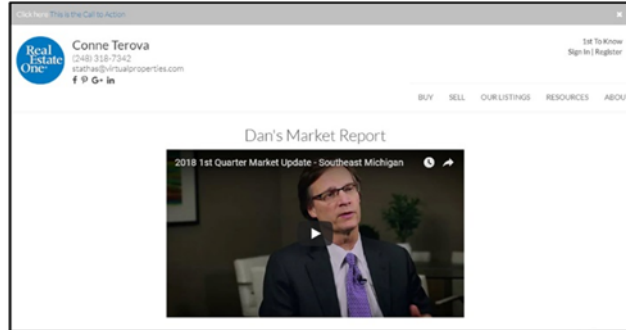
To access the embed code for a YouTube, open the video on YouTube. If you find a YouTube video that is embedded on another web site, simply select the YouTube logo on the bottom of the video and it will take you to the video on YouTube.

Next choose **Share**.
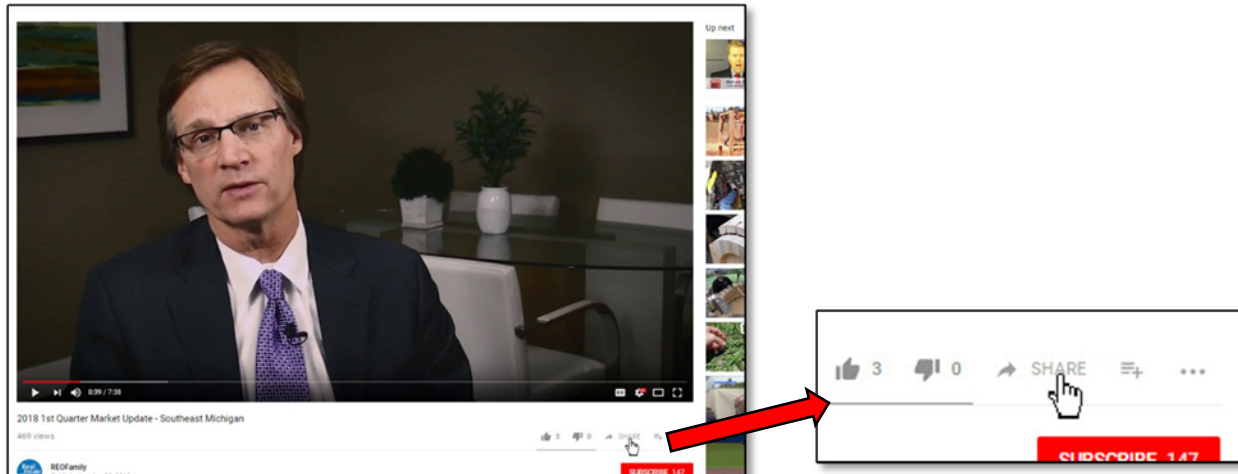
Choose Embed.
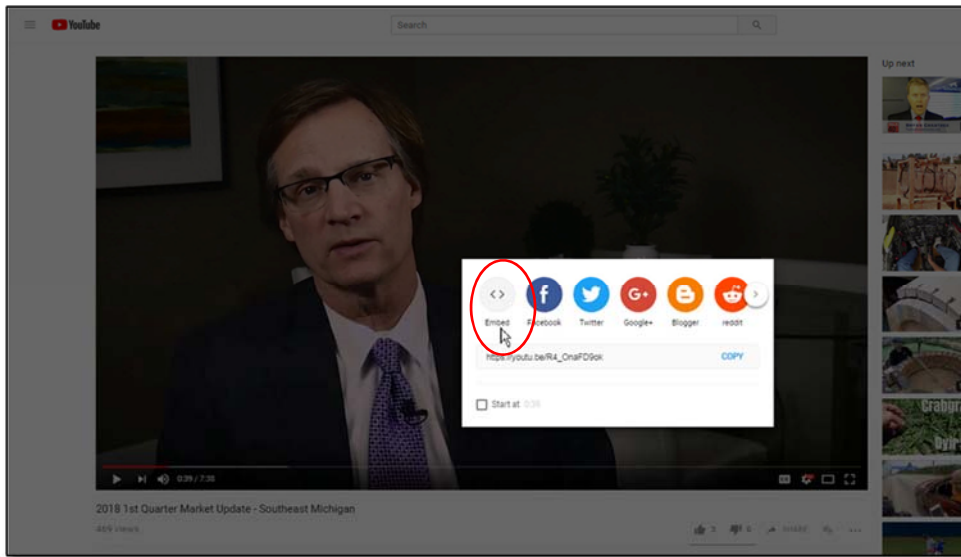
Select the code by clicking on it once and then right-click (ctrl click Mac) on the selected code and choose Copy.
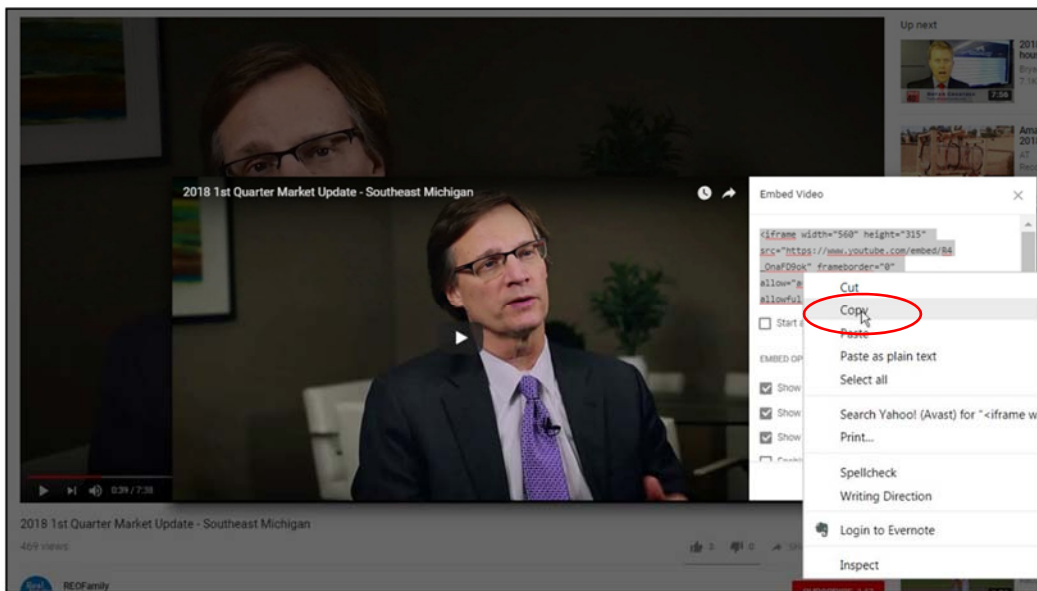
Return to One Place, insert your curser into the **Embed Code** field, right-click (ctrl click Mac) and choose paste. Chose **Update** at the bottom of the page and your new video will be displayed on the home page of your website.

Homepage Callouts

The callouts displayed on the bottom portion of your site's homepage link to additional information like mortgage preapproval, market reports and links to download our mobile app. You can choose which callouts display on your homepage in the **Homepage Callouts** section of the **Site Customization** page. Just set each callout that you would like displayed to **Yes** and choose **Update**.

Agent Site Team Members

If you work as a team, you can add an additional section to your **About Us** page called **Our Team**.
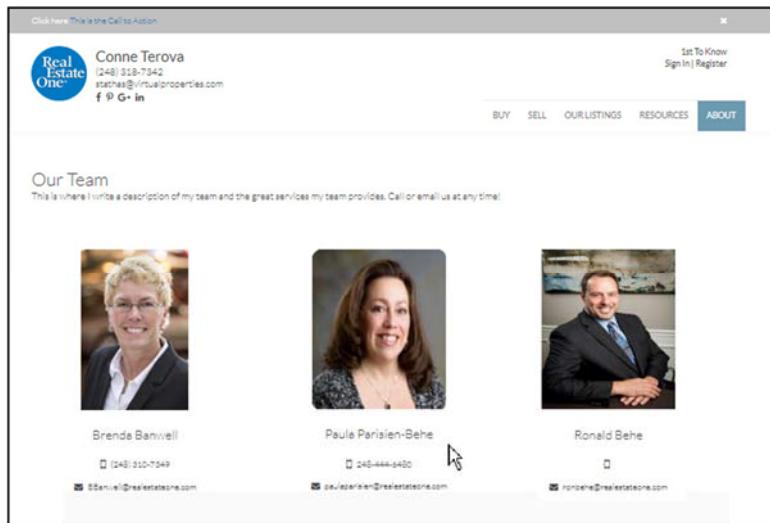
Enter the names of the members of your team in the **Agent Site Team Members** section of the **Site Customization** page and choose **Update**.

Site Links

You can add links to school and community information or any sites that provide information that you think may be valuable to your website visitors in the **Site Links** section of One Place.

To add a link, choose **Add Links Item**. To update a link, choose the **Edit** button next to the saved site link.

To add a link, enter the **Title** (the title is the text that displays as clickable on you're **My Favorite Sites** Links page), the **URL** (website address) and a **Start Date** and then choose **Add Links Item**.
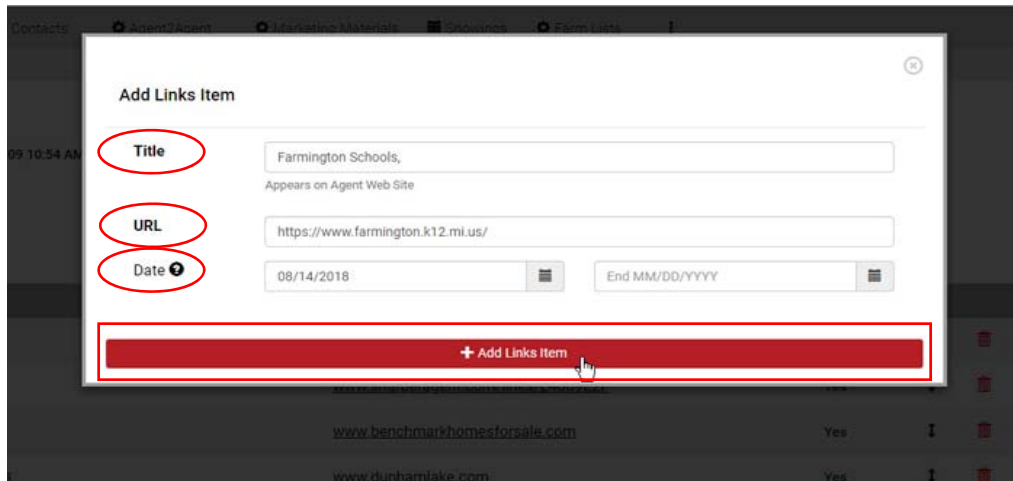
Site News

The **Site News** section in One Place drives the **Real Estate News Callout** that is available in the **Homepage Callouts** section. The **Real Estate News Callout** is populated by a blog feed from RisMedia and the heading for the callout can be edited in the **News Page Header** field of the **Site Customization** section of One Place. The actual streaming news section is driven by a widget and should not be edited unless you know how to use feed widgets. If you remove the actual RisMedia feed, you will not be able to get it to come back up without assistance from the Real Estate One **Help Desk**. You can update the **News Page Header** information and call the **News** section whatever you want by editing the **News Page Header** field. If you would like to replace the RisMedia blog feed with a blog feed of your own, contact the Real Estate One Help desk for assistance.
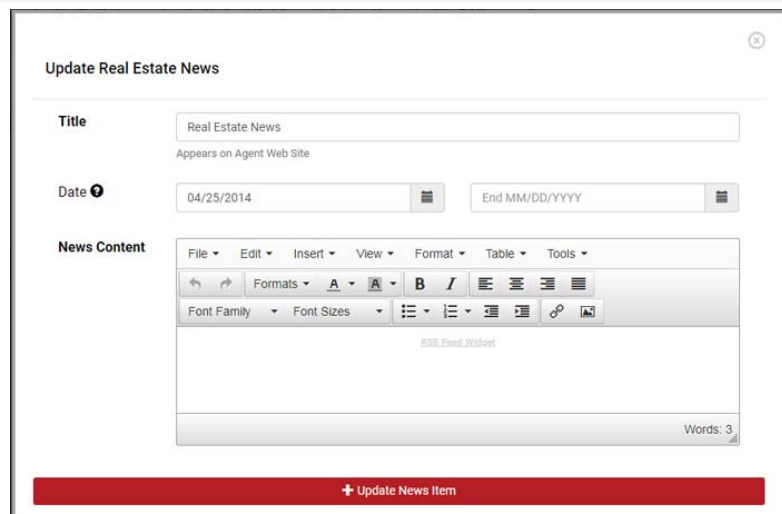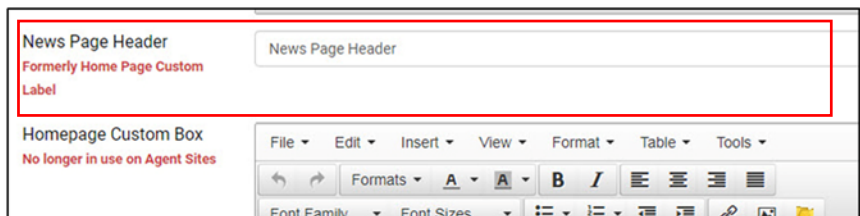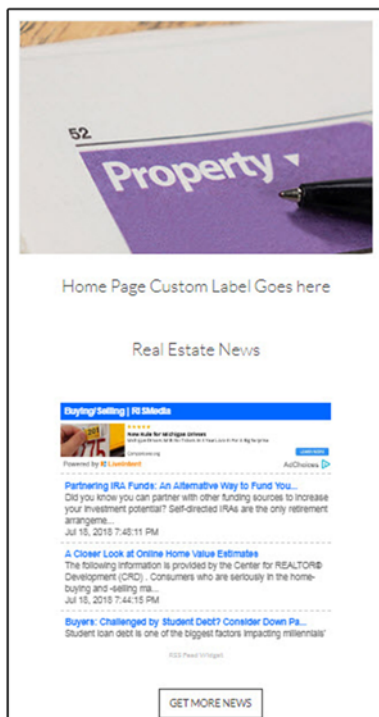
Site Media

The **Site Media** section contains all of the editable image files of your site. To upload an image, choose **Upload Image**. Choose the **Image Type** and then select Choose File. Browse for the image file that you would like to add, select it and choose Open.
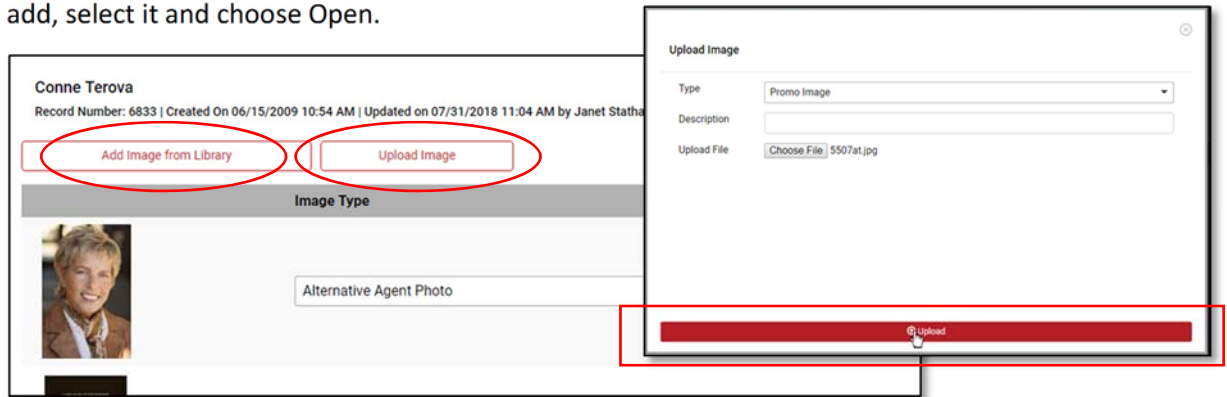
Once the image has been loaded into your **Site Media** folder, you can choose where you want to use it on your site by choosing an option from the image dropdown menu. The **Agent Promo Image** will display on your **Promotional or Call to Action** page as the small image next to your text. The **Agent Banner Image** will replace the main image at the top of your home page.
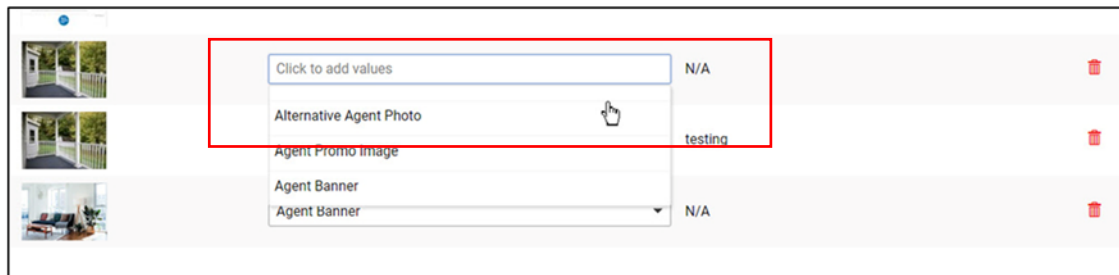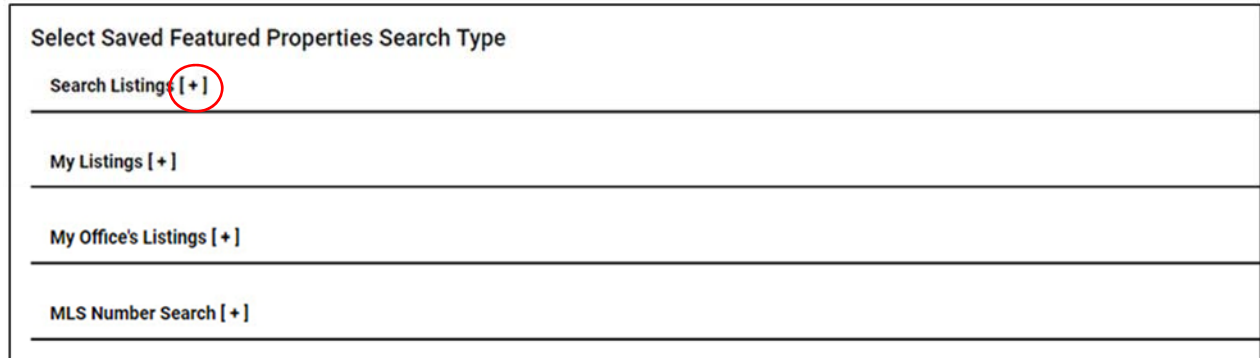
You can also add images from the Image Library to use on your site. Choose **Add Image from Library**. Select the **Image Type** then select the image that you would like to add. Once the image has been added to your Media list, select where you would like the image used from the Image's Drop down menu. If you are replacing an existing image, delete the existing image from your list after you have added the new image. You should not have 2 images with the same option selected from the Image drop down menu in your list.
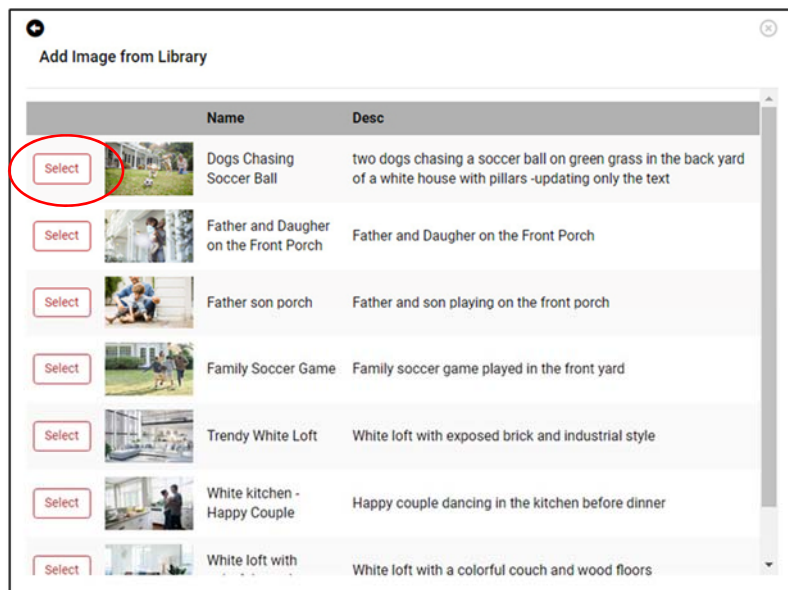
Featured Properties

The **Featured Properties** section in One Place controls the flow of listings to the **Featured Listings** section of your website. There are 4 separate options available. You can display your **own listings**, your **office's listings**, the results of a **saved search** or a **custom list** of properties selected by **MLS number**. Your currently selected option is displayed under **Currently Saved Featured Properties Search** and you can choose to exclude sold properties from your search results. The default setting for new agent websites is **My Office's Listings**.

Select the plus sign to expand each of the sections.

To set your featured listings to display your own listings, expand the **My Listings** section and choose **Set My Listings as Featured Listings**.

To set your featured listings to display your office's listings, expand the **My Office's Listings** section and choose **Set My Office's Listings as Featured Listings**.

To set your featured listings to display the results of a custom search, expand the **Search Listings** section, enter the criteria for your search and choose Find. When the results of your search display, choose **Save as Featured Property Search**.

To set your featured listings to display a **custom list** of properties selected by **MLS number,** expand the **MLS Number Search** section. Enter your MLS numbers, separated by commas, and choose Find Listings. When the listings display, choose **Save as Featured Property Search**.

Site Statistics

The **Site Statistics** section of One Place Connect tracks your website's activity. It displays page views, referring site information and date and time of page views. If you need more extensive statistics you can create a Google Analytics account and enter your account ID in the **Google Analytics Web Property ID** field located in the upper portion of the **Site Customization** page.

Page View Report for Conne Terova

conneterova.realestateone.com
07/17/2018 to 08/16/2018

Agent Site Page Views for Conne Terova

Daily Page View Detail - Past 30 Days

Date	Total Views		Date	Views With Referrer	Views With MLS#
16 Aug	7		16 Aug	7	4
15 Aug	14		15 Aug	12	8
14 Aug	17		14 Aug	14	7
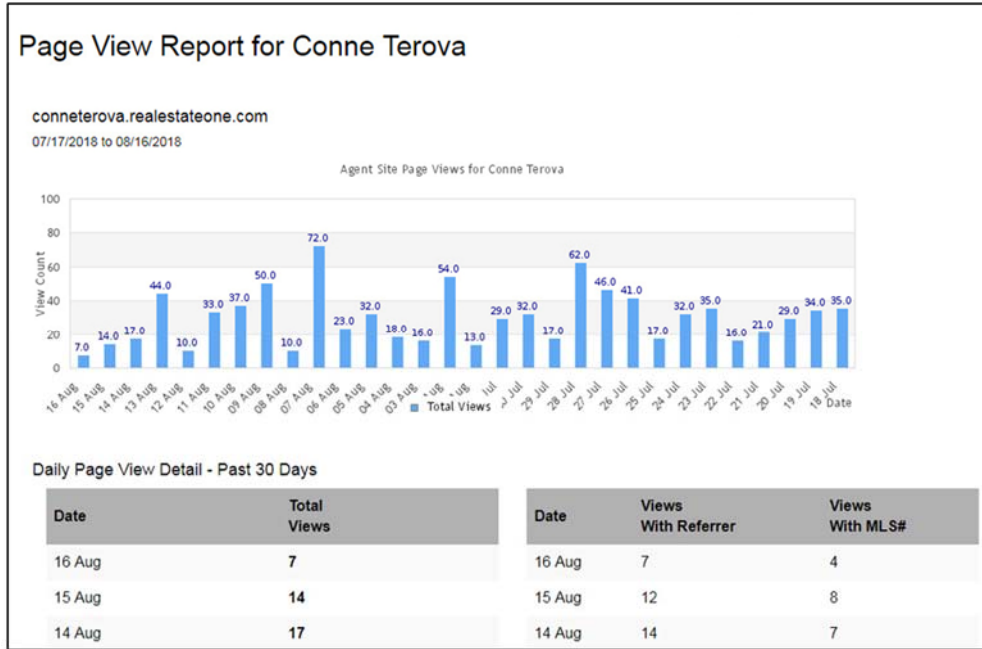
Detailed Page View Log - Past 30 Days

Time of View	Referer (if empty, either a bookmark or typed in by the user)
2018-08-16 09:48	https://conneterova.realestateone.com/vp/AgentServlet?SITE=REO&ScreenID=AGENT_TESTIMONIALS&pres_agent=6833
2018-08-16 09:47	https://conneterova.realestateone.com/vp/AgentServlet?SITE=REO&ScreenID=AGENT_TESTIMONIALS&pres_agent=6833
2018-08-16 09:50	https://conneterova.realestateone.com/vp/AgentServlet?SITE=REO&tp_Usage=AgentPersonalWeb&context=AGENT_PAGE&cd_Agent=6833&cd_Web=conneterova&REQUEST_HOST=conneterova.realestateone.com