# Add a Team

Sometimes, two or more sales associates may decide to work together exclusively rather than independently. You can create a team in dash to accommodate this.

NOTE 1: In order for a team to be created, the agents must work together *100%* of the time. **Teams may**
only **be added or updated during your brand's eligibility period.**

NOTE 2: **Team enrollments via dash is opened annually, 2/1 – 6/30. Outside of this time period, teams cannot be added or updated in dash, however, you can still submit your team updates or team enrollments by completing the appropriate form. Forms can be found on 21Online > Menu > Productivity Hub > Award Forms & Criteria.**

Follow the instructions below for Adding A Team. Fields marked with an asterisk (*) are mandatory.

1. Click **People** on the left navigation menu

2. Click **Team**.
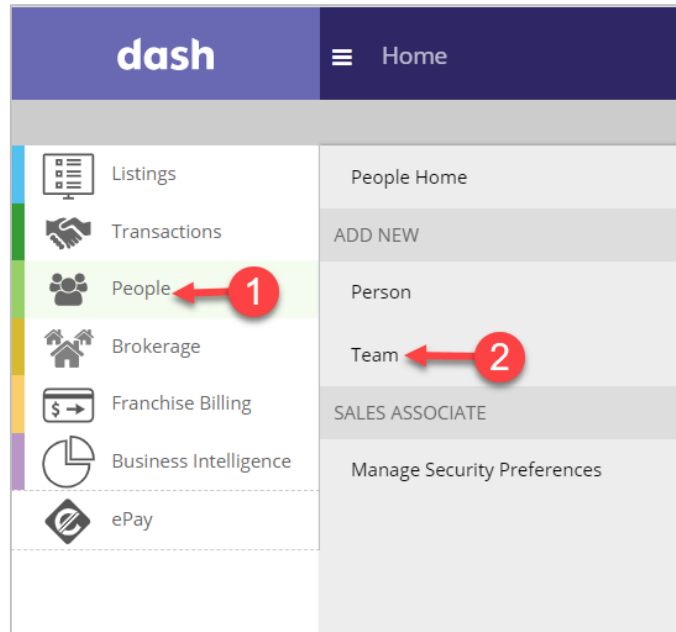
The **Add Team →
Essentials** screen displays.

Complete the Team Details
on the screen. Some of the
information you will be
required to provide include:
3. **Team Type**: Click the
   dropdown list to select
   the team type.
   Note: Although not
   required, enter your
   Team Name, if available.
4. **Active Date**: Team
   activation date in dash.
5. **Team Members**: Type
   team members' names in
   the Sales Associate
   Name field and select
   from the results list.
6. **Member Since Date:**
   Enter when each
   member joined the team.
7. **Sequence:** Click
   between the number and
   Sales Associate's name
   to drag and drop team
   members to preferred
   positioning, for marketing
   order and display
   preference on external
   websites.

Note: Designate the
     Team Rep by clicking
     the radio button next
     to the person's name.

8. To add a team member,
   click **+** next to the name.
9. To delete a team
   member, click "x" next to
   the name.

Add Team

| Essentials | Media | Other | Review |

TEAM DETAILS

TEAM TYPE * Associate

TEAM NAME   LANGUAGE

                     English

ACTIVE DATE * 02/15/2021

TEAM MEMBERS * SEQUENCE   SALES ASSOCIATE NAME   TEAM REP   MEMBER SINCE DATE   MEMBER DEACTIVATION DATE

ⓘ Drag and Drop any Team Member Name to the desired ordering sequence.

1	4468 - Agent Sundra	●	02/15/2021	mm/dd/yyyy
2	14279 - Mary Jones	○	02/15/2021	mm/dd/yyyy
3	4463 - Tom Miless	○	02/15/2021	mm/dd/yyyy

In the **Contact Details** section enter the following information for the team…

10. Team **Email**
11. Team **Phone Number**
12. **Website & Social Media Sites**: Enter **Website URL**, select the website **Type** and **Language** from the drop-down list.

13. To add multiple sites, click **+**.

CONTACT DETAILS

EMAIL	ADDRESS	TYPE
10		Business ▼ +
PHONE	NUMBER	TYPE
11		-- SELECT -- ▼ ✕

WEBSITE & SOCIAL MEDIA SITES

| | WEBSITE URL | TYPE | LANGUAGE | 13 |
| 12 | https://www.facebook.com/myteam | Facebook ▼ | English ▼ | ✕ + |

In the **Remarks** section:

14. Select the **Remarks Type** and **Language** from the dropdown lists.
15. Enter the description for the remarks type. You can also format the message using the available formatting tools.
16. Click **Apply** to save the information.
17. Click **Media** to go to the Media tab and add team photos.

REMARKS

REMARKS TYPE * Team Profile ▼ 14
LANGUAGE * English ▼

4000 characters remaining

B I U ≡ ≣ ≡▼ ▢

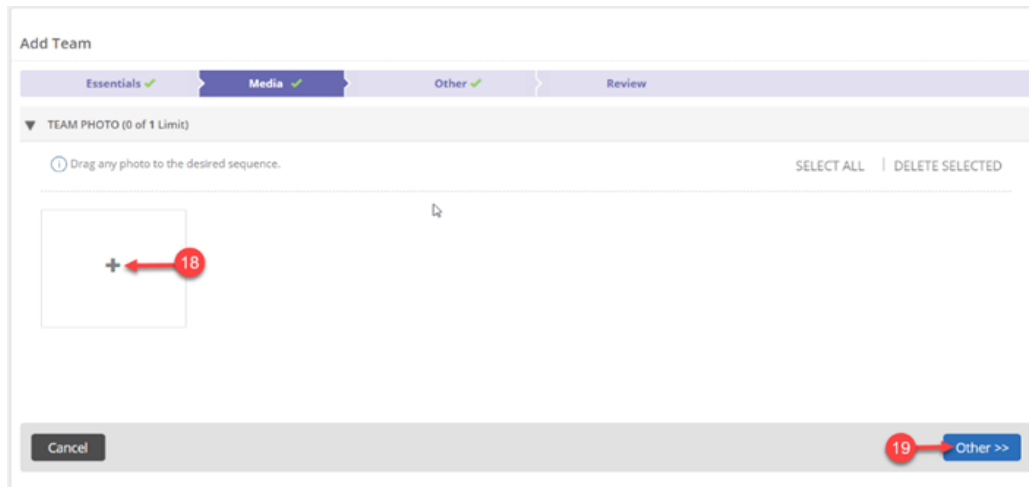15

Apply 16

Cancel   17 Media >>

The **Add Team → Media** screen displays.

18. Click + to located and upload a **Team Photo** from your computer.

19. Click **Other** to move on.

Add Team

Essentials ✔   Media ✔   Other ✔   Review

▼ TEAM PHOTO (0 of 1 Limit)

ⓘ Drag any photo to the desired sequence.   SELECT ALL | DELETE SELECTED

+ ← 18

Cancel   19 → Other >>

The **Add Team → Other** screen…

If applicable, enter any Additional Information such as Team Custom or System attributes. Data entered in this section will allow broker and back office tools to send data to dash.

20. Click **Review** to go to the Review tab and check the information you entered.

Essentials ✔   Media ✔   Other ✔   Review

ADDITIONAL INFORMATION

ATTRIBUTE   VALUE

Cancel   20 → Review >>
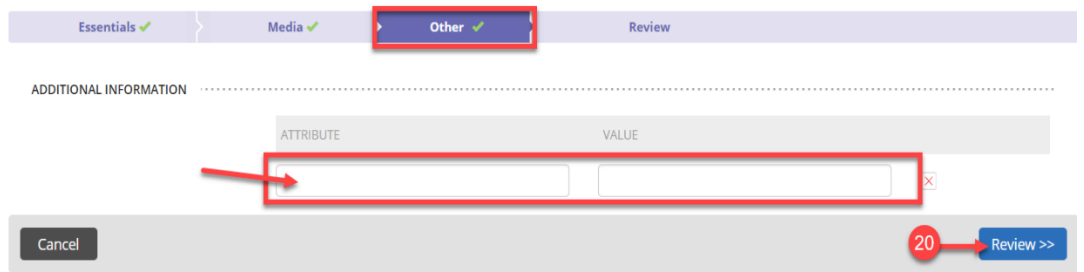
The **Add Team → Review** screen…

21. Review the information you have entered. If you need to make an edit, click on the section tab or click the edit pencil.

22. Once you have completed your review, click **Finish** to save the team information.

| Essentials ✔ | | Media ✔ | | Other ✔ | | Review |

Essentials ▼   21 🖊

TEAM DETAILS

TEAM TYPE	TEAM NAME	LANGUAGE	ACTIVE DATE
Associate	Million Dollar Rock Stars	English	Feb 15, 2021

TEAM MEMBERS

SEQUENCE	SALES ASSOCIATE NAME	TEAM REP	MEMBER SINCE DATE	MEMBER DEACTIVATION DATE
1	4468 - Agent Sundra	✔	Feb 15, 2021	
2	14279 - Mary Jones		Feb 15, 2021	
3	4463 - Tom Miless		Feb 15, 2021	

CONTACT DETAILS

EMAIL	TYPE
	Business

PHONE	TYPE

WEBSITE & SOCIAL MEDIA SITES

WEBSITE URL	TYPE	LANGUAGE
https://www.facebook.com/myteam	Facebook	English

REMARKS

LANGUAGE	REMARK TYPE	REMARK
English	Team Profile	The best and most successful Team in the North West.

Media ▼   🖊

TEAM PHOTO
0 of **1** Limit

Other ▼   🖊

ADDITIONAL INFORMATION

ATTRIBUTE NAME	VALUE

Cancel   22 → FINISH

A confirmation displays letting you know that the team you just entered has been saved.

ADD A TEAM

Team has been saved
Team Name: Million Dollar Rock Stars (Team ID: 0190)

MORE ACTIONS

🖶 Print this record

👤⁺ Add another team

▦ Go to People Home Page

👁 View this Team