

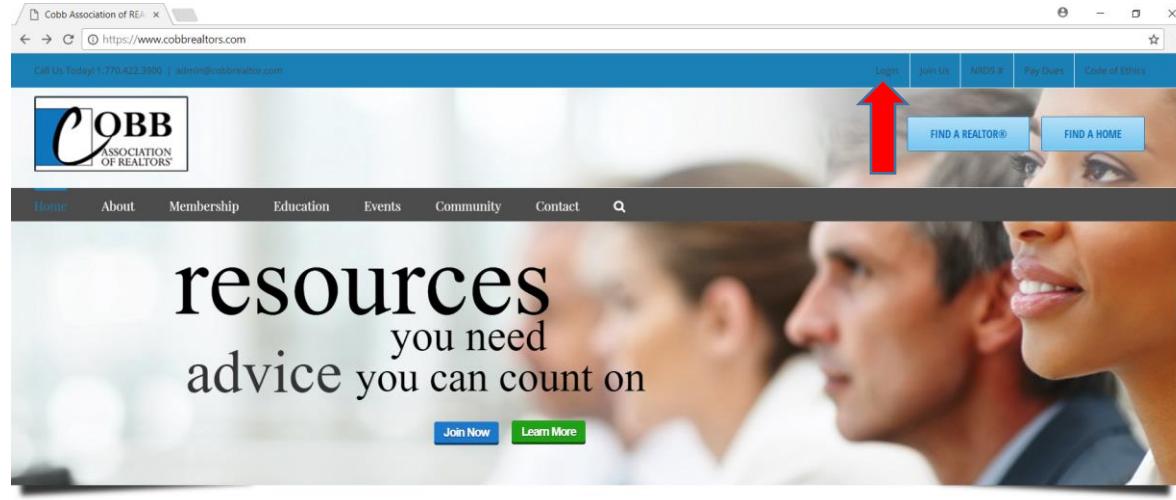


Cobb Assoc of REALTORS MMDC Application User Guide For Bulk Broker Upload

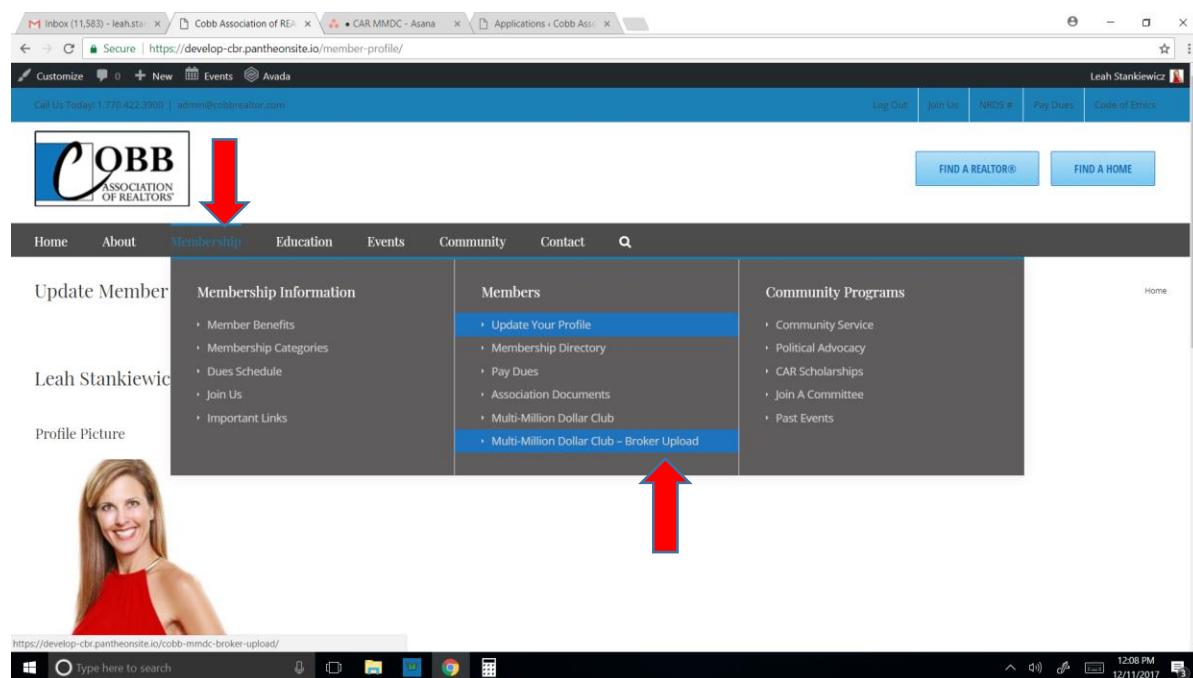
**There are now two ways to send MMDC applications in to the Cobb Association of REALTORS. Some brokerage offices may prefer to login as the broker/admin and do a batch upload of all their applicants at once on their agents' behalf, while other brokerages will require their agents to each apply individually on their own through the individual agent applications and then the broker approves their volumes individually. This guide is for the brokerages that want to do the bulk upload option.*

Logging in

Go to www.Cobbrealtors.com and click the Login link in the upper blue toolbar. If you or your admin do not already have a user name and password with broker role/rights assigned to it, call the Cobb Association to get one set up or you won't be able to access these pages.



Once logged in, click on the “Membership” Tab, then under “Members” in the middle column, click the “Multi-Million Dollar Club – Broker Upload” link.



Step 1 - Download the .CSV template

The upload is done using a spreadsheet. To do a batch upload of all the applicants in your office, the file must be formatted as a .CSV file for the system to read the columns correctly. To get the template for the .csv formatting, simply click the “CSV template” link in step 1 to use as your sample guide. When you open it, this file type will most likely open in Excel for you if you have Excel on your computer.

The screenshot shows a Microsoft Edge browser window with the following details:

- Address Bar:** https://develop-cbr.pantheonsite.io/cobb-mmdc-broker-upload/?step=upload
- Header:** Howdy, sandee@atlantacommunities.net
- Page Title:** Cobb MMDC – Broker Upload
- Page Content:**
 - Step 1:** Download the [CSV template](#) and open in your favorite spreadsheet software (i.e. Excel, Lotus 1-2-3, Google Sheets, etc.)
 - Step 2:** Use the existing column headings as a guide for entering agent MMDC data. [Do not change the name or order of the column headings or the fields will not upload correctly.](#)
 - Step 3:** Save your spreadsheet in .CSV format and upload to the Cobb Association of REALTORS using the button below.
- Upload Button:** [Upload your complete MMDC file here](#)
Choose File No file chosen
- Payment Options:**
 - Brokerage will pay bulk payment
 - Agents will pay individually
- System Status:** 6:01 PM 12/19/2017

Step 2 - Create your file

The template shows 2 sample entries to show you an example of how to enter your agents' data. Once you are comfortable with it, delete those 2 sample entries and start typing in your list of real agents' information.

Please note: **DO NOT** change the column headers' names, or change their order, as they will not map the fields over correctly into the CAR MMDC system when you do the upload.

nrds_id	real_estate_license_num	name	phone	email	sales_volume	leasing_volume	is_team	licensed_assistants	is_attending
123456789	123456	The A Team	(404) 867-5309	john@remax.com	1000000	1000000	yes	John Doe, Josh Doe	yes
987654321	654321	Jane Doe	(770) 867-5309	jane@remax.com	2000000	0	no		no

Once you have entered all your applicants from your office, save the file on your computer. It should default to a .CSV file type since that is what the original file was saved as, but double check and correct it if necessary. It must be a .csv file extension.

nrds_id	real_estate_license_num	name	phone	email	sales_volume	leasing_volume	is_team	licensed_assistants	is_attending
294016204	346326	Leah Stankiewicz	6785216054	leah.stankiewicz@gmail.com	10,555,421	0	yes	Ryan Reynolds, Brad Pitt	yes
294011915	234980	Christie Lowrey	7708675309	ChristieSells@hotmail.com	2,999,847	32500	no		no
302001577	15248	Maggie May	4048888888	MaggieProperties@gmail.com	4601000	0	no		yes

Step 3

Click the “Choose File” button on the website to attach your saved .CSV file from your computer. You should see the name of the file next to the button once it’s attached.

Next, decide what type of payment you are going to do. If your brokerage is going to pay for all of your agents’ MMDC applications, choose “Broker will pay bulk payment.” If you are going to have each of your agents pay for themselves later on their own credit card, choose “Agents will pay individually.”

If you choose “Broker Pay,” 2 more options appear to also cover your agents’ awards (if applicable) and plaque and plates (for those that order them.) If you plan to pay for everything for them, click those boxes as well. Otherwise, they will get the bill via email to pay for those items themselves on their own credit card.

Click “Submit” to upload your file. If you have any errors in your file, the system will tell you and you need to go back to your .csv file and correct them and repeat step 3.

The screenshot shows a web browser window with three tabs open: 'Inbox (11,783) - leahstar...', 'Cobb MMDC - Broker U...', and 'CAR MMDC - Asana'. The main content area is titled 'Upload > Review > Awards > Plaques & Plates > Payment > Summary'. A blue box at the top says 'Looking for the approval or payment page instead?'. Below it, 'Step 1' and 'Step 2' are listed with their respective instructions. 'Step 3' starts with 'Save your spreadsheet in .CSV format and upload to the Cobb Association of REALTORS using the button below.' A red arrow points to the 'Choose File' button, which has 'Office MMDC list.csv' selected. There are two radio buttons for payment method: 'Brokerage will pay bulk payment' (selected) and 'Agents will pay individually'. Two checkboxes for payment types are checked: 'Brokerage will pay award fees' and 'Brokerage will pay plaque and plate fees'. At the bottom is a 'SUBMIT' button. The taskbar at the bottom of the screen shows various pinned icons and the date/time '6:15 PM 12/19/2017'.

Step 4 – Approve your MMDC submission

If you had no errors and your file imported correctly, you will see a confirmation screen similar to the one below.

Review this data carefully, and if everything is correct, then check the box to approve all the applications. This counts as your signature that all sales volumes are correct.

If anything is incorrect, click “Try Again” and go back and update your .CSV file accordingly and re-upload the corrected version.

The screenshot shows a web browser window titled "Cobb MMDC - Broker Upload". The URL is https://develop-cbr.pantheonsite.io/cobb-mmdc-broker-upload/?user_switched=true. The page displays a list of agent applications ready for import, with a message asking to double-check the data. A checkbox for approving all applications is checked, indicated by a red arrow pointing to it. The批准所有应用程序复选框是被选中的，有一个红色箭头指向它。

The following agent applications are ready to be imported into the system. Please double-check this data for accuracy before continuing. If any of this data is incorrect, please stop now, update your .csv file and re-upload.

Please review carefully, as all agents below will be automatically approved by you!

NRDS Number	Real Estate License Number	Name	Phone	Email	Sales Volume	Leasing Volume	Is Team	Licensed Assistants	Is Attending
294016204	346326	Leah Stankiewicz	(678) 521-6054	leah.stankiewicz@gmail.com	\$10,555,421	\$0	Yes	Ryan Reynolds, Brad Pitt	Yes
294011915	234980	Christie Lowerey	(770) 867-5309	ChristieSells@hotmail.com	\$2,999,847	\$32,500	No		No
302001577	15248	Maggie May	(404) 888-8888	Mayproperties@gmail.com	\$4,601,000	\$0	No		Yes

I approve all of these MMDC applications

CONTINUE

Step 5 – Possible award winners

If you have any agents in your list hitting a milestone year this year with MMDC (10, 15, 20, 25, or 30 years) the system will tell you so and ask if you would like to purchase an award for them or not. This is, of course, optional. (They will still be acknowledged at the luncheon and in publications whether they are holding an award or not.) If you would like to purchase the award for them, check the box in front of the award. If not, leave it unchecked.

The following agents have hit a milestone year this year (Phoenix, Diamond Phoenix, etc). They are eligible to receive an award. Please select which agents you would like to purchase an award for.

Agent Name	Years in MMDC	Award
Christie Lowery	15	<input type="checkbox"/> Crystal Phoenix Award (\$150)

CONTINUE

If you don't have any agents hitting a milestone this year, then you will see this screen. If you think this is an error, call the Cobb Association to have their years in MMDC confirmed.

The following agents have hit a milestone year this year (Phoenix, Diamond Phoenix, etc). They are eligible to receive an award. Please select which agents you would like to purchase an award for.

Agent Name	Years in MMDC	Award
No agents are currently up for a milestone award.		

CONTINUE

Step 6 – Plaque and brass plate orders (optional)

Here you can order any wood plaques or brass plates for your agents for their MMDC accomplishments. These are optional, and not all agents have a plaque, or care to buy one.

For those agents that do have an existing plaque, and want a brass plate to add for this year's MMDC, have them measure and find out if they need the 2" or 3" brass plate size for their particular plaque so you can order properly for them. (FYI - If ordering a brand new full size plaque, the new plaques require the 2" plates.) The half plaques are smaller additions that hang from the larger plaques in lieu of ordering a new full size plaque.

The screenshot shows a web browser window with three tabs open: 'Inbox (11,784) - leah.star', 'Cobb MMDC - Broker U...', and 'CAR MMDC - Asana'. The main content area is titled 'Cobb MMDC – Broker Upload' and shows the 'Plaques & Plates' section. The URL is https://develop-cbr.pantheonsite.io/cobb-mmdc-broker-upload/?user_switched=true. The navigation bar includes links for Home, About, Membership, Education, Events, Community, Contact, and a search icon. A user 'Howdy, sandee@atlantacommunities.net' is logged in. The page displays a table of agents and their contact information, with checkboxes for selecting plaque types. The table has columns: Agent Name, Phone, Half-size Plaque (\$85), Full-size Plaque (\$185), 3" Brass Plate (\$25), and 2" Brass Plate (\$25). The agents listed are Christie Lowerey, Leah Stankiewicz, and Maggie May. The 'CONTINUE' button is visible at the bottom left of the form.

Agent Name	Phone	Half-size Plaque (\$85)	Full-size Plaque (\$185)	3" Brass Plate (\$25)	2" Brass Plate (\$25)
Christie Lowerey	(770) 867-5309	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leah Stankiewicz	(678) 521-6054	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maggie May	(404) 888-8888	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

CONTINUE

Step 7 – Payment page

The payment page will now show you your total due, including the application fee for each agent, and any additional awards and/or plaques and brass plates you bought for them.

If you plan to pay your total by company check, please print an extra copy of the summary page and give it to the CAR office with your check by the MMDC deadline. If you plan to pay by credit card, click the credit card button and enter your card information accordingly.

Inbox (11,784) - leahst... | Cobb MMDC - Broker U... | CAR MMDC - Asana

Secure | https://develop-cbr.pantheonsite.io/cobb-mmdc-broker-upload/?user_switched=true

Howdy, sandee@atlantacommunities.net

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Cobb MMDC – Broker Upload

Home / Cobb MMDC – Broker Upload

Upload > Review > Awards > Plaques & Plates > Payment > Summary

Please review all costs below and then select a payment method.

Agent ID	Agent	Application Fee	Awards	Plates & Plaques	Is Attending	Years in MMDC
5324	Maggie May	\$110.00	\$0.00	\$210.00	Yes	9
1556	Christie Lowerey	\$110.00	\$0.00	\$25.00	No	21
6896	Leah Stankiewicz	\$110.00	\$0.00	\$0.00	Yes	8

Amount due: **\$565.00**

Select a payment method

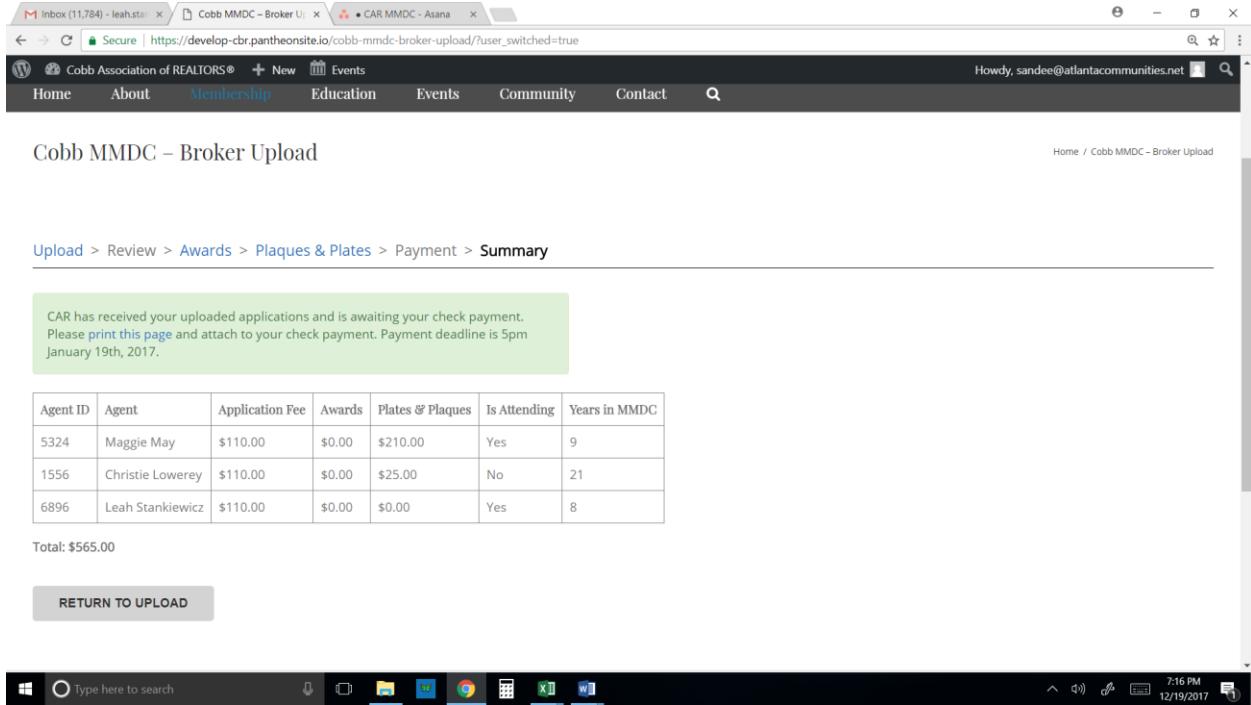
Credit Card
 Check

SUBMIT

Type here to search 7:13 PM 12/19/2017

Step 8 – Confirmation page and email to your agents

This is your confirmation page. Please use the print link to print for your records. It shows you your total payment due, who is attending the luncheon, and what year they are now in MMDC.



Cobb MMDC – Broker Upload

Upload > Review > Awards > Plaques & Plates > Payment > Summary

CAR has received your uploaded applications and is awaiting your check payment. Please [print this page](#) and attach to your check payment. Payment deadline is 5pm January 19th, 2017.

Agent ID	Agent	Application Fee	Awards	Plates & Plaques	Is Attending	Years in MMDC
5324	Maggie May	\$110.00	\$0.00	\$210.00	Yes	9
1556	Christie Lowerey	\$110.00	\$0.00	\$25.00	No	21
6896	Leah Stankiewicz	\$110.00	\$0.00	\$0.00	Yes	8

Total: \$565.00

[RETURN TO UPLOAD](#)



Agent Notification

Each agent you entered will now get an email from CAR notifying them that you have uploaded their MMDC application on their behalf. The link on their email will allow them to login to the CAR website to upload their headshot for the slideshow and/or purchase any guest tickets if they want extras, and pay for anything you did not cover for them. If they are happy with last year's MMDC slideshow photo, and they don't have any extra payments to make, and they don't need a guest ticket, then they don't have to do anything and they are good to go. They only need to login if they need to address one of those three things. The email they receive looks like this:

[Cobb Association of REALTORS®] Multi-Million Dollar Club - Application Created

Congratulations! Your broker has started your Cobb Association of REALTORS MMDC application.

CAR will use last year's MMDC photo if you are OK with that. If you would like to upload a new headshot for this year's MMDC slideshow, or this is your first year in MMDC at Cobb and we don't already have your photo, please [upload a photo](#).

If your broker didn't cover all your MMDC fees, you may [click here](#) to make your payment via credit card for your portion of the bill.

If you would like to buy extra guest tickets, [click here](#), or you may do so later on CAR's Eventbrite ticket link.

[Log into the CAR website](#) and use your NRDS ID as your login. No password needed.

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Cobb Association of Realtors