

LeadStreet - Getting Started

USER TAB

LeadStreet User Name and Password - HELP?

- Your User Name is typically your first initial, last name, all one word and all lower case. Example: jfarrell
- If you have a common name your user name will be your first name last name combination. Example: janesmith
- Your password was emailed to you in the **Welcome to RE/MAX** email. If you lost the email or forgot your password go to the **Lead Street** login page (www.remax.net) and click on the **LOST YOUR PASSWORD** click here link
- Enter your **User Name** and click on **Submit**
- Your password will be emailed to you in a few minutes.
- If you still need help with this contact the help desk (help@remax-nj.net)

How do change my Primary Email Address to LeadStreet?

- Log in to **Lead Street** (www.remax.net) with your user name and password
- Select the **User Tab**
- In the middle of the page, under **Email Settings** type in your new email address
- Then click on **Submit Changes**, located under Phone Settings to save any changes to this your Email Settings.

How do I Add my Agent MLS ID # (or #'s) to LeadStreet?

- Log in to **Lead Street** (www.remax.net) with your user name and password
- Select the **User Tab**
- Go to the bottom of the page to the section labeled **Agent MLS ID**
- Enter your MLS ID #'s
- Click on **Submit Changes**
 - **NOTE:** If you don't see an MLS that you're a member of please talk to your Broker or contact the help desk (help@remax-nj.net)

LISTINGS TAB

How do I find my listing on LeadStreet?

- Log in to Lead Street (www.remax.net) with your user name and password
- Select the **Listings Tab**
- You should now be in the **Listing Manager Main Tab**
- Your listings are located in the middle of the page in the
- To view additional information on a specific listing, select **VIEW** next to the MLS ID #

- **NOTE:** Before the system can identify your listings you **MUST** add your agent MLS ID # to your USER PROFILE. To do this follow the instructions located above under the User Tab or contact the Help Desk (help@remax-nj.net).

How do I Upload or Replace a Main Listing Photo in LeadStreet?

- Log in to Lead Street (www.remax.net) with your user name and password
- Select the **Listings Tab**
- Click on **View** next to the MLS # you want to add the Main Photo to and
- In the **Listing Manager Main** section click on **Photo & Tours Tab**
- Click on **Replace or Add Main Photo** – depending on the status of you listing.
- Select the **Browse** button and locate the saved photo on your computer
- Once the photo has been selected click **“Upload photo”**. The system will then determine if you photo is small enough to upload.
- If the photo size is correct the system will say **"File size is OK - resizing is not required."**
- At this point you **MUST** click on **Upload Photo** again
- If the photo is too large the system will try to resize for you, and if successful you will have to click on **Upload Photo**
- If the photo is too large for the system to automatically resize please contact the help desk. We will manually resize your photo and upload for you.
- To view your uploaded photo live, select the **“View Live Listing Website”** link on the right side of the page.

How do I add a Virtual Tour to a LeadStreet Listing?

- Log in to Lead Street (www.remax.net) with your user name and password
- Select the **Listings Tab**
- Click on **View** next to the MLS # you want to add the Virtual Tour to and
- In the **Listing Manager Main** section click on **Photo & Tours Tab**
- Go to the bottom of the page to **Virtual Home Tours** section, then
- Copy the URL for the virtual tour into the empty box and
- Click on the **Add Tour** button

How to Add an Open House to a LeadStreet Listing?

- Log in to Lead Street (www.remax.net) with your user name and password
- Select the **Listings Tab**
- Click on **View** next to the MLS # you want to add the Open House to and
- Scroll down to the bottom of the **Listing Data** main page
- In the Open Houses section click on the **Click Here to Add an Open House** link
- In the box that opens select the Open House date and time
- Add driving directions
- Then click on **Add Open House**

SITE BUILDER

How do I change the color and layout of my home page?

- Log in to Lead Street (www.remax.net) with your user name and password
- Select the **Site Builder** Tab
- To change the color theme:
 - Click on a different theme
 - To save the new theme click on Update Website Theme
- To change Home Page Layout
 - Using the radio buttons select a different layout option
 - To save the new layout click on Update Home Page Layout

How can I add Keyword Rich Content to my Home Page?

Before adding keywords or Meta tags to your website you need to define a Target Market. For example a real estate agent working in Cherry Hill, Camden County might choose Cherry Hill and Camden County as Target Markets.

- Log in to Lead Street (www.remax.net) with your user name and password
- Select the **Site Builder** Tab
- Go to the bottom of the Site Design page – to Customize Your Home section
- Click on Text Area 1 or 2, depending on where you want to add content. Text Area 1 is on the left side and Area 2 is on the right side of your home page.
- In the window that opens start typing your Keyword Content. Use the formatting tools located down the right side of the window to center, bold, underline and enhance your text.
 - Example of Keyword Content for the above Cherry Hill, NJ agent:
 - Welcome to Camden County Real Estate. Search for homes in Cherry Hill and surrounding areas.