The "Teams function allows a member to give other members complete access into their account. This includes the ability to see and update Contacts, Saved Searches, AutoMail, Add/Edit Listings, Printing of Reports, and Email.

A Team consists of a "Team Lead" and one or more "Team Members." In the scenario where an agent wants to give an Assistant access to their account, the Agent is the Team Lead and the Assistant is a Team Member. In the case of a real team of agents, the Team Lead needs to be determined and it will be their account which all the other team members are accessing. In the event a team is dissolved, all work will remain with the account of the former Team Lead. It is the sole responsibility of the Team Lead to notify TIGAR when a Team Member leaves the Team.

** IMPORTANT NOTE: Be advised that if the Team Lead is a Broker or Office Manager, then all members of that team will have the ability to edit ALL listings in their office!

Note: Team Members can be setup to "Impersonate"(Imp) or "Work on Behalf"(WoB) of the Team Lead. This controls how the team is displayed within Matrix. "Work on behalf" will show the Team Members name as "working on behalf of the Team". Impersonate simply shows the Team Name.

Team Name (Optional)

Team Lead User ID	Team Lead Name	Signature of Team Lead	Imp. ☐	WoB ☐
Team Member User ID	Team Member Name	Signature of Team Member	Imp. ☐	WoB ☐
Team Member User ID	Team Member Name	Signature of Team Member	Imp. ☐	WoB ☐
Team Member User ID	Team Member Name	Signature of Team Member	Imp. ☐	WoB ☐
Team Member User ID	Team Member Name	Signature of Team Member	Imp. ☐	WoB ☐
Team Member User ID	Team Member Name	Signature of Team Member	Imp. ☐	WoB ☐
Team Member User ID	Team Member Name	Signature of Team Member	Imp. ☐	WoB ☐

If you have additional team members please attach an additional form.