

How to edit your TN Living Network Page

Every REALTOR® and REALTOR-Associate® member of the Tennessee Association of Realtors® has his or her own web page on the Tennessee Living Network – provided to members as a member service. Every office also has a company page.

To Find Your Page

Go to <http://tn.living.net/> with your web browser. This should bring up the Tennessee Living Network's Mail Page. Click on the word "Realtors" or on "Real Estate Companies" and the appropriate search page will appear. From here you can type in your name or company and click on the "Search" button to bring up a list of members or companies with that name (partial names will work – but they must be as they appear on the membership records). When the next screen appears, simply click on your name or company ... and your page will come on the screen.

If Your Page Doesn't Exist on the Network

The addition or deletion of agents can only be done by your local association of REALTORS®, which update the national membership database (NRDS). Data from that system is transferred – usually at least once a month – to the TN Living Network ...and it's this data that determines which agents are and are not shown with your company. I suggest you contact your local Association/Board of Realtors® immediately and make sure that they update TAR's records with the changes.

Your Password to Edit

The password to edit your personal page is the LAST FOUR digits of your NAR Realtor® ID (or NRDS) number. [This remains your password.]

For the company page, it is the last four digits of the (office's) Designated REALTOR® 's NAR REALTOR® ID Number.

You can find your REALTOR® ID number on the label of your TENNESSEE REALTOR® magazine ...NOT the NAR magazine, REALTOR®. If you cannot find a recent issue of the TENNESSEE REALTOR® magazine, you can also request your local association staff to look up your new ID number online, for you, in the National REALTOR® Database System (NRDS). [Every local association office in Tennessee has a online access to this database of member records.]

REMEMBER: It's the label for your TENNESSEE magazine, not the national magazine, that's important.

Once you've found your new ID number, we strongly suggest you write it down and keep it somewhere for future use. It's yours for life!

At the top of each Living Network personal page is a "Personal Profile" link. Click there, at the next screen enter the appropriate FOUR-DIGIT password mentioned above, and you will be given access to edit anything on your page except your name and the company's address information.

One of the choices in the Personal Profile menu is "Edit Web Page Data" which offers you, among other things, the ability to change the "look" or style of your TN Living Network page. Try out different

options, to make your page as attractive as possible. After all, this is a free service to help you market yourself more effectively and professionally!

Have You Changed Names or Companies?

Changes of names and company information must be made to records in the national NRDS database, by your local association, so that membership records remain current. Data is then transferred to the Tennessee Living Network from the national database, usually at least once a month, so that individual and company pages can be updated.

Adding One or More Links to Your Page

There is now an easy-to-use feature in the Personal Profile menu that allows you to add links to your page WITHOUT using any HTML (Hypertext Markup Language). All you do is type in the Web addresses of the pages to which you want to create links. If you know someone who knows a little HTML and is willing to sit down with you for a few minutes when you're editing your page, you can also – if you wish – add links within the text blocks on your page to other sites on the Internet, or to other Web pages about yourself or your properties. HTML is really not very difficult for basic things. For adding styles (bold, italic, etc.) and links to something else on the World Wide Web, it can be very easy. [HTML FOR DUMMIES or something similar is your local bookstore should be able to give you a quick guide to some basic HTML if you want to add a few simple “bells and whistles” to your home page.]

Getting a Picture on Your Page

Here's how to get a picture or logo inserted in a page:

As of November 1, 2001, the only way to place a personal photo (or other photo) on your living Netw2ork page is to upload it yourself (maybe with the help of a friend) over the Internet. This is a lot easier than it sounds to some people! This does mean, however, that your photo must first be scanned or be in “digital” format (taken, for example, with a digital camera), on a disk or the hard drive of your computer.

There is now an easy-to-use feature in the Personal Profile menu that allows you to upload your photo to your page WITHOUT using any HTML (Hypertext Markup Language). Just follow these guidelines:

- Only the JPEG (.jpg) image file type is supported. *Recommended maximum image dimensions should be between 240 pixels and 432 pixels wide (or between 2.5 and 4.5 inches wide) by 336 pixels high (or 3.5 inches high). Note: for best results make sure the image is 3.5 inches tall or as close to 3.5 inches tall as you can get.
- Recommended image resolution must be around 72dpi or ppi to prevent distortion in the image on your web page.
- File size should be less than 50KB.
- Click on the Browse... button to locate the image on your own hard disk to upload, then click on open.
- Click on the Upload File button after the file has been selected.

Remember: You can always jump straight to the Tennessee Living Network from the TAR Home page – for members – at <http://www.tarnet.com>

If these instructions do not answer your specific question(s), then please call the TAR office at (615 321-0515