**Below are the instructions for completing the Agent Roster Spreadsheet:**

* It’s important the Field Headings text are all just as we have them. This is how our programming will pick up and use the information.
* In the email column--- there should only be one email per box. The email should be specific to the agent
* Need country telephone code in front of every telephone # --- both for the cell phone column and the office phone number column
* If the agent’s picture is located on the Internet....please add that into the proper column with the hyperlink or URL
* If the company logo sits by itself somewhere on the Internet....please add that hyperlink or URL
* If for any reason you don’t have the information for any one column, please leave the column blank…do not remove column from the spreadsheet.
* Once completed please return to [terry@theimls.com](mailto:terry@theimls.com)
* We will review what you send us. Once we approve the spreadsheet, it’s important to use the exact format that is approved
* Roster Spreadsheets can be manually updated by logging into your Members Account and clicking on the Manage Account Tab and downloading the updated spreadsheet