



NATIONAL  
ASSOCIATION *of*  
REALTORS®

*Young Professionals  
Network*

### Tutorial for YPN Online Community For New Users (REALTOR Version)

1. Click 'Regiser Now' link in Login box
2. Enter your NRDS #. There's a link to REALTOR.org if you need to look it up
3. Create your profile by adding your photo, company, short bio, links to your social media accounts, etc.
  - If your current company is not available when you search for it, there is a link in the upper right hand corner to contact the administrator to add your company
4. Answer a few questions that will be used in the 'Member Matching' feature of the community with the emphasis on finding referral agents
5. Search for groups to join. First, join the general YPN group. Then, search to see if your local and state associations have a YPN and request to join if they do.
6. If your local and/or state associations do not have a YPN and you would like your association to have one, go back to the YPN Group and download the YPN Startup Kit. Take it to your local/state association and get them to approve a YPN.
7. Notifications – the default notification setting is to email you a digest *once per day* that summarizes the activities in the groups you've joined. These settings can be changed to be notified more frequently by going to the 'Edit My Settings' link on the left and selecting the 'Notifications' tab.
8. You're done. Ideally you've setup your profile completely and joined your local, state, and the national association YPN groups

### Tutorial for YPN Online Community For New Users (Staff Version)

1. Click 'Regiser Now' link in Login box
2. Enter your NRDS #. There's a link to REALTOR.org if you need to look it up
3. Create your profile by adding your photo, company, short bio, links to your social media accounts, etc.
  - If your current company is not available when you search for it, there is a link in the upper right hand corner to contact the administrator to add your company
4. Answer a few questions that will be used in the 'Member Matching' feature of the community with the emphasis on finding referral agents (although this is not really a feature for staff, I believe it is mandatory as part of the registration process).

5. Search for groups to join. First, join the general YPN group. Then, search to see if your local and state associations have a YPN and request to join if they do.
6. If your local and/or state associations do not have a YPN and you would like your association to have one, go back to the YPN Group and download the YPN Startup Kit. Identify a group of REALTORS to help get your YPN started
7. Notifications – the default notification setting is to email you a digest *once per day* that summarizes the activities in the groups you've joined. These settings can be changed to be notified more frequently by going to the 'Edit My Settings' link on the left and selecting the 'Notifications' tab.
8. You're done. Ideally you've setup your profile completely and joined your local, state, and the national association YPN groups

### The Goals & Features of the YPN Online Community

1. **MEMBERSHIP TRACKING (THE PRIMARY GOAL & FEATURE)**– There is currently no real way to track YPN membership across all 3 levels of the association. If used correctly, this should solve this. When members now register on the YPN website, they will be directed to this community and can join the national, state, and local association YPN (if available). Your current members should be encouraged to register and membership lists can be exported into Microsoft Excel.
2. **IDEA SHARING** – Many YPNs are still in the early stages and getting off the ground. By joining the national YPN Group in the Online Community both association staff AND members can share ideas with each other.
3. **RESOURCE SHARING** – Share resources such as logos, flyers, by-laws, videos, photos, etc. Can be shared locally, at the state, or nationally.
4. **EVENT PLANNING** – This is a nice feature that allows you to plan events including registration and a calendar. There is a strong possibility that the invitations and registration for national YPN events at the Midyear and Annual NAR meetings will be organized through this community. This should be incentive for members to join the community.
5. **MEMBER REFERRALS** – Hopefully this will be a source of referral business for members with the majority of the community being REALTORS<sup>®</sup>. The only non-members are association staff and affiliates do not have access to this database.
6. **SURVEY MEMBERS** – The ability to survey YPN membership could be very valuable whether it's gauging interest in an upcoming event or their stance on a current local, state, or national issue.
7. **RIBBONS** – While not a major feature, this will add a little fun and incentive to the community with members being awarded 'ribbons' for successfully completing certain tasks. Details to come.