

Working Together to Make Homeownership Happen

# For Admins & Managers

## Covered in this Guide

- Managing the Office Roster
- Office Stats, Listings, Sales, Etc.

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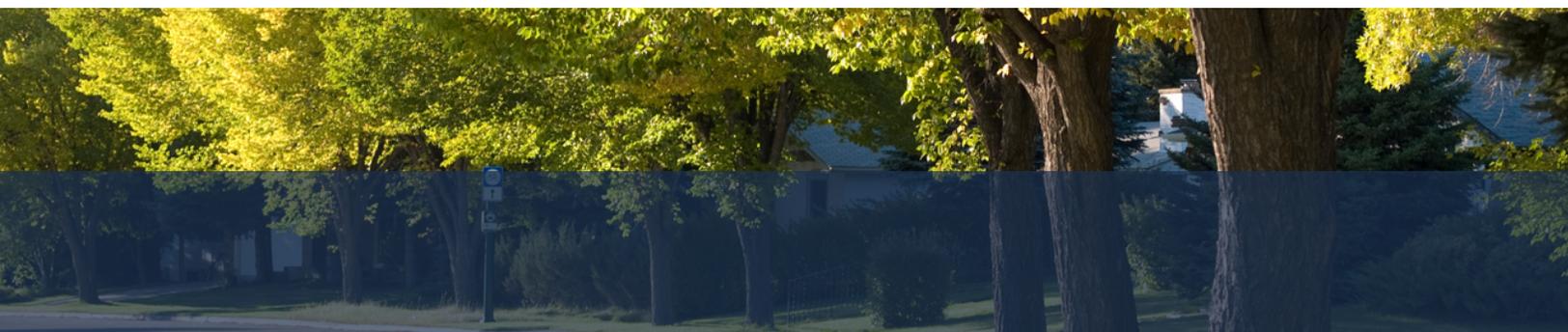
## About GAMLs

MLS is an incredibly helpful site. Thanks to their many tools, agents and admins can easily search houses, track sales, access property tax info, and more.

The section in this guide on sales data is particularly interesting because it can be used to measure performance of the offices, including competitors. Keep in mind, only houses listed on GAMLs are counted. If you have advanced knowledge of Microsoft Excel (or Google Sheets), you can graph this data to better visualize it.

The search feature is a versatile tool – able to do more than one might expect. This guide won't cover that, but perhaps in the future it will.

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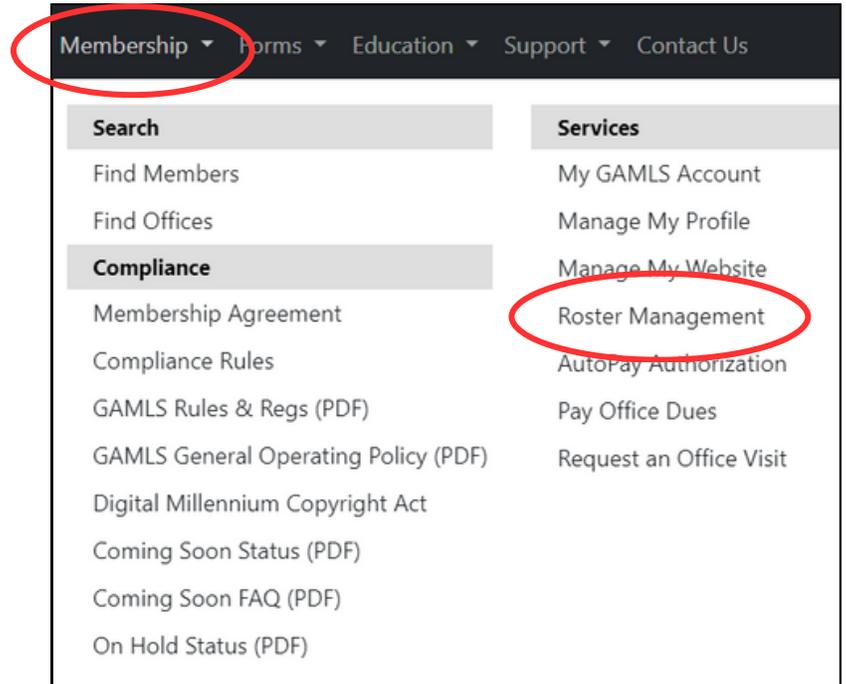
# Managing the Office Roster

## View Current Roster

**Step 1:** After signing into GAMLs, click Membership.

**Step 2:** Click Roster Management

**Step 3:** Click View Current Roster, on the left.



## Add Person To Roster

**Step 1:** After signing into GAMLs, click Membership.

**Step 2:** Click Roster Management

**Step 3:** Fill out the form and wait for staff to process the form.

## Delete Person From Roster

**Step 1:** View the current roster.

**Step 2:** Click on the red X to the right of their names.

Contact GAMLs:

Visit <https://members.gaml.com/contactus>

Or click **Support** or **Contact Us** in the menu bar.

## Current Roster

**Tip:** Click their photo (or logo) to view their active listings.

Current Roster For BULR8: 8 Members					Dec 13, 2023	
Edit	Name	Photo	GAMLs ID	Logo	Remove	
	Anthony, Aaron		BULR8S4			
	Benefield, Stephanie		BENEFIELDSTE			
	Bullard, Steve		STEVEBU			

# Office Stats, Listings, Sales, Etc.

## View List Of Properties

**Step 1:** After signing into GAMLS, go to My Listings.

**Step 2:** Click one of the following:

- Actives
- Under Contract
- Solds, Last 60 Days

## View Agent Stats

**Step 1:** After signing into GAMLS, go to My Listings.

**Step 2:** Agent Comparison Report

**Step 3:** Click Go

## View Office Stats & Competitors

Make a comparison group first.

**Step 1:** After signing into GAMLS, go to My Listings in the menu bar.

**Step 2:** Office Comparison Groups

**Step 3:** Click **Add**, then select an office. To select multiple, hold CTRL on keyboard.

**Step 4:** Return to My Listings in the menu bar, and click Office Market Share (fig 1).

**Final Step 5:** Click **Go**

Figure 1 – My Listing Menu

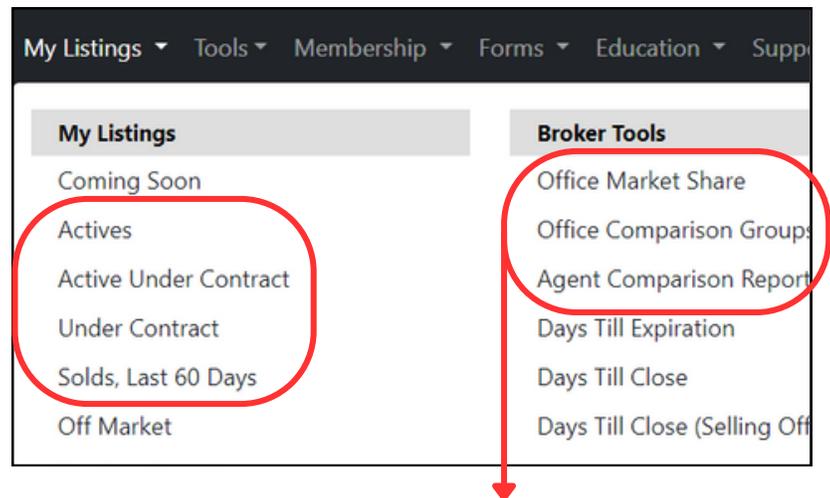


Figure 2 – Office Comparison Group



**Broker Tools > Office Market Share Report** ⓘ

Add/Edit Comparison Group: **All CBullard Offices** ▼ From Date: 12/15/2022 To Date: 12/15/2023 Property Type: All

Zipcode(s) (Enter comma-separated list or leave blank for "All"):

**Go** Clear