**Pre-launch Checklist for FCAR Brokers**

❑ **Join the *Stellar Broker Insider Circle* Facebook Group** *(ASAP)*

- Regular posts with tips, tricks, and updates for brokers.
- Content organized into Learning Units, based on popular topics.

[Click here to join the Stellar Broker Insider Circle](#)

❑ **Set Access Levels for Agents and Staff** *(by July 26)*

- Stellar MLS brokers set access levels for their agents and assistants.
- These are managed through the Broker Authorization icon on the broker portal.
- Blanket (default) levels can be set for the entire office, and individual selections can be made.
- Agent-level access not available until a subscriber completes their required MLS education.

[Click here for a tutorial on setting agent access levels.](#)

❑ **Configure Teams for Office** *(by July 26)*

- Brokers and Office Managers can create "Teams" for their office(s).
- Teams can be designated for Account Access or for Production Credit
- If designated for production credit, team records can be added to a listing.

[Click here for a comprehensive broker guide on Stellar MLS's team's feature.](#)

❑ **Execute New IDX Agreements** *(by July 26)*

- IDX Agreements housed on MLS Grid and Bridge API platforms.  Stellar MLS has fully migrated to Web API and no longer supports RETS feeds.
- Your vendor, or in-house team, needs to register with one of the above providers.  Be on the lookout for emails from MLS Grid.
- Brokers can approve feed requests for agents.
- Would need a separate agreement for each agent with their own feed.
- This allows you or your vendor to pull data to store on your servers and create a custom websites.
- Only vendors/tech contacts have access – not agents.

[Click here for detailed information on Data Delivery.](#)

❑ **Set Office Listing Distribution Options** *(by July 26)*

- Listing Distribution options to various consumer sites are available in the Stellar MLS Broker Portal.
- Here, brokers can select their distribution preferences for additional sites such as Homesnap, Homes.com, Realtor.com and the Apartments.com network of sites.
- Several additional channels are also available through ListHub.

[Click here for a comprehensive overview of Listing Distribution.](#)

❑ **Set Up Office Branding in Stellar MLS Tools and Remind Agents to Set Up Their Branding (Available June 22)**

- Brokerage branding can be added to several MLS tools, such as ShowingTime, TransactionDesk, Cloud CMA, Homesnap, and Remine.
- Agents are encouraged to add their branding to Matrix, complete a profile to assist Stellar MLS in targeting communications based on their interest, and add branding to other Stellar MLS Products they may use.

   Click here for a tutorial on adding office and agent branding to Stellar MLS Tools.

   Click here for a checklist to assist brokerages in onboarding to agents to the MLS.