How do I access the Megaphone Application?

You will see a Megaphone Tile when you log into Max/Center. Click the tile to access the Megaphone Platform. Once you are in the product environment, you'll see "pop-up" training guides that will lead you through the different functionalities such as creating a new ad, adding funds and more. You also notice that your Dashboard will not be populated with any statistics. Once you have set up and run a few ads, the stats will start to populate in the home screen. You can also get to the application through this link once you have logged into Max/Center - https://megaphone.remax.com/. Keep in mind, you may need to refresh your browser if you do not see it.

How do I fund My Wallet?

In the top-right hand side of the screen you will see a link next to your picture or name. Click this, then select Wallet in the drop-down menu. Here you can add funds to set up your ad to begin running.

Do I need to add funds to my wallet before launching an ad?

Yes. You will need to fund the wallet before launching an ad. You can do this before you get started (easier) or during the ad-creation process. Keep in mind, if you are launching display ad in Megaphone that will be slightly different payment processing than in Megaphone with Homesnap. There may be cases where you will need to fund two different wallets.

How long will it take my ad to start getting traffic?

Once created, an ad goes through the bidding and display platform, so it can take up to 24 hours for it to get approved and start receiving traffic. It will be marked as Pending during this time. If an ad gets rejected, it is likely due to ad size. Try to reduce the size and start again. If you have issues, please reach out to Product Support (productsupport@remax.net).

Can I direct my traffic to anywhere or does it have to be a booj or Remax.com page?

You can choose the destination website! It does not have to be a booj or remax page for the destination URL. Keep in mind for the ads with Megaphone, it will direct them to listing page on remax.com unless otherwise specified.

Is the site mobile friendly?

Yes! Not only can you set up the ads and use the site completely on the go, you can also create imagery in Photofy to use for your advertisements or use them from the Marketing Portal.

Why do I see a "Please update your IDX information in your MAX/Center profile to activate your Megaphone account with Homesnap" Message when try to Log into Homesnap?

You may see this message if your IDX info has not been updated in Max/Center. Please follow the steps below to go in to Max/Center and make sure your IDX information is updated. Keep in mind, once it has been updated in Max/Center it may take up to 4-12 hours to populate for Homesnap access.

1. Sign into MAX/Center
2. Click on your profile icon (either your photo or an image of the RE/MAX balloon)
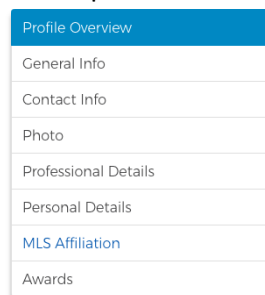   a. Desktop: located in the upper right-hand corner

    i.

RE/MAX®
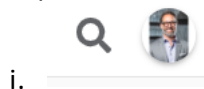
ii. Mobile: Click on the 'hamburger' menu in the upper left-hand corner of your screen. The navigation menu will expand.

Hamburger menu

Profile Image
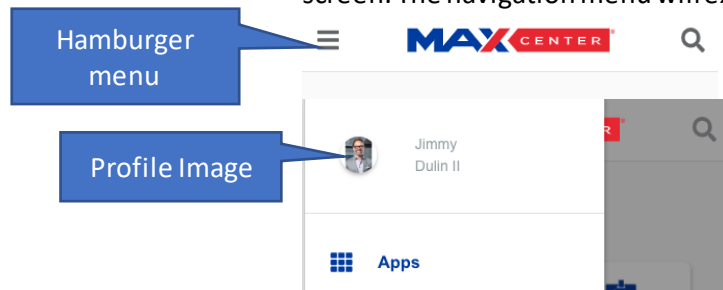
3. When your profile page loads, click on the blue *UPDATE ACCOUNT* button. This will open a new tab/window and redirect you to your MAX/Profile page.
4. Click on MLS Affiliation
   i. Desktop

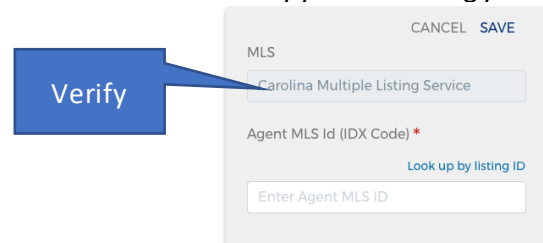| Profile Overview |
| --- |
| General Info |
| Contact Info |
| Photo |
| Professional Details |
| Personal Details |
| MLS Affiliation |
| Awards |

   b. Mobile: Click on the 'hamburger' menu located in the upper left-hand corner. The navigation menu will expand. ≡
5. On the MLS Affiliation page, you should see at least one MLS displayed.
   a. If no MLS is displayed, ask a manager in your office to add an MLS for your office. This process can take a few days to complete.
   b. Under the MLS listing, click the + Add link. If you have multiple MLS listings, be sure to click the + Add link directly below that particular MLS.

Carolina Multiple Listing Service (Charlotte, NC)

🟠 MLS Status: Compliance Review with MLS
Our MLS Relations team is reviewing the website for compliance with local, state, and national rules and regulations. Approval can range from 1 day to 2 weeks.

Add link

+ Add

   c. Verify you are adding your agent IDX code to the correct MLS.

CANCEL   SAVE

MLS

Verify

Carolina Multiple Listing Service

Agent MLS Id (IDX Code) *

Look up by listing ID

Enter Agent MLS ID

6. Enter your Agent MLS IDX code and click the SAVE link in the upper right hand corner.

RE/MAX

7. If you do know your Agent MLS IDX code, but you do know your listing id within that particular MLS, you can search by your listing id.
   a. Click the *Look up by listing ID* link above the *Enter Agent MLS ID* field.

CANCEL   SAVE

MLS

Carolina Multiple Listing Service

Agent MLS Id (IDX Code) *

Look up by listing ID ◄─── **Look up by listing ID**

Enter Agent MLS ID

   i. Enter your listing id for that MLS into the Listing ID field within the pop-up menu. Then, click the *Search* button.

CANCEL   SAVE

Look up Agent MLS ID   ✖

Enter listing ID:

Listing ID ◄─── **Listing ID field**

Search

   ii. If a match for the listing ID in that MLS is found, you will see your name listed within the results. Click the *Use MLS ID* button to continue.

Look up Agent MLS ID   ✖

Enter listing ID: 3571626

Search

Results:

Listing Agent   MLS ID

Search results ───► Pete Dorninger   41353   Use MLS ID

   iii. Your Agent MLS IDX code will be populated for you after the pop-up closes.

CANCEL   SAVE

MLS

Carolina Multiple Listing Service

Agent MLS Id (IDX Code) *

Look up by listing ID

Newly added Agent MLS IDX code ───► 41353

   iv. Click the SAVE link in the upper right-hand corner to save.
8. After clicking the SAVE link, you will see a confirmation at the top of the page.

✔ MLS Affiliation created.   ✖
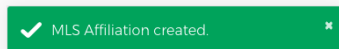
Confirm your Agent MLS IDX code was added below the MLS listing.