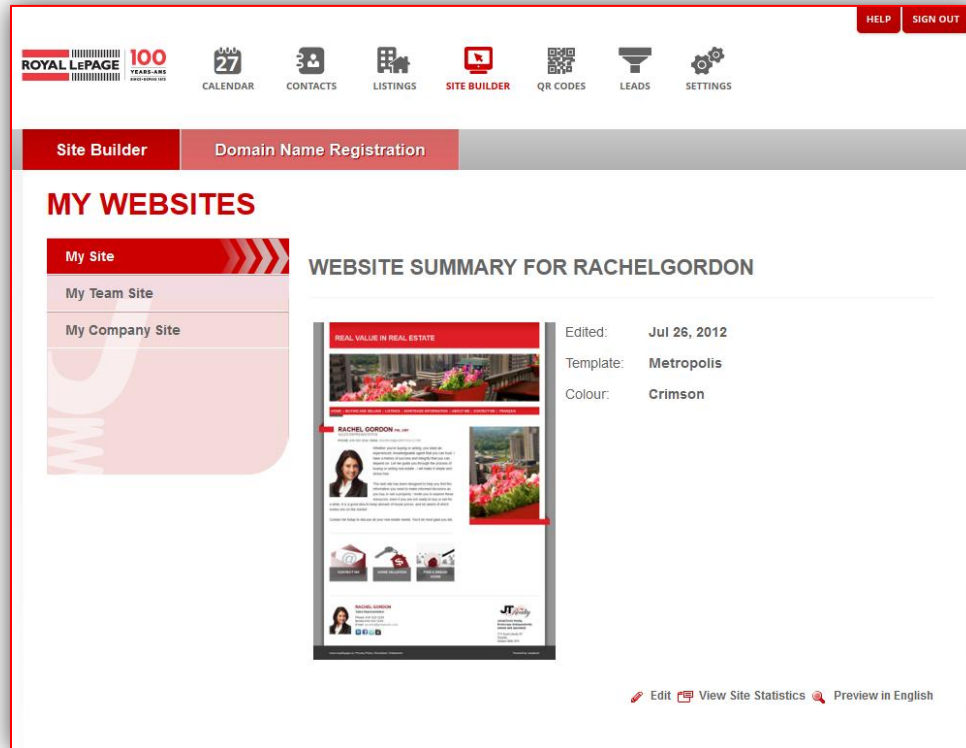# Getting started

Create your own website today with ClientClick.

When you first enter the Site Builder, you'll see this intro page – it walks you quickly through the basic steps of building your site.

Step 1 – General Information Fill in some general information.

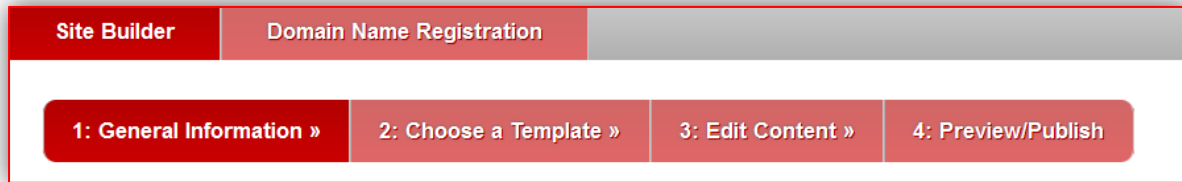**Step 2 – Choose a template**   Pick a template, layout, and colour scheme.

Step 3 – Edit Content Pick your chapters, pages, and then add photos and text.

Step 4 – Preview/Publish   Go live (publish).

Really, it's that easy. Ready to jump in?

To get started, click on the   ✎ Edit   icon to start filling in details about your site.

Royal LePage
ClientClick

Step 1 - General information

Site Builder	Domain Name Registration	

1: General Information »	2: Choose a Template »	3: Edit Content »	4: Preview/Publish

a. Your Website Address

You have a couple of options:

Enter a Royal LePage Domain Name Alias

Add your name or company name as a suffix onto http://agents.royallepage.ca. For example, http://agents.royallepage.ca/henrysmith. We will let you know if the name you have chosen is available.

Register a Domain Name

If you would like to register a new domain, or renew an existing one, please see Addendum 1 (page 25).

Domain Settings

If you have already bought a domain name, give us a call at 1-877-757-4545, and we'll point your ClientClick site to that URL. If you have purchased a Domain Name with Jumptools®, please see the Addendum 2 - Custom Domain Name Setup Guide (page 27) for more details.

b. Language

Check off English, French, or both to display your site in the language(s) of your choice.

c. Tagline and keywords

The Header option will appear at the top of every page of your site. This can be your own personal marketing tagline or slogan.

What web search terms do you want to enable? Keywords are all about helping visitors find your site using a search engine.

A Site Description is a brief summary of your website that will show in search results. This should inform clients what your site is about before even entering the website.

d. Google Analytics (Optional)

Do you already have a Google Analytics account that you'd like to use here to keep track of your site stats? Google Analytics are a way to get statistics on visitors to your site. It shows how many people come to your site, where they are located, etc.

Don't have it? Go to www.google.com/analytics to sign up - it's free. This feature is optional and you can use the built-in Site Builder site statistics instead. If you use Google Analytics to keep track of your visitor stats, paste the Google-provided code into this section on the web builder.

ClientClick Websites powered by: **JUMPTOOLS®** Get more.

Royal LePage
ClientClick

Step 2 – Choose a Template
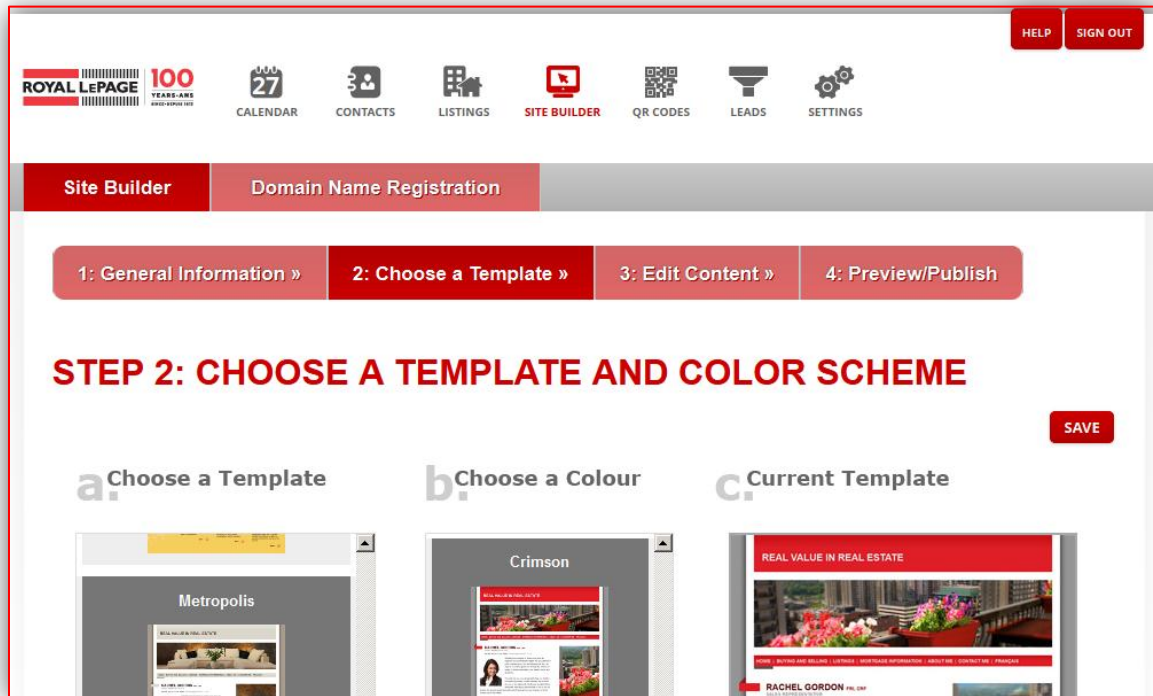
a. Choose a template

With ClientClick, you have a large number of professional site designs to choose from. Select one that best reflects your personality and approach. You can change your mind at any time, and your content will automatically get switched over to the new design.

b. Choose a Colour

Colour options appear in the middle column. Scroll up and down to see available colours. Click to apply the colour to your template, and feel free to experiment.

c. Current Template

The right column allows you to see which template style and colour options you have selected.

Things to think about before you choose a template

Side or top navigation?
A side navigation design works well for a site with lots of sections. A top-of-the-page (horizontal) navigation is better for sites with fewer pages, since space is limited by the edges of the screen.

Listing-centric or agent-centric design?
A listing-centric design puts your listings front and centre. An agent-centric template focuses on a photo of you, which helps establish your name and face as a recognizable brand.

Listing-centric - Side Nav

Agent-centric - Top Nav

Agent-centric - Side Nav

Timeout Feature

If you need to make a call or get a coffee, click **SAVE** before you go.
The system logs you out for your safety after half an hour, so any unsaved work will be lost.

Royal LePage
ClientClick

Step 3 – Edit Content
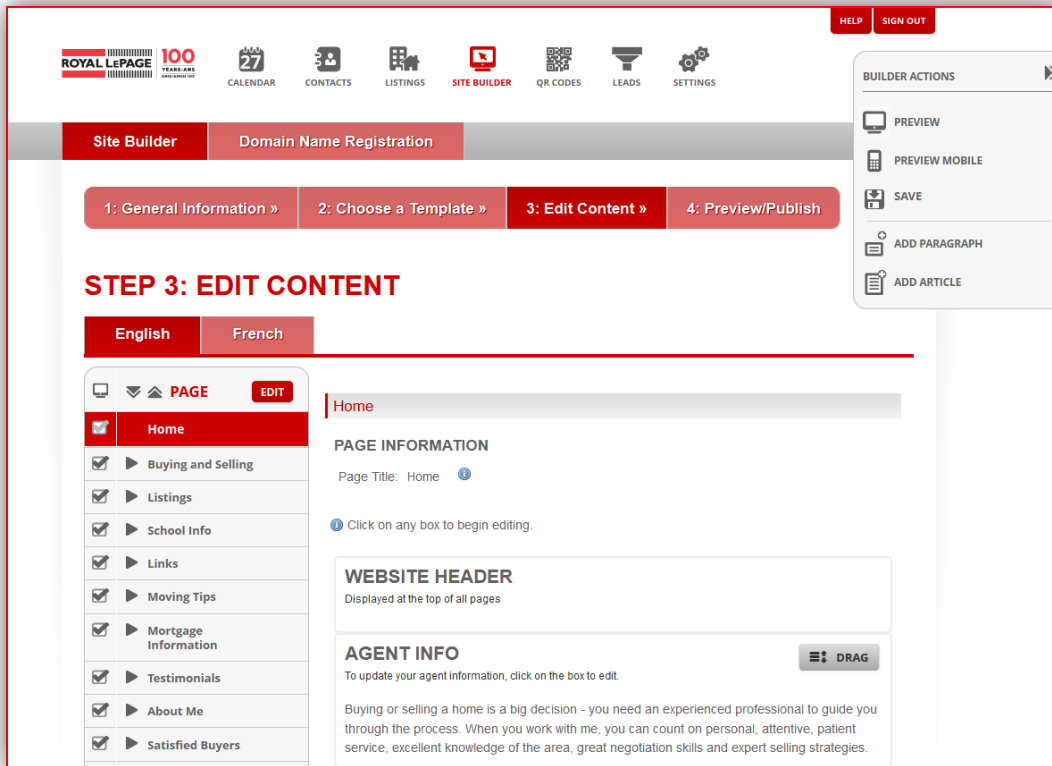
To add or update content, click on Step 3 or the edit button you see when you first open up the ClientClick web builder.

In this step, you can:

- Choose your navigation (page names)
- Populate each page with content and images
- Update, change, or add content as needed

Timeout Feature

If you need to make a call or get a coffee, click **SAVE** before you go. The system logs you out for your safety after half an hour, so any unsaved work will be lost.

Editing made easier

You may notice some differences in our new and improved EDIT section. We've made some changes to make it easier to use, and streamlined some of the steps so you can do less to achieve the same great result.

This is where you'll do all your page organization. Everything from adding pages to moving them around into a different order can all be done here. This section has two modes:

- The first mode is **BASIC**. It allows you to customize some of the functions of your site, like deciding what pages you'd like to have visible in your navigation.
- The second mode is **NAV EDIT.** It allows you to make changes to your site navigation, and lets you add or delete pages within chapters, change the order in which pages and chapters appear, and change the names of your chapters and pages.

Forms and Widgets

You'll see that all the forms, functions and widgets have now been organized into one easy-to-use tab. Click the arrow to minimize it and save screen space, then simply mouse over the icons to get the name of the widget, and click on it to access.

Using BASIC mode

You know you're in **BASIC** mode because the button at the top of this section will say **EDIT**
In this mode, you can choose your pages and make them visible or invisible to users.

Choose and organize your pages

You can unselect pages anytime. After you publish, this will make them invisible on your live site, but will not erase them. If you have unchecked a page, but then change your mind, simply check it again – you won't have to redo the content. The only page that can't be unchecked is your homepage, as it is mandatory.

To edit a specific page, click on the page name. Want to change the order of the navigation? Drag and drop it into the position you want.

When you select any chapter or subsection, it will appear on the main screen so you can see exactly what it looks like.

To change or update more elements of your site, click on the EDIT button at the top of the chapter list, and you'll be in Edit mode.

Using NAV EDIT mode

You know you're in NAV EDIT mode when the button at the top says **DONE**
In this mode, you can add new pages and chapters, change the order of your navigation, and more.
Press "DONE" at any time to get out of NAV EDIT mode.

Adding a custom chapter/page

If you want to add a chapter/page that isn't covered in our pre-populated list, use the "Add Chapter" or "Add Page" option. These basic text and photo pages let you add text, photos or whatever content you want.

Want to delete a chapter or a page?

No problem. Just click on the trash can icon beside it. Just make sure you really do want to toss it, because it's not something you can undo. Some pages and sections have to be there by default, but those won't have a trash can, so you won't have the option of deleting them.

Changing page order

It's a simple drag and drop. Just highlight any page (except Home) and drop it anywhere else in the navigation. You can move individual pages, or rearrange whole chapters.

Changing page and chapter names

That's easy too. Click on the title, type in the name you want, then press enter or click outside the text box to make it stick. If you change your mind while you're typing, just press Esc, and it will go back to what you had there before. This won't impact the headline that appears on this page, however, just the name in the site navigation.
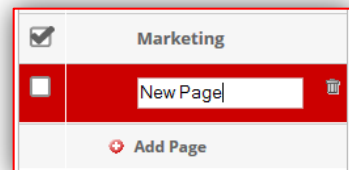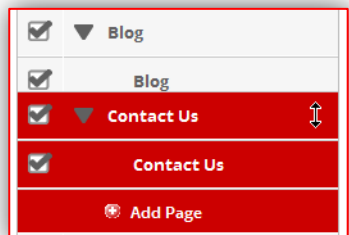
Naming (and renaming) your pages

With the exception of your homepage, every page on your site has a chapter name, page name, and page title. These are already pre-named when you first create a new site. However, you can personalize these names in any way that you'd like.

Chapter name: The name of the chapter or main section will appear in the top-level navigation throughout your site.

Page name: If you decide to incorporate pages below the main chapter headings, they will need their own unique names. For example, under Buying, you might have a page called "First time buyers" or "Downsizing."

Page title: This is the text that appears at the top of the page, as the user sees it. It can be the same as the page name that appears in the navigation, or you can change it to something longer or more descriptive.

Press DONE to commit your changes. Then, don't forget to hit SAVE on the right-hand side of the screen.

Homepage Content

The Step 3 – Edit Content function will automatically start at your home page. If you'd rather work on another page, simply select it.
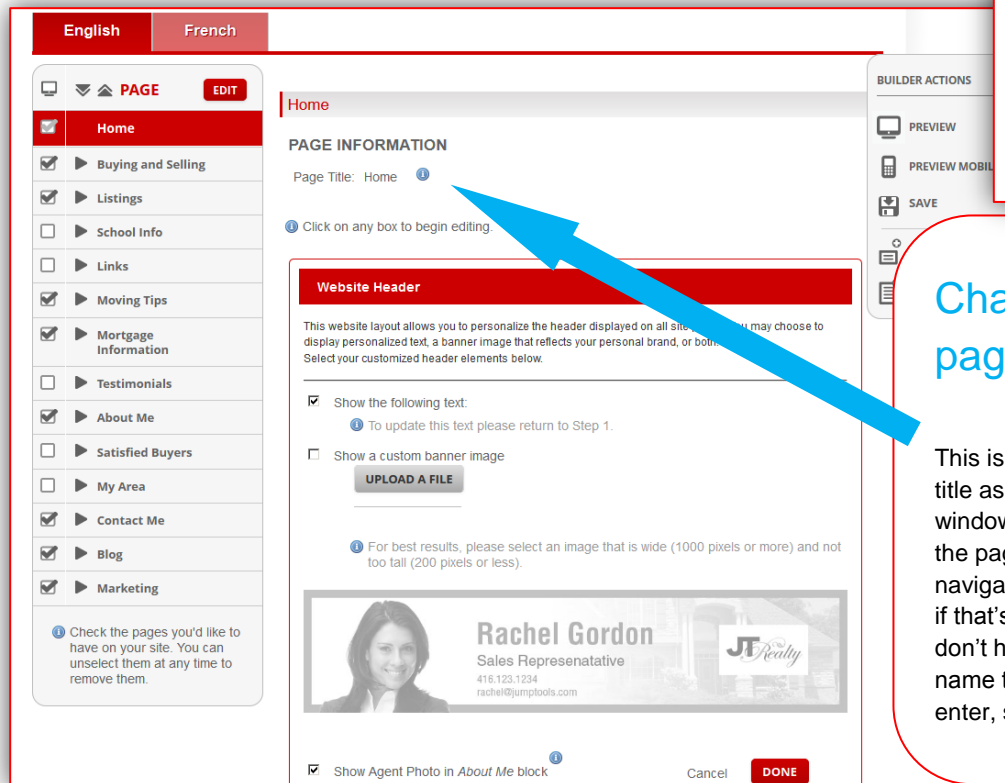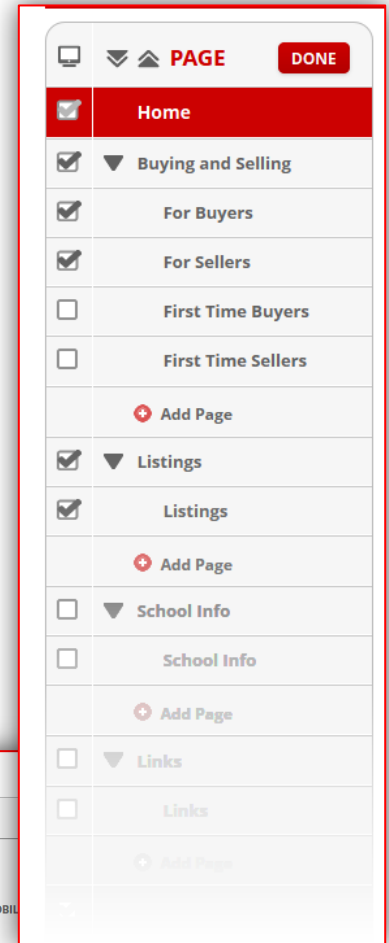
Changing your page title

This is where you can change your title as it appears in the browser window (as opposed to the name of the page that appears in the site navigation – these can be the same if that's what you'd prefer, but they don't have to be.) Just type the name that you'd like into the field, hit enter, save, and you're done.

Editing Content

To edit the content, simply click on the box you would like to edit. Once you click on a box, you will be able to modify text and/or images.

Want to change your agent photo or upload a custom banner? Simply click on the box to open the editor, and then click on your image to replace it with one of your choice.

Featured Listings Tool

ClientClick websites automatically showcase your listings. We conveniently receive your listing data from CREA, so no need to worry about re-entering all listing details and images on your website!

To see what display options are available, simply click on the Featured Listings tool. Feature up to three of your listings on your site's home page (Only one listing featured at a time for Listing Centric templates). Each listing displays a single image, the property address, and the listing price. You can either select specific listings using the controls below or click "Surprise Me" and each visitor will see a different selection of your current listings.

You can choose to have this feature shown on your home page or not. Simply check the "Enabled" box to show this section on the home page.

If you want a large space to showcase more details about one specific listing, you should consider using a Listing Centric template.

Timeout Feature

If you need to make a call or get a coffee, click [SAVE] before you go. The system logs you out for your safety after half an hour, so any unsaved work will be lost.

Article Teaser (ProPlus and Team sites only)

This is a 25-word intro with a link to the full article. It's a great way to draw users into your site and highlight all the useful information you have for them.

Lead capture mini-forms (ProPlus and Team sites only)

Users can request information, sign up for a newsletter, etc. Info will automatically be entered into the New Leads section of the ClientClick Contact manager. Use the default text, or change it to suit your style.

ClientClick

Site pages overview

In addition to your home page, you can add the following pages to your site.

Group 1: Text/image pages

These are straightforward pages that allow you to add and edit content and images.

Buying and selling

You can have a single info page, or you can create an entire section with specific pages for Buyers, Sellers, First-time buyers and First-time sellers

Moving tips

This page is pre-populated with a fun piece about deciding if you want to use movers or do it yourself. Use the article as is or make changes.

Mortgage information

Help your visitors understand "mortgage-speak" with helpful articles.

Marketing

Talk up your marketing skills, and show visitors what you will do to help them sell their home.

About me

Tell your visitors all about your expertise, experience, interests, and whatever else you would like to share. The languages you speak will appear here (the Site Builder will automatically pull them from your profile), and you can also include graphics of any awards you've won.

Testimonials / Satisfied buyers

Leverage the power of word of mouth on your site. Having a testimonials page is a great opportunity to show your visitors how much your existing clients like working with you.

My area

Talk about the neighbourhoods and areas you specialize in.

Contact me

A generic form from which potential clients can contact you.

Custom pages

Basic text and image pages that allow you to add whatever information you want to your site.

Group 2: Special Pages

These pages have specialized functions. Instructions for working with them are on page 18 to 20. They are just as easy to use as the regular pages – we have just separated them out here because they require you to do something different.

Listings
Select which listings appear on your site. (See page 18 for more details)

School info
Automatically provide up-to-date data about schools in your city. (See page 19 for more details)

Links
Offer helpful resources. (See page 20 for more details)

Blog

Offer a description and a link to your external blog.

Preview your website

To see what your site will look like live, click on [PREVIEW] anytime.

But don't worry – your changes won't actually go live until you publish.

Adding or Modifying Paragraphs

Why is there content on my site already?

It's there to make your life easier. But you don't have to use it. Prewritten content gives you a completed site in minutes – but you can always edit or replace it.

On the right-hand side of the main editing screen, you'll see options for adding or editing text. Click Add paragraph to write your own content or Add article to pull pre-written content from the ClientClick database. Your paragraphs can include text, photos, multimedia presentations, links, and more.

If you're modifying an existing paragraph, click on the one you would like to edit. The bar at the top of the editor has a series of icons that offer plenty of layouts. To insert an image, select a paragraph layout option that includes a picture, then click on the image area to access the image library. (For more details on using the image library, see page 16.)

Feel free to move your content around – using the drag button, you can drag and drop paragraphs to position them wherever you want.

ADD PARAGRAPH

ADD ARTICLE

DELETE

Paragraph Layout Options

1. Text only. Create a plain text paragraph.

2. Full left align image. Add an image on the left side of your paragraph.

3. Full right align image. Add an image on the right side of your paragraph.

4. Image only. Add an image without text.

5. Multimedia. Embed or incorporate video, presentation, etc...

6. Internal links. Link to a page within your site.

7. Related files. Link to a pdf, Powerpoint, or other file.

Timeout Feature

If you need to make a call or

get a coffee, click SAVE

before you go. The system logs

you out for your safety after

half an hour, so any unsaved

work will be lost.

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ClientClick

An Example of Paragraph with Text, Image, and Link

Article Intro

Use the text editor to edit article information, including the link to the article, the title, subtitle, author and article content. To add a photo to your article, click on the image area. The link text will appear to the bottom right of the paragraph.

Image:

Link URL: (e.g. http://www.jumptools.com)

ttp://www.yourtown.com

Link Text: (e.g. JumpTools)

More information

Title:

Finding the perfect neighborhood

Subtitle:

ByLine:

Body Text:

B *I* <u>U</u> Styles ABC

Choosing the right neighborhood is an important part of finding a home. If you love the house but hate the neighbors, or have the perfect kitchen but have an agonizing two-hour commute, you're never going to feel completely comfortable living there.

Your best bet is to figure out if your neighborhood is a good fit with your family before you start looking for a home there (or certainly before you put in an offer). Spend some time there; take a walk through the streets, visit local shops and restaurants, and pick up a community paper to

Cancel   **DONE**

Adding and Removing an Article

Useful information adds value. Our library gives you high-quality, completely customizable content that can help populate every page of your site.

Want to personalize the content a bit? Feel free. Click on any paragraph to open up the text editor.

If you want to replace what's there with another article, delete it, and select "Add article." Choose from the dropdown list, or search by topics.

Prefer to write your own?

Delete the article that's there and use the "Add a blank article" button to add in a new one.

Useful Info:

You can only add 1 article per page. If you don't like what's there, simply click

📋 **DELETE ARTICLE**

You will then be able to add a new article or paragraphs.

Article Library

ClientClick Websites powered by:

The Image Library

Add an image to a paragraph

To add or change an image associated with a paragraph, select a paragraph layout option that includes a picture, and click on the image area to open the image library. You can crop your images right in the ClientClick Site Builder – no fancy photo editing tools required.

My Photos

To pick an image you've already uploaded, go to "my photos." To add a new one, select "upload." Please make sure you have the rights to these images before you put them on your site.

RLP Photos

Choose RLP related images, such as Award logos.

Stock Photos

To search our database of images, use the dropdown menu and type keywords into the search area. All search terms must be separated by a comma.

ClientClick Websites powered by:

Editing images

Once you have clicked on the image area of your paragraph, the Image Library will appear. Choose one of the images or upload a new one.

Need to resize? The updated builder makes cropping easy. Just drag the selector box to create your desired size, and crop your photo. If you change your mind, go back to the original photo. You can try again by going to the original photo and selecting the "crop" option again.
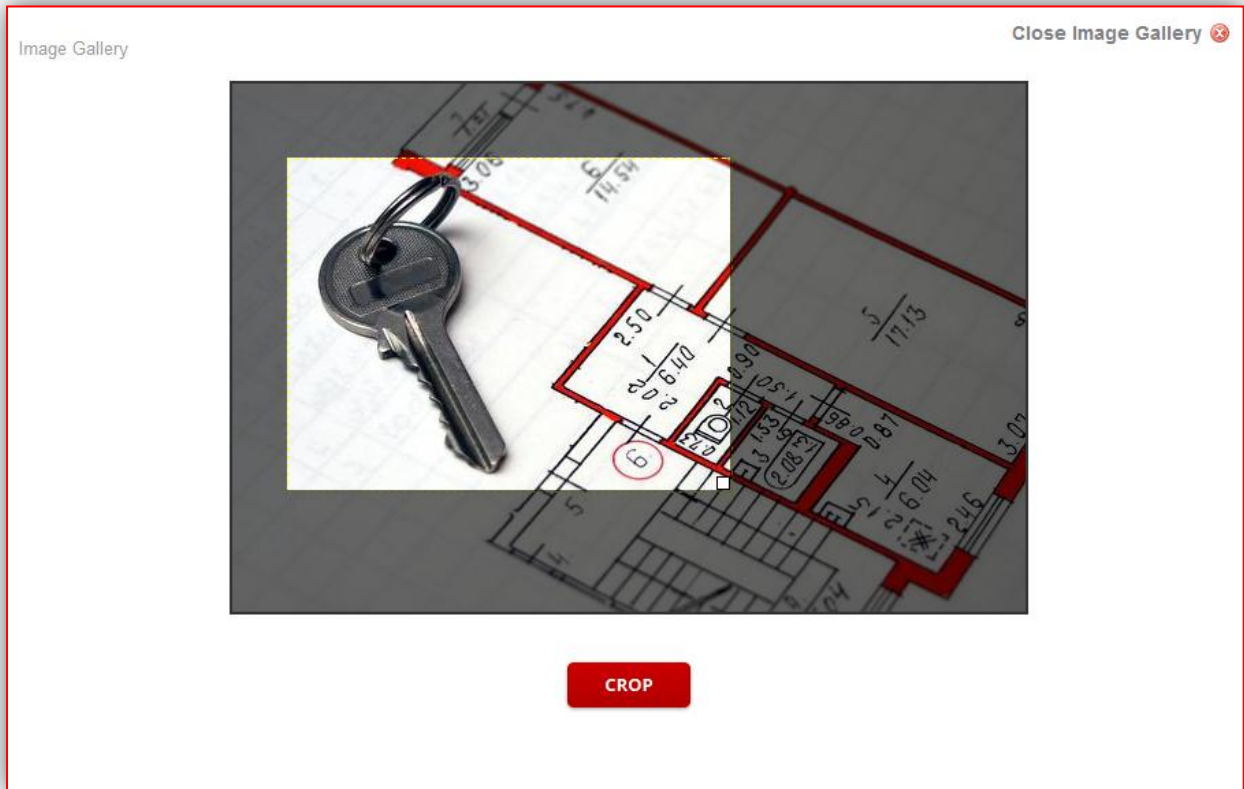
Deleting photos

Don't want an image that's you've uploaded to your site? Anything under the "My photos" tab can be deleted. Just click the trash can icon right beside each image.

ClientClick

Listings Page

Listing Manager Options available on Listings page:

- Display YOUR listings
- Display YOUR listings from the RLP Exclusive and Carriage Trade listings database
- Display your office listing
- Other Listing service (provide the link – URL)
- www.RoyalLePage.ca listings search
- www.REALTOR.ca listing search

To enable or disable these options, click on the Listing Information box on your Listings page.

LISTING INFORMATION   ≡↕ DRAG
To choose the types of listings you'd like to include on your site, click on the box to edit.

Sample House $0,000,000.00
For Sale
Listing ID: 0000

Lorem ipsum dolor sit amet,
consectetur adipisicing elit, sed do
eiusmod tempor incididunt ut labore
et dolore magna aliqua. Ut enim ad
minim veniam, quis nostrud
exercitation ullamco laboris nisi ut
aliquip ex ea commodo consequat.

Rachel Gordon
Sales Representative
Phone: 416.000.0000
Fax: 416.000.0000
rachel@jtrealty.com

Select or deselect the Listings options

Listing Information

Select the types of listings you'd like to have on your site.

☑ My Listings

☑ Office Listings
   ⦿ All brokerage listings
   ○ My location's listings only

☑ Royal LePage Listings

☑ www.REALTOR.ca Listings

☑ Exclusive Listings

☐ Other Link http://

☐ Sort results by descending price

Cancel   **DONE**

School Info Page

The ClientClick school database is taken from various sources, including school board and government resources. So rather than having to constantly keep track of school information in your area, ClientClick does it for you.
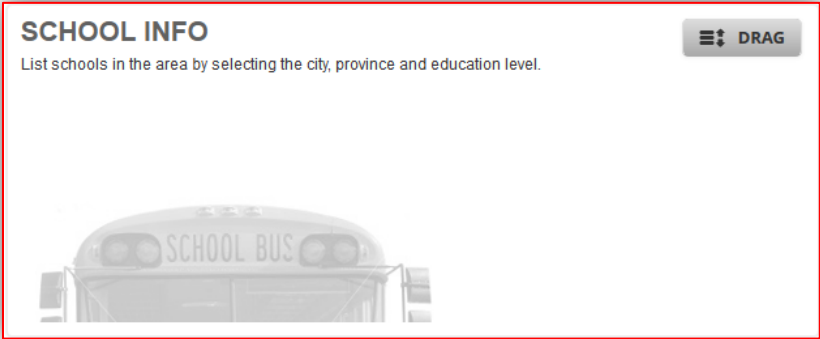
To add school information, click on the School Info box on your School Info page

SCHOOL INFO

List schools in the area by selecting the city, province and education level.

☰↕ DRAG

SCHOOL BUS

Choose the province, city (or cities) and the types of schools (public, separate, private, elementary, secondary, post-secondary**...)**

School Info

Feature as many school locations on your website, displayed in categories from Kindergarden to Grade 8, Grade 9 to Grade 12, Universities, Colleges and other educational Institutions.

Select a province. Click and drag to select more than one city. Click and drag to select more than one school.

Province: Ontario

City:
Thorold
Thunder Bay
Tilbury
Tillsonburg
Timmins
Tobermory
Toledo
Toronto
Tottenham
Trenton

School Info:
Kindergarten
Elementary
Middle
Secondary / High
College
University
College / University
Vocational
Other
Public

Cancel **DONE**

Links Page

Be an information resource

Post links to local real estate boards, movers, buying and selling resources, mortgage information, and any other online resources you want to share. Click on the "Links" box to add URLs.

To add Links, click on the Links box on your Links page.

LINKS

To add links to your site, click on the box to edit.

≡↕ DRAG

Current links:

City of Toronto
Visit for everything Toronto
Handyman.ca
Looking to renovate?

Enter a Name, URL and description (optional) and click done. Repeat these steps to add more links.

Links

To add a link, click "Add another," type in the name, the URL, and a quick description. To delete a link, click on the trash can icon beside it.

Name	URL	Description	Delete
City of Toronto	http://www.toronto.ca	Visit for everything Toronto	🗑
Handyman.ca	http://www.handyman.	Looking to renovate?	🗑

✚Add Another

Cancel **DONE**

Step 4 – Publish your website

Almost there...

Your changes won't appear on your live site until you publish them. So when you're ready to go live with your new site (or apply changes to your existing ClientClick site), just move to Step 4 and click "Publish."

Preview your site   Click to publish

And you're done!

Congratulations – your site is now live. But if there's something you missed, don't worry. You can change the content any time you want.

Creating a Team or Company site

* This section applies to ClientClick users who have a Team or Office website subscription

Step 1: Add people to your team

Before you start creating your site, you'll need to decide who has access to it.

Click on the "Settings" icon at the top of your screen, and the go to the "My Team Members" tab at the top to add people to your team. Type in their RLP Network user name and surname. Once you see them appear above, click on "Save". Repeat to add more team members.

To remove team members, click on the "Remove" button beside their name and save your change.

For Company sites:

No need to add users to your Company site. All agents will display automatically on the "Our Team" page. However, you can use the "My Team Members" and "Team Permissions" option to add permissions and set up access so other users in your company can manage this site.

Step 2: Add permissions

Select the members of your team who will have listings on the site, manage leads, and edit and/or publish content. To do this, select the Team Permissions tab, and then check off the appropriate permissions beside each person's name. Don't forget to save!

My Profile	My Company	Time Zone	Auto Response	Team Members
Team Permissions	Social Media			

Permissions

Cancel   **SAVE**

Team Permissions

Name	Website Editor	Website Publisher	Listing Visible	Lead Manager
Rachel Gordon	☑	☑	☑	☑
John Smith	☐	☐	☐	○

Step 3: Start creating your site

Go into the Site Builder and click on "Create team website" or select your site if already there.

You'll need to provide some general information (see page 2 for step-by-step instructions).

Add partners.
A team site lets you add up to two partners to your team. Select them from the list.

Add photos.
The builder will automatically upload your partners' profile pics (if they are in the system). Or you can upload a single team shot.

Specify a team name.
This info and your selected photo(s) will appear at the top of your home page and in the footer of all the other site pages. Company sites allow you to include a secondary company logo as well.

Step 4: Edit the content of your site

The content on a team or office site has a few variations from an agent site. So in addition to the elements outlined on previous pages, you have access to the following items:

Our team

An automatically generated list of the people on your team or in your office, including photos and contact info pulled from their profiles. On team sites, this page is a basic list. Company sites include a roster that's organized and searchable by first letter of last name.

Contact us

Your team or office website include a Contact Us form. When potentials clients fill out the form, their info is sent to the lead manager specified on your permissions page.

Join our team (company sites only).

The system automatically sends contact info to the lead manager specified on your permissions page.

Locations (company sites only).

This page is pre-populated with information about all your locations, and includes:

- name of location(s)
- contact info
- address

Are you on a Team site, Company site, or more than one ClientClick site?

If you have access to more than one TEAM, Agent site, or Company site, use the dropdown to choose the site you'd like to access. You will find this at the top left of your web builder under the Site Builder option.
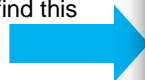
Addendum 1

Everything you ever wanted to know about web domains but were afraid to ask...

If you're looking to register a domain (i.e. www.yourname.com or www.yourcompany.ca), you can do it through Jumptools in a few simple steps.

Buying a new domain

Step 1: Click on the "Register/Manage Domain" button.

A new window will appear called "My Domain List." It's a list of all your current domains – if you don't have any, the page will be empty. To register a new domain, click on "Register domain."

If you want to renew an existing domain, see the section below.

Step 2: Search for a domain name.

To check if a name is available, type it in and add the extension you want (.com, .ca, .net, .org). If it's not available, your status will say so – try a variation of the original name, or a different extension. If it is available, you have the option of registering it for one to five years.

Please note: getting a .ca domain involves a few extra steps – you basically have to prove that you're Canadian or legitimately connected to Canada before you can register it. See Step 4 for details.

Step 3: Look at the Terms and Conditions.

You must check the "I accept" box to continue with registration.

Step 4: Registering your .ca domain.

If you've chosen a .ca extension, you must go through the Canadian Presence Requirement page to register it. Use the dropdown to specify what type of Canadian entity you are.

Step 5: Fill out your contact info.

If you're using the domain with a Jumptools site, a lot of your information will be pre-populated for you. If you want to use it with an external (non-Jumptools) site, uncheck the "I will be using this domain with a Jumptools site" box and fill in the technical contact info for your service provider.

Step 6: Fill in your billing info.

Step 7: Pay via Beanstream.

Beanstream is a secure third-party payment processing system. Simply fill in your credit card info, and your new domain name is officially yours! The new domain should show up as a listing on the "My domain list" page.

Everything you ever wanted to know about web domains but were afraid to ask... (continued)

Renewing an existing domain

Step 1: Click on "Register/Manage Domain," and select the domain you want to renew.

Step 2: Confirm or update billing info.

Step 3: Pay via Beanstream secure payment processing system – and you're renewed for however many years you chose.

Managing your domain

If you have a Jumptools site, you can use this page to change your contact, admin or technical information, or to update the email address to which messages from that domain are sent.

If you have an external site, ask your service provider what information needs to be updated on this page.

Addendum 2

Custom Domain Name Setup Guide

I own a Domain, how do I use that?

If you are using custom domain name. (i.e. www.jumptools.com) You will need to change the A record for your domain to point to Jumptools' hosting servers.

Changing the A record of your domain will need to be done through your domain's registrar.

To do this, log into your domain registrar's user control panel and follow their menus to the area that you can change your A record. (As most registrars systems have some differences in them you will need to access your registrar's tutorials if you need help with this step) The IP address you need to register as your domain's A record is: 206.223.170.231

If I register my domain through Jumptools® what do I do?

The A record will automatically be set-up for your domain name.

Return to step one General Information for the website you want to associate the domain name to, and add your new domain name into the registered domain name field (i.e. www.jumptools.com). It may take up to 72 hours to start working. On average it is less than 24 hours.

I own multiple domain names; can I link them all to my site?

To accomplish this, you will need to choose your main domain name and follow the above steps for setting the Jumptools® servers as its hosting servers.

Once you have set up your main domain name, you will need to enable domain forwarding for all the other domains you want to use. Once again, this is accomplished through the control panel of your domain's registrar. If you need help turning forwarding on, you will need to reference your registrar's help files. The location you will want to forward to is the domain you set up as the main name.

How long does it take to start working?

Once you have set-up your domain name provider and entered your registered domain name into Jumptools® it normally takes around 24 hours, however it may take up to 72 hours to start working. This is due to the delay in the new information propagating across the World Wide Web.