

ACE - Quick Start Guide

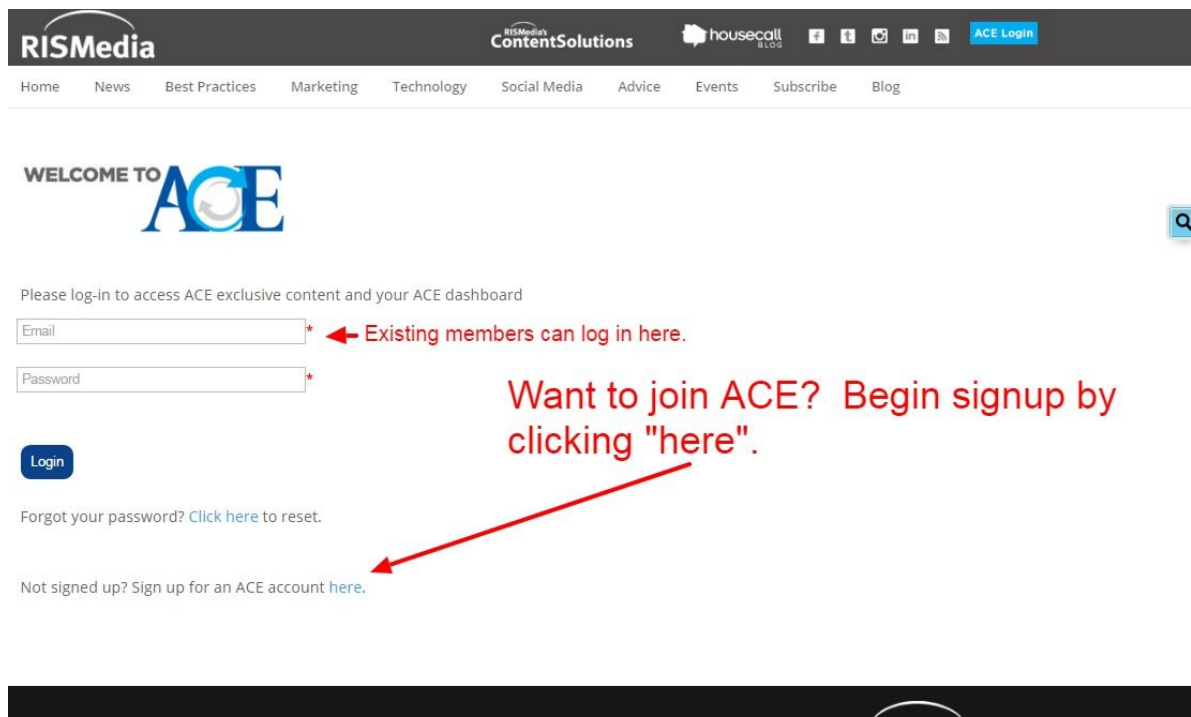
How to signup for ACE, brand your account, and start posting to social media sites..

How to sign up for ACE:

Go to RISMedia.com click the ACE Login button  at top right of the menu bar...



On ACE welcome page click "here" to sign up for RISMedia's ACE...



For an introductory price of just \$4.95 for the 1st month and \$19.95 for each additional month.

Credit Card

Expiration Date

Month:

Year:

By clicking Subscribe, you agree to our [Terms & Conditions](#).

Subscribe



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Complete this form...

If your company is a member of ACE, enter your promo code here. Contact your broker/owner or admin if you do not know your promo code.



Fill out the signup form and be sure to enter your company's promo code* to receive any applicable discounts.

**If your broker / company has signed up for ACE, then as an agent of that company you should have been sent a promo code from your broker / company.*

If you do not know your promo code please check with your office admin or broker owner.

If your broker / company is not yet a member of ACE have them call the RISMedia ACE sales team to find out more about joining and the benefits for their company.

Personalize your account...

If you are not already here, select My Account > Profile from the top ACE menu. The Profile area brands the content you share with your information helping to promote your business to your social contacts. Fill out the profile form with as much information as you can. You will be able to return to this area to update or make changes anytime however it is strongly suggested that you complete this profile area before you begin sharing. It is important that this form is completed in full so that your friends see your proper information. There is specific help for uploading headshot and logo(s) below.

[Dashboard](#)[My Account](#)[Auto Delivery](#)[Content](#)[Home](#)[News](#)[Best Practices](#)[Marketing](#)[Technology](#)[Social Media](#)[Advice](#)[Events](#)[Subscribe](#)[Blog](#)

Thank you for signing up for RISMedia's ACE! You are almost ready to start engaging customers with automated content! Please complete the information below to create your public ACE profile, which will appear on your branded pages of auto-shared content. This includes the landing pages for shared articles, videos, infographics and webinars. Your agents can join at a 50% discount off of Agent pricing (\$9.95/month) by using promo code 100654

Your current headshot.



[Click here](#) to upload your profile picture.

Your Title *

Company Name *

1st line of your address *

2nd line of your address

city *

State (Required) *

Zip Code *

[Submit/Update Your Profile](#)

Your primary logo.

YOUR LOGO

[Click here](#) to upload your primary logo.

Your secondary logo.

YOUR LOGO

[Click here](#) to upload your secondary logo.

Office Phone *

Mobile Phone

Company Website Name *

Company Website Link *

Listings Website Name ?

Listings Website Link ?

Misc Field ?





☐ Include Realtor Icon on your branded page



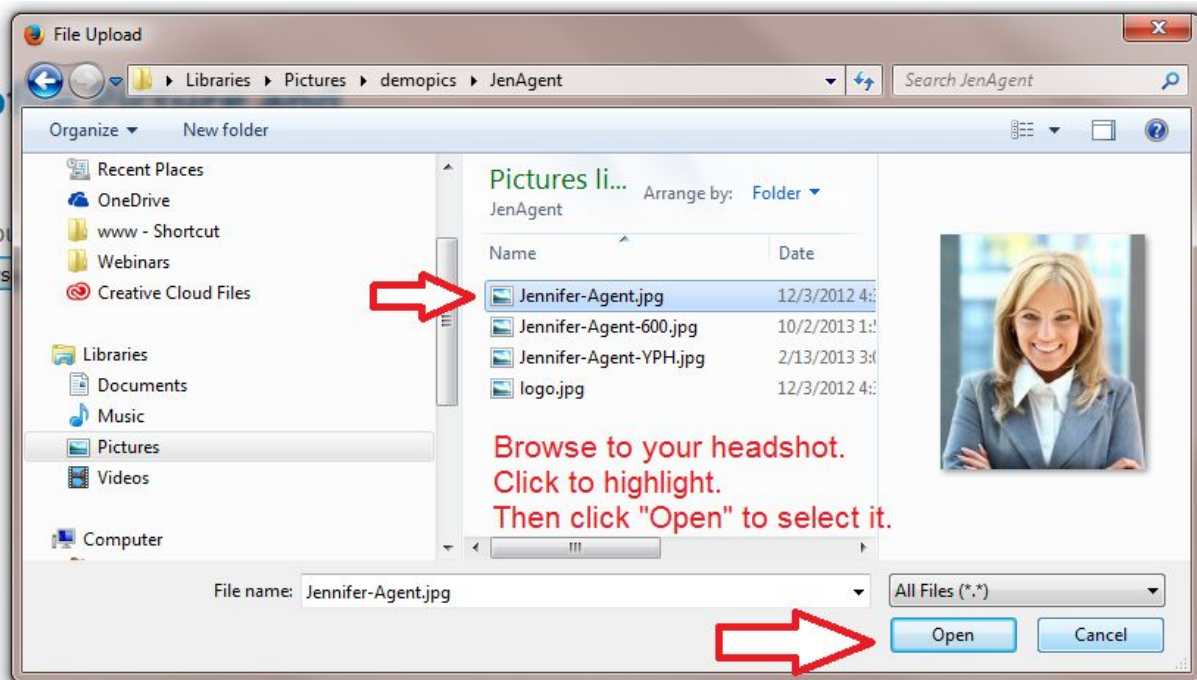
☐ Include EHO icon on your branded page



Uploading Your Headshot

<p>Your current headshot.</p>  <p>Click here to upload your profile picture.</p>  <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>	<p>1) Below the default headshot placeholder, click the words “Click here” to begin the process...</p>
 <p>Home News Best Practices Marketing Techno</p> <h3>Your ACE Profile Picture and Logo</h3> <p>Select and then upload your logo below.</p> <p>Select a New Image <input type="button" value="Browse..."/> No file selected. *</p> <p><input type="button" value="Upload"/></p> 	<p>2) Click “Browse” to navigate to your headshot and click it to select it...</p> <p>Note: Your headshot file cannot be larger than 500KB.</p>

3) Navigate to your headshot...Click the headshot to highlight it, then click “Open” to select....



4) You should see the name of your headshot file. Click Upload!

(If you do not see the name file name, click "Browse..." and repeat the process to this point.

The screenshot shows the RISMedia ACE profile page. The header includes the RISMedia logo, the ACE logo, and navigation links for Dashboard and My Account. Below the header is a navigation bar with links for Home, News, Best Practices, Marketing, Technology, Social Media, Advice, and Events. The main content area is titled "Your ACE Profile Picture and Logo". It contains the text "Select and then upload your headshot below." and "Select a New Image". There is a "Browse..." button and a file name "Jennifer-Agent-600.jpg" with a red asterisk next to it. A red arrow points from the text "You should see the name of your headshot file here." to the file name. Below the file name is a red underline. To the left of the file name is a blue "Upload" button with a red arrow pointing to it. The text "Good!" and "Now click upload..." are also present.

Your ACE Profile Picture and Logo

Select and then upload your headshot below.

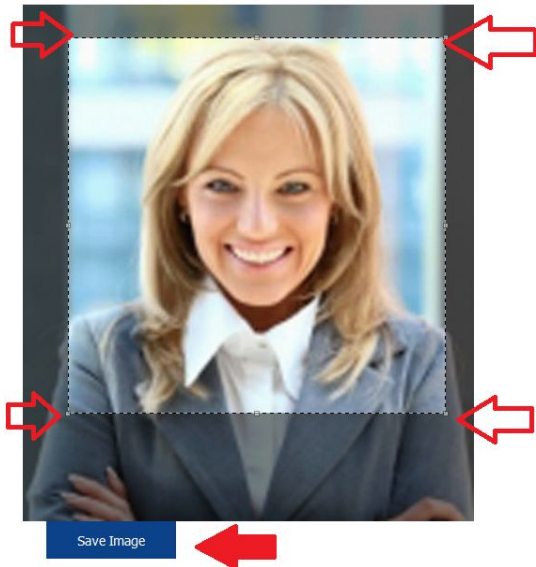
Select a New Image Jennifer-Agent-600.jpg *

You should see the name of your headshot file here.

Good!

Now click upload...

Your ACE Profile Picture and Logo



5) Optional: Crop Your Photo.

With your mouse, click and drag the borders of the clear box to crop the picture to your liking.

Click “Save Image”

This will become the headshot that will appear along with your contact info on your branded pages.

6) Your headshot is loaded. If you are not happy with your current headshot repeat the steps to your liking. If you are ready move on to add your company logo(s).

Your ACE Profile

Your current headshot.



[Click here](#) to upload your profile picture.

Your primary logo.

YOUR LOGO

[Click here](#) to upload your primary logo.

Your secondary logo.

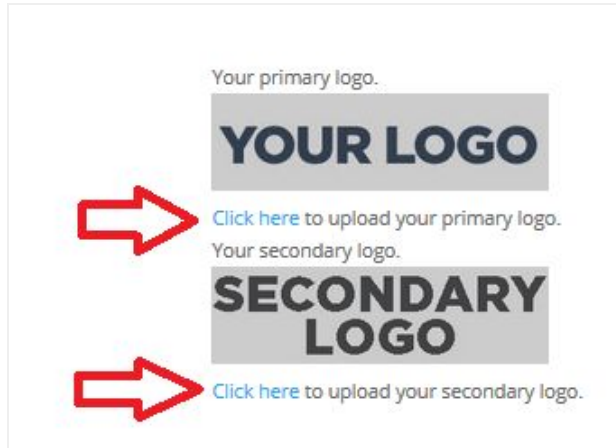
**SECONDARY
LOGO**

[Click here](#) to upload your secondary logo.

Uploading Your Logo

You may upload two logos to your ACE account to help brand your landing pages. Again this is the information readers will see when they click to read the full article from your social media sites.

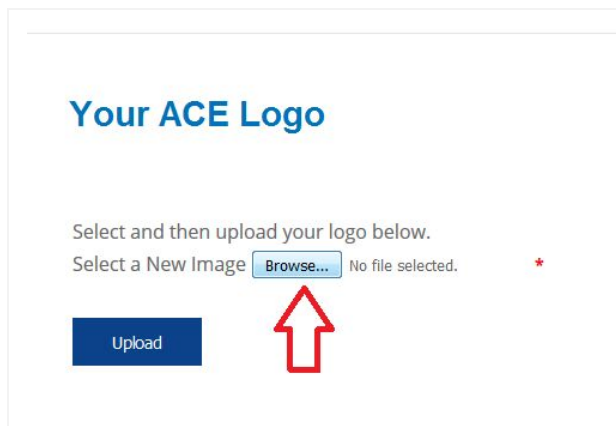
Why two logos? Some agents might be part of a team and may want to show the team logo as well as their company or brand logo.



If you only have one logo then use the "Click here" in the top, primary, logo box.

Only use the secondary logo if you have already added a logo to the primary logo area.



Similar to you headshot, click "Click here" to upload and crop your logo(s)



As you did for your headshot, click "Browse" to navigate to your logo, upload, crop, and save.

Complete the Remaining Profile Fields

Fill in any of the remaining areas of your ACE profile that you would like to be shown to your readers such as a link to your listings, your phone, website, etc.

<input type="text" value="(203) 855-1234"/>	<p>If your listings are online add anchor text like, "Featured Listings" to the "Listings Website Name" area.</p> <p>Copy and paste your listings page URL into the "Listings Website Link" area.</p> <p>If your State requires you to include your real estate agent license number you may add that to the "Misc Field".</p> <p>Include the REALTOR and Equal Housing Opportunity icon if you like.</p> <p>Click the "Submit" button to save any changes.</p>
<input type="text" value="(203) 855-1234"/>	
<input type="text" value="Our Website"/>	
<input type="text" value="http://yourcompanywebsiteurl.com"/>	
<input type="text" value="Our Featured Listings"/>	
<input type="text" value="http://mywebsite/listings.htm"/>	
<input type="text" value="Misc Lic #123456789"/>	
<input checked="" type="checkbox"/> Include Realtor Icon on your branded page	
<input checked="" type="checkbox"/> Include EHO icon on your branded page	

ACE Social Media Setup: Auto-Posting to Social Media Sites

Here are some tips about ACE and auto-posting to social media websites:

- ACE is secure. ACE does not capture or hold your social media password, all social logins are done through the social media provider itself.
- From time to time you may need to log back into your social media account to renew permissions in order for ACE to continue auto-posting on your behalf.
- With ACE you can manually or automatically post to your social media sites with fresh, relevant content from RISMedia the leader in real estate information.
- If you turn Auto-Post "ON" you can still manually share from the ACE exclusive Content area or share just about anything from the RISMedia.com website.
- If you elect not to use the Auto-Post feature you can still manually share from the ACE exclusive Content area or share just about anything from the RISMedia.com website.
- You can turn Auto-Post 'OFF' anytime.

- ACE will send you an email alert to let you know what content has been automatically posted for you. You can turn these notifications off.
- If, for some reason, you did not like the content that was automatically posted you can login to your social media account to remove the post.

How to Setup ACE Auto-Posting to Facebook

All Facebook users have a “profile”, your Facebook profile is typically used to connect with friends and can only be seen by others if they log into Facebook. Many FB user also have a separate Facebook “page” which is typically used for businesses and can be accessed by the public, in other words visitors do not need to be logged in, or a member of Facebook to see a business page. ACE can post to your personal profile or any business page that you control. You can change your ACE auto-post settings anytime to stop.

In ACE top menu click “Social Network Setup”...



Click the “Add” button near the Facebook area to get started....



Click "Add" to get started setting up your connection to Facebook.

ACE Social Media Set-up

Click on any account below to edit your social media settings.



Set up your account

Add

Start by giving your connection a name. It can be any name like, "My FB account", just give it a name so that you can identify this connection. (We have heard that some clients have more than one FB account - give this connection a name so you know which account you are using.)

Next, click "Create Connection" to launch the Facebook login...

ACE Social Media Settings

Create your ACE settings for this social media account.

Connect an account for Facebook

Connection Name * ?

1) Give this connection a name, any name that will help you recognize, like "Peter's FB Profile & Pages".

Activate this account ☒ ?

Auto-Post from this account ☒ ?

Send Auto-Post email notifications ☒ ?

Create Connection

2) Click "Create Connection" to access Facebook login area.

The Facebook login window will launch. You are now on Facebook. Facebook will ask you for username and password. After successful login FB will authorize ACE to post on your behalf. ACE is secure and does not collect your Facebook password.

facebook

Sign Up

You are now on Facebook.
Only Facebook will know your username and password.
Enter your Facebook username and password to continue...

Log into Facebook

Email or Phone:

Password:

or Sign up for Facebook

[Forgot password?](#)

After successful login to Facebook you will be returned to ACE.
ACE will list your personal profile as well as any Facebook business pages that it has found in your FB account....

The screenshot shows the ACE Facebook Page Setup interface. At the top is a blue header with the ACE logo on the left and 'Dashboard' and 'My Account' links on the right. Below the header is a navigation bar with links: Home, News, Best Practices, Marketing, Technology, Social Media, Advice, and Events. The main content area has a red heading 'After logging into Facebook you will be returned to ACE...'. Below this is the title 'ACE Facebook Page Setup' in blue. A text prompt says 'Please select the pages you would like to post from on this account:'. There is a list of five items, each with an unchecked checkbox: 'Your Facebook Profile', 'Page 1 of 100', 'Page 2 of 100', 'Page 3 of 100', and 'Page 4 of 100'. At the bottom of the list is a blue 'Update' button. Two red arrows point from a text box on the right to the first two items in the list.

After logging into Facebook you will be returned to ACE...

ACE Facebook Page Setup

Please select the pages you would like to post from on this account:

- ☐ Your Facebook Profile
- ☐ Page 1 of 100
- ☐ Page 2 of 100
- ☐ Page 3 of 100
- ☐ Page 4 of 100

Update

ACE will display your personal FB "profile" and any FB business "pages" that you have rights to administer.

Check the boxes near the Facebook areas that you want to have automatically updated with ACE posts. You can change this later, anytime. Click Update...

This screenshot shows the same ACE Facebook Page Setup interface as the previous one, but with two checkboxes selected. The 'Your Facebook Profile' checkbox is checked, and the 'Page 2 of 100' checkbox is also checked. The 'Update' button remains at the bottom. Four red arrows point from text boxes on the right to the selected checkboxes and the 'Update' button.

ACE Facebook Page Setup

Please select the pages you would like to post from on this account:

- ☒ Your Facebook Profile
- ☐ Page 1 of 100
- ☒ Page 2 of 100
- ☐ Page 3 of 100
- ☐ Page 4 of 100

Update

Select if you want ACE to auto-post to your profile and or any business pages.

You can change this later.

Click "Update" after selecting.

Success! ACE is now ready to start auto-posting to the selected area of your Facebook account. Auto-posting will begin within 24 hours....

ACE Facebook Page Setup

Your Facebook Pages for connection My FB accounts have been set up. Return to the Social Network Setup [page](#). Once you are satisfied with your Social Media Account Set-up your auto-posting will begin within 24 hours. If you have opted out of auto-posting, content for manual sharing is available immediately. Please visit your [Dashboard](#) to view and share your exclusive content. Happy sharing!

Please select the pages you would like to post from on this account:

- ☒ Your Facebook Profile
- ☐ Top 5 in Real Estate
- ☒ Cappy Dioge Realtors
- ☐ RISMedia's Social Media Marketing Certification
- ☐ RISMedia

[Update](#)

Success!!!

Your Facebook connection is setup and ACE will start auto-posting in 24 hours.

If you would like to post something right away, consider posting something manually from the ACE Exclusive Content area or visit RISMedia.com and share just about any story. RISMedia.com is the leader in real estate information and updates with new stories daily.

The screenshot shows the RISMedia ACE dashboard. At the top, there's a navigation bar with the RISMedia ACE logo, 'RISMedia's ContentSolutions', and 'housecall BLOG'. Below this is a secondary navigation bar with links: Dashboard, My Account, Social Network Setup, and Content. The 'Content' link is highlighted in blue. A red arrow points from the 'Content' link to a dropdown menu that lists: ACE Exclusive Articles, ACE Exclusive Videos, ACE Exclusive Infographics, and ACE Exclusive Webinars. Another red arrow points from the 'Content' link to the 'ACE Facebook Page Setup' section below. The 'ACE Facebook Page Setup' section contains a message about Facebook page connections and a list of pages to post from, with an 'Update' button.

ACE Facebook Page Setup

Your Facebook Pages for connection My FB accounts have been set up. Return to the Social Network Setup [page](#). Once you are satisfied with your Social Media Account Set-up your auto-posting will begin within 24 hours. If you have opted out of auto-posting, content for manual sharing is available immediately. Please visit your [Dashboard](#) to view and share your exclusive content. Happy sharing!

Please select the pages you would like to post from on this account:

- ☒ Your Facebook Profile
- ☐ Top 5 in Real Estate
- ☒ Cappy Dioge Realtors
- ☐ RISMedia's Social Media Marketing Certification
- ☐ RISMedia

[Update](#)

If you want to post something now, manually, consider sharing ACE Exclusive content or almost any content on RISMedia.com.

Edit Auto Post Settings: Need to make a change to your Facebook auto-post settings? Click “Setup Social Network” from the top menu to access the “ACE Social Media Set-up” page. Click “Edit” button near your Facebook connection.

The screenshot shows the top navigation bar of the RISMEDIA ACE platform. The 'Social Network Setup' menu item is highlighted in blue. A red arrow points from this menu item to the 'Edit' button on the 'ACE Social Media Set-up' page. Another red arrow points from the 'Edit' button to the 'Social Network Setup' menu item. The page title is 'ACE Social Media Set-up'. Below the title, it says 'Click on any account below to edit your social media settings.' There is a 'facebook' logo and the text 'My FB accounts'. The 'Edit' button is located below the 'facebook' logo.

ACE Social Media Set-up

Click on any account below to edit your social media settings.

facebook My FB accounts

Edit

Need change or delete your FB auto-post settings?

Click "Social Network Setup" in top menu...

...then click "Edit".

Make any changes or delete the connection altogether.

The screenshot shows the 'ACE Social Media Settings' page. The title is 'ACE Social Media Settings'. Below the title, it says 'Create your ACE settings for this social media account.' There are four settings: 'Edit My FB accounts', 'Activate this account' (checked), 'Auto-Post from this account' (checked), and 'Send Auto-Post email notifications' (checked). There is a 'Save Changes' button. At the bottom, it says 'Edit Pages for this connection here.' and 'You can delete this connection here.'

ACE Social Media Settings

Create your ACE settings for this social media account.

Edit My FB accounts

Activate this account ☒ ?

Auto-Post from this account ☒ ?

Send Auto-Post email notifications ☒ ?

Save Changes

Edit Pages for this connection [here](#).

You can delete this connection [here](#).

Make changes or delete this FB connection entirely from here.

Be sure to click "Save Changes" if you have made any adjustments.