

HOW TO CURATE A BUILDING

CURATION PROCESS

1. Select the Building Updates & Curation link from your Building Expert Program Homepage (Manager access only) or click the Edit & Update Building link from the building marketing campaign navigation to access the Building Curation tool.
2. Once you select a building, the building detail page will open and you can see the building name, date last edited, your login details, revision number and several important links - PREVIEW, VIEW LIVE and BUILDING ASSIGNMENT REQUEST.

There are Green SAVE buttons in every section and it is important that you save your inputted information as you go. You can also open or close each section by selecting the white arrow in the section header bar.

3. In the BUILDING INFORMATION section you can easily update the Building Name and Description.
4. In the LOCATION section, you can view the existing location information and images from Google to help to confirm the location of the building. To edit or update the location fields, select the Blue EDIT THIS ADDRESS button. The location data will expand and you can update all location fields by entering and selecting an address in the Google Address Lookup search tool, which will populate all data fields, or you can individually update the fields that need to be updated or show a red X for missing data.

When the address data has been updated, remember to click SAVE and select the X to the left of the Edit Location in the header bar.

5. In the BUILDING GENERAL INFORMATION section you can easily update or add general building information.

6. In the IMAGES & FLOOR PLANS section you can add or delete photos or floor plans by selecting the BLUE CAMERA or DOCUMENT icons. Photos and floor plans can be uploaded from your desktop, phone or the internet.

IT IS CRITICAL THAT ONLY COPYRIGHT-FREE IMAGES ARE USED, MEANING PHOTOS THAT YOU HAVE TAKEN, YOU HAVE PAID TO BE TAKEN OR FOR WHICH YOU HAVE EXPRESS WRITTEN CONSENT TO USE.

Once a photo or floor plan has been uploaded, you can add a caption or image title (ie. front of building, pool area). You can drag the photos and floor plans into the desired order which will be the order in which the media is displayed on the website. Please make sure to click the Blue UPDATE PHOTOS or UPDATE FLOORPLANS when you add, name or move images and floor plans.

7. To update BUILDING AMENITIES, you can select or deselect all applicable building amenities or add a custom amenity by typing the amenity name into the Add Custom Amenity field then clicking the + sign.
8. To update Unit Amenities, you can select or deselect all applicable unit amenities or add a custom amenity by typing the Amenity Name into the Add Custom Amenity field and clicking the + sign.
9. Once the Building Page has been updated, please make sure you click the SAVE Button. The updated data (i.e., description, architect, year built, price range, etc.) and image and floor plan data can be seen in real time by the Agent or Manager by clicking the PREVIEW link at the top of the page after all edits have been saved.
10. Once satisfied with the changes, click the blue PUBLISH button and all changes will be immediately available on the Condo.com website. These edits can be seen by selecting the VIEW LIVE link at the top of the page.
11. We've provided Curaton Tips for the process which are available by clicking Curaton Tips in any section of the curation page.

ADD A NEW BUILDING - Manager Only Process

1. Complete a thorough search of the desired building on Condo.com and in the search tool on the Building Lookup & Selection page
2. Once it is determined that the desired building does not exist on Condo.com, click the green Continue to Add a Building link at the bottom of the Building Curation homepage
3. As part of the “Add a New Building” process, the Manager is required to enter the building name and address.
4. Once a new building is added, Managers can assign it to the Agent by selecting the BUILDING ASSIGNMENT REQUEST link at the top of the buildings curation page and follow the steps to assign. Once assigned, the building will be immediately activated in the Agent’s account.

Version July 2021