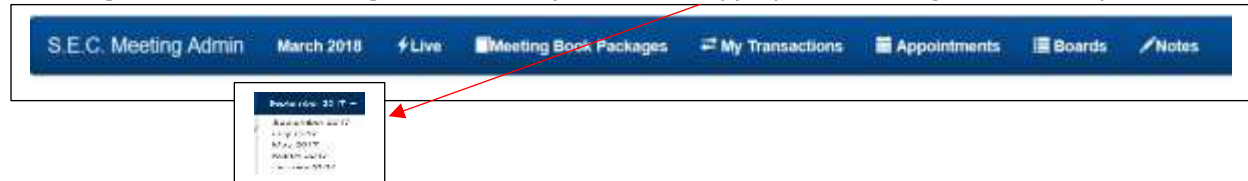


Log in to www.secounselors.com and access your personal page, look to the left and **click the Meeting Administration menu tab.** *Refer to these instructions while you are online at the site!*

Meeting Administration Page: Make sure you click the appropriate meeting from the drop down menu

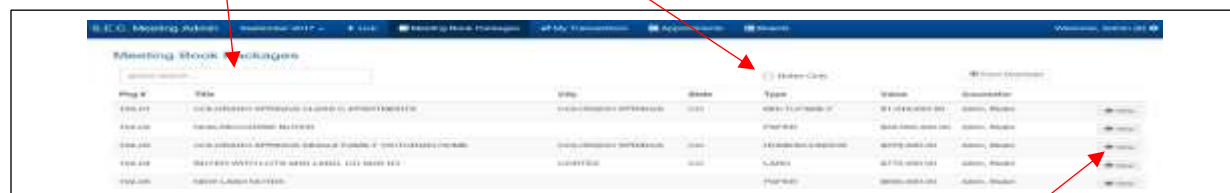


Meeting Book Packages Menu Tab: Click this tab to access the list of packages for the meeting



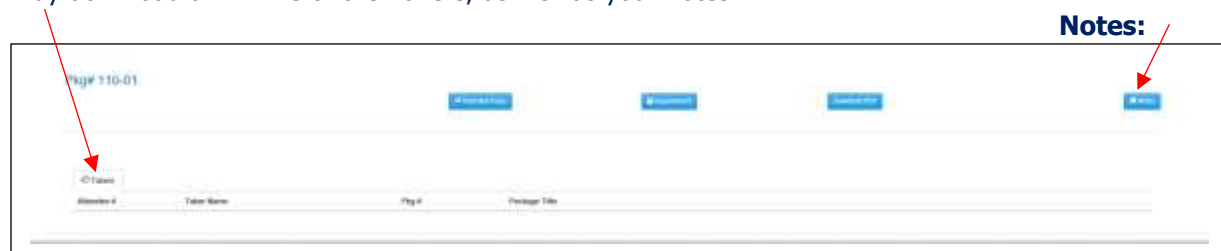
Search: If you want to search for a particular package, property, or person, enter the name or package number in the Global Search Box on the left side at the top of the page on the Meeting Book Packages list

Notes Only: Check box to limit the list to your packages with notes.



View the Full Package: Click the view button on the right-hand side of the page. Scroll to the bottom of the page to send a preliminary proposal, make an appointment, request for more information, download the PDF of the package, or make a Note about the package.

Takers: At the bottom of your package, you will see a list of "Takers" who have written in to you. You may download a PDF file of the Takers, as well as your notes.



If you make a note in the text box, an icon will pop up in the meeting packages list. You can see your notes by hovering your mouse over the icon.

Potential Transactions Menu Tab: **Your Meeting Notes**



You may keep track of your transactions, send and respond to the ones you receive, and create them.



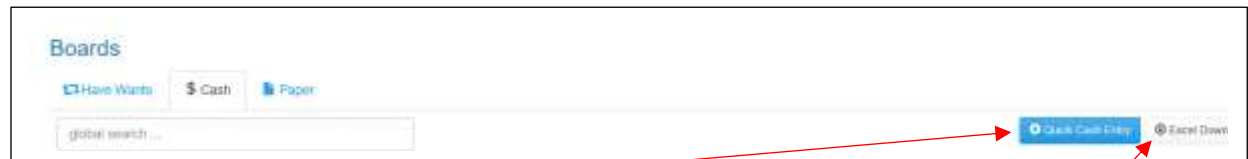
Appointments Menu Tab:



You may send, reply to, and keep track of your appointments in this area. Create appointment request



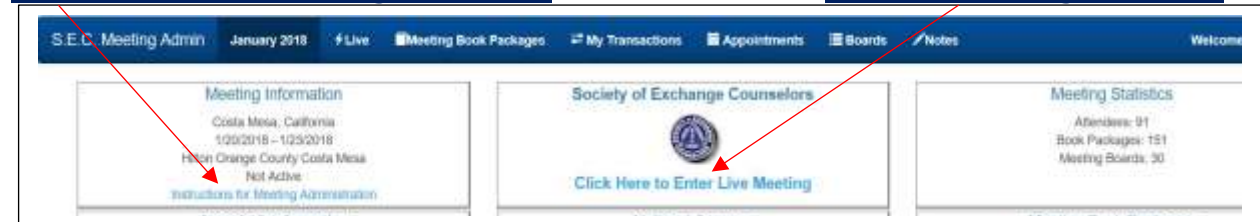
Boards – Cash, Paper, Have Wants Menu Tabs:



This is where you enter cash, paper, and have/wants during the meeting, and then download the boards in Excel format.

Instructions for the Meeting Admin Site:

Enter Live Meeting Menu Tab:



During the meeting, when you click “Enter Live Meeting” you will see the package that is being presented at that time. If you leave the room during the meeting, just click **Reload** when you return to your seat and the appropriate package will be displayed.

The Bottom 9 Sections of the Page contain the rest of the meeting book PDF files that you may download and save or print. Contact information for our National Sponsors and links to their websites are below; as well as contact and company information for our Meeting Sponsors. **You may not share or distribute any PDF files with non-meeting attendees.**



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