

# Create Subdivision and Neighborhood Profiles for your website and email correspondence

## Subdivision Profiles

Subdivision Profile allows you to select up to five subdivisions, and generate links of Active Listings, Sold Listings, Open House Listings and New on Market Listings for your web site or email to your clients.

Once you've created the maximum number of subdivisions and added them to your website or email correspondence, you can delete them and create more!

1. Log In to HAR with your Public and Private ID
2. On the left blue control panel, select **Tools**, then **My Neighborhoods**
3. Under Subdivision Profiles , Select the **Create A New Profile** button
4. Type the name of your Profile as a description (subdivision) Example: Tanglewood
5. Select the **Create** button
6. Type the name of the subdivision Example: Tanglewood (\*\* This must be spelled correctly. Don't use section numbers in this field.)
7. Select **Search**
8. Select the check box to the left of the bolded subdivision name (Tanglewood) above the search result. Enter the zip code for the correct subdivision/section listed in the results.
9. Select the **Continue** button above the subdivision name

### **FILTER YOUR LISTING RESULTS BY SELECTING YOUR PREFERENCES:**

10. Select the **Property Type(s)** that you want to display Example: Single Family
11. Select the **Status** that you want to display Example: Active
12. Select the Display Option (Your listings or All listings)
13. Use the drop down menu to choose a price range of the results that you would like to show in your search results
14. Select the **Submit** button to create the code
15. Select the **View Link** button.
16. Individual Profile Links and the HTML Code is displayed for you to use on your website. Choose either one to display the subdivision listings.

*\*\* TIP: Sometimes, you will find that the subdivision that you are searching for cannot be found.*

*Try using the first 8 letters of the name of the subdivision only, then search.*

# Create Subdivision and Neighborhood Profiles for your website and email correspondence

## Neighborhood Profiles

Neighborhood Profile allows you to select up to five subdivisions in each profile, and generate links for each subdivision for you to review the Subdivision Facts, Tax Information and Price Change Data.

Once you've created the maximum number of subdivisions and added them to your website or email correspondence, you can delete them and create more!

1. Log In to HAR with your Public and Private ID
2. On the left blue control panel, select **Tools**, then **My Neighborhoods**
3. Under Neighborhood Profiles , Select the **Create New Profile** button.
4. Type the name of your Profile as a description (subdivision) Example: Tanglewood
5. Select the **Create** button
6. Type the name of the subdivision Example: Tanglewood (\*\* This must be spelled correctly. Don't use section numbers in this field.)
7. Select **Search**
8. Select the checkbox to the left of the subdivision(s) that you would like to include in your Neighborhood Profile
9. Select the **Submit** button
10. Select the **View Links** button
11. Individual Report Links and the HTML Code is displayed for you to use on your website. Choose either one to display your report.

*\*\* TIP: Sometimes, you will find that the subdivision that you are searching for cannot be found.*

*Try using the first 8 letters of the name of the subdivision only, then search.*