



GETTING SET UP

Set up your RepBud profile

A complete profile is how partners and property owners find you on RepBud — here's how to set yours up in under two minutes.

Covers /dashboard/profile · for rep, dmc, buddy, reporter, ready

Rep Profile
Your public page at [repbud.app/ray-mitchell](#)

42 CONTACTS
190 TOTAL LOGS
0 TASKS DONE
4 CLIENTS

Active Rep · 190 interactions logged

YOUR CABIN
First Class
Thanks for flying with us. Everything in your cabin is unlocked. [Manage plan →](#)

YOUR DETAILS
What the Reserve shows anyone you send a connection request to, so they can see who is asking.

RM [Add a picture](#)
A square photo works best. Up to 5MB.

FIRST NAME: SURNAME:

COMPANY:

[You aren't showing in the Reserve yet — a listing needs a company. Add it above and save.](#)

Cover image
Ray Mitchell
LIVE PREVIEW · [repbud.app/ray-mitchell](#)

Hover to upload images
Cover: 1200x400px recommended · Profile: 400x400px · JPG, PNG or WebP

The steps

01 Open Settings

From any screen, open Settings in the sidebar to reach your profile.

02 Claim your public page

Your public page is your shareable RepBud profile. Set a tidy URL slug, display name and a short bio.

03 Add a photo & contact details

A photo and contact details make your page feel personal and reachable.

04 Set where you're based

Property owners on RepBud Ready use this to find reps near their markets.

05 Set the markets you cover

Add the source markets you sell into so the right properties match with you.

06 Turn on discovery

Toggle discovery so you appear to property owners; optionally set a minimum retainer.

07 Set up forwarding

Forward emails and notes to your private @log address and they'll land in The Lantern for review.

08 You're set

Your profile is live. Next, bring your contacts in with ReRoot.

Next: Import your contacts (ReRoot)

Questions

Who can see my RepBud public page?

Anyone with your link, plus property owners and partners discovering reps on RepBud — it's your shareable shopfront.

What's the difference between "where I'm based" and "source markets I cover"?

Based = your home countries (how owners near you find you); source markets = the markets you sell into (how the right properties match with you).

Do I have to turn on discovery?

No. Discovery is optional — leave it off and your profile simply won't surface in the property-owner directory.

What is the forwarding address for?

Forward client emails or quick notes to your private @log address and they arrive in The Lantern, ready to review and log.