

## WORKSHEETS ARE BEING ACCEPTED IMMEDIATELY

Please use the portal information below, however, if you experience technical difficulties, **please use the worksheet submission page on the portal tab and submit to [info@metroside.ca](mailto:info@metroside.ca)**

**WORKSHEET SUBMISSION PORTAL** - <https://realtor.offplan.homes/register>

*Please Note: We recommend submitting your worksheets and viewing floor plans using a tablet, laptop or computer. You may experience user issues if you access the link via your mobile device.*

Model types and floor plans will be available for you to view under **Worksheets**. Click on “+ New Worksheet”, and then follow the instructions below.

### **How to submit a Selection Worksheet Video for Realtors:**

<https://www.loom.com/share/e881b3fb0bc3489bb13e762ad6e15cfd>

OR step-by-step guide: **5 Easy Steps to Submit a Selection Worksheet**

#### STEP 1

Fill in your buyer's information.

New Worksheet

Realtor information:

Realtor Ronda  
Avesdo Realty  
123 Main Street  
Toronto, ON, Canada  
M5P2P2

Email: realtoronda1183@gmail.com Phone: 4161234567

Submitted by (email): realtoronda1183@gmail.com

**Enter Buyer Information:**

First Name (Required): Pam Last Name (Required): Purchaser  
Email (Required): pampurchaser1183@gmail.com  
Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal/Zipcode: \_\_\_\_\_  
Country (Required): Canada State/Province (Required): Ontario  
Buyer Residency Status: \_\_\_\_\_

#### STEP 2

Click on the (+) button to select your first choice. All choices need to be filled out in order to submit a form.

Floor Plan Choices:

CHOICES REMAINING: 2/2

First Choice:

	Floor Plan	
↑	N/A	
+		
↓		
Floor	Unit	Exposure
N/A	N/A	N/A

Maximum Budget: N/A

Second Choice:

	Floor Plan	
↑	N/A	
+		
↓		
Floor	Unit	Exposure
N/A	N/A	N/A

Maximum Budget: N/A

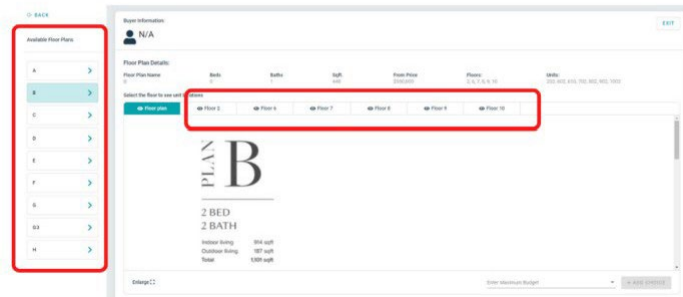
PREV NEXT

# METROSIDE

AT FISH CREEK EXCHANGE | CALGARY

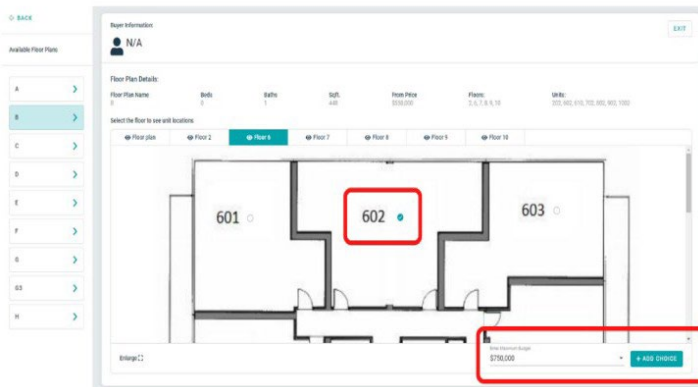
## STEP 3

Click on the different floor plans available on the left panel. You may then click on the specific floors to view keyplates or the site plan.



## STEP 4

Once you have selected a floor, click on any of the small circles to select a specific home or unit. Enter in a Maximum Budget from the drop down menu below and press '+ Add Choice'.



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## STEP 5

Once all of the choices have been submitted, continue to fill in the remaining mandatory fields. All required fields will need to be filled out prior to being able to click on "Submit" to submit the Selection Worksheet. For help, contact [support@avesdo.com](mailto:support@avesdo.com)

New Worksheet

Realtor Information:

**Realtor Ronda**  
Avesdo Realty

123 Main Street  
Toronto, ON, Canada  
M6P2S7

Email: reatorronda1183@gmail.com Phone: 4161234567

Submitted by (email): reatorronda1183@gmail.com

**Enter Buyer Information:**

**Floor Plan Choices:** Choices Remaining - 0/2

**Enter Income Information:**

**Upload Photo ID Documents:**

**Upload Bank Draft:**

**Additional Notes (Optional):**

CLOSE SUBMIT

For support, reach out to [support@avesdo.com](mailto:support@avesdo.com)



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AN INTELLIGENT MOVE