

FOR REIA LEADERS & EVENT ORGANIZERS

Team Builder Scramble

Organizer's Guide

A tab-by-tab walkthrough of running a real estate networking event where every table is built as a deal team. The guide follows the tabs across the top of the screen, left to right, so what you read always matches what you see.

REGISTER TAB

- 1 Registration

ORGANIZER TAB

- 2 Event Setup
- 3 Registered Attendees
- 4 Name Badges
- 5 Run Scramble

SEATING TAB

- 5 The Seating Chart

CHECK-IN TAB

- 6 Check-in

Screens shown are from the Team Builder Scramble demo event with sample members.

How Team Builder Scramble works

Every attendee registers with one of six **roles**: Agent (AGT), Lender (LEN), Investor (INV), Wholesaler (WHL), Contractor (CON) and Buyer (BUY). When you run the scramble, each table is built with **one person from each role**, so every table is a complete deal team.

Between rounds you re-scramble. The engine **tries to give everyone new tablemates** and a different table each round. With a good turnout this usually works well, but it can't promise zero repeats, especially after several rounds.

The four tabs, left to right

1 Register

What your members see. They pick your event, fill in the form and choose their role.

2 Organizer

Your control room: event setup, the Run Scramble button, the attendee list, name badges and bulk import.

3 Seating

The deal teams for each round, table by table, with print and export buttons.

4 Check-In

The door list for event day: search or scan, check people in, and see their table number.

When it works best

The one rule to remember: The number of complete teams equals the role with the **fewest** people. 12 of every role makes 12 full tables. If only 5 lenders come, you get 5 complete teams, and everyone else is listed in an **Overflow** group. Recruiting evenly across all six roles is what fills the room.

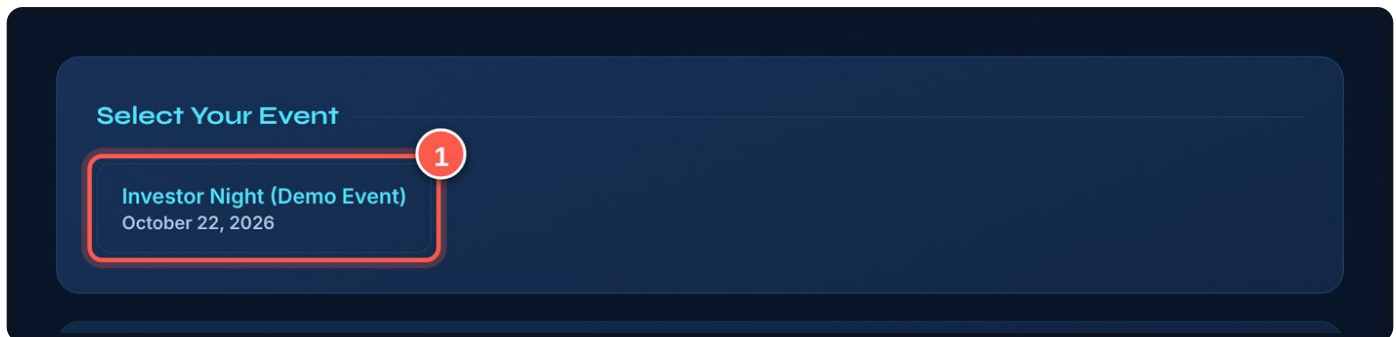
Good to know: Seating and Check-In open on the day of your event (from 7 AM on the event date until 7 AM the next morning). Before then you can still set up, take registrations, and print badges from the Organizer tab.

Registration

YOU ARE HERE



Share your registration link. Members land on the **Register** tab and tap your event.



- 1 Select Your Event** — The member taps your event to open the registration form.

Once the form opens, a box at the top shows how many spots are left for each role:



- 1 Available Spots by Role** — How many seats are still open for each of the six roles.

Registration

YOU ARE HERE



Attendee Registration ← Wrong event? Go back

Investor Night (Demo Event)

FULL NAME * 1
Jordan Miles

COMPANY / BROKERAGE * 2
Miles Capital Group

EMAIL ADDRESS 3
jordan@example.com

PHONE 4
(414) 555-0142

MARKET AREA 5
Greater Milwaukee

TYPICAL DEAL RANGE 6
\$100K-\$300K

YOUR ROLE * 7

- AGT Agent**
Licensed real estate professional representing buyers or sellers
- LEN Lender**
Mortgage, hard money, or private money financing specialist
- INV Investor**
Active real estate investor deploying capital into deals
- WHL Wholesaler**
Acquires and assigns contracts to investor buyers
- CON Contractor**
Construction, renovation, and trades professional
- BUY Buyer**
Active buyer ready to purchase real estate assets

YOUR SPECIALTY (PICK ONE OR MORE)

Fix & Flip Buy & Hold/BRRRR Short-Term Rental Commercial/Mixed-Use Multifamily Syndication Land Development

☐ Email me my table assignments after the event

Continue → 8

- 1 **Full Name** — Printed on the badge and the seating chart.
- 2 **Company / Brokerage** — Shown under their name everywhere.
- 3 **Email Address** — For follow-up. The checkbox near the bottom lets them ask for their table assignments by email.
- 4 **Phone** — Optional contact number.
- 5 **Market Area** — Where they do business.
- 6 **Typical Deal Range** — The size of deals they usually work.
- 7 **Your Role** — **The most important choice.** This is what the scramble uses to build each team. Depending on the role, they may also pick a specialty.
- 8 **Continue** — Takes them to the final step to finish registering.

The Organizer tab at a glance

YOU ARE HERE

The screenshot shows the Organizer tab interface. At the top, a navigation bar includes 'Register', 'Organizer' (highlighted with a red box and a checkmark icon), 'Seating', and 'Check-In' (with a green checkmark and a count of 8). Below this, the main content area is divided into several sections:

- Event Setup (Callout A):** This section contains fields for 'EVENT NAME' (Investor Night (Demo Event)), 'HOSTING ORGANIZATION' (Lakeview REIA), 'EVENT DATE & START TIME' (10/22/2026, 06:00 PM), 'VENUE' (Lakeview Event Center), and 'EVENT DESCRIPTION' (Join us for an evening of structured real estate networking...). A 'Save Settings' button is at the bottom.
- Registered Attendees (Callout C):** This section displays a table of registered attendees. Above the table are buttons for 'Run Scramble' and 'Clear All'. A 'Print Name Badges' button is also present.
- Bulk Import (Callout D):** This section allows for importing a list of people from a CSV file or by pasting text. It includes a 'Choose CSV File' button and a text area for pasting data.

Callout B points to the 'Run Scramble' button and the 'Suggested' text below it.

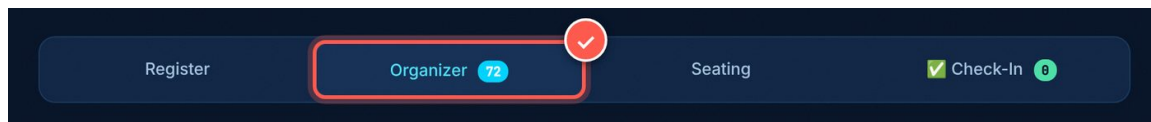
Everything you manage before the event lives on this one tab. At the top, click your event under **Your Events**. Then scroll down and you'll find these sections, in this order:

- A Event Setup**
Event name, date, time, venue and description.
[See Step 2](#)
- B Scramble bar**
Counts, rounds, tables, and the Run Scramble button.
[See Step 5](#)
- C Registered Attendees**
Everyone who signed up, with their role. The Print Name Badges button is here too.
[See Steps 3 & 4](#)
- D Bulk Import**
Add a list of people at once from a CSV file or by pasting.
[See Step 3](#)

Further down you'll also find Change Password.

Event Setup

YOU ARE HERE



Start here. Fill in the Event Setup card at the top of the Organizer tab. These details appear on the registration page and on your badges.

A screenshot of the 'Event Setup' card in the Organizer tab. The card has a dark blue background with white text. It contains several input fields and a button, each with a red circle and number callout: 1. 'EVENT NAME *' field with 'Investor Night (Demo Event)'. 2. 'HOSTING ORGANIZATION' field with 'Lakeview REIA'. 3. 'EVENT DATE & START TIME' field with '10/22/2026' and '06:00 PM'. 4. 'VENUE' field with 'Lakeview Event Center'. 5. 'EVENT DESCRIPTION (SHOWN ON REGISTRATION PAGE)' field with 'Join us for an evening of structured real estate networking...'. 6. 'Save Settings' button. 7. A small red circle with a white checkmark above the 'Save Settings' button.

- 1 **Event Name** — What members see when they register, e.g. "Investor Night."
- 2 **Hosting Organization** — Your REIA or group name.
- 3 **Event Date** — The day of the event. This also controls when Seating and Check-In open.
- 4 **Start Time** — The start time shown to members.
- 5 **Venue** — Where the event is held.
- 6 **Event Description** — A short welcome shown on the registration page.
- 7 **Save Settings** — Click this after any change.

Registered Attendees

YOU ARE HERE



Everyone who registers appears in the **Registered Attendees** list, with their role code (AGT, LEN, INV, WHL, CON, BUY). Check it before you run the scramble.

Registered: 72 Tables: 12 Complete Teams: 12 Rounds planned: 5 rounds Tables: auto

[Run Scramble](#) [Clear All](#)

💡 Suggested: 4 rounds for 72 people. A test run seated everyone with new people for 4 rounds. Use 4 [Why?](#)
You've planned 5 rounds, so expect some repeat tablemates after round 4.

Registered Attendees

[Print Name Badges](#)

Select All Select None Delete Selected (0)

NAME	COMPANY	EMAIL	CODE	ROLE	PAYMENT	IN	
☒ Alicia Moreno	Lakeview Realty Group	alicia.moreno@example.com	AGT	Agent	✓ paid	—	☒ ✕
☐ Tom Becker	First Lakeshore Bank	tom.becker@example.com	LEN	Lender	✓ paid	—	✕
☐ Jamal Carter	Carter Capital Homes	jamal.carter@example.com	INV	Investor	✓ paid	—	✕
☐ Derek Vogel	Vogel Home Buyers	derek.vogel@example.com	WHL	Wholesaler	✓ paid	—	✕
☐ Carlos Mendez	Mendez Construction	carlos.mendez@example.com	CON	Contractor	✓ paid	—	✕
☐ Amy Chen	Amy Chen	amy.chen@example.com	BUY	Buyer	✓ paid	—	✕
☐ Brian Kowalski	Harbor Point Realty	brian.kowalski@example.com	AGT	Agent	✓ paid	—	✕
☐ Grace Lindqvist	Northpoint Hard Money	grace.lindqvist@example.com	LEN	Lender	✓ paid	—	✕
☐ Elena Rossi	Rossi Rentals LLC	elena.rossi@example.com	INV	Investor	✓ paid	—	✕

- 1 Counts** — How many have registered, how many tables you can fill, and how many complete teams that makes.
- 2 Print Name Badges** — Opens the badge designer (see Step 4).
- 3 Checkboxes** — Select people for badge printing or removal. Use Select All / Select None above the list.
- 4 Edit (pencil)** — Fix a name, company or role. The ✕ next to it removes the person.

Good to know: A wrong role throws off a whole table, so it's worth a quick scan of the Role column. Taking walk-ins? The **Bulk Import** card (section D) accepts a CSV file or pasted lines in the format *Name, Company, Email, RoleCode*.

Name Badges

YOU ARE HERE



Badge Designer × Close

ORGANIZATION NAME (ON BADGE) 1

Lakeview REIA

EVENT NAME (ON BADGE)

Investor Night (Demo Event)

BACKGROUND COLOR 2 TEXT / ACCENT COLOR

#0d0f14 #3b82f6

LOGO (WATERMARK) 3

UPLOAD LOGO

Shows as a ghosted watermark behind every badge. No logo? We'll use your organization's initials instead.

SHOW ROUND / TABLE ASSIGNMENTS 4

Yes — show which table each person

Attendees to print: 5 All None 72 selected

Preview:

LR

LAKEVIEW REIA

INVESTOR NIGHT (DEMO EVENT)

Alicia Moreno

Lakeview Realty Group

AGENT

LR

LAKEVIEW REIA

INVESTOR NIGHT (DEMO EVENT)

Tom Becker

First Lakeshore Bank

6 Print Selected Badges

paid

Click **Print Name Badges** in the attendee list to open the Badge Designer beside the list. The preview updates as you make changes. Each badge also carries a small QR code for fast check-in at the door.

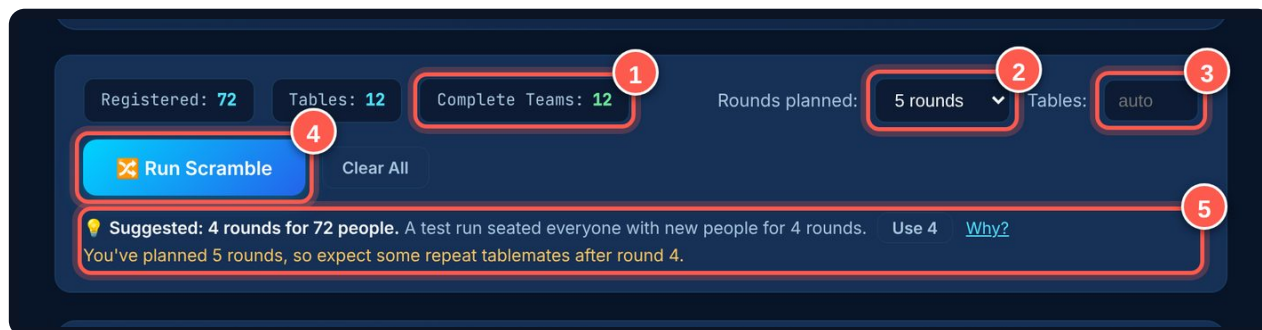
- 1 Organization & event name** — The text printed on every badge.
- 2 Colors** — Pick the background and accent colors to match your brand.
- 3 Upload Logo** — Adds your logo as a light watermark. No logo? Your initials are used instead.
- 4 Show round / table assignments** — Choose whether badges show which table each person sits at. Run the scramble first if you want this.
- 5 All / None** — Choose who to print. You can also tick people in the attendee list.
- 6 Print Selected Badges** — Sends the badges to your printer.

Run Scramble

YOU ARE HERE



When registration is done, go to the scramble bar (just above the attendee list) and click **Run Scramble**. Team Builder Scramble builds the tables, one person from each role per table.



- 1 **Complete Teams** — How many full deal teams your current registrations make.
- 2 **Rounds planned** — How many rounds you plan. Rounds are built one at a time: Run Scramble builds Round 1, and New Round on the Seating tab builds the rest. The chart shows "Round 2 of 5," and the app asks before building more than you planned. Pick "No limit" to skip that.
- 3 **Tables** — Leave on "auto" to make as many complete teams as possible, or type a number.
- 4 **Run Scramble** — Builds the seating and opens it on the Seating tab.
- 5 **Suggested rounds** — The app quietly test-runs the seating and suggests how many rounds it can build before anyone sits with someone they already met. Click "Use" to set it, or "Why?" for a short explanation. It updates when your headcount changes.

Why that number: Each round, everyone sits with one person from each of the other five roles. With 72 people there are only 12 of each role, so the supply of new faces runs out after a few rounds. In the demo's test run, that happened after round 4. More people, especially in your smallest role, means more rounds. With a few hundred people, repeats usually aren't a concern for 10 rounds or more.

Before you click: If one role is short, you'll get fewer complete teams, a lower suggestion, and the extra people go to an Overflow group. Recruit a few more of that role if you can. The suggestion comes from a test run, so the real rounds may come out a little better or worse.

The Seating Chart

YOU ARE HERE



The **Seating** tab shows every table as a deal team. The colored dots show which roles are seated, and a green **Complete** tag means all six are there. Each round is saved, so you can switch back with the round tabs.



- 1 **Print** — Prints this round to post at the door or hand to table hosts.
- 2 **Export Round** — Downloads the seating as a spreadsheet file (All Rounds does every round at once).
- 3 **New Round** — Builds the next round. The engine tries to give everyone new tablemates and a different table.
- 4 **Post-Event Export** — After the event, downloads your attendee list for follow-up.
- 5 **A table** — One complete deal team, listed by role.
- 6 **Repeat check** — From Round 2 on, this line says whether anyone is sitting with someone they were seated with in an earlier round, and how many.

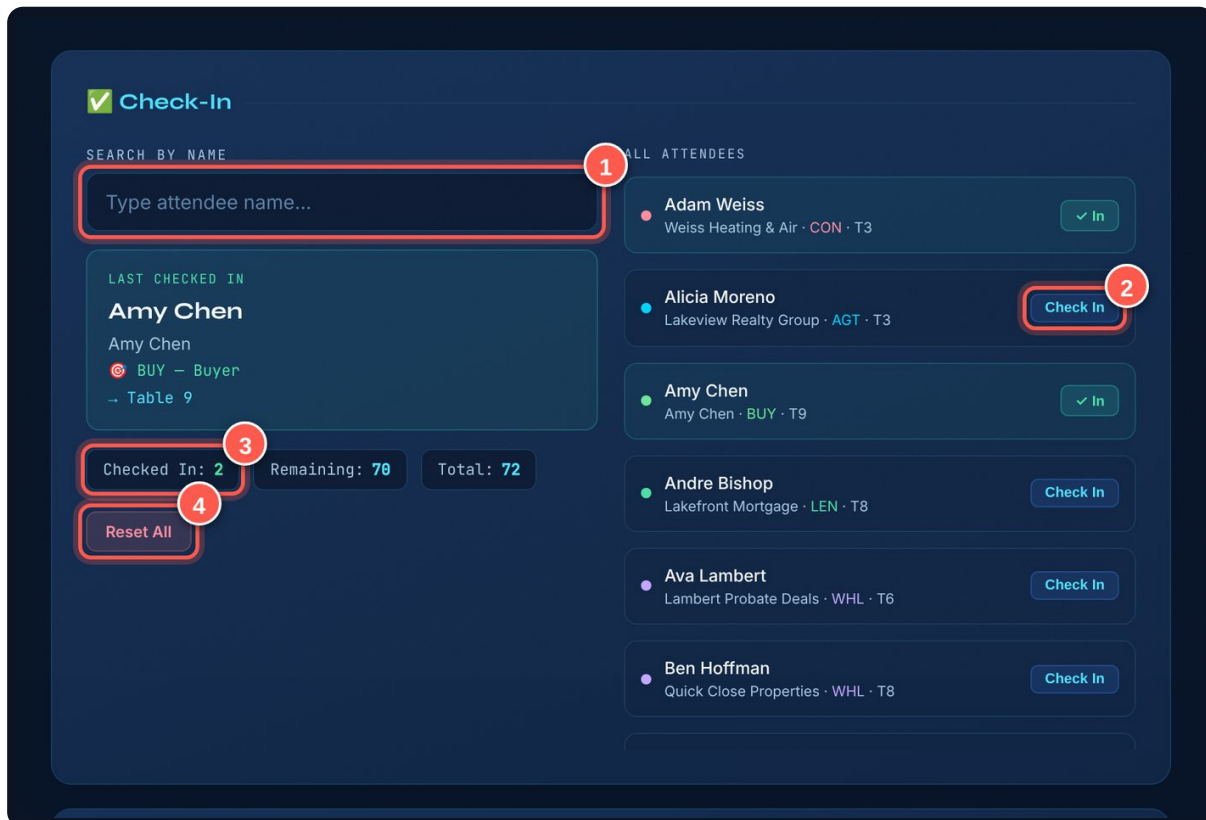
Careful: **Reset Rounds** clears all rounds so you can start over. Use it with care during a live event.

Check-in

YOU ARE HERE



At the door, open the **Check-In** tab on a laptop or tablet. Each person's role and table number are shown next to their name.



- 1 **Search by name** — Type a few letters to find someone. With a handheld scanner, scanning the QR code on a badge checks that person in.
- 2 **Check In** — Marks the person as arrived. Their name shows under Last Checked In with their role and table.
- 3 **Counts** — How many have checked in, how many are still expected, and the total.
- 4 **Reset All** — Clears every check-in. Only use this if you need to start over.

Event-day checklist

Before the event

- ☐ Organizer tab: fill in Event Setup and click Save Settings
- ☐ Share the registration link
- ☐ Watch the role counts and recruit for any short role

When registration closes

- ☐ Check the Complete Teams count
- ☐ Run Scramble
- ☐ Review the Seating tab

Print

- ☐ Seating chart for the door
- ☐ Name badges (after the scramble, so table numbers match)

At the door

- ☐ Open the Check-In tab
- ☐ Search or scan each arrival
- ☐ Tell them their table number

Between rounds

- ☐ Click New Round on the Seating tab
- ☐ Print or show the new chart

After the event

- ☐ Post-Event Export for your follow-up list