

Branding Center and Brand Kits in Matrix

Use Branding Center to choose or create a Brand Kit (logo and colours) for client-facing Matrix surfaces such as emails and OneHome. This is separate from your email signature and print header text under Settings.

Open Branding Center

1. Open the Utility Menu (look for [Hello, Your Name] at the top right).
2. Select Manage Branding. Branding Center opens in a new page.

Choose an available Brand Kit

1. On the Brand Kit tab, review Available Brand Kits (including Unbranded and any company kits listed).
2. Optional: under Choose from additional brands, search by name for a generic national brand (for example Royal LePage, RE/MAX, or Century 21). Individual brokerages may also have custom kits listed under Available Brand Kits, separate from those generic brands.
3. Select the kit you want.
4. On the right, use Sample View tabs (OneHome, Matrix Email, GoAgent) to preview how the kit looks.
5. Select Save & Activate.

Create your own Brand Kit

1. Under My Brand Kit, select Create your own (or open Actions on an existing custom kit and select Edit).
2. Under Start with a logo, upload or edit your logo (recommended 525×150 pixels, 10 MB maximum).
3. Under Choose your Colours, set Primary, Secondary, and Accent colours. Primary applies to banners and headers; Secondary to buttons; Accent to smaller details.
4. Review the kit in Sample View.
5. Select Save & Activate to apply it across your products.

Remove or change a custom kit

1. On your custom kit under My Brand Kit, select Actions.
2. Select Edit to change logo or colours, or Remove to remove the custom kit.

Tips

- An Active label on a kit means that kit is currently applied.

Source: <https://support.itsosystems.ca/kb/119>