

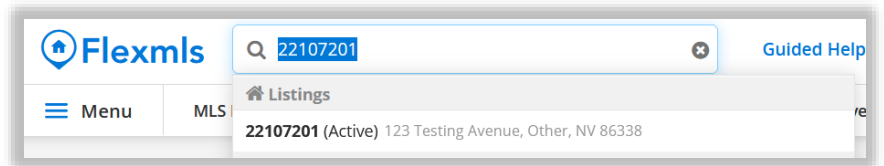


Adding Photos and Virtual Tours to Listings

MLSSAZ RULES & REGULATIONS Section 1.19, pg 18 & 19 – [Submitting Photos to MLS](#)

Click Quick Search

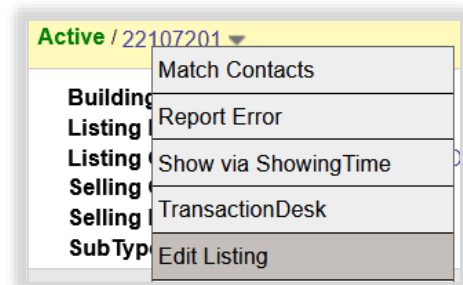
Enter MLS ID number in the search field at the top of the screen, next to the Flexmls logo



Click NEW TAB to open listing in a new window

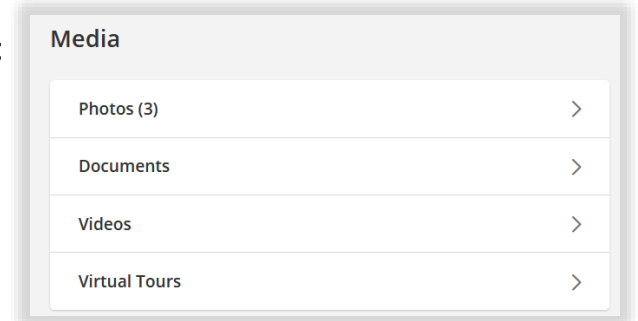
Click the drop-down arrow next to the listing ID number under the photo on the left

Click EDIT LISTING



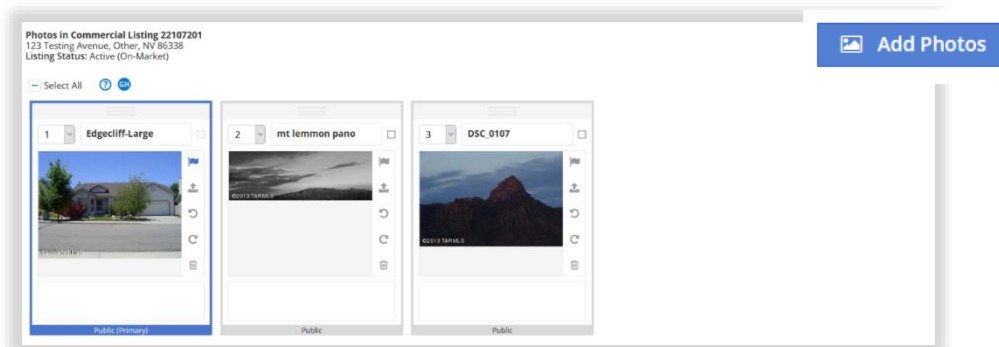
Under the MEDIA option on the lower right-hand side:

Choose the arrow to the right of the option for the type of file you are trying to upload (Video, Virtual Tour or Photos)



ADDING PHOTOS

Click ADD PHOTOS and upload from your computer or other device



Click [Return to edit your listing](#) in the upper left-hand corner of the screen.

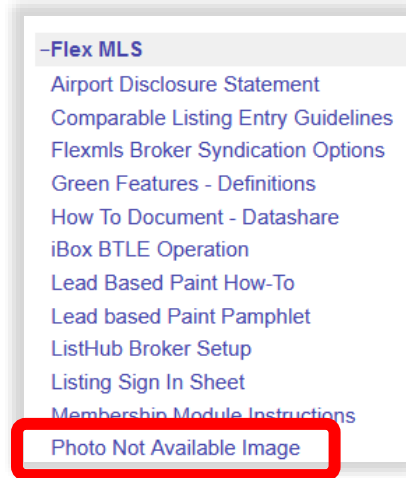
In the event a Seller's written instructions do not permit uploading photographs of the listing into the MLS system, you will need to upload a "No Photo Provided" graphic image.

To find the "No Photo Provided" graphic image:

Click MENU in the upper right-hand corner of the screen

Click MLS INTRANET under Daily Functions

Click on -Flex MLS to expand the list



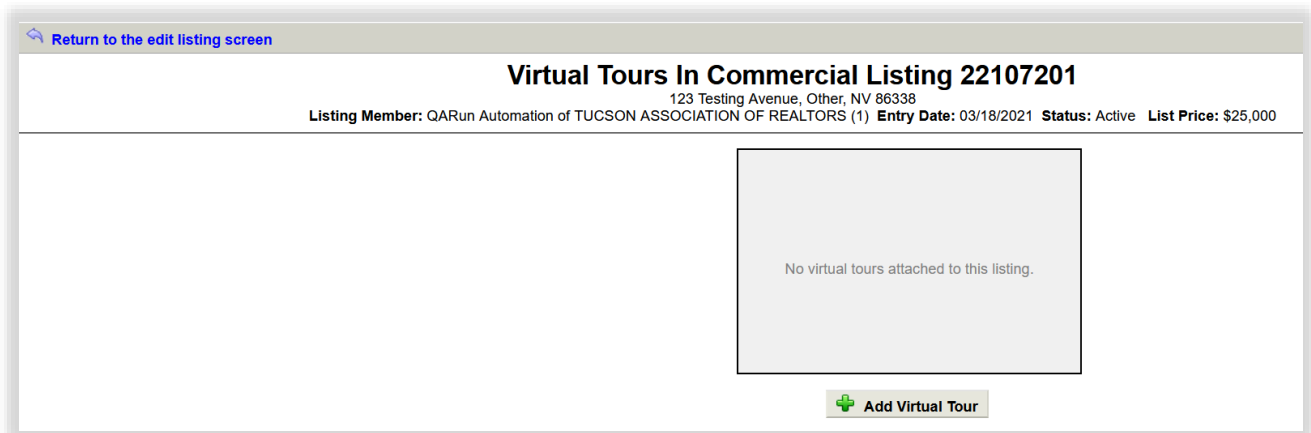
Click Photo Not Available Image option


Download the image onto your computer or other device

Follow the steps above to upload the "Photo Not Available Image"

ADDING VIRTUAL TOUR VIDEO

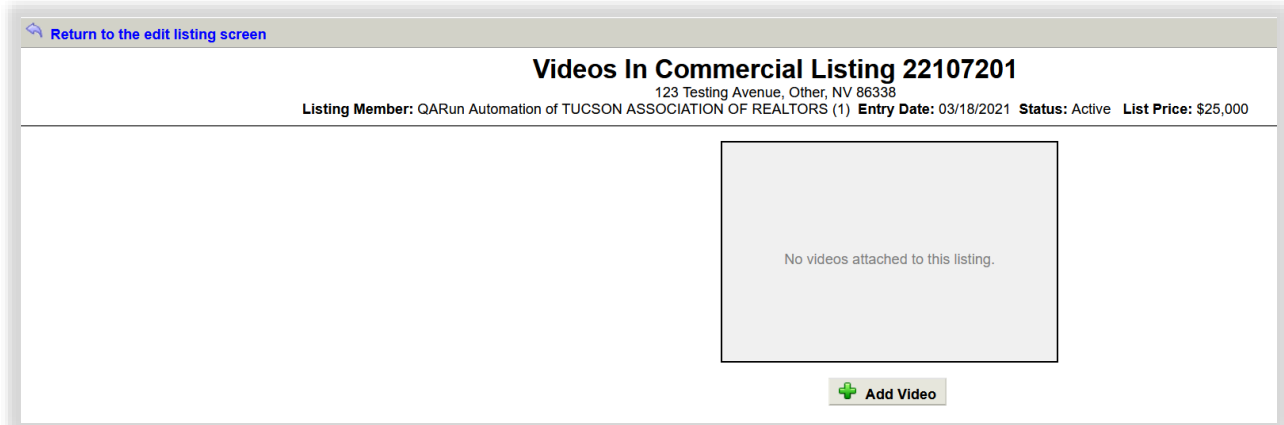
Click ADD VIRTUAL TOUR and upload from your computer or other device:




Click  in the upper left-hand corner of the screen.

ADDING VIDEOS

Click ADD VIDEO and upload from your computer or other device:



Click  in the upper left-hand corner of the screen.

Adding Photos FAQ's

When adding photos to a listing here are some recommendations:

- It is recommended to save the photos and other media to your computer or other device before uploading.
- When saving photos or media to your computer or other device, be sure to choose the source image, not the thumbnail.
- Large photos cannot exceed 3000 pixels by 2000 pixels or 2000 px by 3000 px.
- Saved photo size cannot exceed 15MB.
- Each listing has a maximum of 50 photos.
- If you want to confirm that each photo has been loaded, upload them one at a time.
- If you drag a batch of photos, they will appear one by one, and it may take a very long time to update all.

Q. How can I check what size my photos are before I upload them?

A. You can check your photo/image properties with the steps below:

For Windows PC

1. Right click the image
2. Select Properties
3. Under the General tab, size will tell you how large the file is
4. Under Details tab, dimensions will tell you how many pixels wide and tall your photo is

For MAC

1. Click Finder on your Dock.
2. Find the image you want to check.
3. Hold Ctrl and Click your image. A menu appears.
4. Click Get Info. A window appears.
5. Expand the General: section to see your image's file size.
6. Expand the More Info: section to see your image's dimensions.