

How to Upload Media



What you need before you get started:

- Photos, Videos, Cirtual Tours, & Documents that Follow [Rules & Regulations](#)

Multiple Listing Service of Southern Arizona

2445 N Tucson Blvd., Tuscon, AZ 85716

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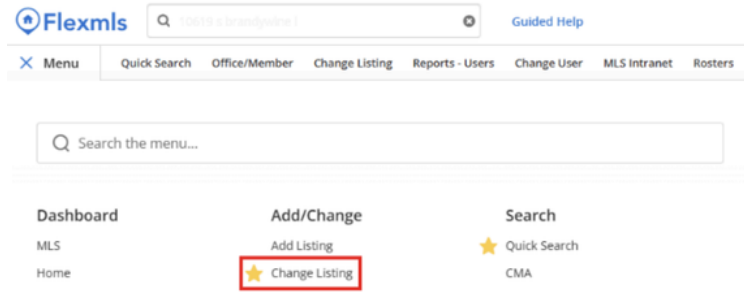
(520) 382-8800 opt. 3



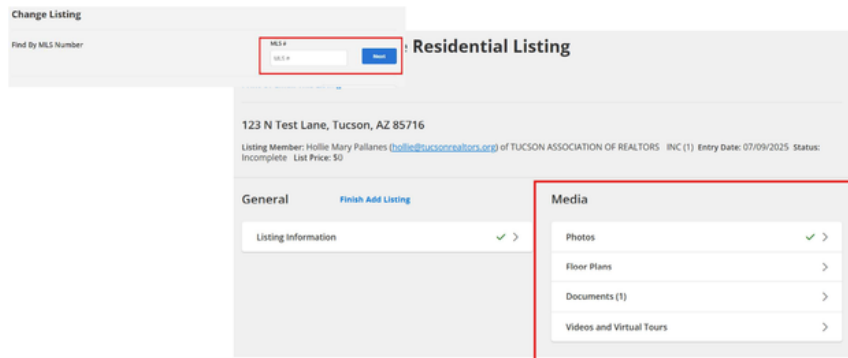
How to Upload Media

Step by Step Instructions:

1. Login to your MLSSAZ account, go to FlexMLS and open the menu and select “Change Listing”
 - a. If this is not at the top of your taskbar, you can favorite this to add to your taskbar by selecting the star that appears to the left of it



2. Input listing number in the MLS# space and select “Next”. On the right hand side, the Media functions will be available for documents, photos, virtual tours, etc.



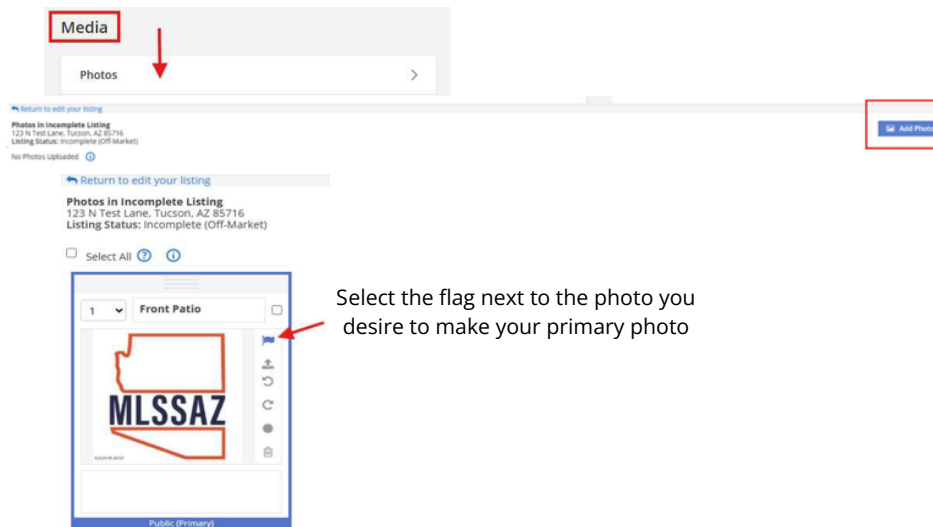


How to Upload Media

Step by Step Instructions (cont.):

- To upload photos, select “Photos” under *Media* then click “Add Photos”. Title each image and set the Primary Photo. Review our [Rules & Regulations](#) before you upload any media

a. **Note:** .jpg, .jpeg, .tif, .bmp, .png, .pbm, and HEIC photos are acceptable files to upload. The maximum photo size is 15 MB or 3000x2000 pixels. Follow the same process to upload Floor Plans



- To reorder images, drag the image using the three-line icon or select order numbers



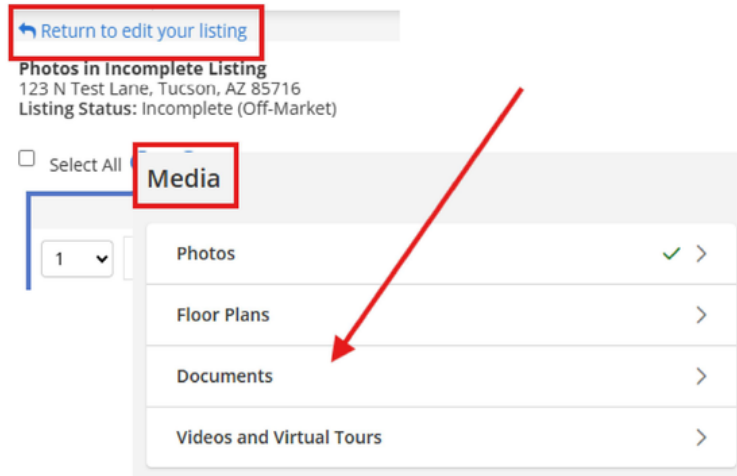


How to

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Step by Step Instructions (cont.):

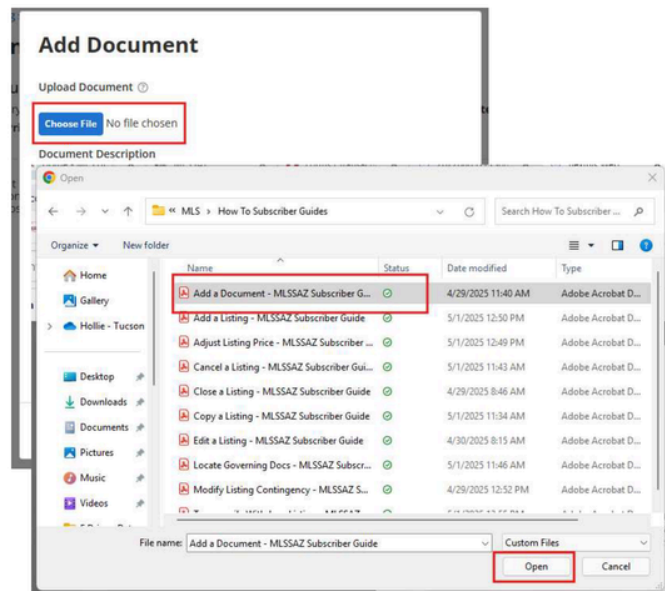
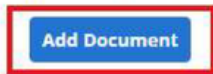
5. If there are documents to upload, return to the edit page and choose “Documents” under *Media*



6. Select “Add Document”. Click “Choose File” and select the document to be uploaded and click “Open”.



No documents have been added



Instructions continued on the next page



How to

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Step by Step Instructions (cont.):

7. Select a description from the drop down menu choices or type your description and select "Save"

Add Document

Upload Document ?

Choose File No file chosen

Document Description

When adding a Lead Based Paint Disclosure, you must select the Lead Based Paint Discl option from the Description drop down box. Manually typing the Description will result in your listing remaining in the Unapproved status.

Select a Description

Documents

- Green Documents
- Lead Paint Discl
- Seller Disclosure
- Other

Docur

Public Private

Cancel Save

8. After saving, the documents will be listed to the right. If unhappy with the order of the documents, reorganize them by clicking and holding the icon to the left of the document description and drag it to your desired location.

Tip: To resort the document order, simply click and hold the grabber icon on the left of the list item and drag it to a new position.

Documents

<input type="checkbox"/>	Lead Paint Discl	Public	<input type="checkbox"/>
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How to Upload Media

Step by Step Instructions (cont.):

- Under the Media header select “Videos and Virtual Tours”, then select “Add Video”. Type the description of the video in the available text box and add the Embed Code. The option to add the video URL is available, but it may not play on national syndication portals/websites

a. **Note:** Most video hosting websites allow you to copy embed code when you choose the Share option for a video. Embed codes usually start with “<iframe” and includes additional information, such as the width and height of the video

The image illustrates the process of adding a video to a listing. It starts with the 'Change Incomplete Residential Listing' page, where the 'Videos and Virtual Tours' option is highlighted in the Media section. This leads to the 'Videos and Virtual Tours' section, where the 'Add Video' button is highlighted. The 'Add Video' form includes fields for 'Description', 'Video Embed Code', and 'Visibility Status'. An 'Embed Video' dialog box is shown below, displaying an example of an embed code: `<iframe width=`



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Step by Step Instructions (cont.):

10. Select “Add Virtual Tour” and a swindow similar to the one that opened when adding a video pops up. After adding the description in the appropriate text box, type the full web address (including https://) from your virtual tour provider. As stated in the pop-up window, Virtual Tours cannot contain branding

a. **Note:** Your Rooms data can be auto-populated when you add a Matterport digital twin or an iGUIDE virtual tour in the Virtual Tour section of a listing. If you select “Add Data” to have your Rooms data auto-populated from your virtual tour, you will be taken back to the Rooms section to review the data that has now been entered. Any previous Rooms data that had been entered when creating the listing will be overwritten by the virtual tour data. Rooms data that will be filled based on your uploaded virtual tour include room name and dimensions. Once the data is populated, you can still change or update any Rooms information

< Back to Change Listing

Videos and Virtual Tours

Videos [Add Video](#)

Virtual Tours [Add Virtual Tour](#)

Add Virtual Tour

Description *

Virtual Tour URL *

Virtual Tours cannot contain branding ⓘ

Visibility Status

Public ⓘ

Private ⓘ

Private While Off-Market ⓘ

ⓘ Listing is currently Incomplete (Off-Market)

*Indicates required field

[Cancel](#) [Save](#)

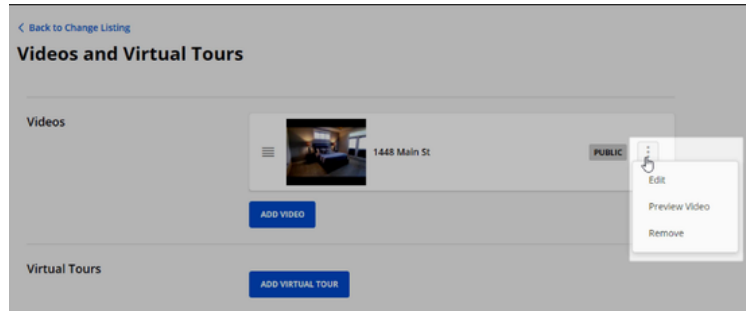


How to

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Step by Step Instructions (cont.):

11. Use the three-dot menu on the right of your uploaded media to preview it before going live





How to

Edit a Listing

FAQs

1. **Do I need to upload photos to my Coming Soon listing?**
 - a. All photos for all statuses require photos; residential resale requires a minimum of five (5) photos. Please review [Section 1.17](#) of our Rules and Regulations for further details
2. **Can I delete my photos before I close the property?**
 - a. No, photos may not be deleted, but you can privatize photos. Please see the How To Privatize Photos guide
3. **Virtual Staging, Model Homes, and Artist Renderings**
 - a. Please review the [Rules and Regulations](#) about these photos so that they are properly badged and organized on the listing

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