



BeachesMLS Flexmls User Instructions

1. Ensure the agent you are working with has selected you from the list of Certified Photographers in Flexmls
2. Login to MyRealtorDash and select the Flexmls Icon
3. From the Change Listing screen choose the listing number from the list or enter the number in the search bar (Prefix = RX)

Find By MLS Number

Prefix - MLS #

My Listings

MLS # ▾	Address	List Price	Begin
No results for your criteria			

Active and Future ▾

- All Listings
- Active and Future
- Coming Soon
- Pending
- Active Under Contract
- Closed
- Expired
- Withdrawn
- Temp Off Market
- Cancelled
- Incomplete

● Will be Active on Begin Date

4. Next Choose Photos or Video and Virtual Tour then select Add Photos on the next page.
*Note: The maximum file size per photo is 15 MB or 3000 x 2000 pixels. Flexmls supports .jpg, .jpeg, .gif, .tif, .tiff, .bmp, .png, .pgm, .pbm, and .ppm photo formats.
5. Once the compliant photos have been added click Next to save the changes. An email will be sent to the listing broker informing them that you've added photos to their listing.

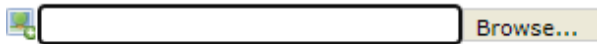
BeachesMLS Matrix User Instructions

1. Ensure the agent you are working with has selected you from the list of Certified Photographers in Matrix
2. Login to MyRealtorDash and select the Matrix Icon
3. Go to Input Add/Edit in the upper lefthand corner



4. Enter the Listing number in the search bar (Prefix will be F)
5. If you receive an error message either the agent has not given you access to edit the listing or they are currently editing it. They will need to cancel out of the edit screen so you can continue.
6. Choose Manage Photos
7. Select browse and choose the photos to upload to the listing. Make sure you are only adding compliant photos.

To upload, click Browse. To upload **Multiple** photos at once, hold the Ctrl (Option) key down when clicking on the filenames. To **Order** your photos once uploaded, drag by the grey title bar. Click on any image to view its **Details**. For maximum quality, upload photos at least **1024 x 768** pixels in size.



Click **Browse** to select photo(s) to upload (97 max).

*Note: There is no maximum size, but Matrix recommends using web-based sizes with 4x3 ratio. If bigger than the minimum, Matrix will resize.

8. Once the Photos are uploaded select "Certify and Save" to save the changes. An email will be sent to the listing broker informing them that you've added photos to their listing.