



Helpful Guide

Directory

Dashboard (Navigation, links, updates, browser selector, and more)	2
Download Photos (Also included is hide photos and choose website header)	3
View Videos (Download videos, embed videos, and sharing to social media)	4
How to Create Flyers	5
Manage Orders (how to add features)	6
How to Unzip Zipped files you downloaded.	7
How to Approve and Publish Videos on Zillow	10
ARMLS Rules and Regulations for Images	12

Project Dashboard

Click an icon below to get started.

MLS PHOTOS & LINKS

VIEW PROPERTY WEBSITE

View Photos & Video

- [View My Photos](#)
- [Download My Photos](#)
- [View My Videos](#)
- [Download My Video](#)
- [Send External Download Link](#)

Your Property Website

- [Post listing to social media](#)
- [Browse & add optional new services](#)

Billing

- [Make a payment](#)
- [Renew project](#)

Update Property Information

Property Website Links

Unbranded/MLS Link	https://listing.snap2close.com/ut/6042_N_21st_Pl.html	
Branded Link	https://listing.snap2close.com/bt/6042_N_21st_Pl.html	

ARMLS Unbranded Virtual Tour Link.

Listing Information

List Price	E.g. \$600,000	Listing Details (Inspire the buyer!)
Bedrooms	3	
Bathrooms	2.5	
Square Feet	4426	
MLS #		

SAVE LISTING INFORMATION

Update property information and description.

Change Your Template

Modern Tab

Classy 1

Classy 1-Wide

Modern 1 (Selected)

Modern 1-Wide

Choose website template you want to use.

Send an external download link to client or anyone else. This link does not require an account or login.

Post your Branded Property Website on social media (Facebook, etc.)

Template Settings

Type	Navigation	Title	Visible	Order
about	<input type="text" value="About Property"/>	<input type="text" value="About Property"/>	<input checked="" type="checkbox"/>	DOWN
photos	<input type="text" value="Photos"/>	<input type="text" value="Photo Gallery"/>	<input checked="" type="checkbox"/>	UP DOWN
videos	<input type="text" value="Videos"/>	<input type="text" value="Videos"/>	<input checked="" type="checkbox"/>	UP DOWN
embed	<input type="text" value="Basement Floor Pln"/>	<input type="text" value="Basement Floor Plan"/>	<input checked="" type="checkbox"/>	UP DOWN
embed	<input type="text" value="Floor Plan Main Flr"/>	<input type="text" value="Floor Plan for Main Floor"/>	<input checked="" type="checkbox"/>	UP DOWN
embed	<input type="text" value="3D Tour"/>	<input type="text" value="3D Tour"/>	<input checked="" type="checkbox"/>	UP DOWN
map	<input type="text" value="Map"/>	<input type="text" value="Satellite View"/>	<input checked="" type="checkbox"/>	UP DOWN
nearby	<input type="text" value="Nearby"/>	<input type="text" value="Nearby Places"/>	<input checked="" type="checkbox"/>	
contact	<input type="text" value="Contact"/>	<input type="text" value="Contact Agent"/>	<input checked="" type="checkbox"/>	UP

SAVE TEMPLATE SETTINGS

Hide or change the order of how you want items to appear on your tour property websites that you will use as a Virtual Tour Link on ARMLS.

View & Manage Your Photos

Download, reorder, and adjust options for your listing photos.

Watch a quick 30 second video on how to use this section. Hide X

Options: **DOWNLOAD SELECTED PHOTOS** **DOWNLOAD ALL PHOTOS**

Select a Category to Edit

- View/Manage Photos
- View/Manage Video EDIT
- MLS Photos and Links EDIT

BACK TO DASHBOARD

To view videos click here.

Descriptions are on the next page.

Download

- MLS Quality
- Print Quality

Options

Use this photo for:
Website Header

Hide or show this photo on listing website:
[Hide Image](#)

Step 1: To download all photos click the **DOWNLOAD ALL PHOTOS** button.

Step 2: To download only selected photos put a checkbox in the Select Box below each photo. You can select as many photos as you want and then click the **DOWNLOAD SELECTED PHOTOS** button.

Step 3: To hide photos put a checkbox in the Select Box below each photo you want to hide and then click the **Hide Image** link.

Step 3: To use a different image for your Tour Property Website's Header then under the Options box select the photo you wish to use.

Your Videos

Watch your video, download a copy, or embed it in your website.

Watch a quick 30 second video on how to use this section. **Video Tutorial** Hide X

- 1 Branded Streaming Video
- 2 Unbranded Streaming Video
- 3 Download Video Files



Video Options

4

HTML Embed Code

COPY CODE

5

Share Video

SOCIAL MEDIA

Select a Category to Edit

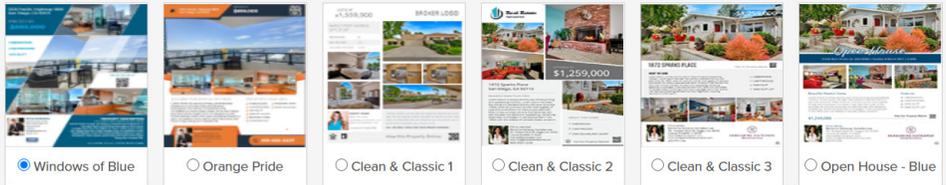
- View/Manage Photos EDIT
- View/Manage Video

BACK TO DASHBOARD

WE SUGGEST YOU WATCH THE VIDEO TUTORIAL FIRST.

- Step 1: This screen allows you to view all of your branded videos.
- Step 2: This screen allows you to view all of your unbranded videos.
- Step 3: To download your videos they will appear in the same order as they do on this screen. Download these videos if you wish to post them on YouTube or other website.
- Step 4: Copy HTMLS Embed Codes if you want to place these videos on your website.
- Step 5: Automatically share your videos on Facebook, Google+, or

PLEASE ONLY USE CHROME BROWSER TO USE THIS TOOL.



6 Templates to choose from.

Drag and Drop photo into Square.

Grab image by red handle and resize image to fit box.

Click off of the image to complete the step.

**6042 N 21st Pl
Phoenix, AZ 85016**

PRICED AT:

3 BEDROOMS
2.5 BATHROOMS
4426 SQ FT
14427 SQ FT LOT

Photo 1

Photo 2

Photo 4

Photo 5

SEE ME ONLINE AT

Danielle O'Connell
480-201-7465
danielleoconnell91@gmail.com
License #5A514218000

BROKER
HomeSmart

480-443-7100
10621 N Highland Rd Ste 1100
Scottsdale AZ, 85260
uniquephoenixhomes.com

PROPERTY DESCRIPTION

ACT NOW TO SEE YOUR NEW HOME

Address

6042 N 21st Pl

Phoenix

Arizona 85016

Bedrooms: 3
Bathrooms: 2.5

Square Feet: 4426
Lot Size: 14427

List Price

Description Title

Description [\(copy from project\)](#)

UPDATE

DOWNLOAD & PRINT

Clicking Download & Print button creates a PDF document to take to printer.



6042 N 21st PI

for Danielle O'Connell

Need help with your order?
Call us at 480-420-8260

[Dashboard](#)[View Photos & Video](#)[Property Website Analytics](#)[Edit Property Flyer](#)[Manage Order Details](#)

Order Details

Please let us know the details of the property.

Property Location

Street Address * 6042 N 21st PI

City * Phoenix

Arizona ZIP 85016

Gate/Lockbox Code Gate/Lockbox Code

Property Description

Important for your video tour and property website.

Property Information

Square Feet* 4426

Bedrooms 3

Lot Size 14427

Bathrooms 2.5

Listing Information (optional)

List Price e.g. 500,000

MLS # #

Special Instructions (optional)

Danielle will meet the photographer at the home.

(E.g. rooms, attributes to highlight or exclude, etc)

[SAVE & CONTINUE](#)

Select a Category to Edit

◀ Order Details

Choose a Package EDIT

Additional Services EDIT

Shoot Date EDIT

Payment & Order EDIT

To order additional services please click the appropriate box above.

How to unzip files on Windows 10

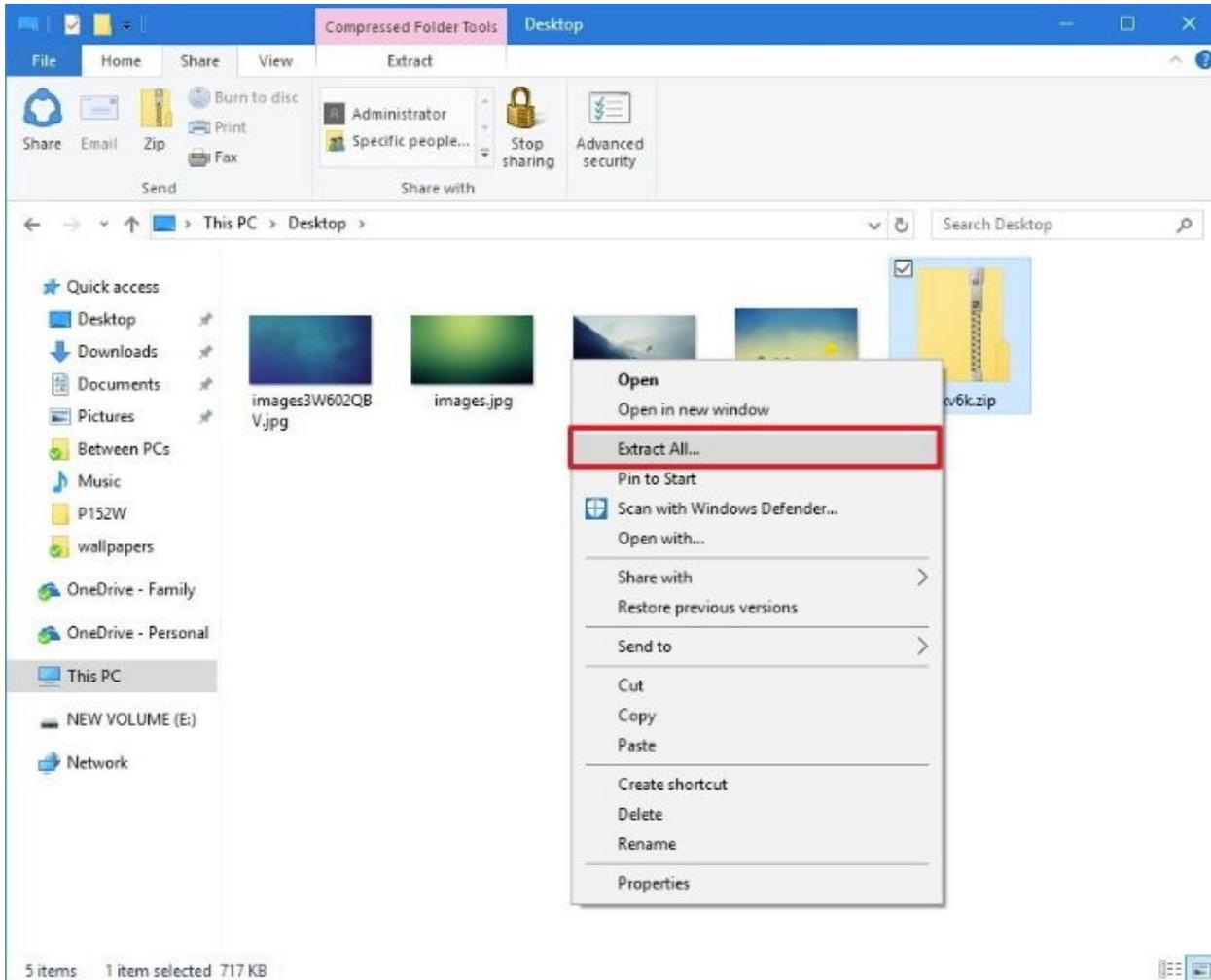
Windows 10 supports zip natively, which means that you can just double-click the zipped folder to access its content — and open files. However, you always want to extract all the compressed files before using them.

If you don't unzip the files, you won't be able to edit and save the new content in the same document, and if you're trying to install a piece of software, the installation process won't start.

Use the Extract All wizard

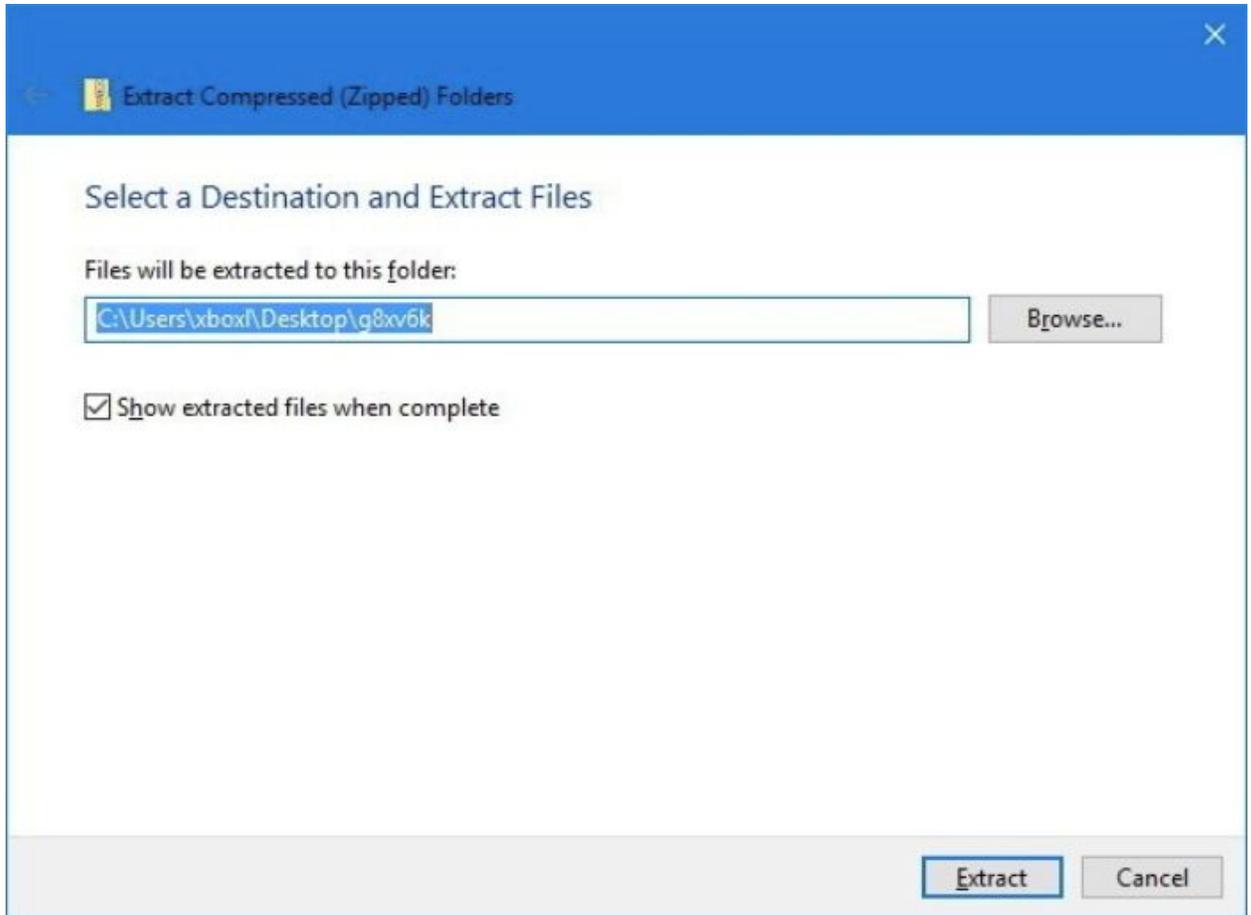
To extract all the files from a zipped folder, do the following:

1. Right-click the compressed (zipped) folder.
2. Select Extract All from the context menu.



3. By default, the compressed files will extract in the same location as the zipped folder, but you can click the Browse button to select an alternative location.

4. Check the Show extracted files when complete option.



5. Click Extract.

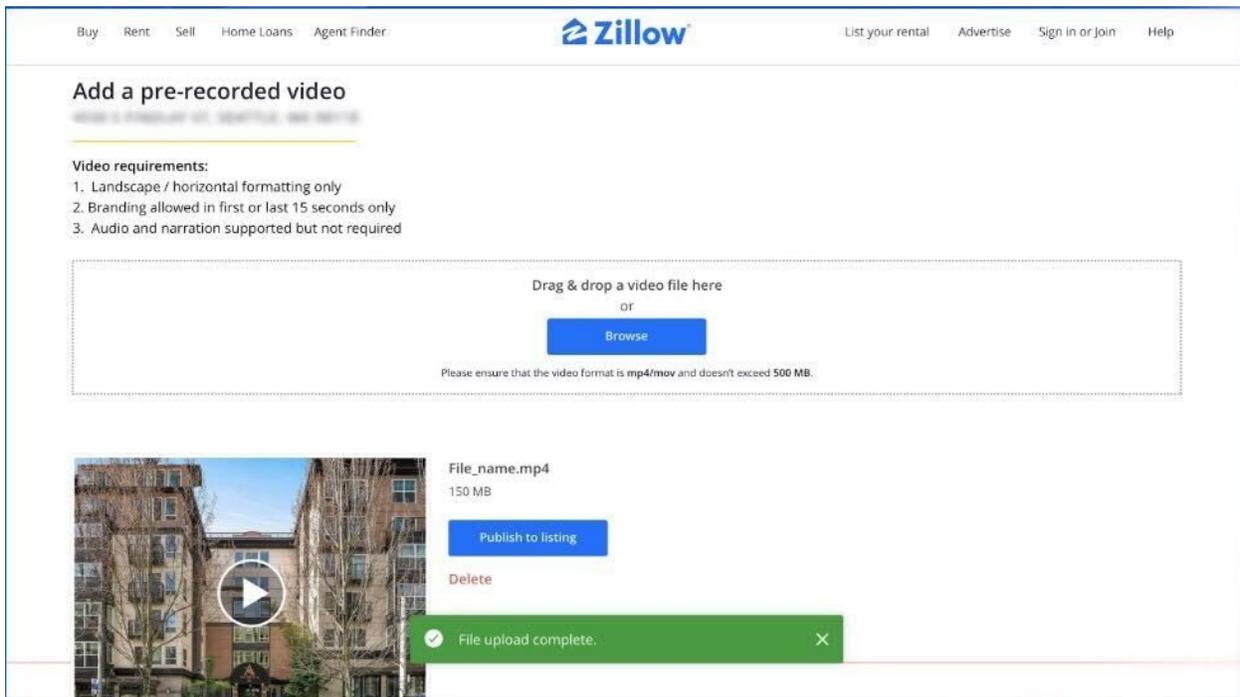
How to Approve and Publish Videos to Zillow as the Listing Agent:

For Listings that are Currently Active:

Option 1: Approve and Publish via the [Agent Hub](#)

- 1.) After your photographer has uploaded the video to the Zillow listing, **login to Zillow.com** and click on **Agent Hub** in the top right corner of the screen, or by clicking [here](#).
- 2.) Click on **Listings** in the menu, then My Listings. You will now see all of your listings that have synced to your Zillow profile from the MLS. (If you don't see your listings here, please reach out to AgentCare@zillowgroup.com for assistance).
- 3.) Find the listing that you want to approve and publish a video for and **click Add Video**. You will be taken to the video page for your listing (see screenshot below).
- 4.) **Scroll** to the bottom of the page.
- 5.) **Click** the blue button that reads "Publish to listing".
- 6.) You're all set! The video will immediately appear live on your listing.

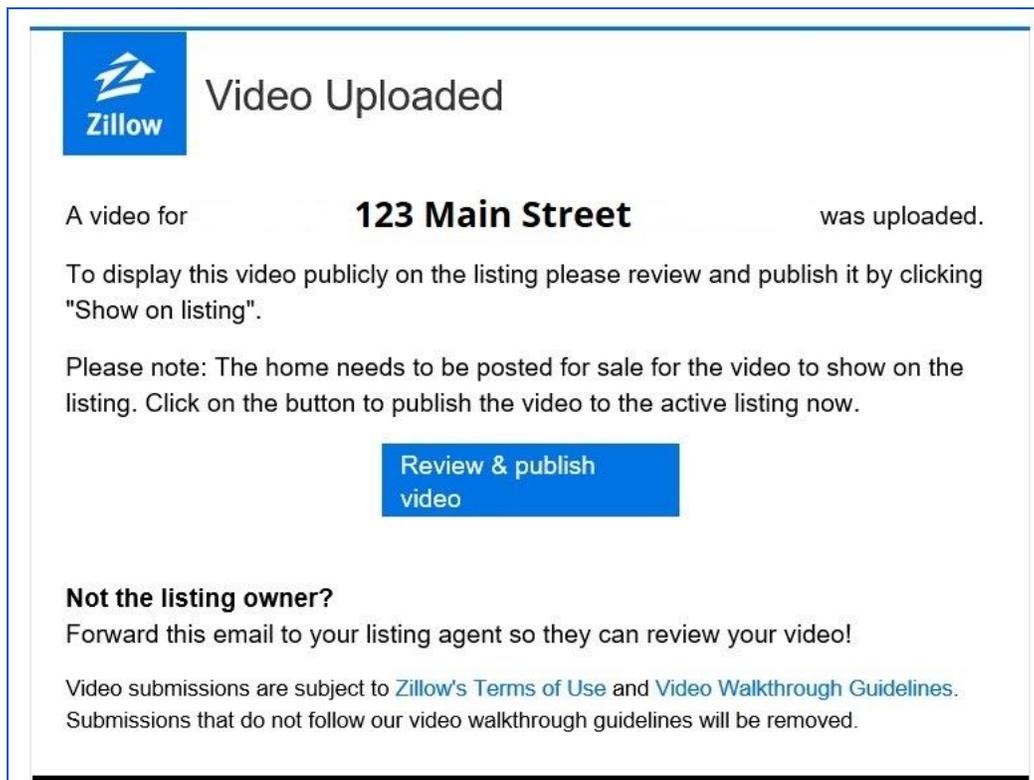
Video Page for the Listing Screenshot:



Option 2: Approve and Publish via the Confirmation Email

- 1.) You will receive a **Confirmation Email** once your photographer has uploaded the video to Zillow. The email will be sent to the email address associated with the listing and your free Zillow profile. The email will contain a link to publish the video (see screenshot below).
- 2.) **Click** the link in the email. You will be taken to the video page for your listing (see screenshot above).
- 3.) **Scroll** to the bottom of the page.
- 4.) **Click** the blue button that reads "Publish to listing".
- 5.) You're all set! The video will immediately appear live on your listing.

Confirmation Email Screenshot:



NOTE: Be sure that you have created a free Zillow Agent Profile for yourself. Publishing videos to Zillow is free. You do not need to pay to become a Zillow Premier Agent to publish videos to Zillow listings - Any agent can publish videos to Zillow with a free profile. This will allow you to manage your listings on Zillow, and is required to approve and publish videos. If you do not already have a free profile, you can create one [HERE](#). Have questions about creating a profile? Please email: AgentCare@zillowgroup.com

8.23. PHOTOGRAPHS, RENDERINGS, FLOOR PLANS, FILES, VIDEO, MEDIA

The ARMLS Compilation may have the capacity to store and display one or more photographs, floor plans, electronic files in various public and proprietary formats, virtual tours, renderings, or other Media for a listed property.

Media may include features such as mortgage calculators and the ability to forward the Media by e-mail. However, Media cannot direct the user in any way to contact information or other information about a real estate agent or broker or any other individual or entity with a connection to the business of real estate.

Media may not be used to advertise or promote an agent, broker or a real estate brokerage, or any other individual or entity, except that the Media producing enterprise may have its name, address, and logo on or in the Media, so long as the name, address or logo does not include any hyperlinks that lead back to the Listing Subscriber or their Participant or other entities other than the Media producing enterprise.

For the benefit of all Subscribers, Listings are sent to customers and clients of Subscribers and Participants. The intention of this rule is to preclude contact information of any kind or the use of inducement to work directly with any Broker other than the Buyer Broker in any way within the display of the Listing. Items that do not convey specific contact information will be allowed so long as they comply with the intent of this rule.

The following specific items are permitted within Media:

(a) A “for sale” sign located on the property may appear in an image of the exterior of the home or property so long as the sign does not convey any specific contact information or company identification.

(b) An image may contain the date and/or time it was taken, as well as the MLS number of the property it represents.

(c) A rendering or floor plan may have text typical to renderings and floor plans (e.g. room names and dimensions, model home name).

(d) An electronic file may have text to describe the property and also may have exceptions of the type described above when the electronic file is or contains a photograph, floor plan, rendering, or other image media.

(e) Property information links are acceptable so long as they do not exhibit or link to contact information.

Any other use of a photograph, floor plan, electronic file, rendering, virtual tour, or other media to advertise or promote an agent, broker or real estate brokerage, or any other individual or entity, is strictly prohibited.

Except for Media independently licensed by ARMLS for the benefit of all Subscribers, a Subscriber may not copy and use for any purpose any Media from another Subscriber's Listing without specific permission from the Listing Participant. It is permissible, however, for a Subscriber to purchase and use Media being used by another Subscriber so long as the Media is purchased from a third-party owning rights to such Media and having the legal capacity to license the Media.

In addition to any penalty that may be imposed under the ARMLS Penalty Policy, ARMLS shall have the right to immediately remove any Media from a Listing that is not in compliance with this rule.