

How to add a Photographer to your Listing

Add Listing

1. From the general tab, underneath Listing Member, you can click and select from the Preferred Photographer dropdown

Add Listing – Single-Family

GENERAL ADDRESS MAIN FIELDS DETAILS ROOMS BROKER DISTRIBUTION

General Listing Information

Property Type: Single-Family

Listing Member: Name or Short ID

Preferred Photographer

No Preferred Photographer

No Preferred Photographer

Preferred Photographers

- 3T Media Group
- Angel's View Drone Services
- Bitz Productions LLC
- Capstone Imagery**
- Distinctive Memories

have already e

2. Once selected, either save as incomplete or continue to finish adding your listing.
3. Once either is done, the photographer selected will receive an email stating they have been successfully added and can go in on their end to add Media to that specific listing.

Note

- Photographers must be added on a per listing basis. There is no bulk option to automatically add a photographer to all your listings.
- The photographer will have access to the listing whether it is live or incomplete so long as they were selected from this drop down.

Change Listing

1. From the change listing screen, select Listing/Selling Members

Change Single-Family Listing [19049](#)

[History](#) [Activity](#) [Input Form](#) [Share Listing](#) [Change Another Listing](#)

111 1 St, Alpha, WI 53216

Listing Member: Jake Lannan (jake@metromls.com) of Metro MLS Staff (me

General

| | |
|--------------------------------|---|
| Listing Information | > |
| Map Location | > |
| Listing/Selling Members | > |

2. Select your photographer from the drop down and click Next to confirm changes

Select Listing/Selling Members

For Listing Number 1904997

[Listing Member] Lannan, Jake of Metro MLS Staff x ▾

Selling Member Name or Short ID ▾

Include Members Not In Lists

Preferred Photographer No Preferred Photographer ▲

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No Preferred Photographer

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