

Agent Guide / How To Upload A Matterport To MLS



STEP 1: Login to your MLS home page.

MarketStats

PRICE	DOM	SUPPLY	PENDING
Median Sales Price			
Entire MLS			
\$270K			
\$260K			
\$250K			
\$240K			
\$230K			
\$220K			
1-2022			1-2023

Each data point is one month of activity. Data is from April 11, 2023.

Hot Sheet

24 hours	
New Listing	132 Pending 91
Active Backup	20 Withdrawn 11
Active Contingent	9 Extension 13
Cancelled	13 Back on Market 38

STEP 2: Click on "Menu" and then click on "Change Listing."

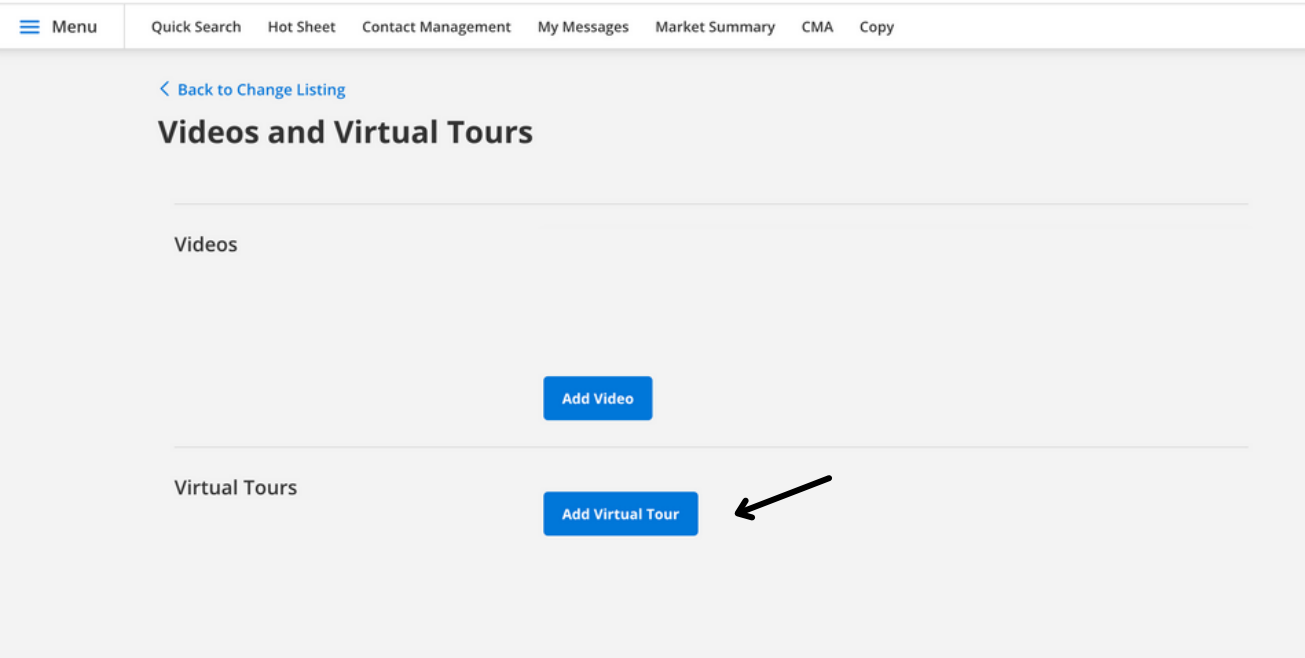
Menu

Quick Search Hot Sheet Contact Management My Messages Market Summary CMA Copy

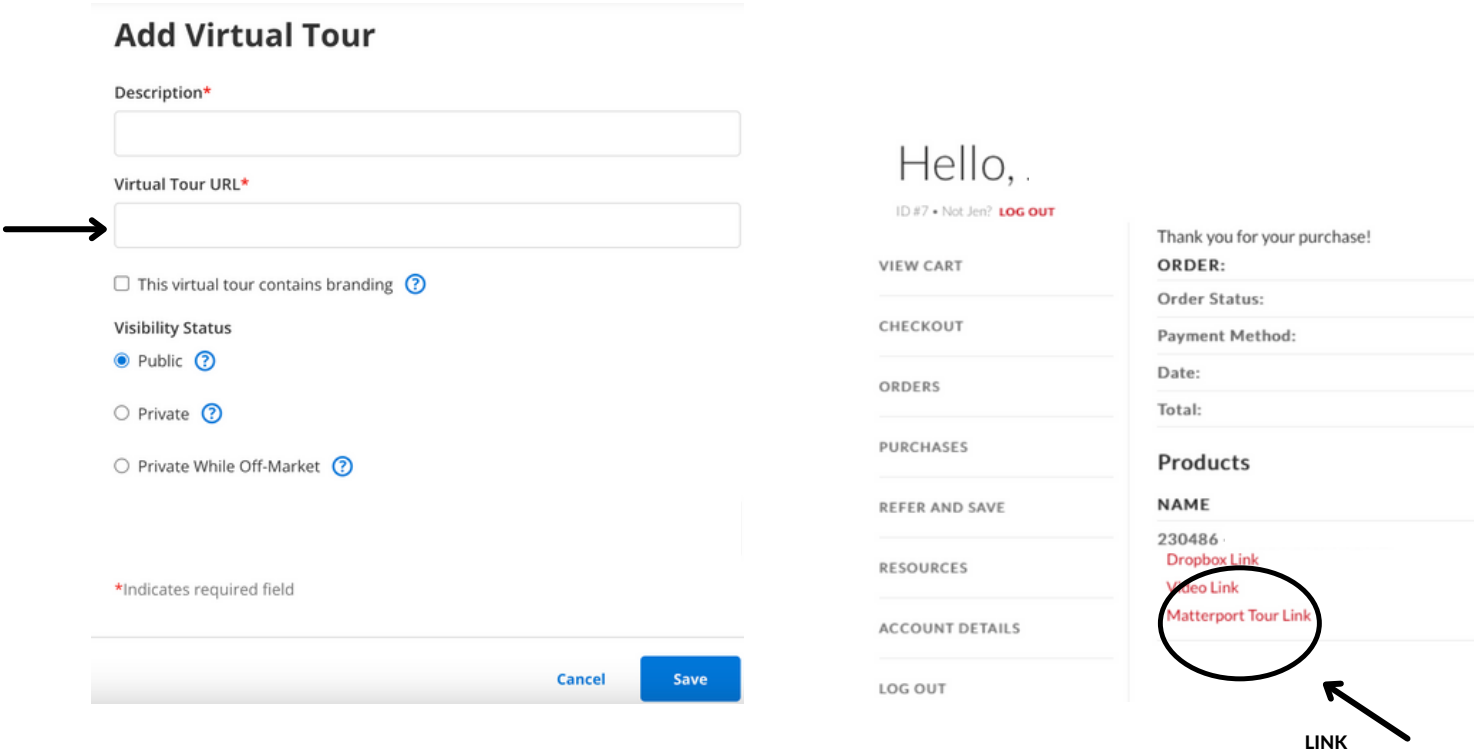
Search the menu...

Dashboard	Add/Change	Search
MLS	Add Listing	★ Quick Search
MichRIC	Change Listing	★ CMA
RIC Dashboard	My Incomplete	MLS # Search
Home	My Unmapped	Address Search
	★ Copy	Multiple Address
Daily Functions	Supra functions	My Listings
★ Hot Sheet		Office Listings
★ My Messages	Contacts	Company Listings
Tour/Open Houses	★ Contact Management	Office/Member
Market Areas	Opt-In Status	Listing Collections
MLS Intranet	Contact Summary	Saved Searches

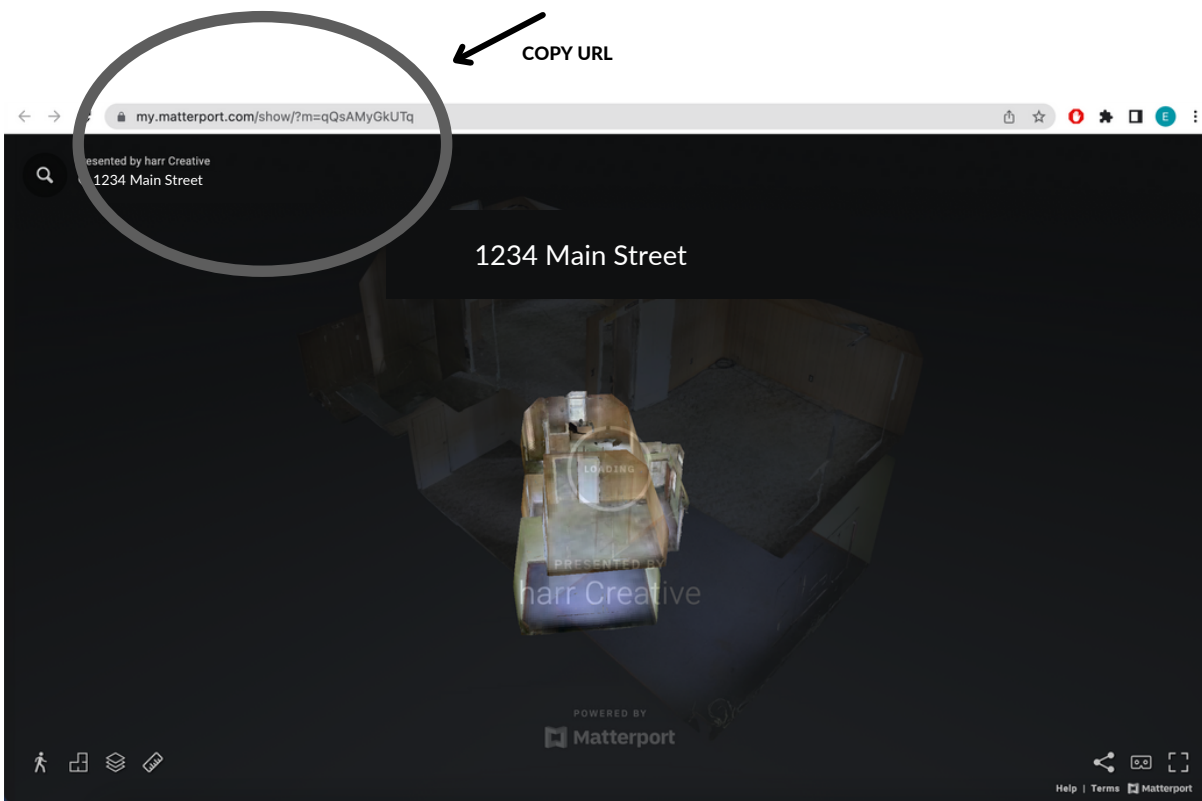
STEP 5: Click on "Add Virtual Tour."



STEP 6: Fill in required fields, and copy/paste the Virtual Tour URL provided. The Virtual Tour URL can be copy and pasted from our delivery email.



STEP 7: Open the Matterport Tour Link and "copy" the URL.



STEP 8: Paste URL into the MLS "Virtual Tour URL" section.

Add Video

Description*

Virtual Tour URL*

PASTE URL →

STEP 9: Click "Save."

Add Video

Description*

Virtual Tour URL*

☐ This video contains branding ?

Visibility Status

☒ Public ?

☐ Private ?


☐ Private While Off-Market ?

ⓘ Listing is currently Active (On-Market)

*Indicates required field

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

STEP 9: Virtual tour is now Public through the MLS platform and will appear here.



[Guided Help](#)

[Help](#)

Menu

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[Back to Change Listing](#)


Videos and Virtual Tours

Videos

Add Video

Virtual Tours

Add Virtual Tour



1234 Main Street

Public