

Agent Guide / How To Upload A Matterport To Zillow



STEP 1: Login to your MLS home page.

Flexmls Enter an Address, City, ZIP, MLS #, or Contact... Guided Help Help

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

RIC DASHBOARD CUSTOMIZE

Login Message

Welcome to Flexmls!

Need support? Flexmls offers toll-free support: support@fbdata.com or calling 888-525-4747 from 9 AM to 10 PM Eastern Time (Monday - Friday).

Self-help - There are several ways to find help flexmls:
Guided Help - Guided Help will walk you through whatever function you'd like to complete within Flexmls. Simply click on "Guided Help" to the right of the search bar on the top of the page.
Context-Sensitive Online Tutorials - For help on the screen you're on, click on Help in the upper right corner of the system;
Online Manuals - To see a short video about key flexmls functions, click on Video Training within the Help window;
MLS Help - To read through training materials, visit "Flexmls Help" under the Help window. You'll be able to search on any topic within Flexmls.
Help resources are available for all MichRIC products at mlshelp.com

Dashboard - You are looking at the MLS Message area of the flexmls Dashboard. There is also a gadget called Links that the MLS may enter for your convenience. The idea behind the flexmls Dashboard is to provide you with one-click access to as much of the key information as possible. [Learn how to customize your dashboard.](#)

Menu - Many of the Dashboard links duplicate the Menu, which is on the top of the screen. The flexmls Menu contains all the functions in the flexmls system and is always present so you can jump from one part of the system to another. Click the star next to any menu idea to add it to your toolbar. Move your tool bar items around by clicking "Reorder".

MarketStats

PRICE DOM SUPPLY PENDING

Median Sales Price

Entire MLS

1-2022 1-2023

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

MarketStats [go to main page](#) MORE STATS [14](#)

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Active Backup	20	Withdrawn	11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."

Flexmls Enter an Address, City, ZIP, MLS #, or Contact... Guided Help

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

Search the menu...

Dashboard

- MLS
- MichRIC
- RIC Dashboard
- Home

Daily Functions

- Hot Sheet
- My Messages
- Tour/Open Houses
- Market Areas
- MLS Intranet

Add/Change

- Add Listing
- Change Listing**
- My Incomplete
- My Unmapped
- Copy
- Supra functions

Contacts

- Contact Management
- Opt-In Status
- Contact Summary

Search

- Quick Search
- CMA
- MLS # Search
- Address Search
- Multiple Address
- My Listings
- Office Listings
- Company Listings
- Office/Member
- Listing Collections
- Saved Searches

STEP 3: Click on your Listing.

Change Listing

Find By MLS Number

MLS #

MLS #

Next

My Listings

Active

MLS #	Address	List Price	Begin	Expiration
2300000	1234 Main Street	\$599,900	2/14/2023	2/16/2024

STEP 4: Click on "Videos and Virtual Tours" under the "Media" tab.

Menu

Quick Search

Hot Sheet

Contact Management

My Messages

Market Summary

CMA

Copy

Change Residential Listing #2300000

History

Activity

Input Form

Share Listing

Change Another Listing

1234 Main Street

Listing Member:

General

Listing Information

Supplement

Map Location

Listing/Selling Members

Supra functions

Select Children or Add To Parent

Price

Change List Price

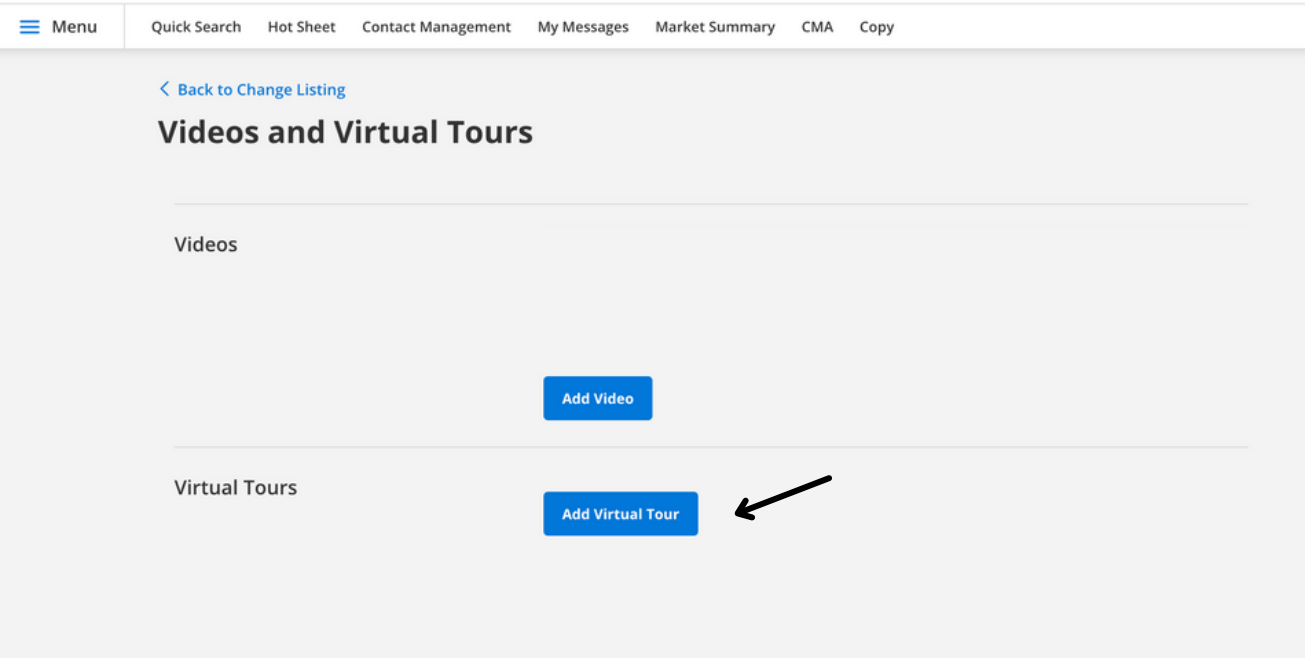
Media

Photos (43)

Documents (6)

Videos (1) and Virtual Tours

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.

Add Virtual Tour

Description*

Virtual Tour URL*

☐ This virtual tour contains branding ?

Visibility Status

☒ Public ?

☐ Private ?

☐ Private While Off-Market ?

*Indicates required field

Cancel

Save

Hello, .

ID #7 • Not Jen? LOG OUT

VIEW CART

CHECKOUT

ORDERS

PURCHASES

REFER AND SAVE

RESOURCES

ACCOUNT DETAILS

LOG OUT

Thank you for your purchase!

ORDER:

Order Status:

Payment Method:

Date:

Total:

Products

NAME

230486 ·

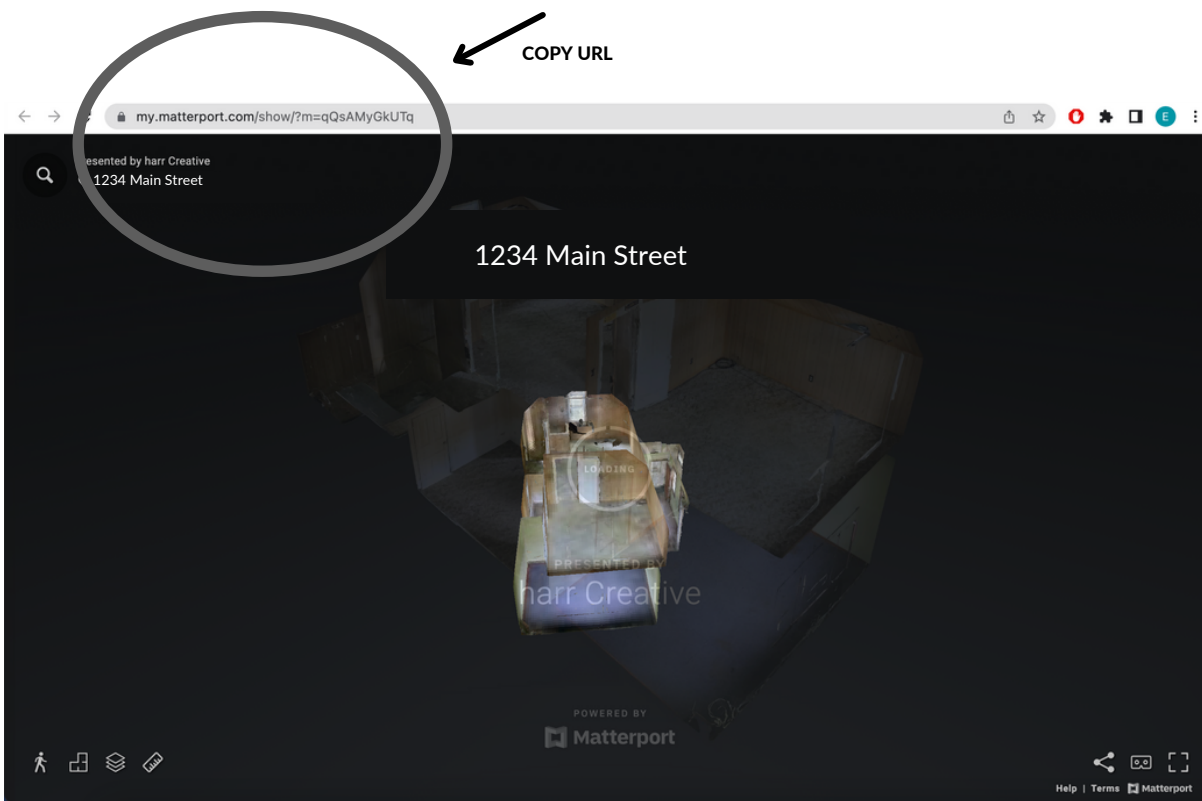
Dropbox Link

Video Link

Matterport Tour Link

LINK

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*

my.matterport.com/show/?m=qQsAMyGkUTq

☐ This video contains branding ?

Visibility Status

☒ Public ?

☐ Private ?

☐ Private While Off-Market ?

i 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.

Flexmls [Guided Help](#) [Help](#)


[Menu](#) [Quick Search](#) [Hot Sheet](#) [Contact Management](#) [My Messages](#) [Market Summary](#) [CMA](#) [Copy](#)

[Back to Change Listing](#)

Videos and Virtual Tours

Videos [Add Video](#)

Virtual Tours [Add Virtual Tour](#)



1234 Main Street

Public

STEP 10: Virtual tour is automatically integrated to Zillow. No further action is needed.

