

Agent Guide / How To Upload A Video To MLS



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.

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 item 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.

Hot Sheet

24 hours

| | New Listing | 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| Active Backup | 20 | Withdrawn | 11 |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

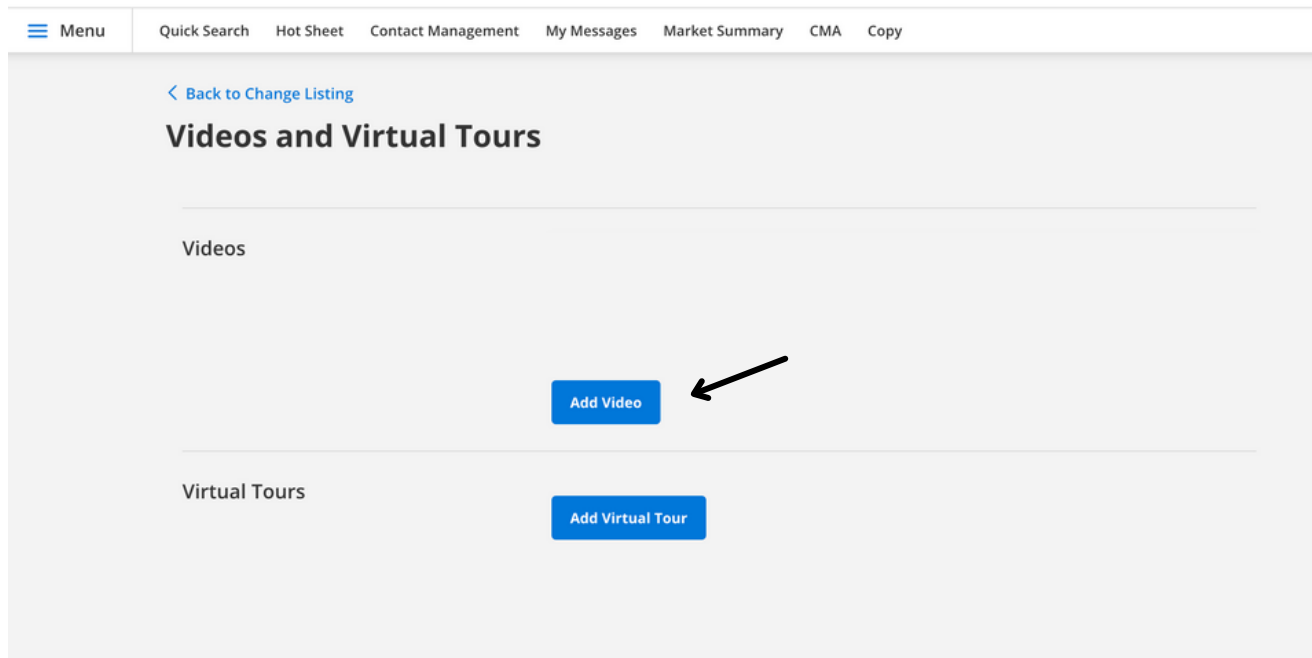
Media

Photos (43)

Documents (6)

Videos (1) and Virtual Tours

STEP 5: Click on "Add Video."



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

[< Back to Change Listing](#)

Videos and Virtual Tours

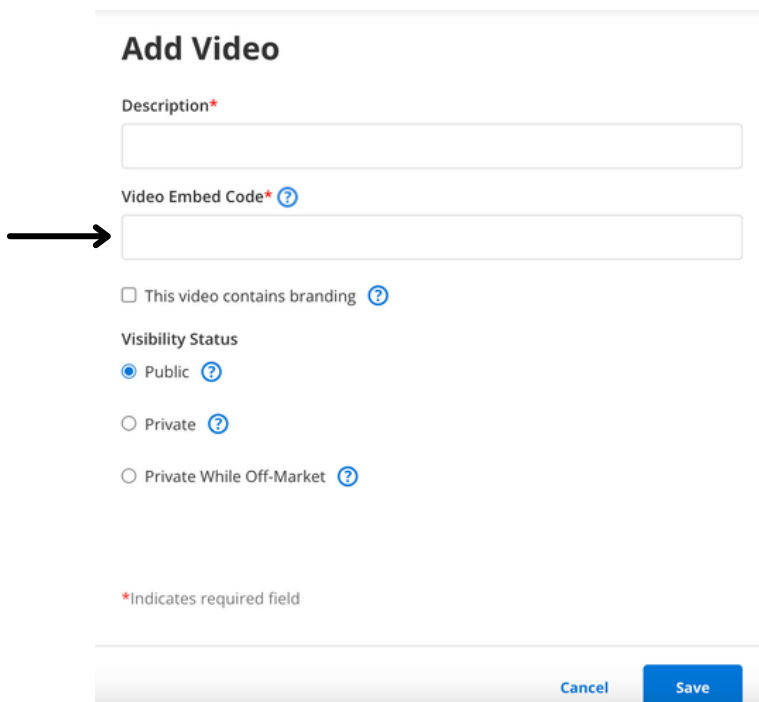
Videos

[Add Video](#)

Virtual Tours

[Add Virtual Tour](#)

STEP 6A: Fill in required fields, and copy/paste the Embed Code provided. The Embed Code can be copy and pasted from the Youtube URL.



Add Video

Description*

Video Embed Code* ?

☐ This video contains branding ?

Visibility Status

☒ Public ?

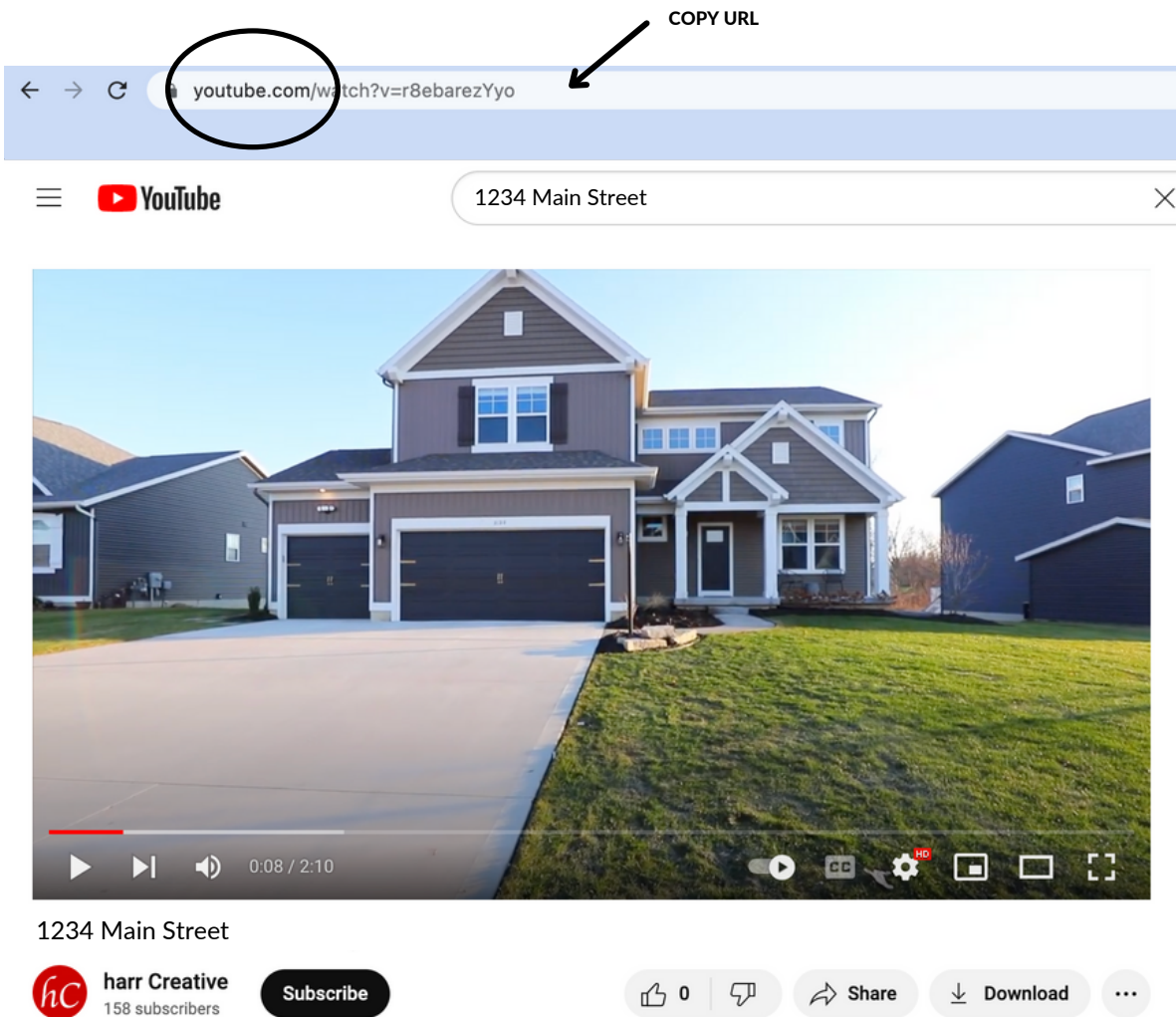
☐ Private ?

☐ Private While Off-Market ?

*Indicates required field

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

STEP 6B: The Embed Code can be copied from the active Youtube URL.



youtube.com/watch?v=r8ebarezYyo

COPY URL

1234 Main Street

1234 Main Street

harr Creative
158 subscribers

Subscribe

0

Share

Download

STEP 7: Paste URL into the MLS "Video Embed Code" section.

Add Video

Description*

Video Embed Code* ?

PASTE URL → <https://www.youtube.com/watch?v=r8ebarezYyo>

STEP 8: Click "Save."

Add Video

Description*

Video Embed Code* ?

<https://www.youtube.com/watch?v=r8ebarezYyq>

☐ 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: Video 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



1234 Main Street

Public

[Add Video](#)

Virtual Tours

[Add Virtual Tour](#)