BeachesMLS Instructions for Agents

Already contacted and hired a photographer? Great! Now you can give the photographer access to your listing. They will upload photos, videos, and tours for you.

Flexmls:

1. Once logged in click on Add Listing if you are entering a new listing or Change Listing if it is already live
2. On a New Listing:
   a. from the General listing information screen choose your photographer in the Certified Photographer field.
   b. Once you have entered all of the listing information make sure to click "Add Listing" to make it live.
3. On an existing listing:
   a. Click on the Listing/Selling Members tab
   b. Choose your photographer from the Certified Photographer field and click "Next" twice to save the changes

Matrix:

1. Once logged in click the Input (Add/Edit) tab
2. Select Add New if you are entering the listing or Edit Existing if it is already live
3. Once on the Full Form select Financial/Office Information
4. Scroll down to the Photographer Information section and click "Find a Photographer"
5. You can search by name, company name of ID number. Once you have located your photographer select "Fill"
6. Last, don't forget to submit the listing to save your changes.