

Basic Instructions for MLS & Social Media Uploading

Please note: MLS and social platforms occasionally update their systems. While I do my best to keep these instructions current, some details may change. If you notice anything that needs an update, I'd greatly appreciate you letting me know!

How to Upload Your Video to MLS

- Step 1: Log in to your MLS home page.
- Step 2: Open the Menu, then choose Change Listing.
- Step 3: Select the listing you want to update.
- Step 4: Go to the Media tab and click "Photos".
- Step 5: Choose Add Photos.
- Step 6: Select the photos you want to add to your listing
- Step 7: Click Save to update the listing.
- Step 8: Your photos will now be live on MLS and viewable with the rest of your property details.

How to Upload Your Video to MLS

- Step 1: Log in to your MLS home page.
- Step 2: Open the Menu, then choose Change Listing.
- Step 3: Select the listing you want to update.
- Step 4: Go to the Media tab and click Videos & Virtual Tours.
- Step 5: Choose Add Video.
- Step 6: Copy the video link from YouTube (the share URL works fine).
- Step 7: Paste that link into the MLS field marked Video Embed Code.
- Step 8: Click Save to update the listing.
- Step 9: Your video will now be live on MLS and viewable with the rest of your property details.

How to Upload a 3D Tour to MLS

- Step 1: Log in to your MLS home page.
- Step 2: Open the Menu, then select Change Listing.
- Step 3: Choose the property listing you want to edit.
- Step 4: Under the Media tab, click Videos & Virtual Tours.
- Step 5: Select Add Virtual Tour.
- Step 6: Copy the 3D Tour link from your delivery email.
- Step 7: Paste that link into the MLS field marked Virtual Tour URL.
- Step 8: Click Save to update the listing.
- Step 9: Your 3D Tour is now live and viewable through the MLS alongside the listing details.

How to Upload a Reel or Video on Instagram

Step 1: Save your reel video to your phone or device.

Step 2: Open the Instagram app, tap the “+” in the upper right corner.

Step 3: Select Reel/Video

Step 4: Tap the gallery icon (bottom left) to upload your video.

Step 5: Choose your reel/video from your gallery.

Step 6: Instagram may prompt you to trim or edit (you can add preferred music, text, speed it up, add effects, etc), but you can skip this if you'd like, as your reel is already ready to post.

Step 7: Add your caption, select a cover photo, and adjust any posting options. Then tap Share.

Step 8: Your Instagram Reel is now live!

How to Upload a Reel/Video on Facebook

Step 1: Save your reel video to your phone or device.

Step 2: Open the Facebook app, tap Photo/Video under “What’s on your mind” or you can tap your profile pic to “Add to your Story”

Step 3: Select your video from your gallery.

Step 4: Facebook may offer editing tools (you can add music, ,text, speed up, etc), but you can skip this if you'd like, as your reel is already prepped for posting.

Step 5: Add your caption, select a cover photo, and adjust settings. Then tap Share.

Step 6: Your Facebook Reel/Video is now live!