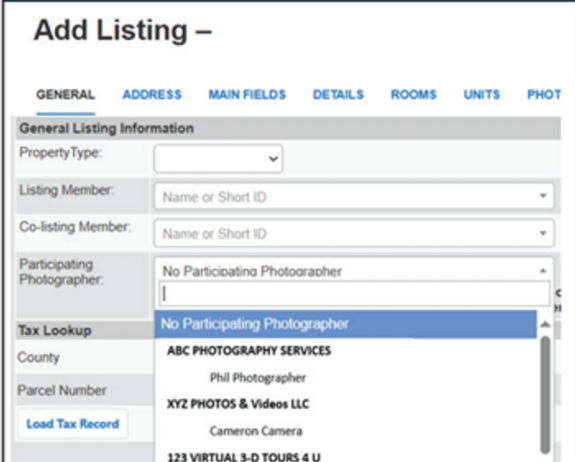


# Add a Photographer

## Give Access to Your Certified Photographer

### Add a Photographer to New Listing

1. Click **“Add Listing”** from the menu.
2. Navigate to the **General tab**.
3. Scroll to the **Preferred Photographer dropdown** (just below the Listing Member field).
4. Select your photographer from the list.
5. Choose one of the following:
  - Save as Incomplete, or
  - Continue completing the listing.



**Add Listing –**

GENERAL ADDRESS MAIN FIELDS DETAILS ROOMS UNITS PHOT

General Listing Information

Property Type: [dropdown]

Listing Member: [Name or Short ID dropdown]

Co-listing Member: [Name or Short ID dropdown]

Participating Photographer: [No Participating Photographer dropdown]

Tax Lookup: [No Participating Photographer dropdown]

County: [ABC PHOTOGRAPHY SERVICES]

Parcel Number: [Phil Photographer]

[Load Tax Record]

[XYZ PHOTOS & Videos LLC]

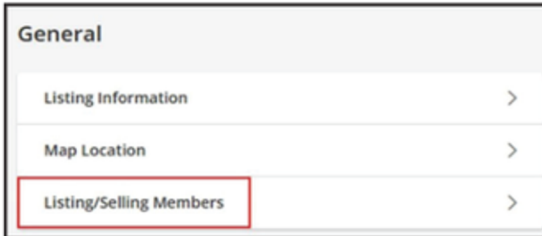
[Cameron Camera]

123 VIRTUAL 3-D TOURS 4 U

Once selected, the photographer will automatically receive a notification email confirming they’ve been added and can begin uploading media.

### Add a Photographer to an Existing Listing

1. Select **“Change Listing”** from the menu.
2. Click on the listing you want to update.
3. On the Change Listing screen, select **“Listing/Selling Member.”**
4. Locate the Photographer dropdown menu within this section.
5. **Select your preferred photographer** from the list.
6. Click **Next** to confirm and save your changes.

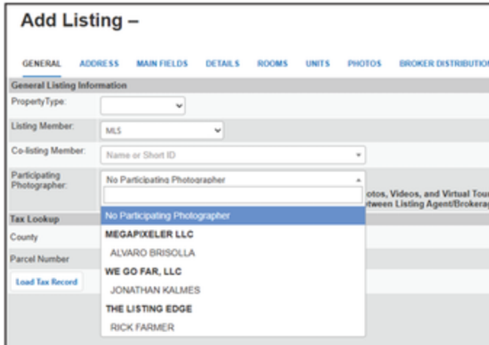


**General**

Listing Information >

Map Location >

**Listing/Selling Members** >



**Add Listing –**

GENERAL ADDRESS MAIN FIELDS DETAILS ROOMS UNITS PHOTOS BROKER DISTRIBUTION

General Listing Information

Property Type: [dropdown]

Listing Member: [MLS dropdown]

Co-listing Member: [Name or Short ID dropdown]

Participating Photographer: [No Participating Photographer dropdown]

Tax Lookup: [No Participating Photographer dropdown]

County: [MEGAPIXELER LLC]

Parcel Number: [ALVARO BRISOLLA]

[Load Tax Record]

[WE GO FAR, LLC]

[JONATHAN KALMES]

[THE LISTING EDGE]

[RICK FARMER]

Once saved, the selected photographer will be notified and will contact you directly to discuss details and schedule an appointment.

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