



**SPACE
COAST**
Association of
REALTORS®



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COAST**
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REALTORS®

CERTIFIED
Photography Specialist

CERTIFIED PHOTOGRAPHER TOOLKIT

321-242-2211

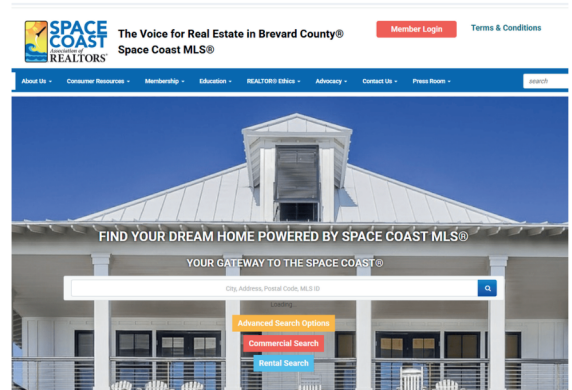
www.SpaceCoastMLS.com



Getting Started

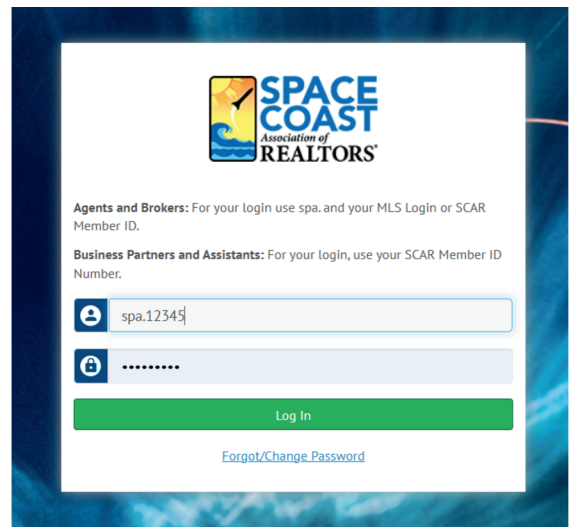
Login Instructions:

Access the Space Coast MLS® database via our homepage www.SpaceCoastMLS.com and click the **Red Member Login Button** (top right corner.)



When logging in you will use your login name which begins with the prefix **spa.** then your member number.

Example: **spa.12345**



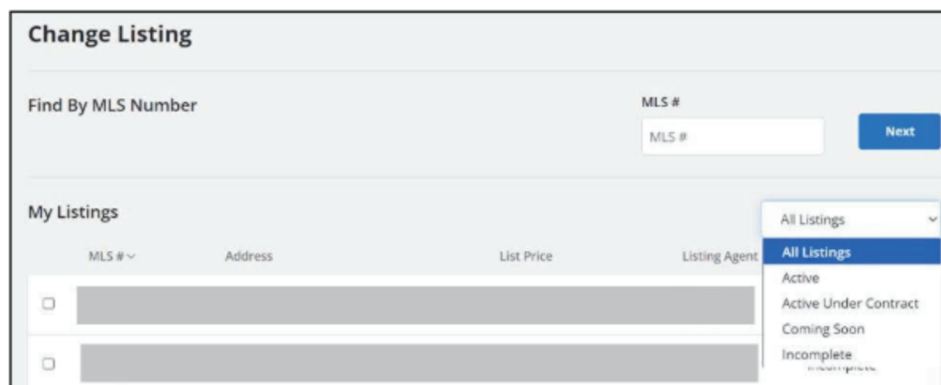
Once logged in, on your Member Dashboard you'll see the flexmls button.



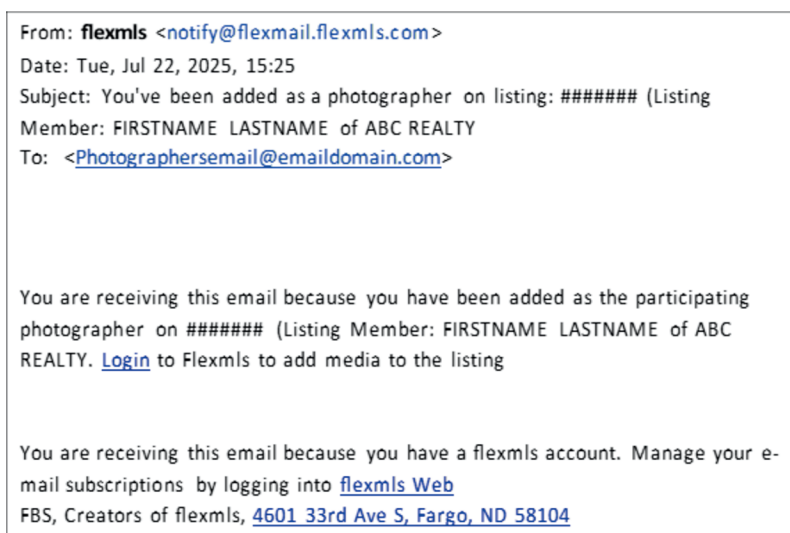
Click that to access the MLS system.

Sharing login credentials is prohibited. Should you have a photographer's assistant that needs access to upload photos please have them submit an application to the Space Coast MLS® Certified Photography Program.

Once you are logged in you will be in the Change Listing homepage. Here you will see listings where you have been added as a photographer. From this screen choose the listing number from the list or enter the MLS number in the search bar. Filter by listing status by clicking the dropdown menu “All Listing”.



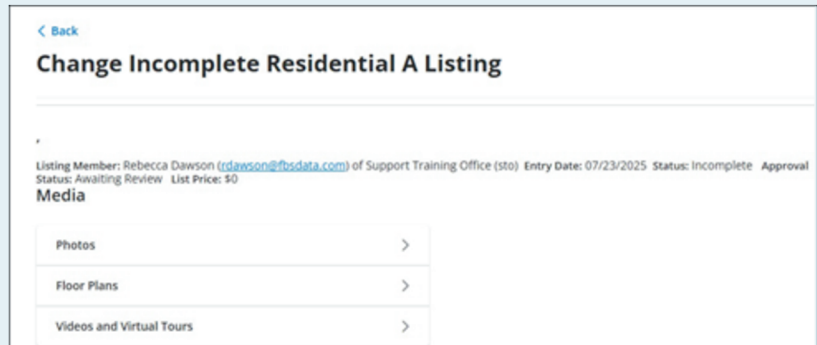
You will receive an email when you are added to a listing. It will appear similar to the following:



The email will include the listing number, the agent’s first and last name, and the name of their associated office. Although this email will not contain their contact information you will find these details by navigating to your Change Listing homepage and selecting the MLS listing that matches the information from notification email.

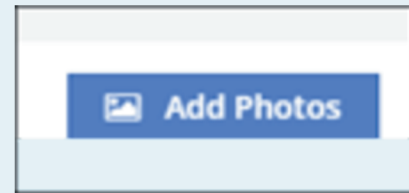
To Upload Photos

Click on Photos under the media group.



Click on Add Photos

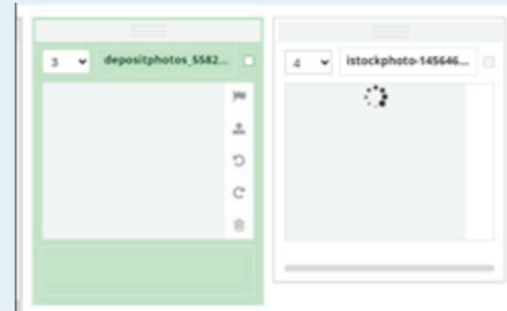
This opens your files on your desktop.



Select the Photos You Wish to Upload to the Listing

You can upload the photos in bulk.

The photo will have the loading symbol while it is still processing the photo. It will turn green to indicate it is added.



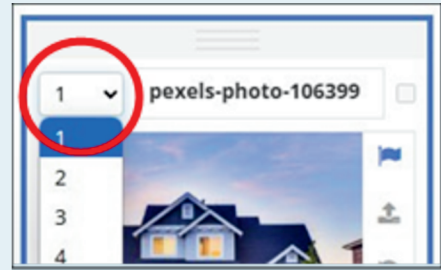
To Add or Change the Title of a Photo

Click in the title bar and type your title. To add a caption, hover over the caption bar and click the pencil icon. Click the checkmark icon to save your changes.



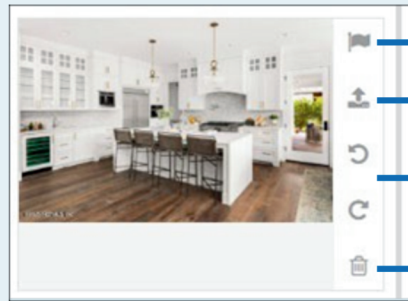
To Reorganize the Photos:

Use the drop-down and choose a different number order. Or you can click and drag the photo to a new position.



Other Photo Tools:

All changes are automatically saved in the photo section.



Select the photo as the primary photo

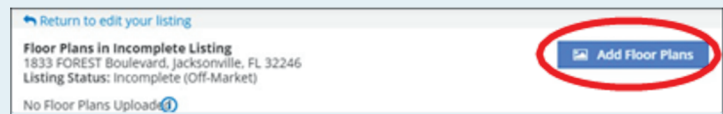
Replace the current image

Use these to rotate the photo

Remove a photo from the listing

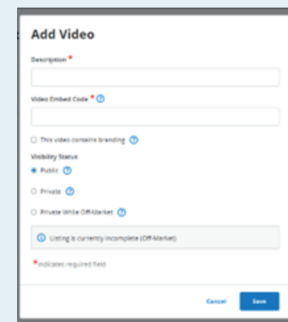
To Add a Floor Plan(s):

Select Floor Plans from the media group then follow the same instructions as adding a listing photo.



To Add a Listing Video or Virtual Tour:

Click on Videos and Virtual tours under the media group. Start by clicking on add video or add virtual tour, the following steps are the same for either.



Unbranded Videos/Virtual Tours

Only unbranded videos and virtual tours are permitted, and they cannot contain branding or links that lead back to branded content.

Step 1: Upload Your Video to a Third-Party Hosting Platform

Before adding a video to Flexmls, upload it to a video hosting service such as:

- YouTube
- Vimeo
- Wistia

Note: Videos are not uploaded to or stored in Flexmls.

Step 2: Open the Listing

1. Log in to Flexmls
2. Locate the listing you want to update
3. Open the listing record

Step 3: Access the Videos and Virtual Tours Page

1. Navigate to the Videos and Virtual Tours section
2. Click Add Video

This opens the Add Video window.

Step 4: Enter a Video Description

In the description field, type a title for the video.

Examples:

- Property Walkthrough
- Virtual Tour
- Drone Footage
- Interior Showcase

Step 5: Enter the Video URL or Embed Code

You can add the video using either:

Option A: Video URL

Paste the direct video link from your hosting platform.
Flexmls will attempt to generate embed code automatically.

Option B: Embed Code (Recommended)

Embed code is the most reliable way to ensure the video plays correctly on syndication sites.

To obtain embed code:

1. Open your video on the hosting platform
2. Click Share
3. Select Embed
4. Copy the code provided

Embed code typically begins with: `<iframe`

Paste the code into the appropriate field.

Step 6: Select Privacy Settings (If Available)

Public: The video is visible to all users, including through consumer portals, shared links, and subscription emails.

Private: The video is visible only to MLS members viewing listings within Flexmls.

It will not appear on:

- Consumer portals
- Shared links
- Subscription emails

Private While Off-Market: The video will:

- Be public when the listing is on-market
- Automatically become private when the listing is off-market
- Become public again if the listing returns to active status

Step 7: Save the Video

After completing all fields and selecting the appropriate privacy setting: **Click Save**

The video will now be added to the listing.

Space Coast MLS® Rules and Regulations Regarding Listing Photos/Videos/Virtual Tours:

Section 1.21 - Photos in MLS:

- MLS requires submission of at least one photograph of all residential property types that accurately depicts the front exterior of the listed property. Photos are not to contain banners, artwork, headlines, or any added text of any kind. Contact or branding information must not be visible or audible in any photo, virtual tour, video, or audio file. All listings that are entered into the MLS must have an original photo uploaded within one business day after the listing is input into the MLS.
- Photos, Virtual Tours and Videos may only display physical characteristics of the subject property and its vicinity. Photos of people, pets or props for the purpose of Agent or Broker branding are prohibited in the listing compilation.
- The front exterior photo in the MLS, must be flagged the primary photo. The front exterior photo must show a majority of the total home or building in which the condo unit is located. Should the listing agent have a preferred view from the dwelling, then and only then, can one of these photos replace the first-place exterior photo, in which case the second photo MUST be the front exterior photo. If the seller requests that photos be withheld, the seller must provide signed, written authorization to the listing agent. The listing agent shall be required to provide this authorization to the Association upon request.
- Exterior view MUST be the actual view from the individual dwelling. When the Waterfront View feature “Direct” is selected, the “view” must be the main view from the dwelling, it should be not misleading. When “Direct” waterfront is selected there must be at least one photo of the “direct waterfront” view included in the MLS photo gallery. The front exterior photo must show a majority of the total home/building.
- Vacant land listings must have a photo or aerial photo, rendering, site plot or plat map in the first photo slot.
- Photos that are in the MLS are copyrighted and they cannot be used by other MLS participants without the express written permission of the owner of the photo, failure to comply with this rule is subject to a fine.
- Participant in a transaction/sale may use 1 exterior photo from the sold listing, within 30 days of closing, for a ‘just sold’ promotion.

Specifications for Photographs:

The MLS system does not have a maximum limit for the number of photos. The maximum file size per photo is: 15 MB or 3000 x 2000 pixels. MLS supports: .jpg, .jpeg, .gif, .tif, .tiff, .bmp, .png, .pgm, .pbm, .ppm, and HEIC photo formats. Note that large files take longer to upload than smaller files.