

## Add Virtual Tours

1. To add virtual tours (up to two, one at a time), click the large blue circle with the plus sign in the lower right of your screen.



2. **Paste in the URL.** In the Video URL box, paste or type in the URL of your virtual tour. To avoid errors, we recommend that you open your tour in another browser window, copy the web address, and then paste it into the Video URL box in Add/Edit. (The URL must start with http:// or https://)

Video URL

URL

Title/Description

Add Description

0 / 250

**Important Note:** Your tour must be unbranded, no contact information, and the agent may not appear in the video.

3. **Title/Description.** Optionally, you may enter a title or description for you tour. This description will not appear in the MLS, so it is for your reference only.
4. **Add Tour.** Click the “Save” button in the upper right corner of the screen.

Save

## Manage Virtual Tours

**Delete a Virtual Tour.** Click the Trash Can icon in the upper right corner of the tour. Click the “Confirm” button to complete the delete (or click the Cancel button to undo).



**Add Virtual Tour Descriptions.** If you like, you may type in a description in the space below your tour. This is for your reference only and will not appear in the MLS.

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**Edit View.** Click on any Tour to open the Edit view. Here, you may preview the tour (helpful to ensure you uploaded the unbranded version) or add/edit the Description. When finished, be sure to click the “Save” button in the upper right to save your changes.

Save

## **Virtual Tour Specs and Getting Help**

Click the “i” icon at the right side of the screen for virtual tour specs, printable help guide and instructional video. You may also contact our Help Desk M-F, 8:00 to 5:00 at [help@northstarmls.com](mailto:help@northstarmls.com) or 651-251-5456 (1-877-251-5455 toll free).

