

## NTREIS BULK IMAGE UPLOAD TO MLS VIRTUAL TOUR LINKS – PROCEDURE FOR PHOTOGRAPHERS

NTREIS Participants and Subscribers are prohibited from providing their login credentials to anyone; you may not upload photos directly to the MLS on the behalf of a NTREIS User. You can, however, bulk upload them for one or more individuals.

Read the NTREIS MLS Rules sections governing the use of Photos MLS Media listed below; no agent photos or people can be visible and any real estate signs should be removed (or blurred out). No real estate office logos of any kind are permitted.

*7.27 As used in this section, "Media" means and includes all photos, virtual tours, and other renditions of Listed Property submitted electronically by a Participant or Subscriber. Each Participant or Subscriber who submits Media to the MLS grants the MLS and other Participants and Subscribers the right to reproduce and display the Media in accordance with these Rules. Each Participant or Subscriber who submits Media to the MLS warrants and represents to NTREIS that such Participant or Subscriber has ownership of or the authority from the owner to submit such Media to the MLS and to grant NTREIS a non-exclusive license authorizing the MLS and other Participants and Subscribers the right to publish the Media anywhere the MLS Media may appear. Media submitted by a Participant or Subscriber may only be used for the specified purpose of displaying the Listed Property. NTREIS reserves the right to reject and/or remove from the MLS any Media intended for customer viewing only containing any text, personal advertising, or personal promotion of a Subscriber or Participant. Before a Participant or Subscriber uses Media from a previous listing submitted to the MLS, that Participant or Subscriber shall obtain the written consent of the former Listing Participant to use such Media.*

*7.28 NTREIS does not permit the name, phone number, e-mail address, or web address of the listing agent or other similar information that is not descriptive in nature and relevant to an accurate portrayal of the Listed Property to be placed in the Property Description section of a listing. The same restrictions are applicable to the "Property Photograph" section, the "Picture Description" section, and the Driving Directions section. Only a true current photograph of Listed Property may be placed in the "Property Photograph" section without decorative borders, other embellishments, or any digitally enhanced modifications that would misrepresent the true condition or appearance of the property. Any alleged violation of this Rule will be subject to the enforcement procedures of Sections 11 and 12 of these Rules.*

Send an email to [pam@ntreis.net](mailto:pam@ntreis.net) to request access to the Bulk Photo Uploader. Please be sure to provide the following information:

- a. Photographer Individual or Company Name
- b. Contact Name and Email Address
- c. Phone Number

Once your request is approved, you will be sent the URL and login credentials via email. Be sure to observe the following conventions:

- Photos must have a position number built into the file name (i.e.-primary photo would be MLS #\_0.jpg, with subsequent photos being MLS #\_1.jpg, MLS #\_2.jpg, etc.)
- Photos must be in a **zip file** regardless of the number of photos uploaded. The zip file may contain photos for multiple listings.

- Photos in each batch/zip are processed listing by listing in photo number order.
- The job is processed as soon as the file arrives.
- Existing photos may be replaced with the agent having to manually delete them via the MLS. If a listing already contains photos 0, 1, 2, and 3 for example, it is acceptable to upload photos 2, 4, 5, 6, 7, etc. In this scenario, #2 would be replaced and the rest would be added.
- The maximum number of photos for each listing is 36
- Photo deletions are handled manually within Matrix by the member; there is no way to delete a photo using the Bulk Photo Uploader.
- We recommend that you split up your file uploads if one is more than 20mb. The restriction is based purely on the upload speed of the connection and whether the browser times out before it receives the upload success acknowledgement. You may have a trial and error period to find out what the limit is for your connection(s).

The Bulk Photo Uploader URL is: <http://matrix.ntreis.net/matrixupload/upload.aspx>. Use the credentials you are assigned to login.