

# Procedures for Creating a Single Property Website on ePropertySites.com

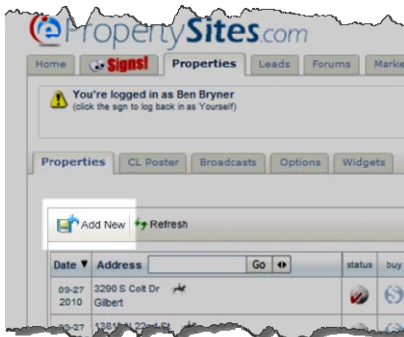
1. Sign into epropertiesites.com.



2. Click on the Properties tab.



3. Click the Add New button.



4. Fill in the information and hit the Next button.



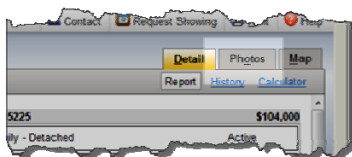
- Fill out the information on the next screen and hit the Next button.

Note that the title should include your search terms if you will be blogging this property website. Also, the description can be copied from the Public Remarks section of the FlexMLS listing. However, this description must adhere to the following rules:

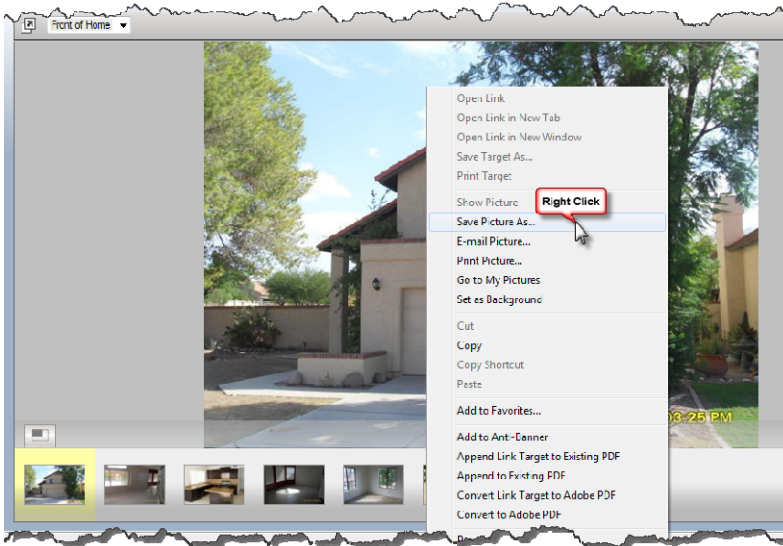
- Nothing should be in ALL CAPS.
  - No exclamation points.
  - No abbreviations. (Change bd to bedroom or w/o to without.)
  - No symbols. (Change % to percent or & to and.)
  - Proper grammar should be used. (Correct any mistakes as needed.)
- Choose a layout and a domain, and then hit the Next button.

It doesn't matter which layout or which domain you choose as long as you choose a domain other than ePropertySites.com. If you choose, you can change the color or theme under the layout.

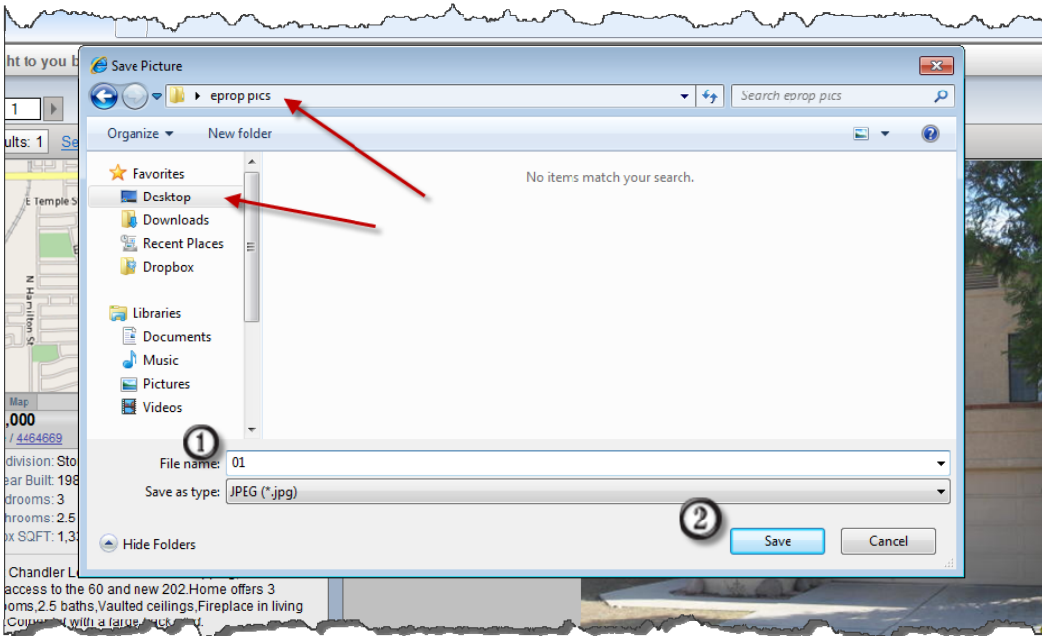
- Next we'll add pictures. The first part of that is to save the pictures somewhere on your computer so you can upload them.
  - Create a folder on your desktop (or somewhere else you'll remember where it is) and label it. This is a temporary folder you'll use only for these pictures. I call mine "eprop pics."
  - In the FlexMLS listing, click on the Photos tab.



- c. Right click on the 1<sup>st</sup> photo (not the thumbnail) and choose Save Picture As....



Then, rename the photo "01" and (after making sure you're in the right folder) hit the Save button.

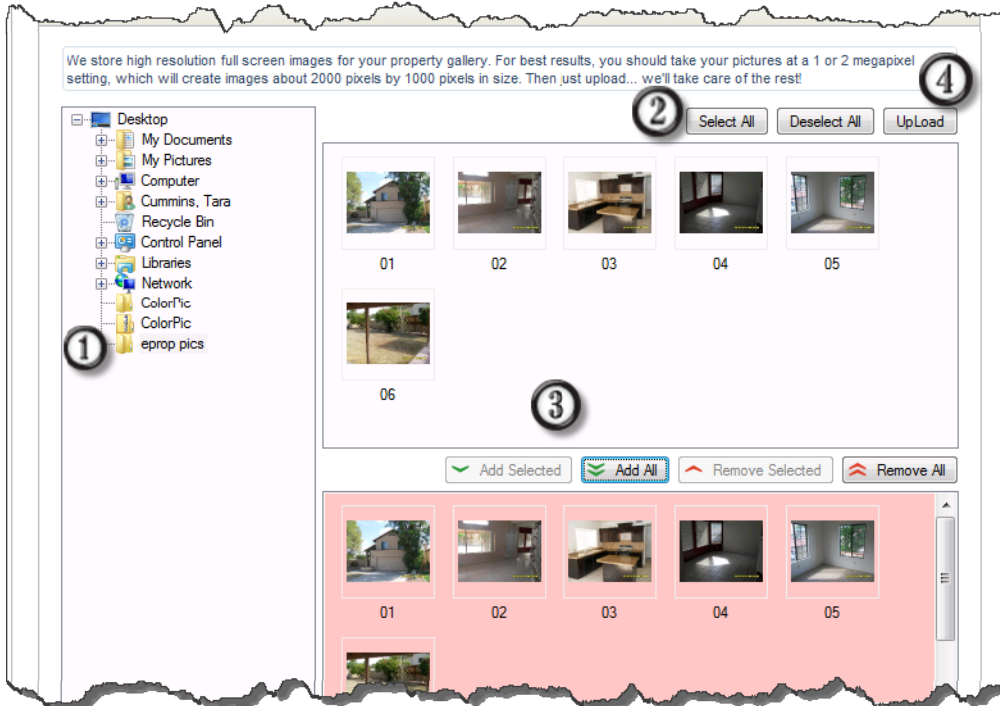


- d. Repeat with each photo you have, naming them 02, 03, 04, etc. This keeps the photos in the same order they are in FlexMLS.

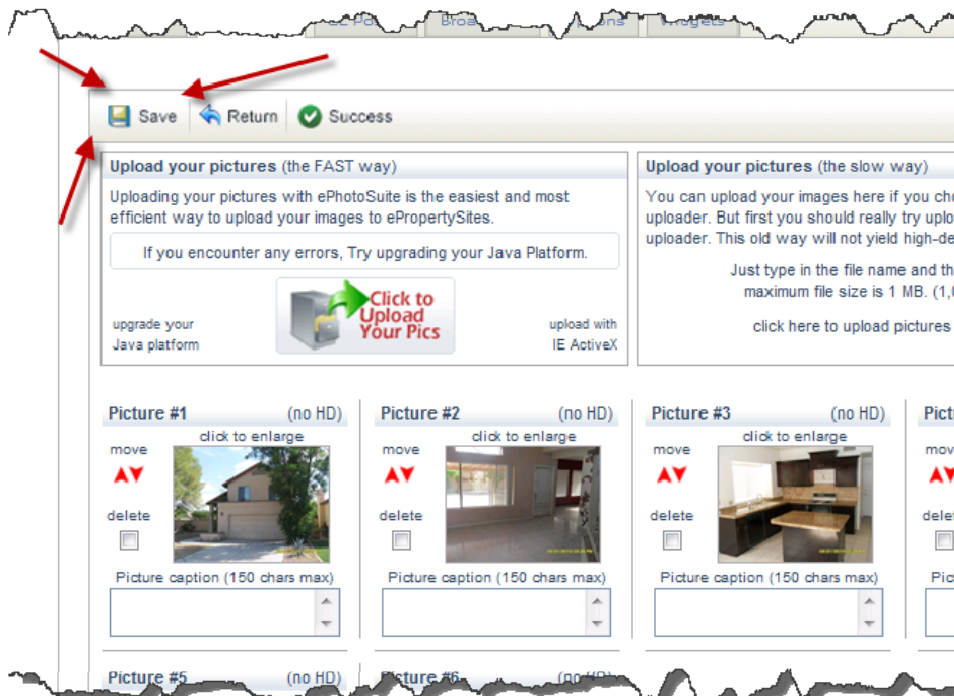
8. Back in ePropertySites.com, click to upload your pics.



9. Navigate to the folder where you saved the pictures, choose Select All, choose Add All and then hit the Upload button.

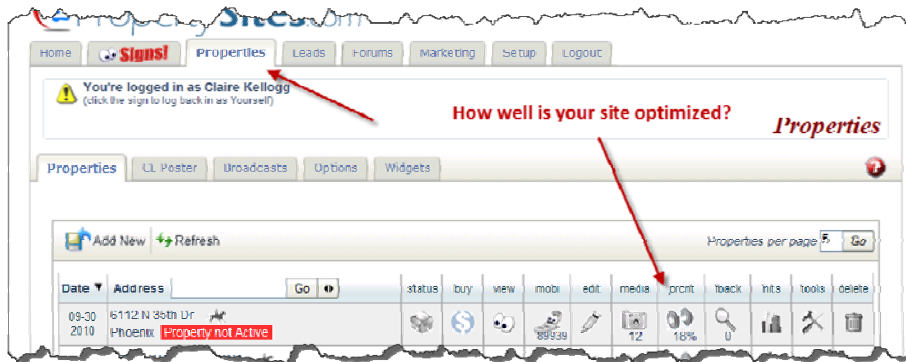


10. If you choose, you can add captions or re-order the pictures. Otherwise, just hit the Save button.

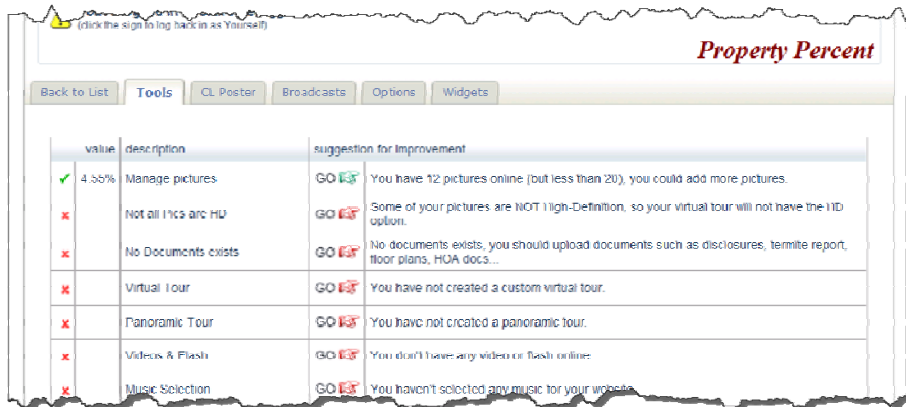


*The basic set up of your property website is finished. Next, we'll look at how to optimize the site and then thirdly, we'll activate the site.*

11. To begin to optimize the site, you'll need to go back to the Properties tab. You'll notice that the property is not active, and we'll get that in a bit. For now what we're paying attention to is the percentage figure that tells you to what extent the site is optimized.



12. Click on the dumbbell to bring up a list of tools.



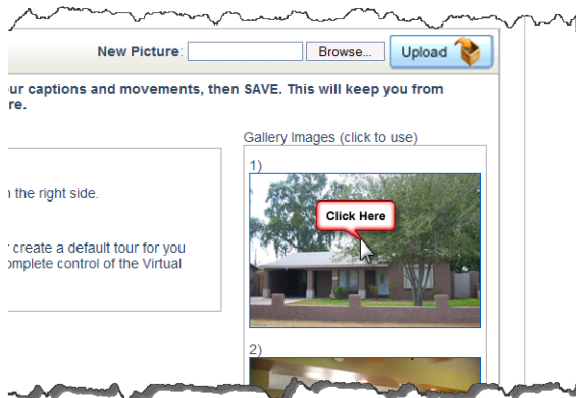
We'll be working with a number of these to increase your Property Percent:

- Virtual tour
- Music selection
- Front page banner
- Spokesperson
- Property Features

13. Click on the Go button next to Virtual Tour.



14. Select the first photo you'd like to include in the Virtual Tour.



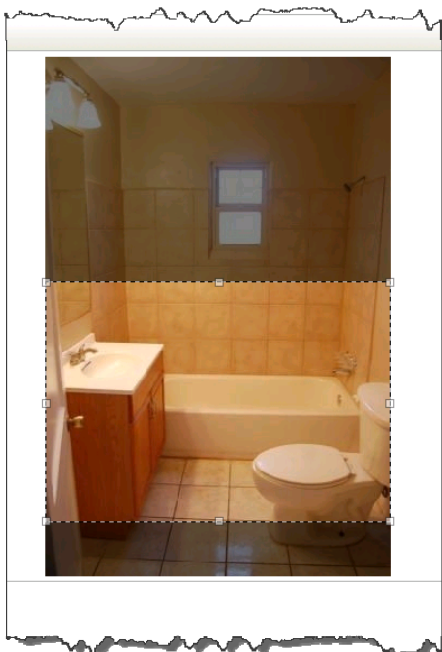
This will open a window where you can preview the photo and select which part of it will appear in the Virtual



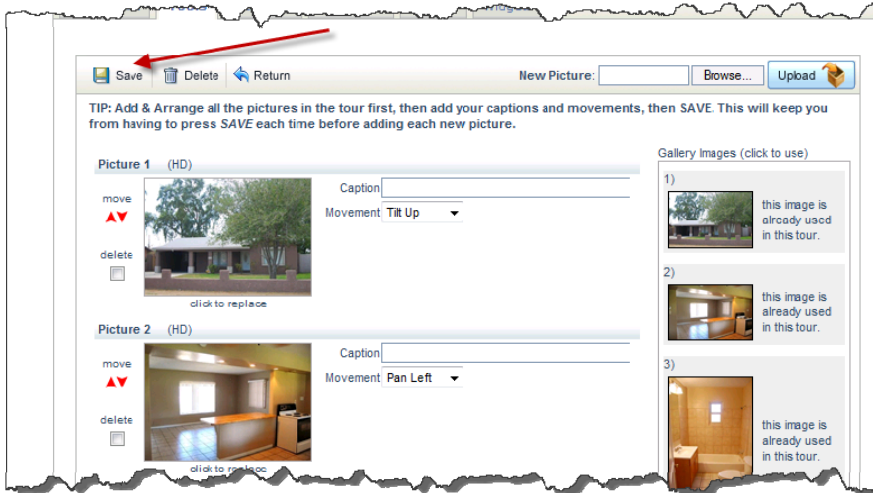
Tour. Simply resize and or move the box appropriately. When what you want to appear is fully visible, hit the Save button in the upper left hand corner.

15. Repeat this process for each photo you want included in the Virtual Tour.

Keep in mind that only landscape view is available in the Tour, so if you have portrait photos you'll either want to select a section of the photo that will look good or skip that photo all together.



16. After you have added all your photos, if you choose you can add captions, adjust the movement, or reorder the pictures. From there simply hit the Save button in the upper left.



17. From there go back to the list of properties.



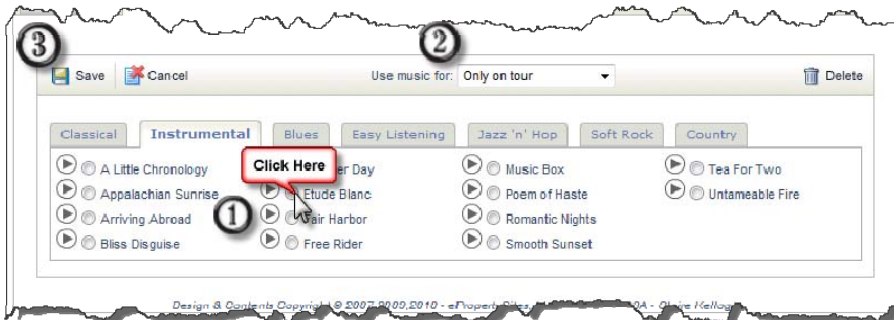
18. Click on the dumbbell to get to the next tool.



19. Click the Go button next to Music Section.



20. Click the radio button next to the song you want to play, set the music to play only on the tour, and hit the Save button in the upper left hand corner.



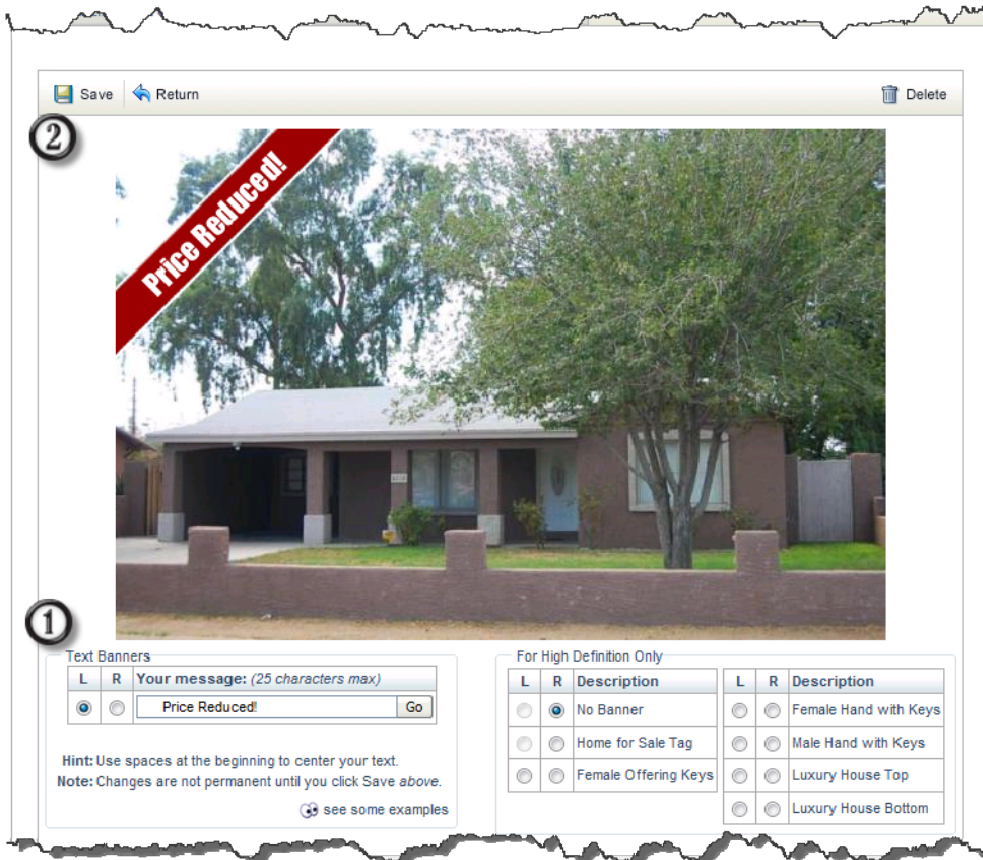
21. Go back the list and click on the dumbbell again.



22. Click the Go button for the Front Page Banner.



23. Choose and preview your banner, then hit the Save button.



24. Go back to the property list and choose the dumbbell again.

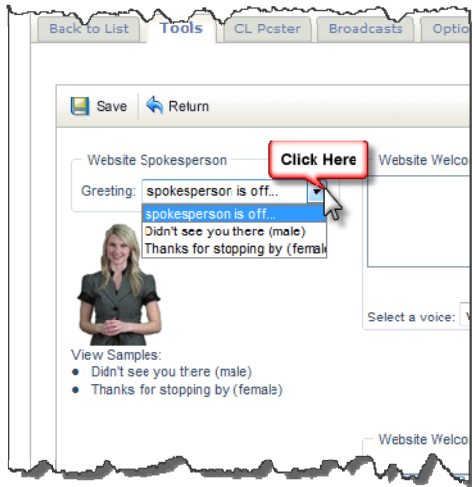


25. Click the Go button for a Spokesperson.





26. Select a Spokesperson and hit the Save button.



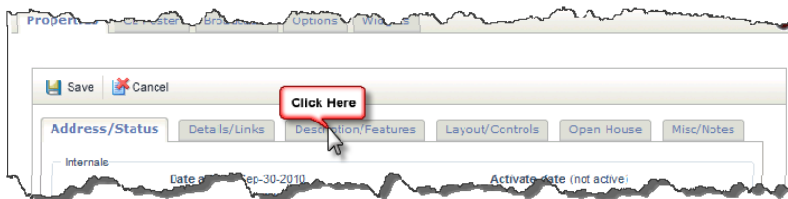
27. Go back to the propertylist and choose the dumbbell.



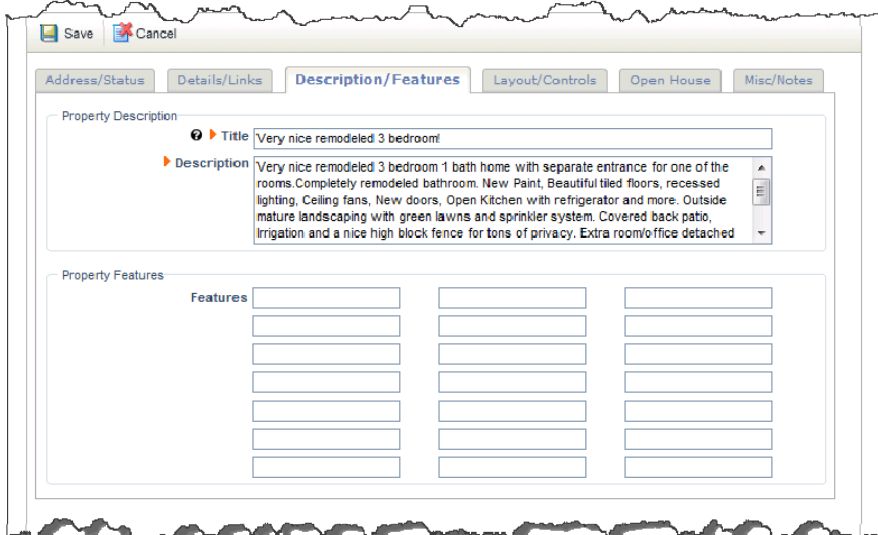
28. Click the Go button for the Property Features.



29. Click the Description/Features tab.



30. Type in the property features that will appear as bullet points under the Description on the property website.



Note that if you will be creating a blog post for this property website, you should put keywords in as property features and should try for at least nine of them. Otherwise, you can add things like private pool, or granite countertops. Be sure to hit the Save button in the upper left.

*Your property website is now complete. Next, we'll look at how to activate the site.*

31. Go back to your list of property sites. Then click on the red dollar sign icon.

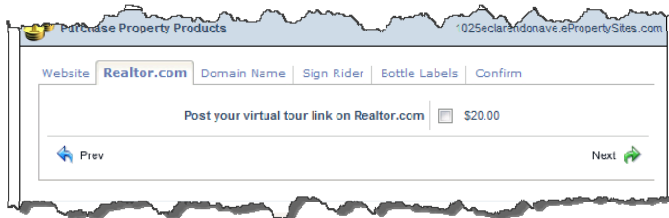


From here you will be taken through a series of screens where you can purchase additional items that may add value to your property site. For the purpose of this procedural manual, we will not explain or purchase any of them.

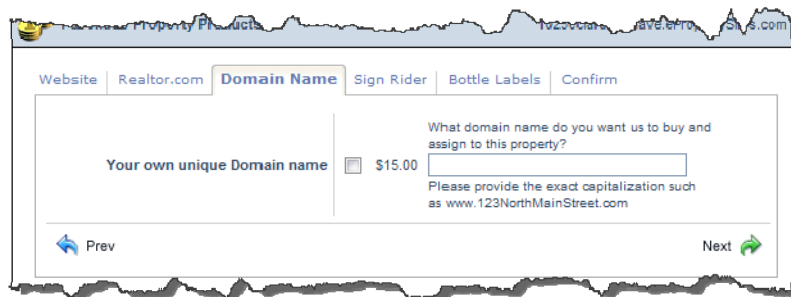
32. On the Website tab, hit the Next button.



33. On the Realtor.com tab hit the Next button.



34. On the Domain Name tab hit the Next button.



35. On the Sign Rider tab hit the Next button.

Purchase Property Products 1025clarendonavePropertySites.com

Website Realtor.com Domain Name **Sign Rider** Bottle Labels Confirm

Order a Sign Rider for this property  \$17.00

**Get More Leads**

Our sign riders prominently display the TEXT code for instant property information for the consumers. For the Realtor, we capture all phone numbers that text for more info, providing you with instant leads!

Our sign riders are FULL color 24" wide by 6" tall printed on 1/4" PVC. We also have 18" wide by 6" tall, or you can upgrade to our 30" wide by 8" tall for \$10. You can also choose our Coroplast option if you need it.

You can even get a custom sign rider designed specifically for you and no additional cost.

If you need a size not listed here or more than 1 rider, please order through the SIGNS tab above after you have completed your order here (minus the rider).

What exactly do you want us to print on your sign rider?

Please provide exact capitalization such as 123NorthMain.DomainName.com

\*Please select your sign layout:  
stock signs (no company)  
gone green  
stock black  
phone black

Shipping  
\$2.41 : Super Saver Mail - 5 to 12 da

Change material  
High quality PVC - standard (+ \$0)

Supersize your sign for \$10  
regular size 24" x 6" (no upcharge)

Add grommets to your sign for \$1  
no grommets  
what are grommets? grommet video

Prev Next

\*sign styles and colors may vary slightly as we are always trying to improve quality and readability

36. On the Bottle Labels hit the Next button.

Purchase Property Products 1025clarendonavePropertySites.com

Website Realtor.com Domain Name Sign Rider **Bottle Labels** Confirm

Order 24 water bottle labels  \$15.00

**LOGO** www.DomainName.com  
800-555-1234

We'll use the first 4 pictures from this properties Photo Gallery.

We'll use whatever phone number is "Phone 1" on your Setup tab, currently 802-206-3970.

The information used on the labels is not frozen at order time, it is captured when we are actually printing the labels.

What IRI do you want us to print on your water bottle labels?

Please provide exact capitalization such as 123NorthMain.DomainName.com

Upgrade quantity  
Just the 24 Labels (+ \$0)

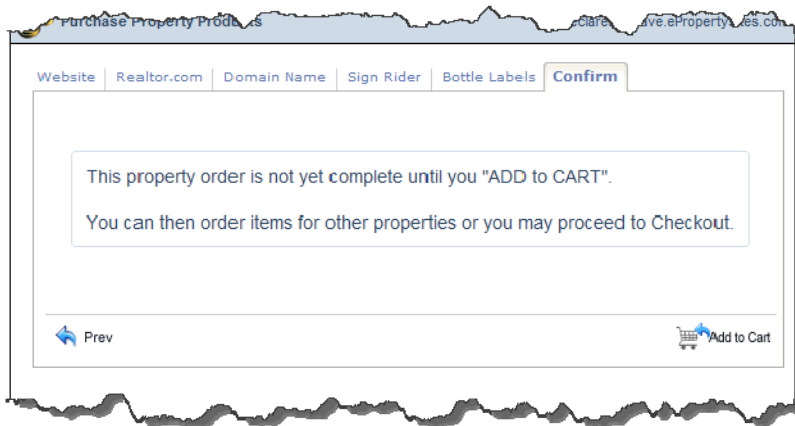
Select label BODY color  
Select main body color

Select label TRIM color  
Select trim color

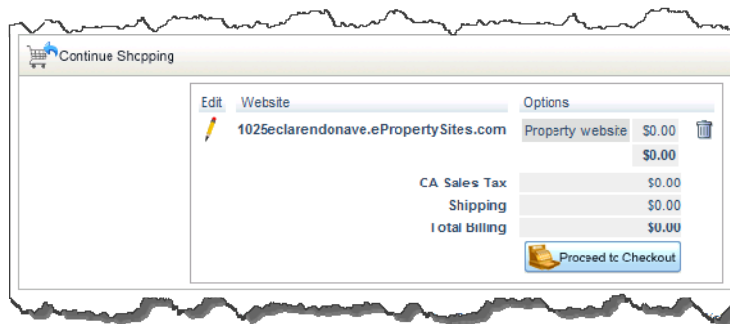
Add priority shipping for \$5  
Super Saver - 5 to 12 days (+ \$0)

Prev Next

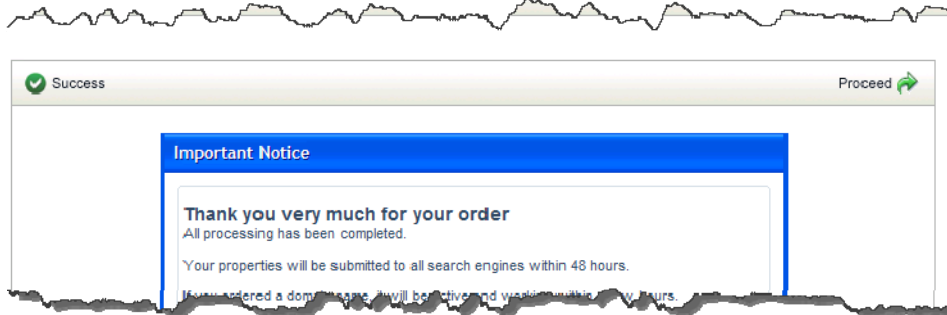
37. On the Confirm tab hit the Add to Cart button.



38. From there hit the Proceed to Checkout button.



39. You will see a Thank You notice. Just hit the Proceed button in the upper right.



***That's it! Your Property Site is complete and active!***