

RANW MLS How To: Add a Virtual Tour to your MLS Listing

Paragon has the capability of handling multiple types of photographic virtual tours. A link to the tour will appear on the Customer Full display in Paragon and, for participating MLS IDX properties, will also appear in IDX search results.

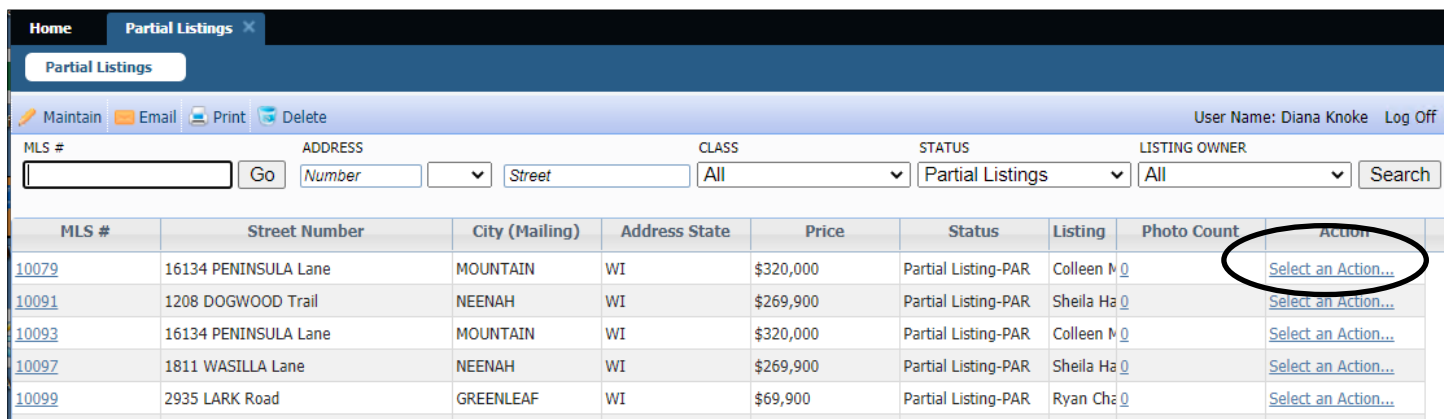
RANW MLS does not host the tours. Tour files cannot be uploaded to Paragon. A Virtual Tour file is uploaded to the Internet and the URL/link to the tour is what is uploaded into Paragon for the listing.

NO BRANDING: There can be nothing on the Virtual Tour of the property except the property itself. Contact information ("branding") such as the listing agent or listing company name, URL, email address, telephone number, agent photo or company sign/logo (in the tour itself or available by link), is not acceptable and will result in the tour being removed from the MLS.

Add a Virtual Tour:

In Paragon, select **Listings > Maintain > Listings**

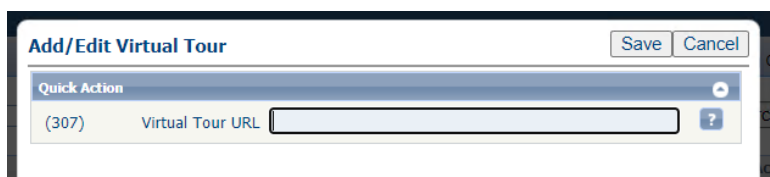
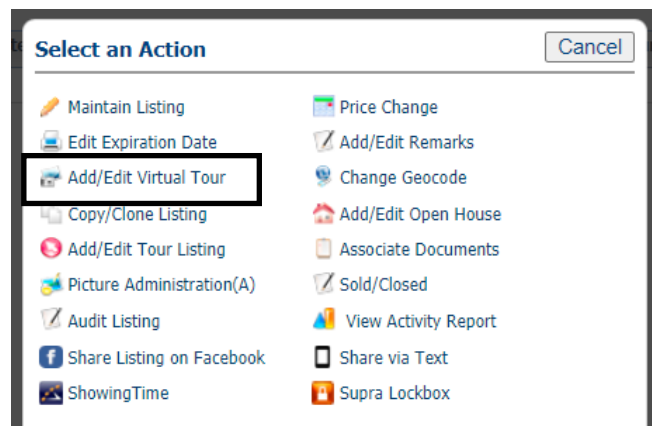
A list of your listings will appear in a spreadsheet format.



MLS #	Street Number	City (Mailing)	Address State	Price	Status	Listing	Photo Count	Action
10079	16134 PENINSULA Lane	MOUNTAIN	WI	\$320,000	Partial Listing-PAR	Colleen M	0	Select an Action...
10091	1208 DOGWOOD Trail	NEENAH	WI	\$269,900	Partial Listing-PAR	Sheila Ha	0	Select an Action...
10093	16134 PENINSULA Lane	MOUNTAIN	WI	\$320,000	Partial Listing-PAR	Colleen M	0	Select an Action...
10097	1811 WASILLA Lane	NEENAH	WI	\$269,900	Partial Listing-PAR	Sheila Ha	0	Select an Action...
10099	2935 LARK Road	GREENLEAF	WI	\$69,900	Partial Listing-PAR	Ryan Ch	0	Select an Action...

1. Click on the **Select an Action** link for the listing you wish to add the Virtual Tour to.
2. Select **Add/Edit Virtual Tour**
3. **Copy/Paste or Enter the URL** (website link) of your virtual tour, and save the change to the listing.

The Virtual Tour link will be immediately available on the Customer Full report in Paragon.



Add/Edit Virtual Tour

Quick Action

(307) Virtual Tour URL

Only members using LIM will be able to enter their own Virtual Tours.

If your company does not use LIM, please email your **MLS# and Virtual Tour URL** to Data Entry and they will enter it for you: ***listings@ranw.org***