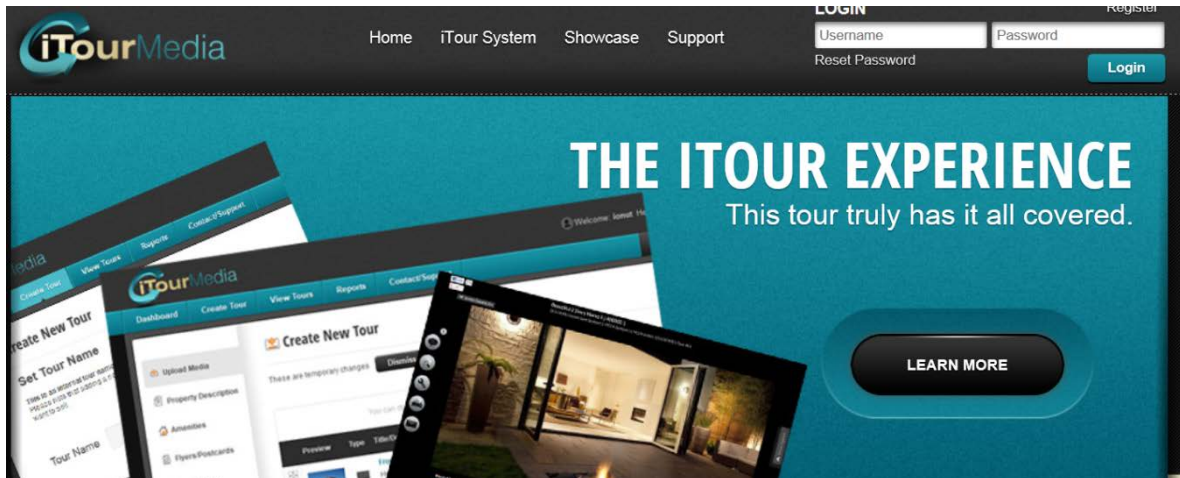


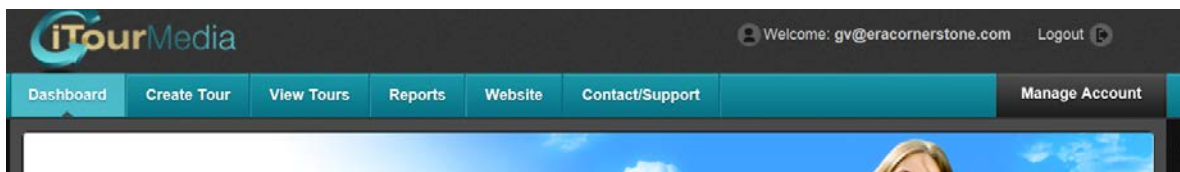
iTour Media Procedures

Go to www.itourmedia.com

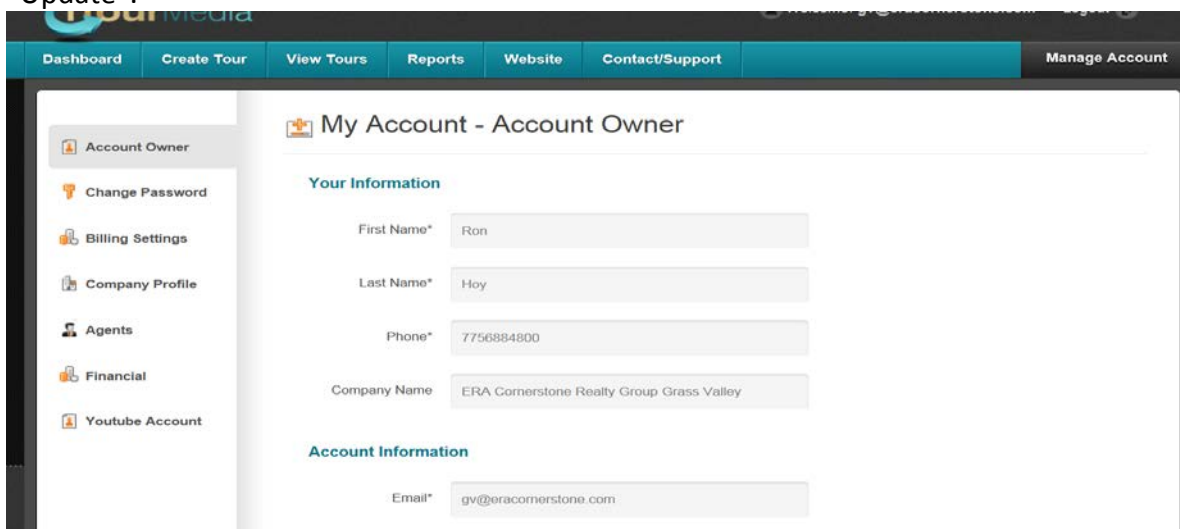
Log in with your username and password that you received from your Admin.

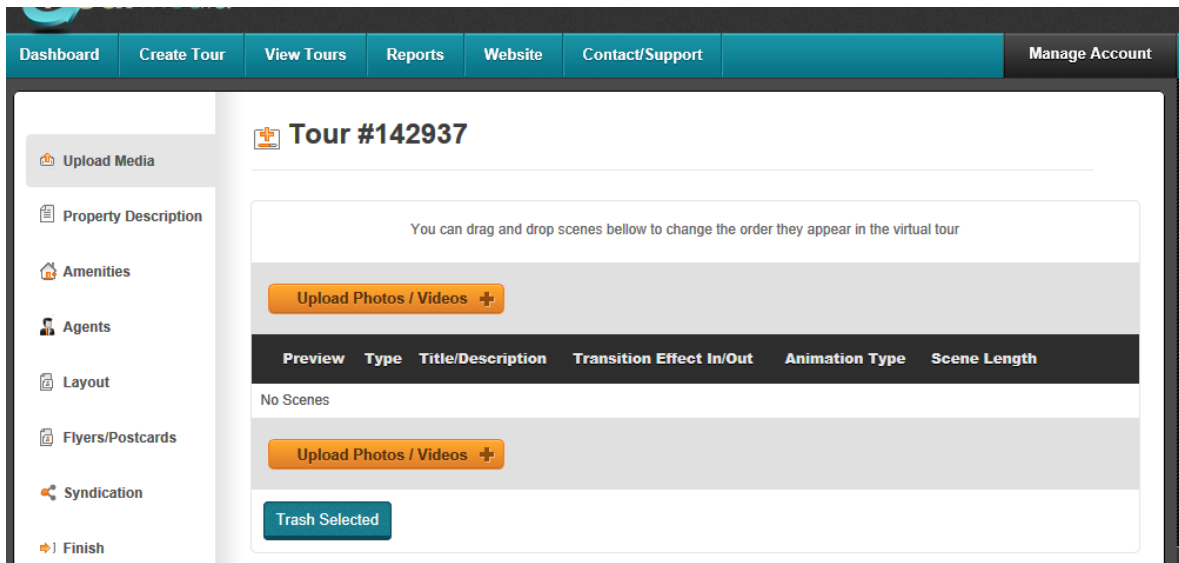


Click on “Manage Account”.



On the “My Account” Page – confirm that all of your information is correct and click “Update”.





Click “Create Tour” at the top of the page. Enter Tour Name and click “Create”.

Click “Upload Photos/Videos”, click “Select Files”, and when finished, click “Add Files to Tour” this will save your photos/videos. Video files should be limited to 1 to 2 minutes max. You will lose the attention of the viewer.

Click “Audio” and choose your music and click “Save.”

Click “Narration” if using this feature.

Click “Property Description” and enter all of the information requested and click “Save”.

Click “Amenities” and enter all necessary information. You can also add new categories and amenities. Click “save” when finished.

Click “Layout” and choose your layout and click “Save”. (There is only one currently)

Click “Flyers/Postcards” and click “Add New Flyer” and select your “template”. Upload your photos and click “Add”. You can edit or add description. Click “Save” when finished.

Click “Add New Postcard” and click “Add New Postcard” and select your “template”. Upload your photo.

Click “Syndication” and click on “Clipboard” next to the Non-Branded link. If you choose to use the QR code click “Download”.

Under “Syndication Partners” choose where you’d like your listing to be seen. Click “Export” under your choices and click “Save”. (Realtor.com, Zillow, trulia, and craigslist)

Click “Finish” and click “Process Tour”. Depending on the media you included this may take a little while to process so please be patient.