

Add Photo to Agent Search Results in REcolorado and Matrix

From the **REcolorado CONNECT** Page click **"Matrix"**



The screenshot shows the REcolorado CONNECT homepage. At the top, there is a navigation bar with links for Home, Marketplace Add-Ons, Blog, and Logout. Below this is a news section titled "REcolorado Market Watch: September 2022" with a "Show More" link. The main content area is titled "REcolorado Subscriber Resources" and contains a grid of ten icons representing different services: Matrix (highlighted with callout 1), Realist, BrokerBay, REcolorado App, Office Syndication Portal, NewHomeSource Professional, Remine, ePropertyWatch, Homesnap - Powered by REcolorado, and Listing Metrics.

Click **"Input"**




The screenshot shows the "Input" page in the Matrix application. The top navigation bar includes "MY MATRIX", "SEARCH", "STATS", "REALIST TAX", "FINANCE", "LINKS", and "INPUT" (highlighted with callout 2). Below the navigation is a search bar with the placeholder text "Enter Shorthand or MLS#". The main content area is divided into several sections: "Listings" with a link to "Add new or Edit existing Listings" and a "Quick Modify" dropdown menu; "Agent Photo / Office Logo" with links to "Add new or Edit existing Agent Photo" and "Add new or Edit existing Office Logo" (highlighted with callout 3); and "Dictionary Management" with links to "Add new or Edit existing Development Dictionary", "Add new or Edit existing HOA Dictionary", and "Add new or Edit existing Subdivision Dictionary".

Under **Agent Photo / Office Logo** click **"Edit Existing"**

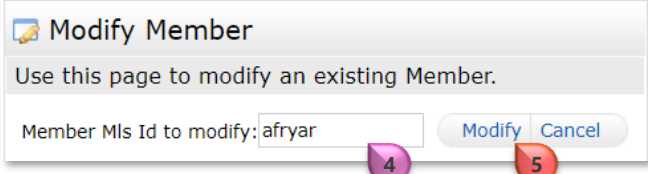


Note: Only staff and *Managing Brokers* see **Office Logo** options

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Enter *Agent ID* in the “**Member Mls Id to modify**”  field

Click “**Modify**” 

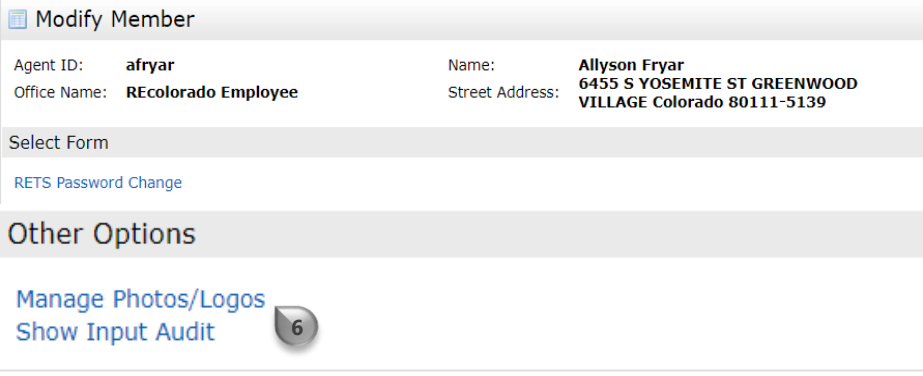


Modify Member

Use this page to modify an existing Member.

Member Mls Id to modify: Modify Cancel

Click “**Manage Photos/Logos**” 




Modify Member

Agent ID:	afryar	Name:	Allyson Fryar
Office Name:	REcolorado Employee	Street Address:	6455 S YOSEMITE ST GREENWOOD VILLAGE Colorado 80111-5139

Select Form

[RETS Password Change](#)

Other Options

[Manage Photos/Logos](#) 

[Show Input Audit](#)


Click “**Browse**”  to select desired photo

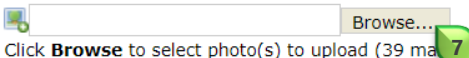
Add / Edit Agent Photos for MLS#afryar

To upload, click Browse. To upload **Multiple** photos at once, hold the Ctrl (Option) key down when clicking on the filenames. To **Order** your photos once uploaded, drag by the grey title bar. Click on any image to view its **Details**.


Photo Recommendations:

- **Listing photos: Minimum of 1600 x 1200 pixels in size.** Matrix displays up to 2048 x 1536 pixels in size. **Note:** Upload photos that are at least 1600 x 1200 to avoid a white border around your photos on REcolorado.com and other sites.
- **Agent Photos:** Minimum of 200 x 300 pixels in size. Matrix displays up to 400 x 600 pixels in size.
- **Office Logos:** Minimum 200 x 200 pixels in size.
- **Max file size:** 5 MB for any photo type (~2592 x 1944 pixels)
- **Supported file types:** jpg and .jpeg

 **Note:** The photos below, outlined in red, are lower than this recommended minimum.



Browse...

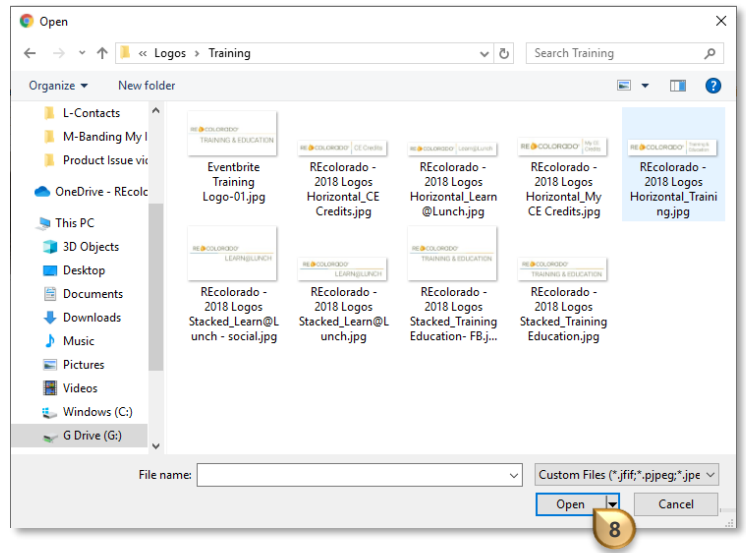
Click **Browse** to select photo(s) to upload (39 ma 

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A directory will open

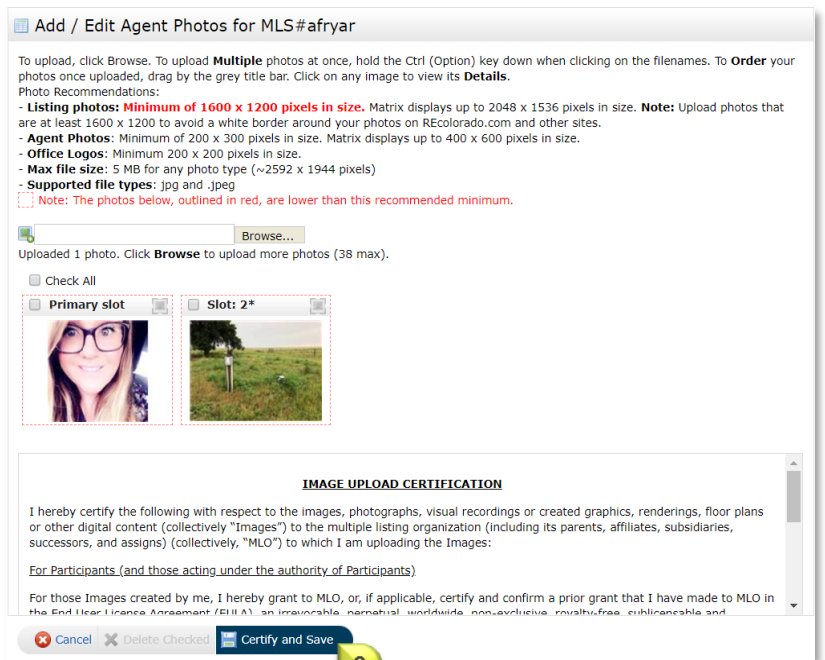
Select the desired file

Note: Based on the operating device of the user, the directory may appear different than the example shown



Click "Open" 8

The desired photo will present



Click "Certify and Save" 9