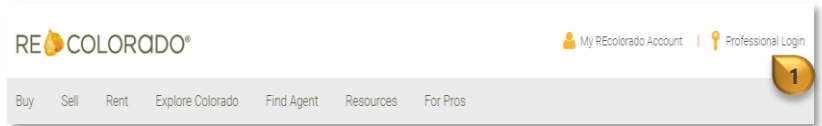

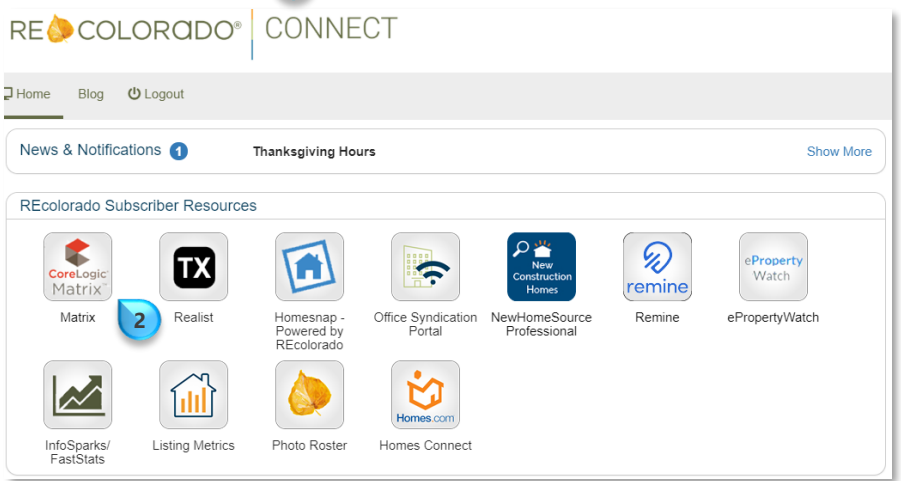


# Add An Office Logo to Your REcolorado.com Profile

Use the **“Professional Login”** on *REcolorado.com* 

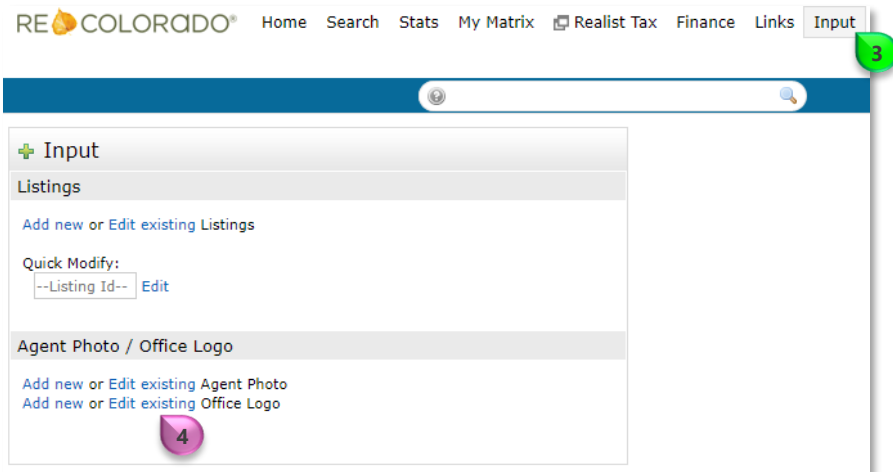



Click on the *Matrix* icon on the *Connect* dashboard 



**Note:** Only *Managing Brokers, Participants, and Office Admins* can upload an *office logo*. When a *logo* is uploaded for the office it will appear for all members of that office.

Click the **“Input”** tab 



Under *Agent Photo/Office Logo* click **“Edit existing”** next to **Office Logo** 

# Add An Office Logo to Your REcolorado.com Profile

Enter your office ID in the “MLSID to modify” field **5**

**Modify Office**  
Use this page to modify an existing record.

MLSID to modify:  Modify Cancel

**Office Search Information**

Head Office MLSID	<input type="text"/>		
Office ID	<input type="text"/>	Office Name	<input type="text"/>
City	<input type="text"/>	Postal Code	<input type="text"/>

Cancel Search

Click “Modify” **6**

Click “Manage Photos” **7**

**Modify Office**

Display Template Definition Not Found.

Select Form

Other Options

[Manage Photos](#) **7**

Cancel

Click “Browse” **8** to select a photo from your device

**Add / Edit OfficePhotos for MLS# 3PB01**

To upload, click **Browse**. To upload **Multiple** photos at once, hold the Ctrl (Command) key down when clicking on the filenames. To **Rearrange** 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

Browse... **8**

Click **Browse** to select photo(s) to upload (35 max).

# Add An Office Logo to Your REcolorado.com Profile

The logo you select will appear

Click “Certify and Save” 9

Add / Edit OfficePhotos for MLS# [REDACTED]

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


Photo Recommendations:

- **Listing photos:** Minimum of 640 x 480 pixels in size. Matrix displays up to 2048 x 1536 pixels in size.
- **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, .jpeg, .gif or .png.

Click **Browse** to select photo(s) to upload (34 max).

Check All

Primary slot [X]



**IMAGE UPLOAD CERTIFICATION**

I hereby certify the following with respect to the images, photographs, visual recordings or created graphics, renderings, floor plans or other digital content (collectively "Images") to the multiple listing organization (including its parents, affiliates, subsidiaries, successors, and assigns) (collectively, "MLO") to which I am uploading the Images:

For Participants (and those acting under the authority of Participants)

For those Images created by me, I hereby grant to MLO, or, if applicable, certify and confirm a prior grant that I have made to MLO in the End User License Agreement (EULA), an irrevocable, non-transferable, non-exclusive, royalty-free, sublicensable and

[X] Cancel [X] Delete Checked [X] Certify and Save 9

## Note:

- Your logo will appear in *Matrix* agent search results within 15 minutes
- Your logo will appear on your *My REcolorado Profile* page within 4 days
- Uploading your logo here will have no effect on your *Matrix Client Portal* or *Matrix Reports*