



**SKYLINE MEDIA**  
REAL ESTATE MARKETING

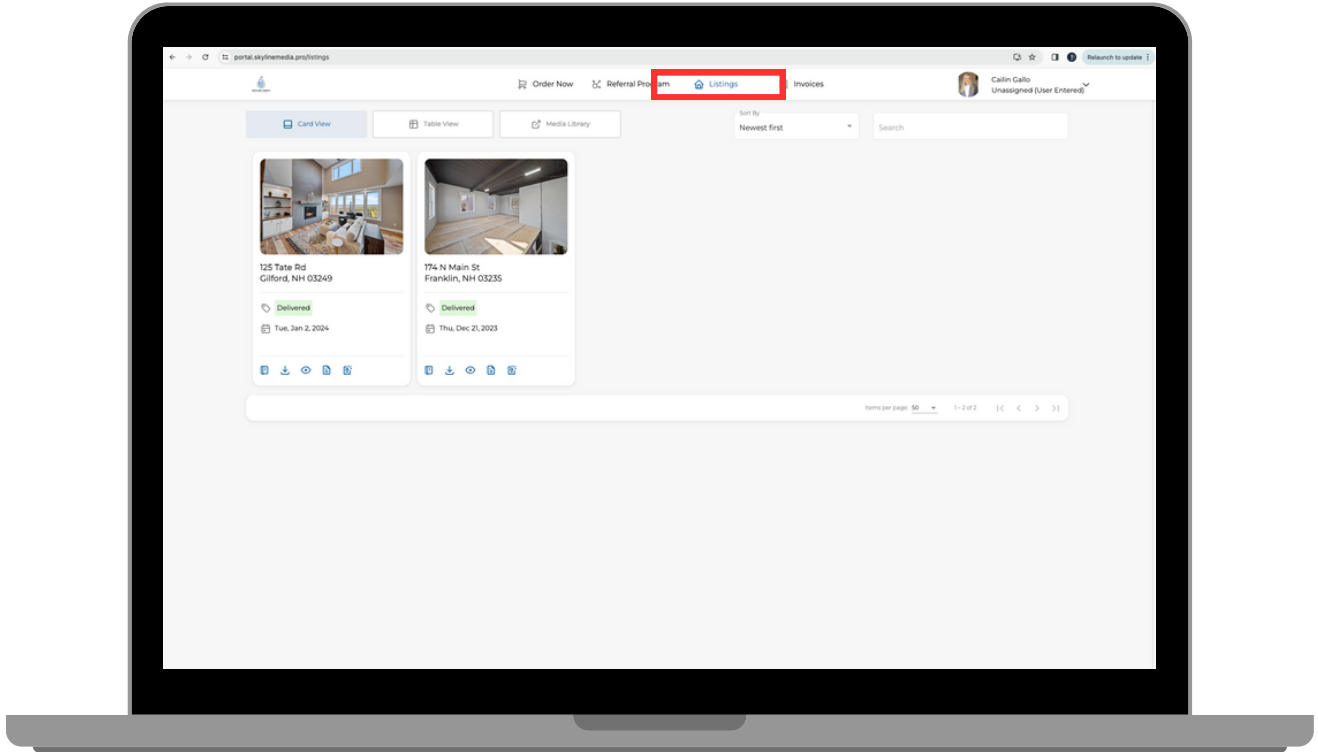
HOW TO  
**Use Property Website  
Editor**

✉ [hello@skylinemediapro](mailto:hello@skylinemediapro)

🌐 [skylinemediapro](http://skylinemediapro)

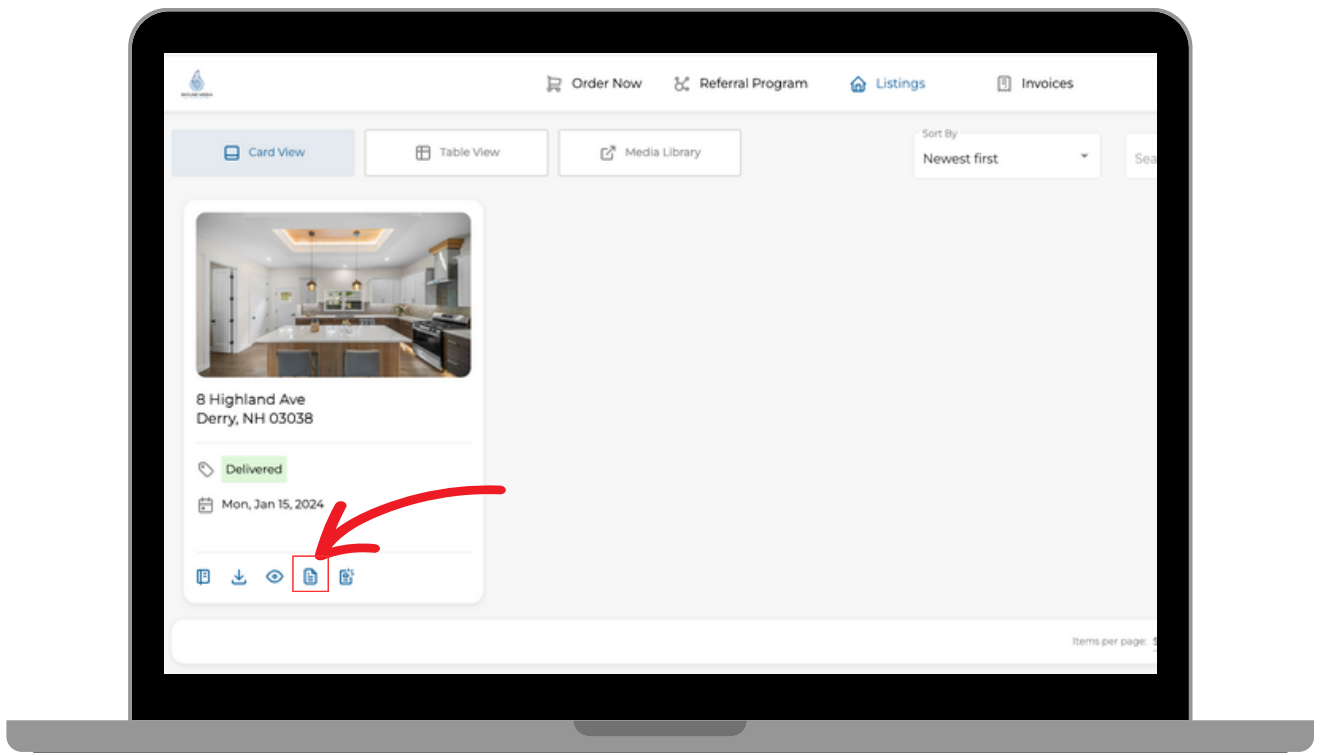
# Use Property Website Editor

## Step 1



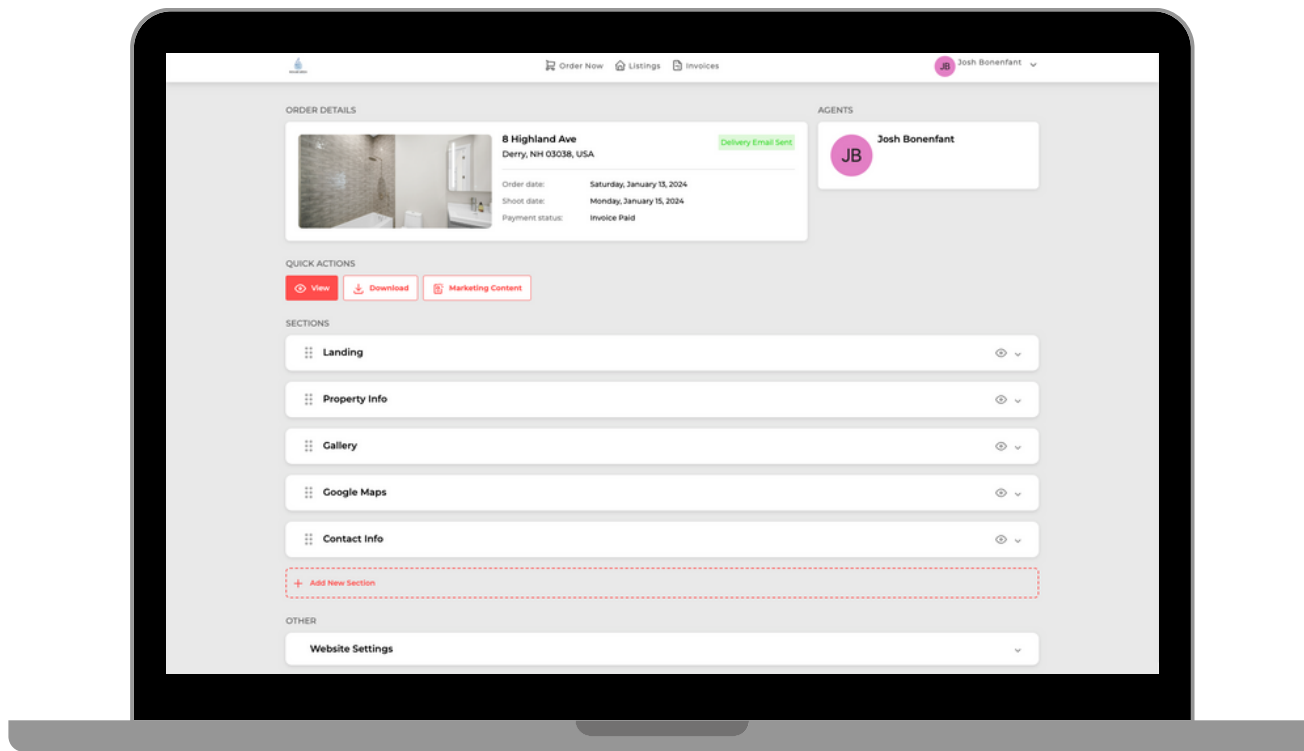
Upon logging into the portal with your phone number and PIN (or email if preferred), click on “Listings” in the top navigation bar.

## Step 2



On the listing you wish to edit, select the icon at the bottom of the listing card titled “Property Website Builder”.

# Step 3

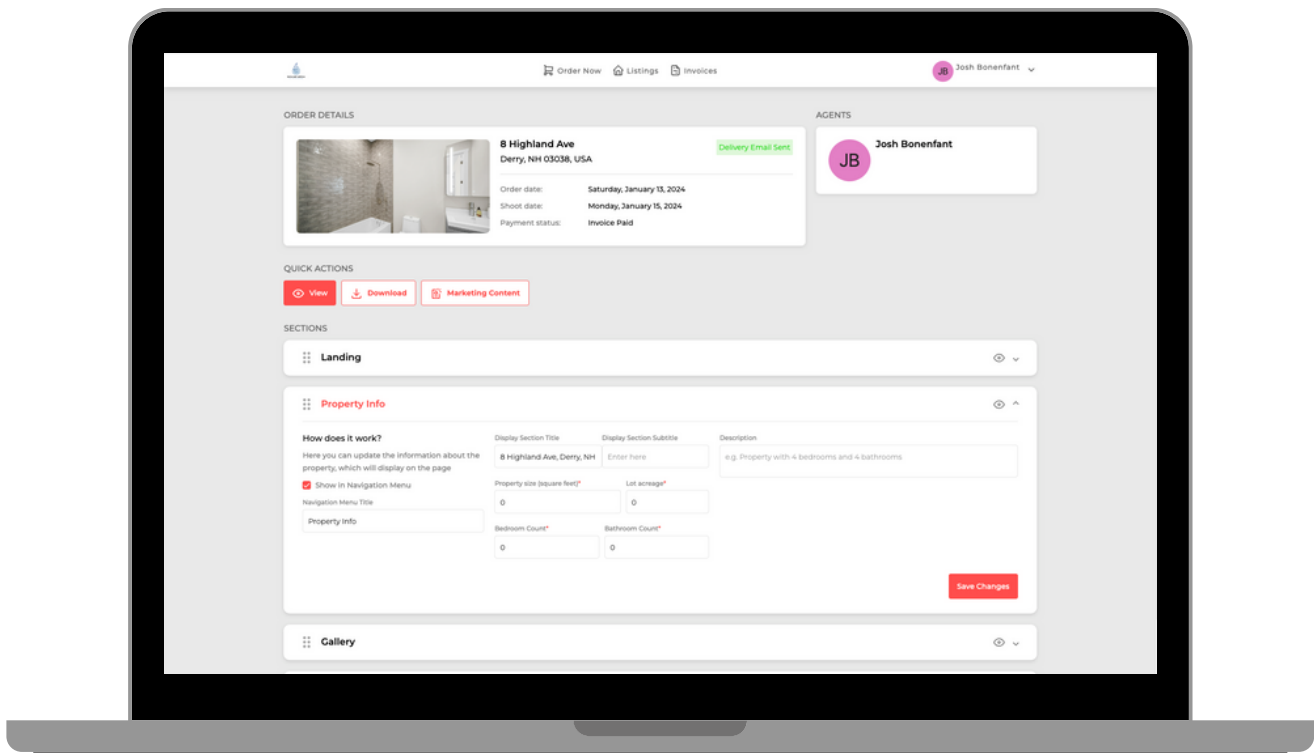


Selecting this option will open the website editor dedicated to the listing you selected. Here, you can construct the single listing website and determine how information is presented to viewers, followed by sharing the completed website to your social and other marketing channels.

At the top, you'll find order details and quick actions for previewing the website's appearance, button to download media, and a button to access marketing content such as social media tiles and flyers.

The actual website construction takes place below under the "Sections" area. This is where you customize and arrange the content for an optimal presentation.

# Step 4



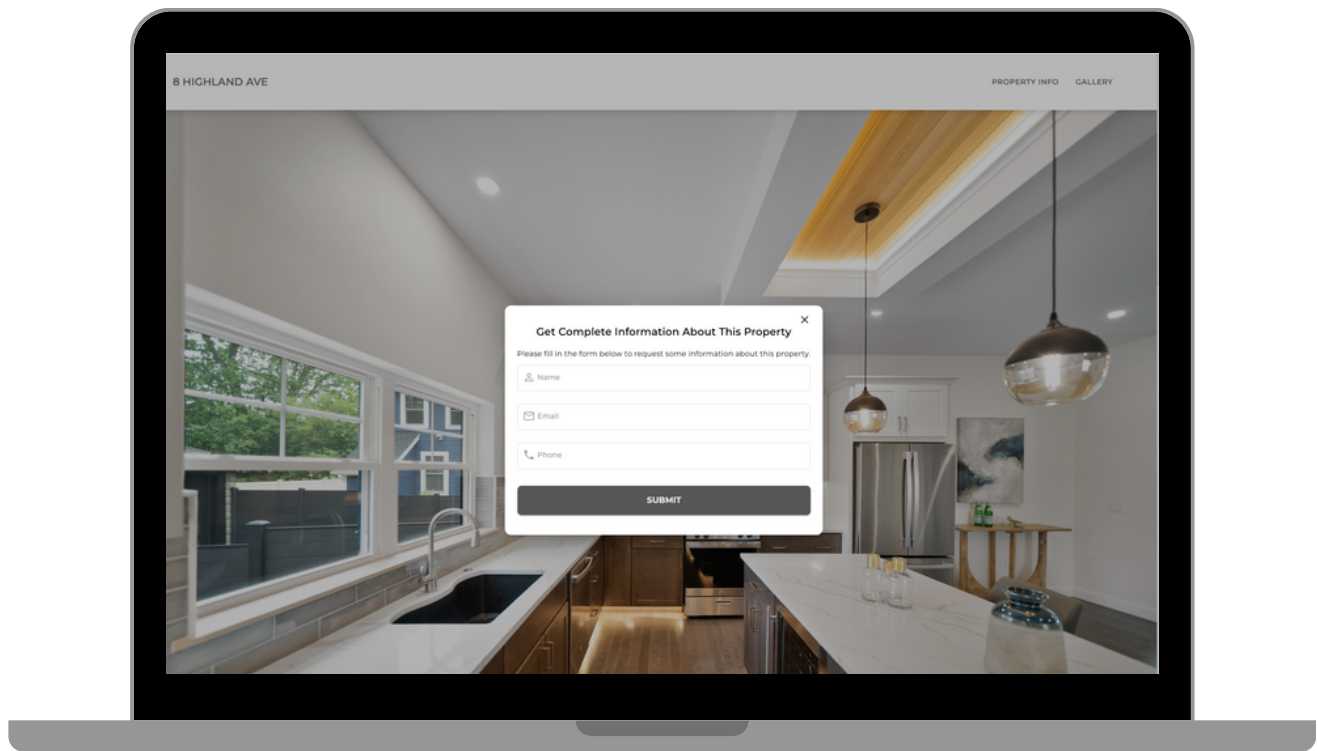
You can click and drag the sections up and down in the order you want them displayed on the single listing website.

You can click “Add New Section” to add additional items to the single listing website, like an open house schedule, or additional files of the property.

You can also expand each section by clicking on the section you want to edit. Once expanded, you can edit the details of that section by filling in, or altering each box as needed.

Be sure to click “Save Changes” when you are finished editing a section.

## Step 5



Further down the editor page, you will see a section titled “Other”. In this section, you can control website settings and page popups.

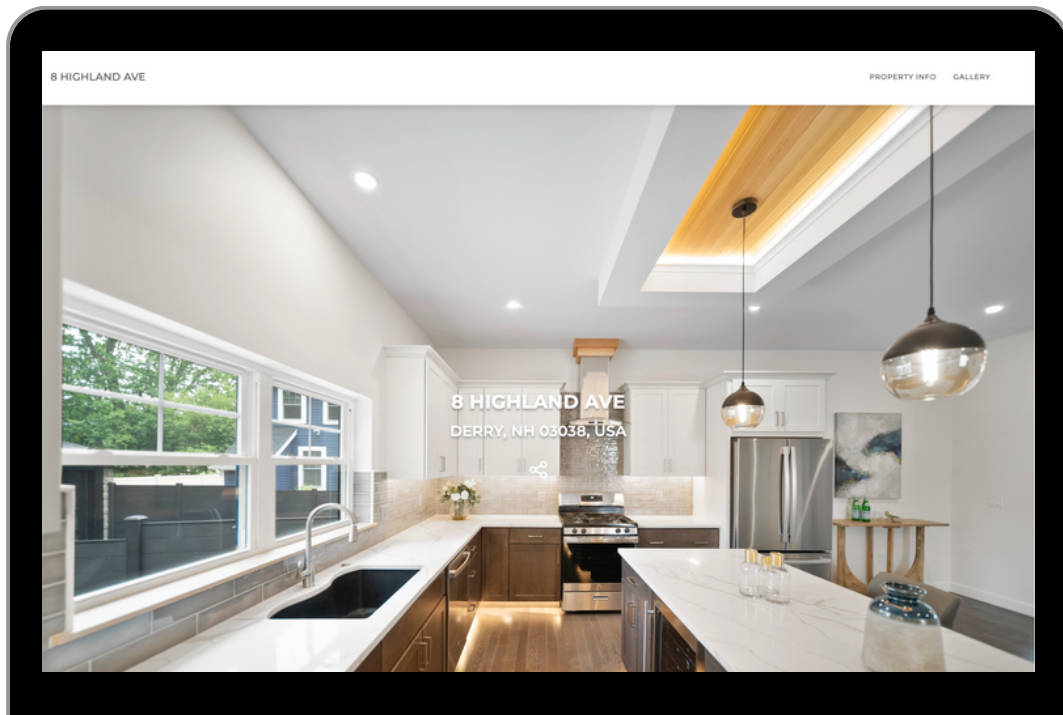
The “Website Settings” section controls the website theme, the URL title, brand colors, analytics tracking and brand logo (broker logo).

The “Page Popup” section controls any popups you wish to have on the page, along with when the pop up will appear.

Any popups you place on the page will allow viewers the option of inputting their contact info if they wish for you to contact them about the listing. If a viewer inputs their info, you will receive an email from that viewer with the info they input. You can then reach out to the potential client that expressed interest in the listing.



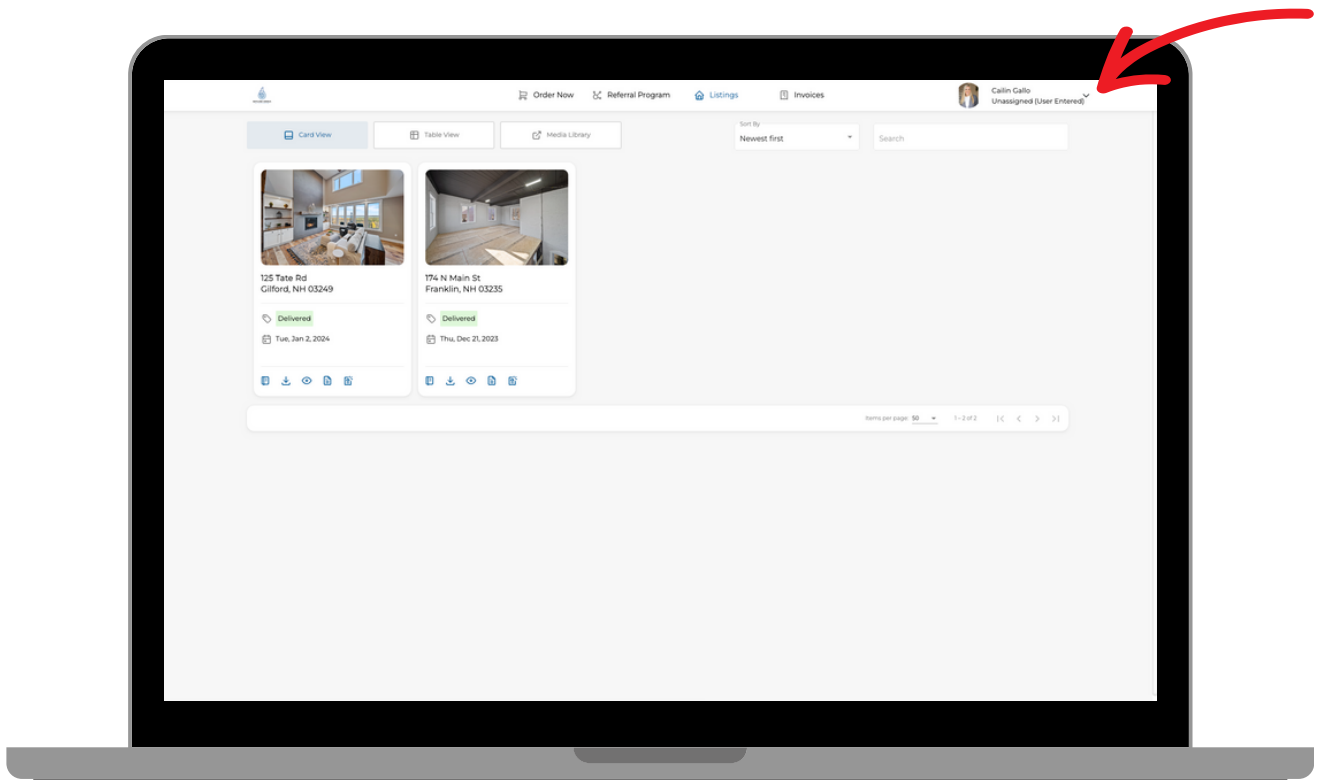
## Step 6



Once you have made all changes to your single listing website (be sure to save each section as you go), you can click the “View” icon to view the single listing website.

Copy the URL, and share the URL where you wish.

# Step 7



Be sure to edit your profile by clicking the drop down arrow located at the top right of the main portal homepage.

Here, you can add your contact info, agent picture, brand logo, colors etc. to match your brand and brokerage.

This will allow the single listing websites you create to display your information accurately. Any changes you make to your profile will transfer throughout all single listing websites for consistency.

If you have questions, or need help creating and managing your single listing websites, please reach out to us at [@hello@skylinemedia.pro](mailto:hello@skylinemedia.pro)