



SKYLINE MEDIA
REAL ESTATE MARKETING

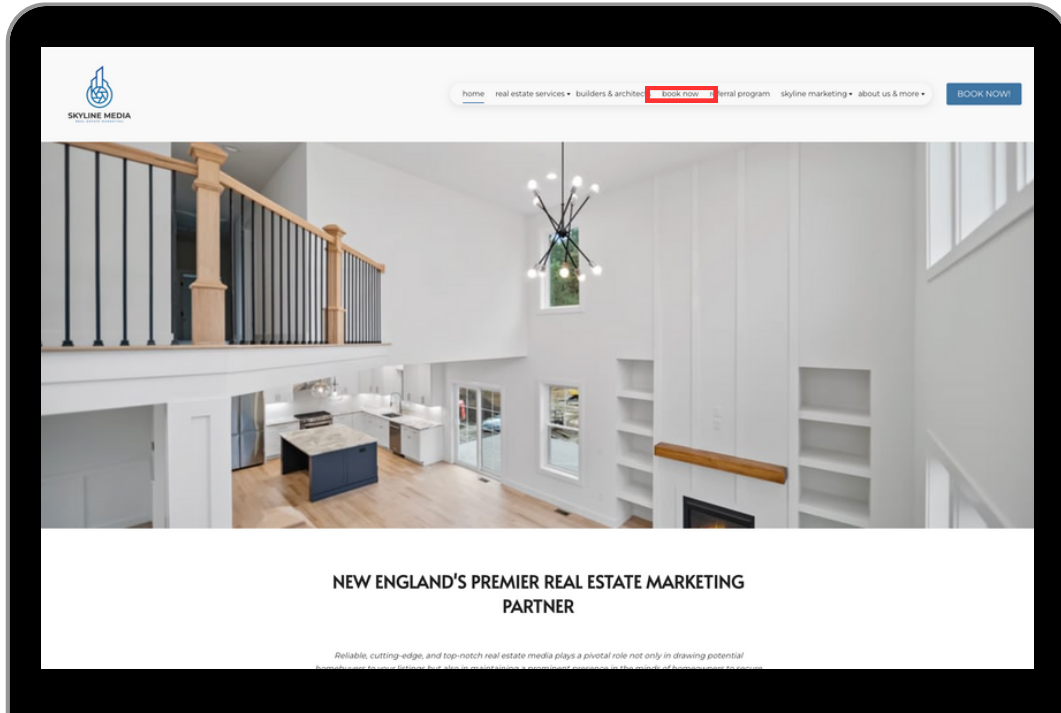
HOW TO
Navigate The Portal

✉ hello@skylinemediapro

🌐 skylinemediapro

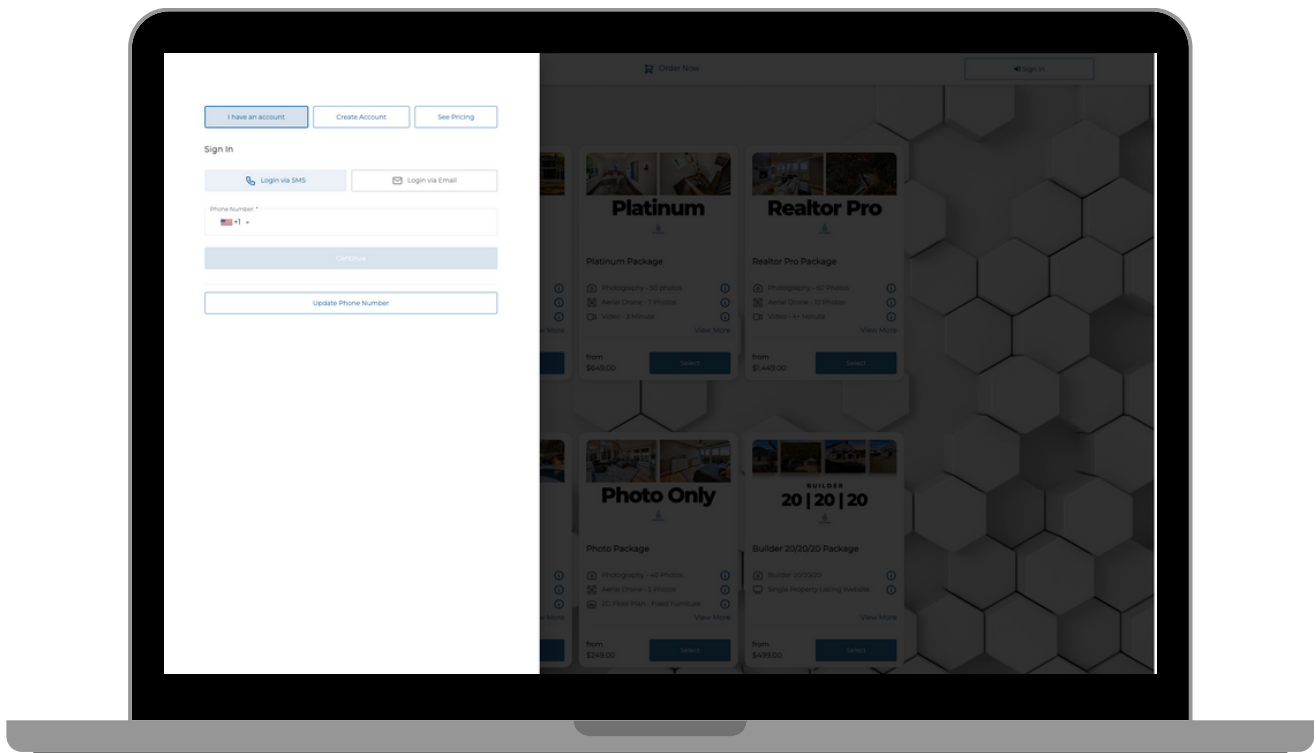
Navigate The Portal

Step 1



Head to our website, SkylineMedia.pro, and click “book now” in the top menu navigation bar. This will bring you to the login menu.

Step 2



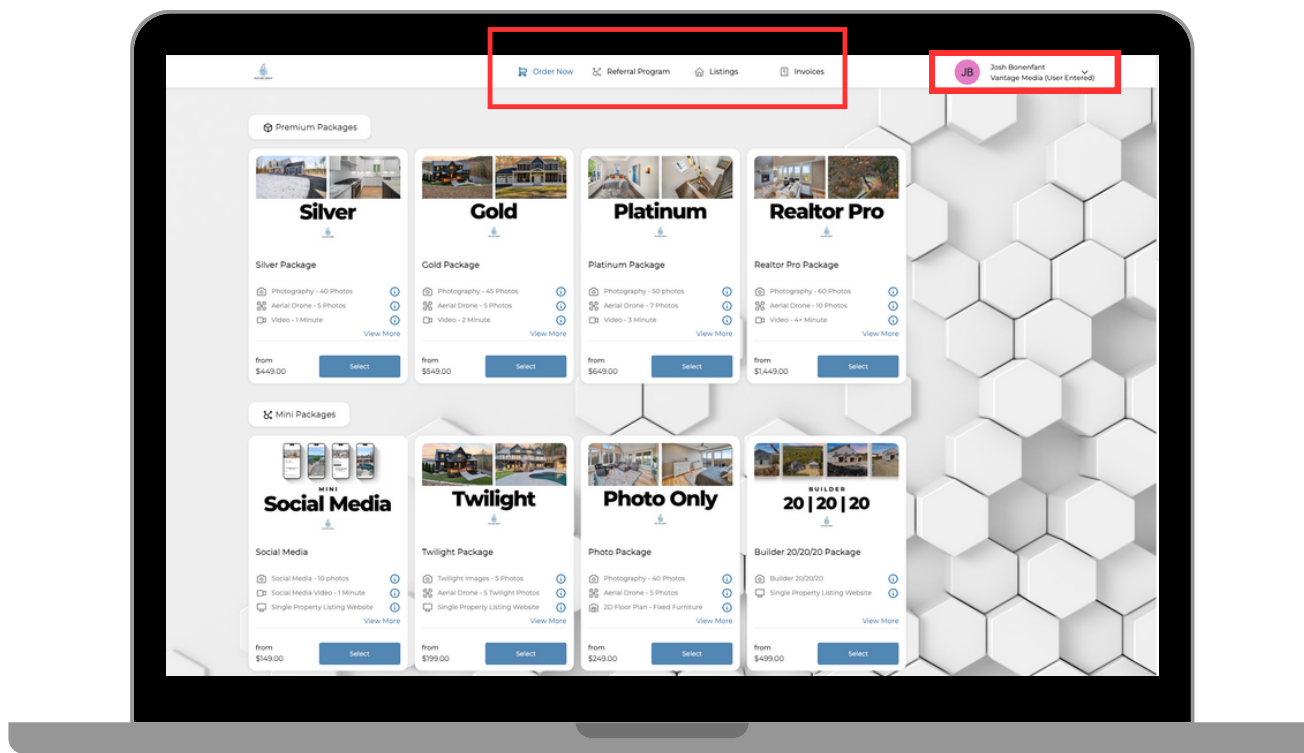
For returning customers, select “I have an account”, and enter the phone number that was used when you first created the account, and click “Continue”

A time sensitive PIN number will be texted to your mobile device. Enter the PIN number and select “Verify PIN”. You are now logged in. You can also select to login via email if preferred.

If this is your first time using Skyline Media, you can select “See Pricing” to browse our services and pricing before making an account. Or, you can select “Create Account” and follow the on screen prompts to sign up. Sign up will take less than 60 seconds.

You can also place an order without an account, although you will need to manually input your personal details each time you login to place an order.

Step 3

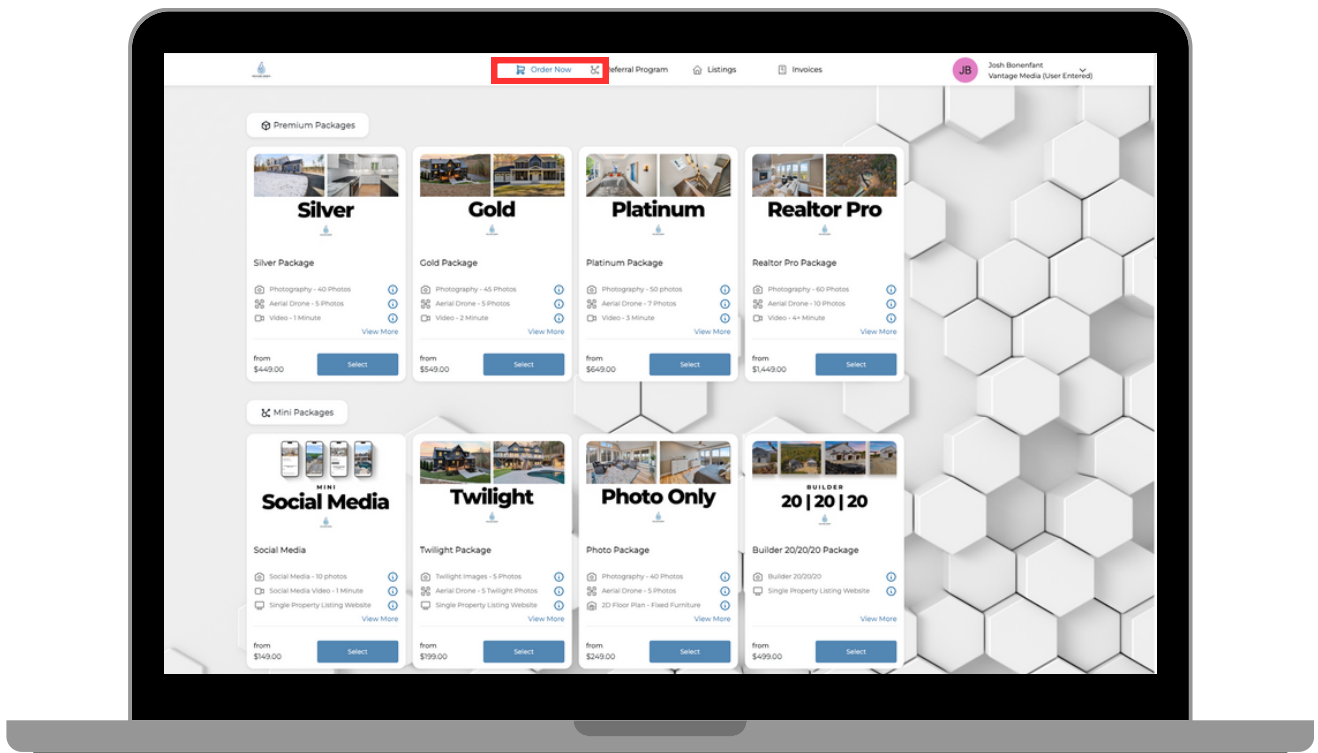


Upon logging in, you will be directed to the homepage, where you can initiate a new order. Positioned at the top of the screen are additional tabs that you can select:

1. Order Now
2. Referral Program
3. Listings
4. Invoices

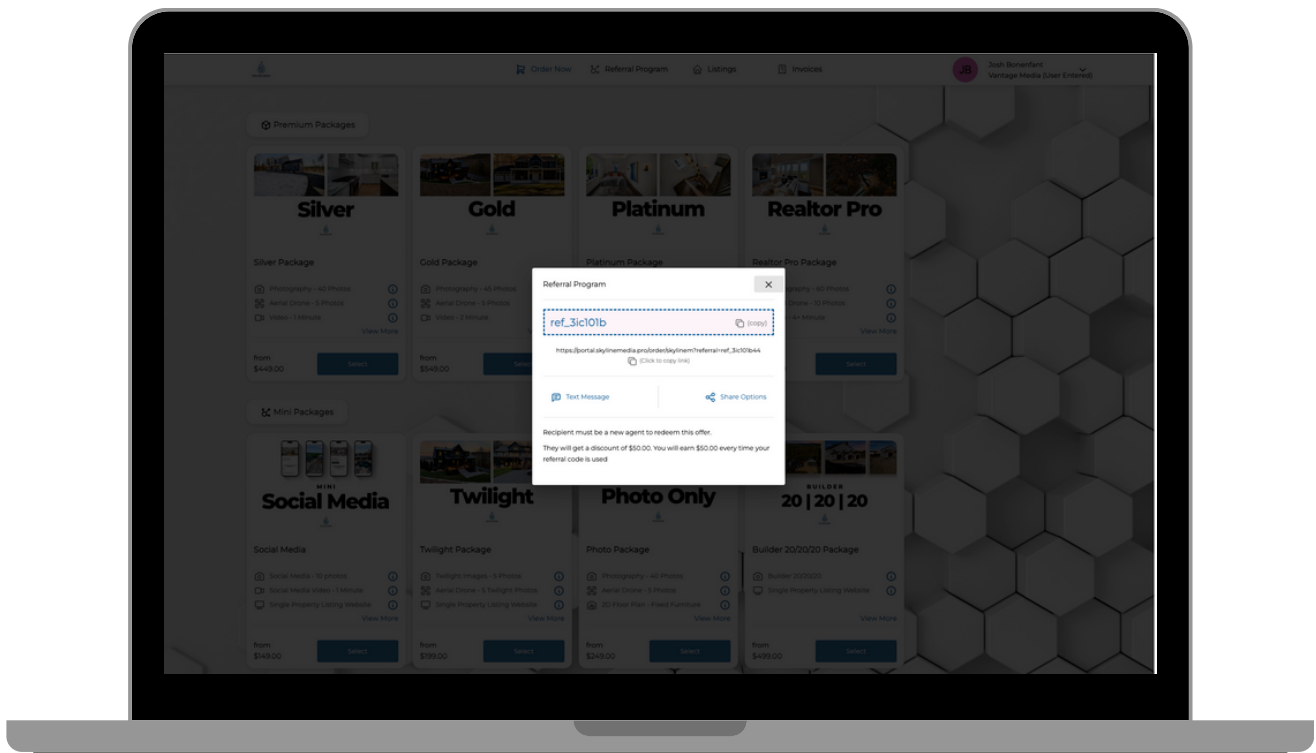
Furthermore, a dropdown arrow is located near your profile name in the top right corner, providing access to additional options and settings.

Step 4



The "Order Now" tab serves as the primary homepage within the portal. It is the designated space for initiating all new orders related to listings.

Step 5

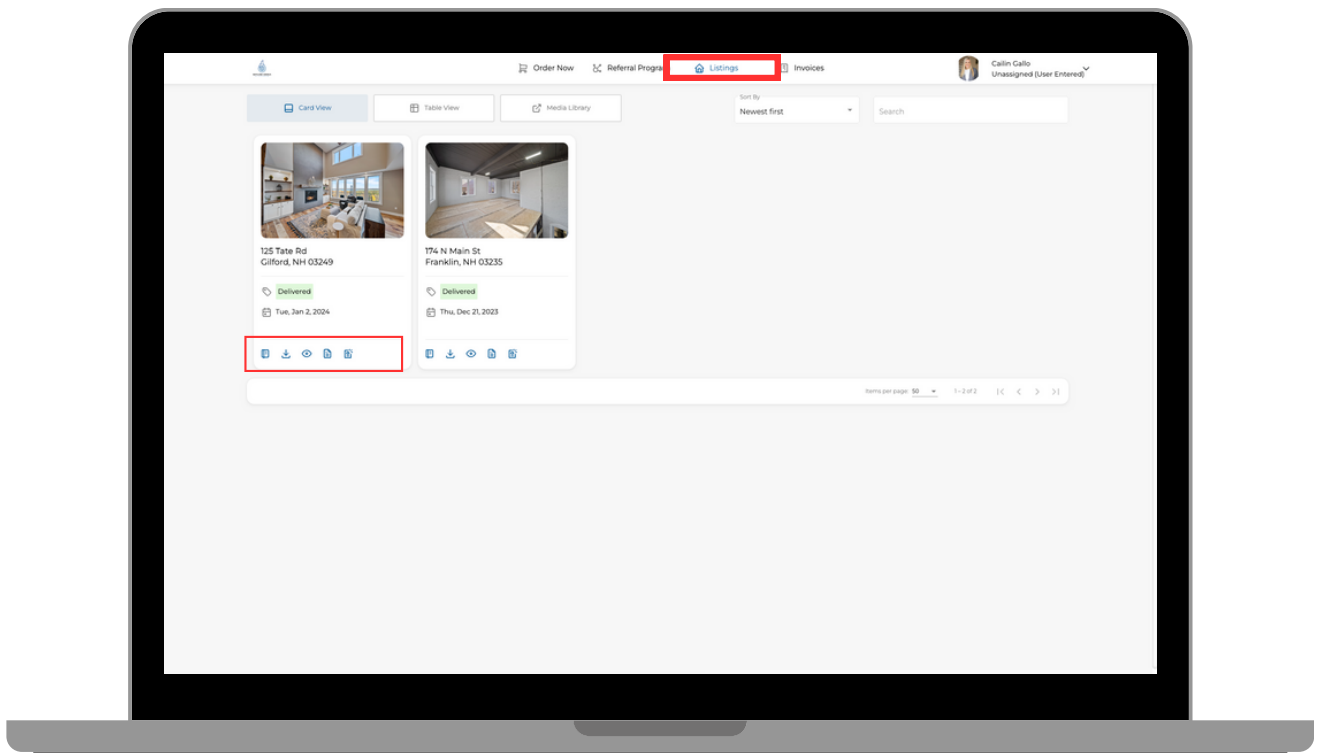


The "Referral Program" tab will generate your unique referral code. You can distribute this code through various means such as text messages, emails, or other relevant sharing options, including a direct link to the booking page.

Feel free to share this code with as many individuals as you desire. Whenever a new recipient utilizes the code to make a purchase with us, you will be eligible to receive a \$50.00 discount on your subsequent order, and the new client will also enjoy a \$50.00 discount on their initial order.

There is no limit to the number of times you can use this referral code.

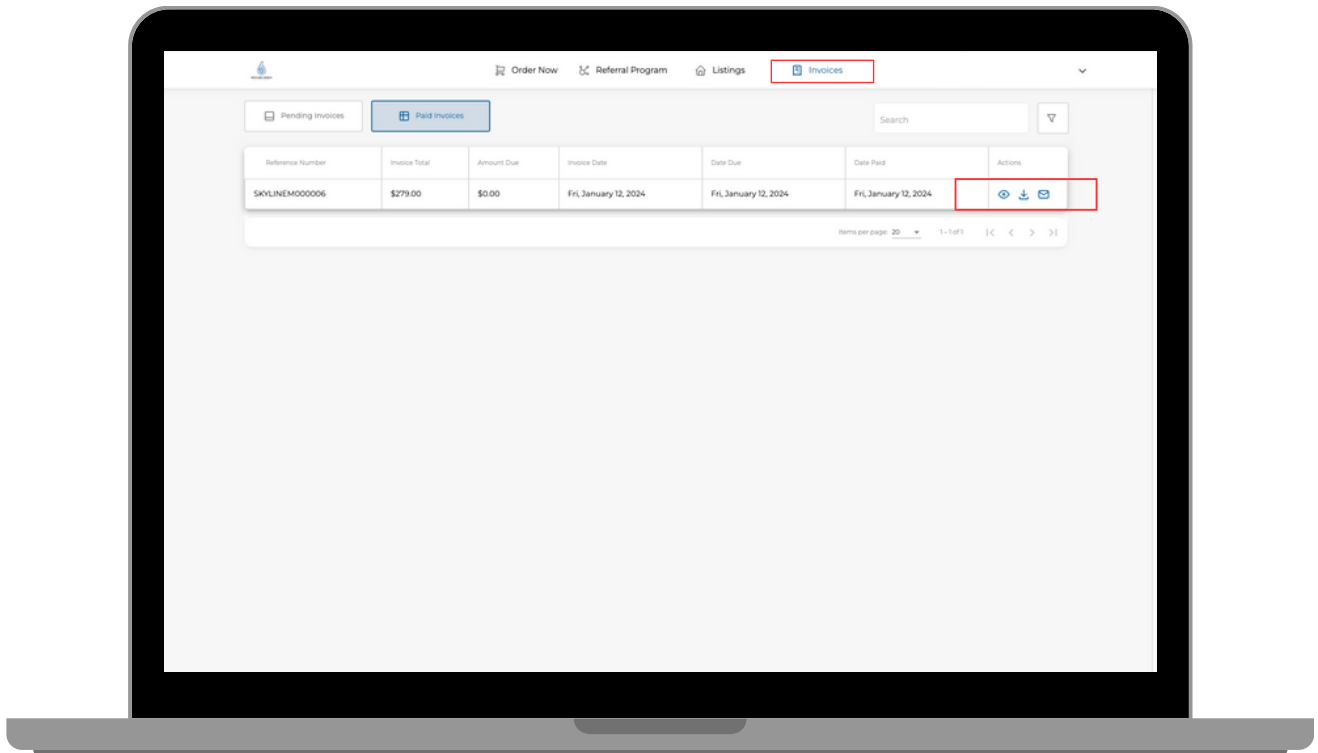
Step 6



The "Listings" tab provides a tiled representation of all the orders you have submitted to Skyline Media. This encompasses both completed listings and those that have been placed but are not yet finalized and delivered to you.

You will notice each of the individual listing tiles have icons toward the bottom of the tile. These icons provide additional features specific to that listing, which will we cover further below in this guide.

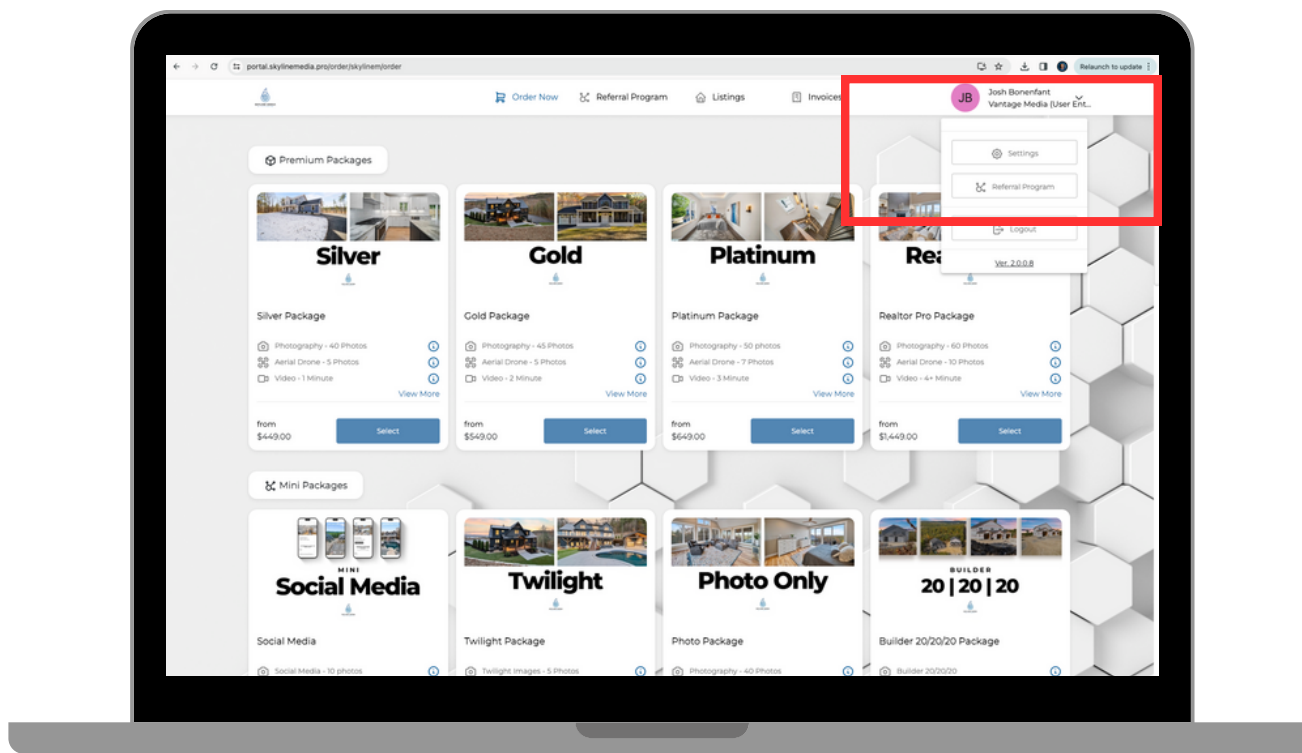
Step 7



The "Invoice" tab, located at the top of the main portal page, provides access to all invoices, encompassing both pending and paid transactions. Additionally, any credits accrued in your account, earned through referral codes or special offers, can be found in this tab.

Within this section, you have the capability to settle outstanding invoices. Each invoice is accompanied by additional icons that allow you to view order details, download invoices, and access other relevant actions specific to each order.

Step 8

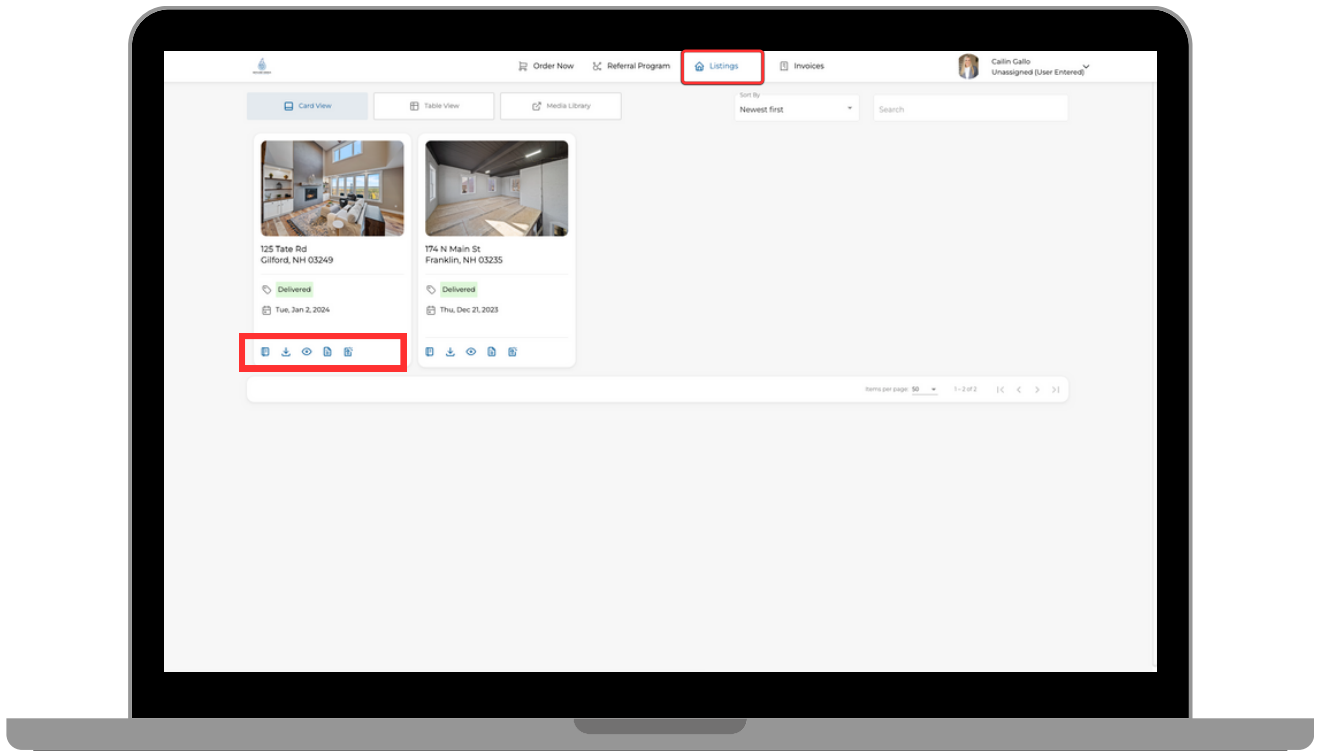


Back on the home screen, selecting the drop-down arrow adjacent to your name in the upper right corner of the portal, you can conveniently access a menu offering options to update your profile settings, swiftly navigate to the referral program, or securely log out of your account.

Choosing "Settings", in the dropdown, enables you to modify your personal details and profile picture (which is displayed on property websites under "agent contact info"). Additionally, you can include account managers/assistants, view credit history, and update payment methods for a more expedited experience.

We recommend exploring this section to ensure that your profile is configured according to your preferences.

Step 9

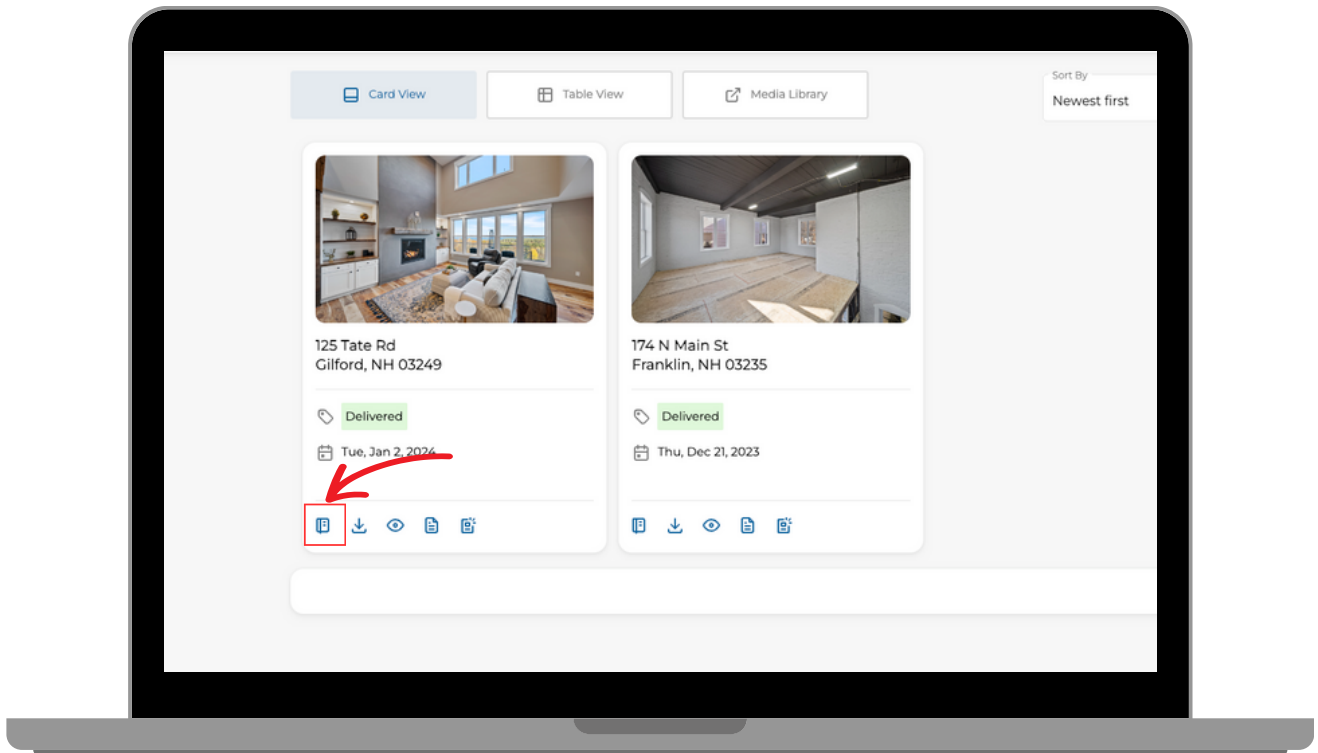


Back on the “Listings” tab, the icons shown at the bottom of each individual listing each offer something different.

“View Order Details”, “Download Assets”, “Single Property Website”, “Property Website Builder” & “Open Marketing Toolkit”.

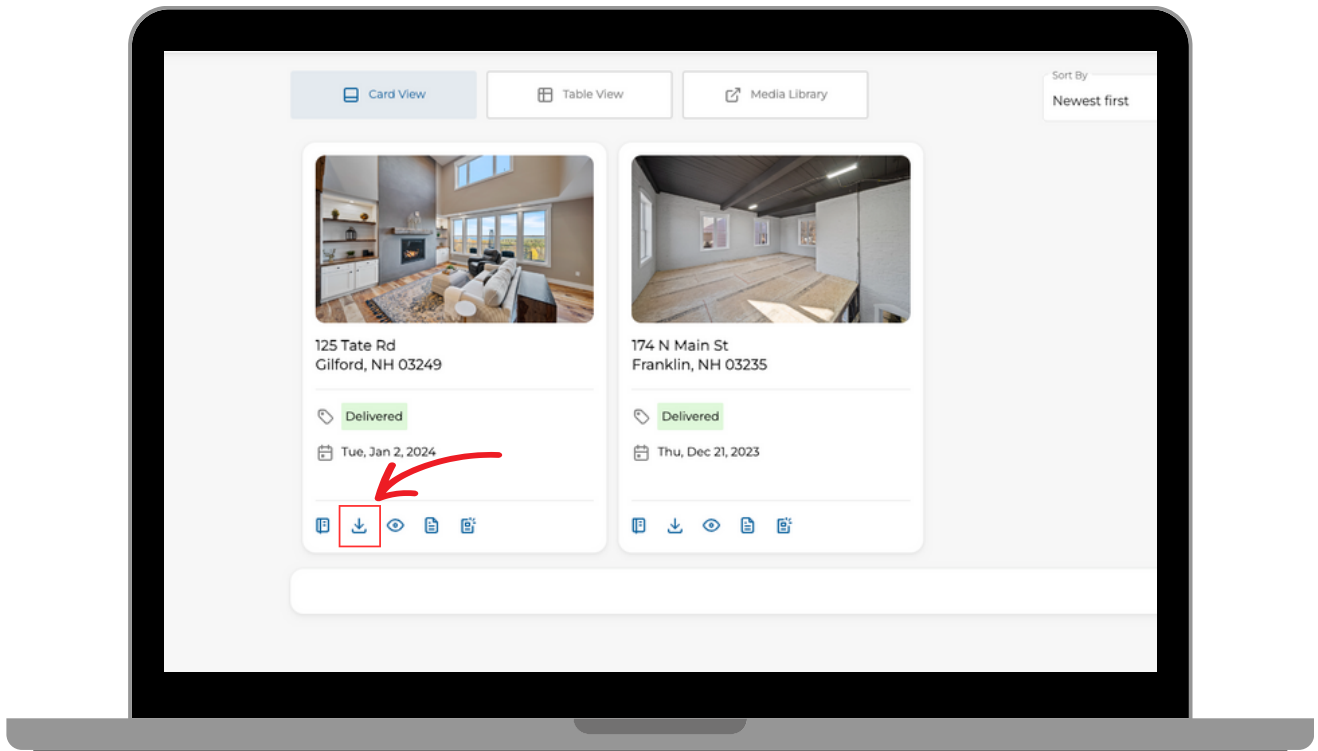
Every listing you place will have these icons at the bottom of each listing tile, and this is how you gain access to the property website builders, marketing toolkits etc.

Step 10



On the media tile, Selecting “View Order Details”, will bring you the details specific to that individual order. Total SF you entered, the package/add-on’s you selected, the price you paid etc. All order details are shown here.

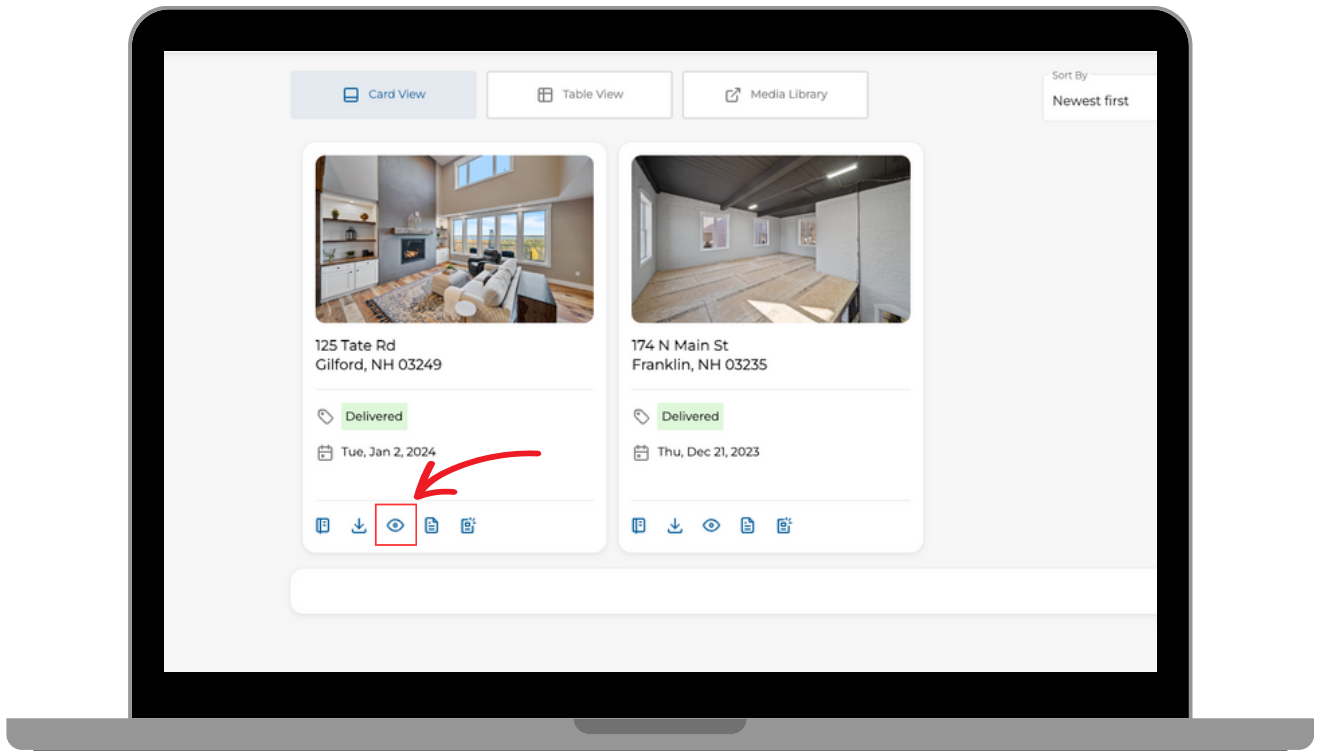
Step II



On the media tile, selecting "Download Assets" navigates you to the download page, where you can download images and content for the listing, including different resolutions and image sizes.

Additionally, on the "Download Assets" page, you'll find links for the branded and unbranded website, as well as shareable links for each.

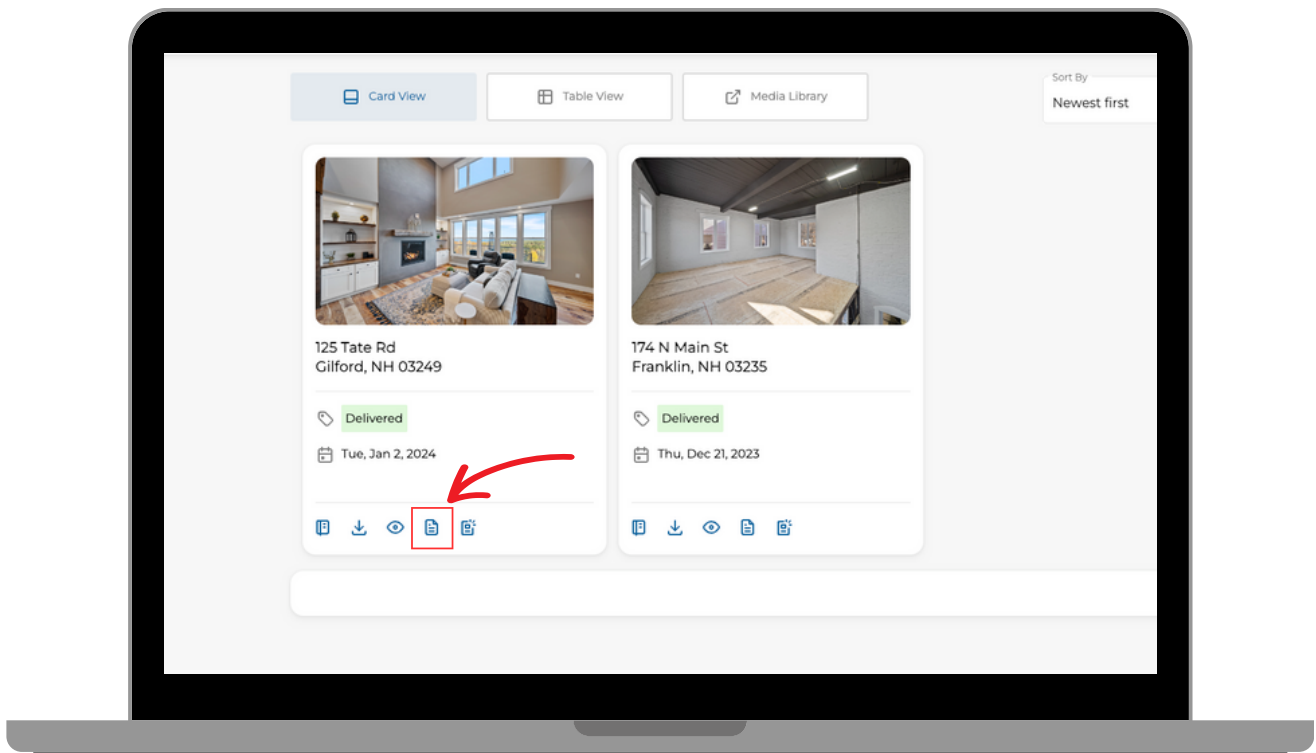
Step 12



Choosing "Single Property Website" from the media tile takes you to the property website that can be shared with others. This serves as a preview of what individuals will experience when they click on your shared single property website link.

Single property websites offer extensive customization options. Agents can incorporate brand logos, headshots, brand colors, pop-up lead capture forms, videos, photos, 3D elements, and a variety of other features to enhance the presentation.

Step 13

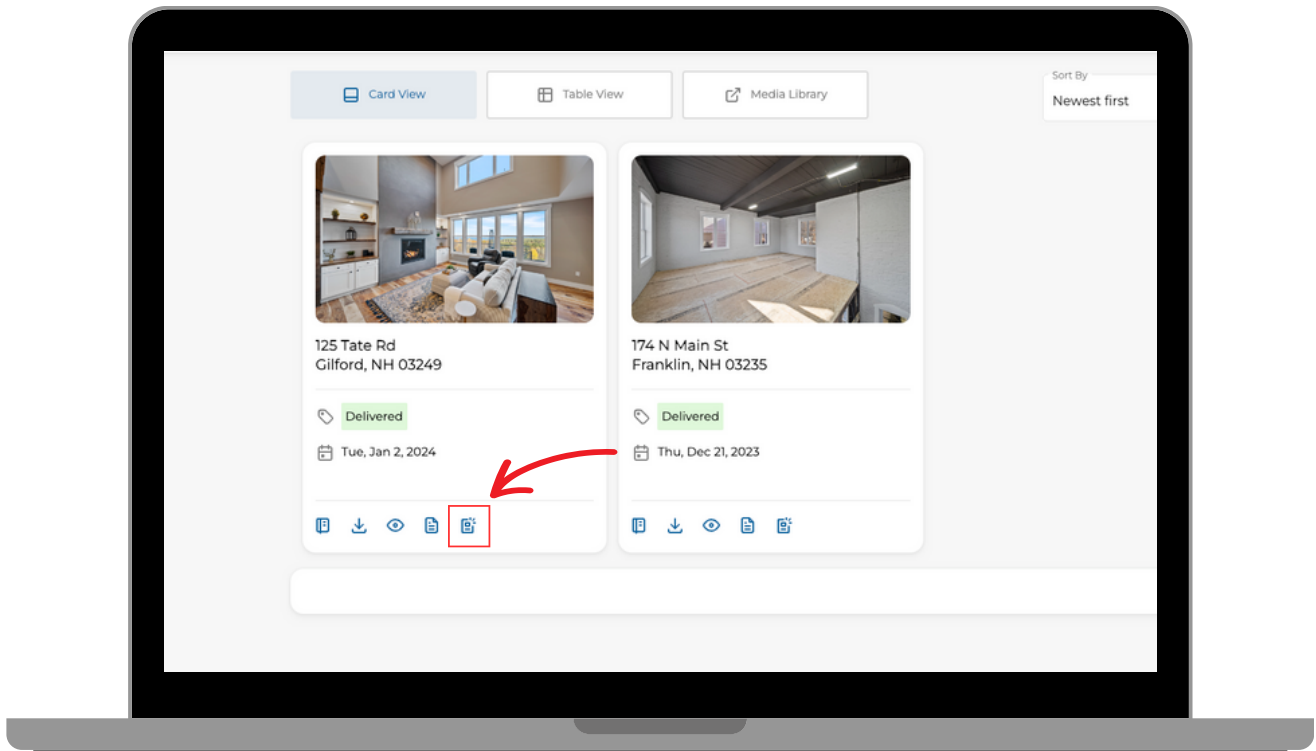


Clicking on the "Property Website Builder" option within the media tile directs you to the editor. This platform serves as the hub for modifying your single listing website. Each listing booked through us includes a fully customizable single listing website, making you well-acquainted with this page over time.

On this editor, you have the flexibility to incorporate details about the listing, organize photos and media, integrate Points of Interest (POI) maps, include agent contact information, create lead capture forms, and engage in various other customization options.

Check out our guide on how to edit and create a single listing website to learn more.

Step 14



Opting for "Open Marketing Toolkit" within the media tile directs you to the marketing content section. In this area, you can efficiently generate content for marketing your listing, including flyers, social media tiles, postcards, and more.

The process is streamlined as the media from the shoot is automatically consolidated into the listing website. This simplifies the creation of flyers and social media tiles, as it seamlessly pulls photos and videos from the listing.

Click on a "sample", which will then bring you to the builder/editor where you can tweak everything from font, images, equal housing logos, broker logos and more.

When complete, save changes and download what you created to be used as needed.

Check out our guide on how to use the marketing toolkit to learn more