



VANTAGE MANAGEMENT – www.vantagemanagement.com.au – 1300 858 348

How to list and update properties in Vantage Film Locations catalogue

To Create an Account with VFL

- Go to www.yourpropertyontv.com
- Click on the Register link on left margin
- Create a Username and Password
- You will then be sent an email to verify your account. You will need to click on the verification link in the email before you can proceed.
- Once verified you will then need to enter your username and password.
- You only need to create one account that you can continue to use anytime.

Once You Have Created Your VFL Account

- Go to www.yourpropertyontv.com and log in if you are not already.
- You can now submit properties to the Vantage Film Locations catalogue. To start listing properties click on the Submit A Property link at the top of the page, just under the header.
- To help us identify you as the booking coordinator for any future bookings please fill in properties details as follows –
- Contact Name – Best person to talk to about the use of the property
- Home Phone – Your landline number
- Mobile – number of contact person
- Email – your contact email
- Address – Actual address of the property you are listing
- Local Council – that has jurisdiction over the property you are listing

- Region – One that best describes the place when the property is located
- Building Information – as per the building.
- Please enter all relevant information. Add text where possible to describe Renovations, Features, and View.
- Property Description- is ideally a short summary of the property; this is what appears next to the property in search results, so make it highlight the property.
- Colour Scheme – a brief outline of main colours used in the house. Pictures will obviously give the most detail so no need to be too specific.
- Flooring – Again no need to be too specific.
- Noise – Only needed to make production aware of any background noise they may encounter while filming.
- Outstanding/Interesting Features – Helps point out things that may catch a production's imagination. Things that stand out in the property or separate it from other like properties.
- Anything Else – A chance to add anything we haven't been able to add above. E.g – deepwater frontage, ideal for a large boat.
- Once you are aware of the terms and conditions and have ticked them then the property Details will be listed.

Add Photos

- Once you have Submitted the profile you are now able to add Photos. Click on Add Pictures link at the top of the page.
- Check you have the correct address in the address drop down box.
- Then add four pictures with a description of up to 5 words. Please make sure picture file size is limited to the guidelines shown. Resize your pics if needed using software on your computer. Also make sure the file name of a picture does not contain symbols (eg %,/^&) as these tend to cause pictures to appear as a small 'x' in the catalogue.
- Once 4 pics have been selected click on Submit, depending on your connection speed and picture size this may take a few minutes.
- Once loading is finished you will be taken to a page that confirms the pictures and gives you the option to go to My Properties. To add more photos go to My Properties and select Add Pictures to Your Properties. Click on this link to add more pictures. You can add as many pictures as you like to a property; ideally a

minimum of 12 pics is best to show off a property, more if the property is large or has many features.

Add MORE Photos

- To add more Pictures click on Add Pictures and repeat the above process making sure you select the correct address.

Add Another Property

- To add another property click on the Add Property link and repeat the above.

- To finalize a property listing and check how it appears in the catalogue click on the VIEW option on the right, next to the property you just added. This will give you the listing as it will appear.

Payment For A Listing

- To make a property visible in the catalogue it must be paid for. Click on the Payment Options link for a range of ways to pay for a listing. Payment covers the listing for as long as the owner wishes to leave the property listed, it is NOT an annual fee.

- Once a payment is made, it needs to be verified, this may take up to 48 hours, once this is done the listing is made live and a tax receipt will be emailed to you.

Adding Photos and Editing Existing Properties

- Adding more pictures or editing a property's details. You can do any of these at any time by logging in to www.yourpropertyontv.com and clicking on the My Properties link that appears at the top of the page when you log in. You can then click on the link next to the property - VIEW, EDIT, DELETE or EDIT PHOTOS. Select what you wish to do.

Contact Us

If you ever have any problems or questions please email or call our office we will be happy to help.

Regards,

Shan Railton

Founder and Principle
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Vantage Film Locations