

First-listing quick guide

Before you start: have an AlpenGlow account, one permitted listing, its MLS number + market (or address/link), current facts, an exterior photo, and your agent/brokerage details. Use your own listing — not the fictional example in the video.

01

Find your listing

Sign in, open **Pipeline → New listing**, and enter your **MLS number** and **City or MLS market**. Select **Find listing facts**. You can also choose **Property address** or **Listing URL** in Search by.

02

Review before you apply

Choose the matching property. Check the address, current price, status and each selected fact against **View source**. Uncheck anything uncertain; existing or conflicting values need your choice. Confirm the review checkbox, then select **Use selected facts** (the button includes the number selected). Photos are uploaded separately.

03

Save the source brief

Select **Continue to source brief**. This creates a private listing record. Check or correct the facts, especially **price, bedrooms, bathrooms and square feet** for your flyer. Check Agent & brokerage details, then select **Confirm facts & open Workroom**. For an existing listing, use **Save source brief & return**.

04

Add a hero photo

In Workroom, open **Add media** and choose **Choose hero or photo set** or **Add photos or film**. Upload photos you have permission to use. Open the image's settings, set **Visual role → Hero** and **Review state → Approved**. One approved exterior hero starts the private flyer flow. JPG, PNG and WebP work; convert HEIC to JPEG first.

05

Choose a direction

Open **Choose direction** and select the campaign style that fits the property. Arden's review is optional. For the first-flyer flow, use **Build first private flyer** when offered. Otherwise open **Build & review outputs → One-page flyer → Build or review output**.

06

Preview, save and open the flyer

Choose **Open preview**. Check the photo, price, facts and your contact details. Return to the flyer card and use its PDF action: **Create private flyer PDF**, **Create marked PDF draft** or **Create current PDF**, depending on the current workflow. After saving, use **Open saved flyer** when offered, or reopen it through **Review saved versions**. Private working drafts are for internal review; complete the required seller approval and identity checks before distribution.

If you get stuck

No match or missing facts?

Try the full street address and city or a public broker listing URL. You can always enter facts manually. Web results may be incomplete or out of date; do not guess.

Search limit or timeout?

Your facts stay unchanged. Continue manually or contact support. A search does not guarantee MLS access.

Preview did not appear?

Allow pop-ups for AlpenGlow and try again. For a wrong price or fact, edit and save the Source Brief, then create a new flyer; old saved files stay unchanged.

Your first goal is one correct private flyer. Downloading does not publish a site, submit to the MLS, or send an email. Website publication has additional photo and approval requirements.