

BlueLaVaMedia TxT Connect User Guide Getting Started

Using TxT Connect For The First Time



- Take advantage of today's text popularity and smart phone technology
- Easy setup for the Realtor
- Completely portable from property to property
- Generate leads to the Realtor
- Inspires confidence in you
- \$29.50 per month for up to 10 listings
- 1st 100 text messages per month at no additional charge

Sign Up For TxT Connect

- Go to www.BlueLaVaMedia.com
- Click on the TxT Connect "Cell Phone" in the middle of the page.
- Select "Sign Up Now"
- When you sign up you should be selecting the ***Best Buy*** 10 code plan
- Follow the prompts to complete the form, please use a user name and password that you can easily remember as you will be using them every time you log onto the online system, please leave the sales rep code blank
- Once you have successfully completed the information and your charge card is validated you will be able to create property listings on your new account

Signing In To Your TxT Connect Account

- Go to www.BlueLaVaMedia.com
- Click on the "Cell Phone" in the middle of the home page.
- Select "Customer Login"
- Enter your user name and password
- Click on Login
- Click on "My Account"
- We recommend that you upload your portrait photo as it will appear on every connection
- Make sure that your information is correct
- Select the Alert Method of your choice, most clients select "Both"



BlueLaVaMedia TxT Connect User Guide Listing Management

Creating TxT Connect New Listings Step 1

- Sign into TxT Connect following the directions under Signing In To Your TxT Connect Account
- Click on “New Listings”
- Select the listing type, for example “Homes” for home sales
- Enter the MLS Number for ID
- You can now enter the information about this home
- Note - “Load Listing From MLS” - pulls information from Realtor.com, if you use this option make sure it pulls up the correct listing, if it does not then put in your information manually
- SMS Key Word – This is your unique property code for this listing, it will go on your sign rider and print advertising
- Remember to check the box on this page if you want to be notified every time an inquiry is made
- Press “Save and proceed to next step” →

Creating TxT Connect New Listings Step 2

- More Information is for the listings Mobile web site
- The text box labeled “More Information (website)” needs to contain your complete web address for example;
<http://bluelava.txt2look.com>
- Search Code may be left blank
- “Enter Description for MORE reply”, this is often the same as your public remarks in MLS
- The photos are selected from your hard drive much the same as when you upload to MLS, please note that you have to press upload for each photo individually
- External Video Link is used for the video version of your virtual tour
- Don’t forget at the end to “Save and Activate Listing”

My Listings

- “My Listings” will show all of the listings that you have created
- “Edit” should be used to make changes to your listing or to reassign a property code (SMS Key Word) to a new listing
- “Details” shows all of the info for the listing
- “Messages” history of text inquiries on your property
- “Stats” shows traffic history for listing
- “Broadcast” enables you to send text messages to those who have opted in for the property
- “Deactivate /Mark as Sold”, “Delete” and “Copy Listing” should only be used by the advanced user as misuse can result in the inadvertent loss of your property code and render your sign rider useless → Call us for help!

