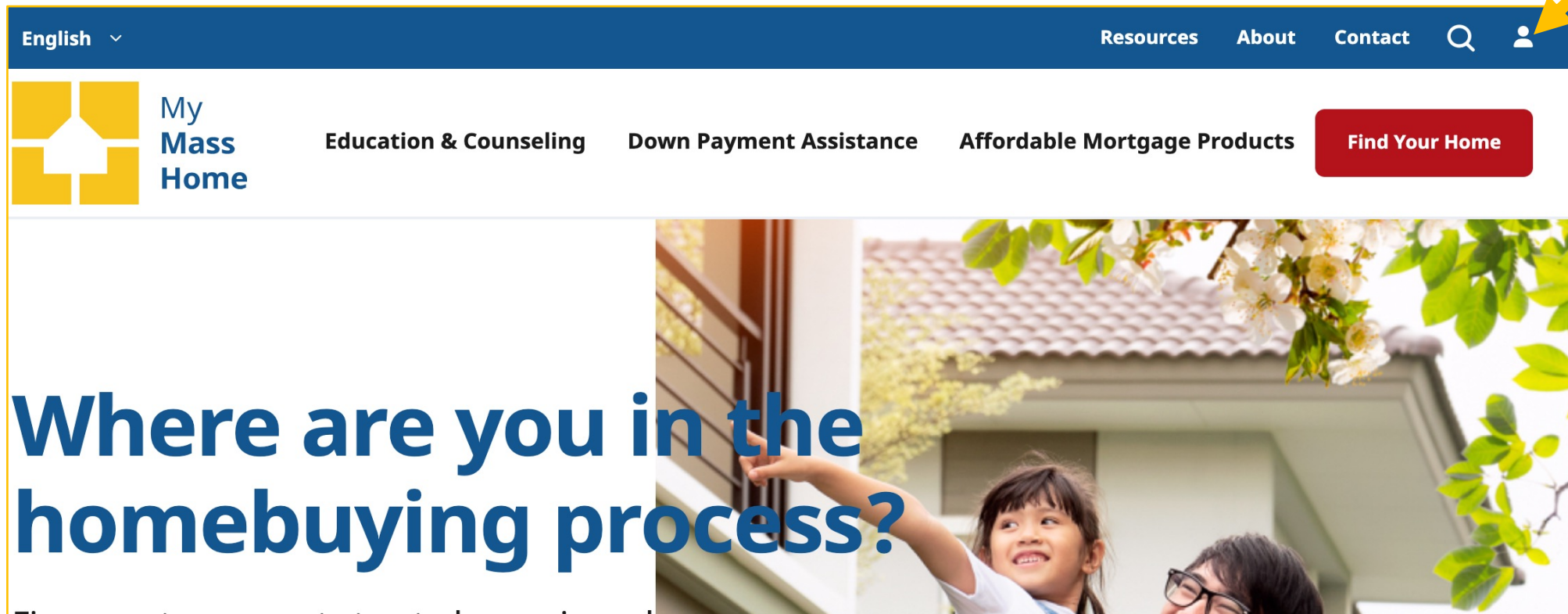


Getting Started on My Mass Home as a Property Lister

To start, go to www.mymasshome.org and click your cursor over the figure in the top right corner.



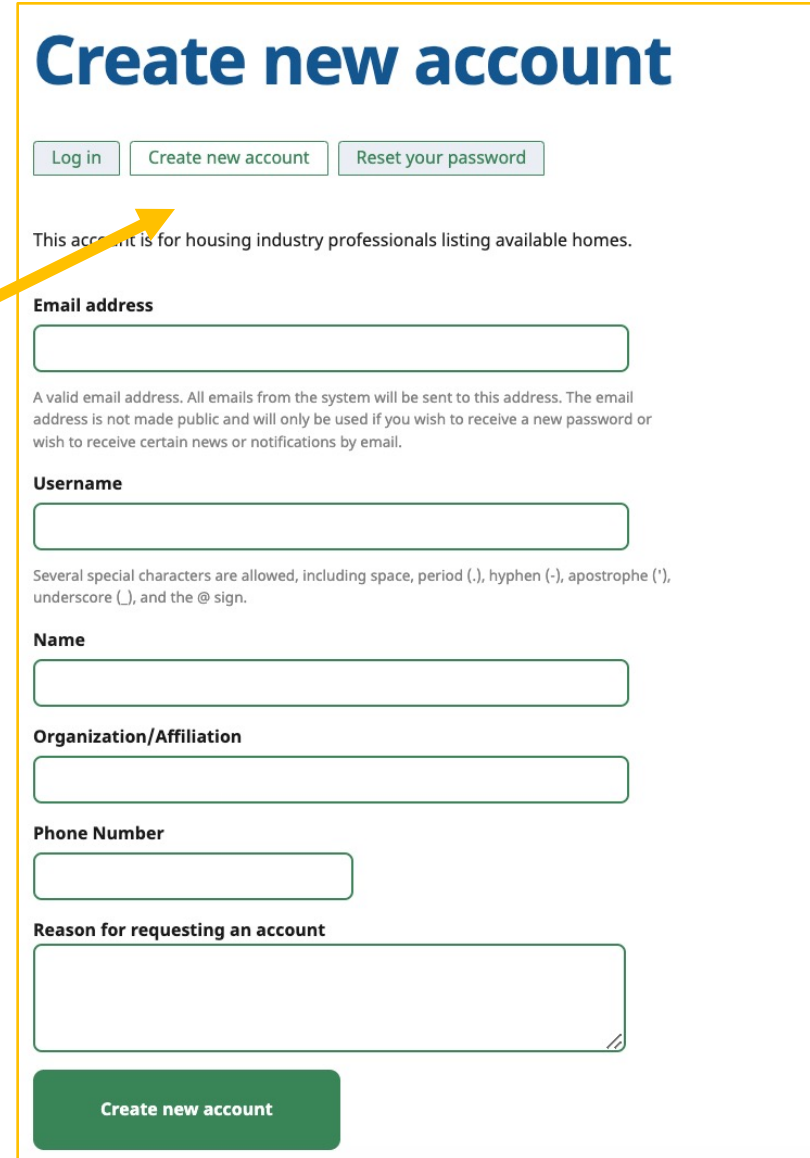
Getting Started on My Mass Home as a Property Lister

Select, “Create new account” and fill in email address, a username, Name, Organization and contact number.

Reason for Requesting account can be as simple as “to post an affordable property”.

Once you hit ”create new account” our team will receive a notification to approve the request. You will receive an email with log-in instructions once you have been approved. Please keep in mind, we are only available during normal business hours for account approvals and questions.

Then log into the site by again clicking the figure in the top right of the page.



Create new account

[Log in](#) [Create new account](#) [Reset your password](#)

This account is for housing industry professionals listing available homes.

Email address

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Username

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Name

Organization/Affiliation

Phone Number

Reason for requesting an account

[Create new account](#)

Accessing your account & Adding a Listing:

Accessing Your Account:

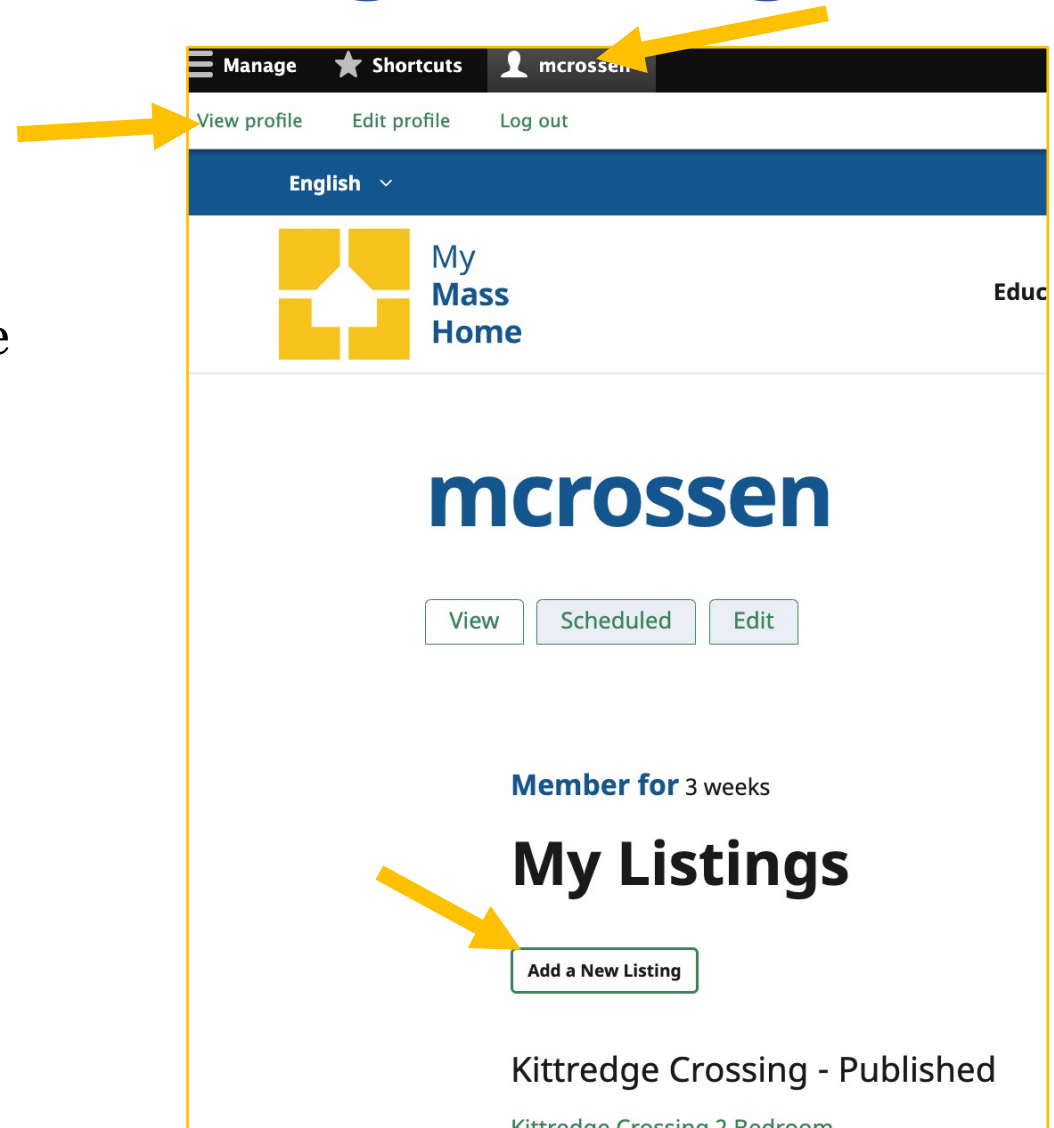
Once logged in, it will open to your profile. You can also select the figure with your username in the top black bar, above the blue menu bar to access your account.

A white bar will populate with options to View profile, Edit profile and Log out. Select “View Profile”.

Adding a Listing:

Under the “My Listings” section, please select the box to “Add a New Listing”.

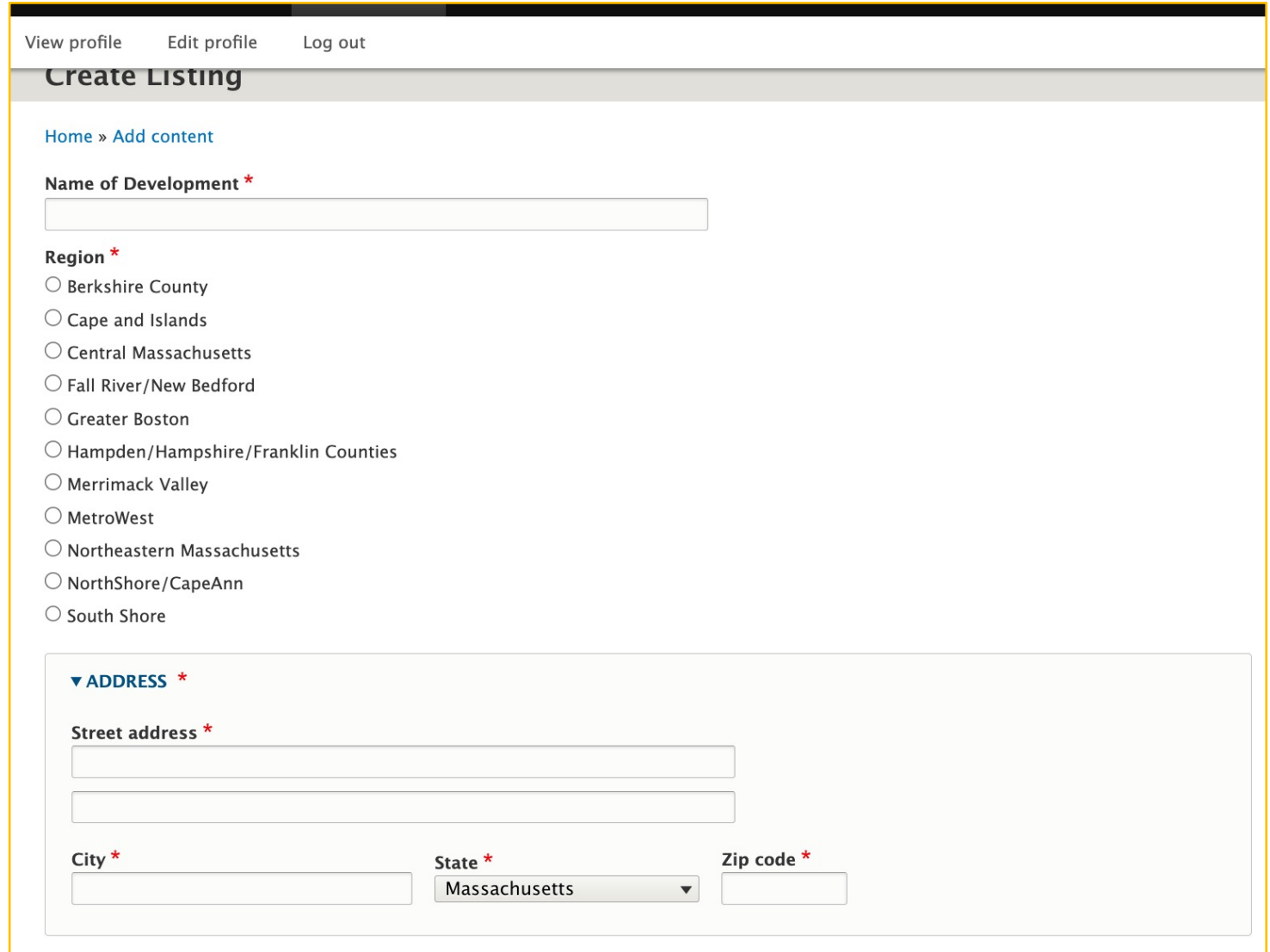
You can also come back to this page to manage your listings in the future.



Adding a New Listing:

Enter the development details following the prompts down the page.

Anything with a **red asterisk** designates that this is a required field.



The screenshot shows the 'Create Listing' form on the My Mass Home website. At the top, there are links for 'View profile', 'Edit profile', and 'Log out'. The main heading is 'Create Listing'. Below this, there is a breadcrumb trail: 'Home » Add content'. The form is divided into sections. The first section is 'Name of Development *', which has a text input field. The second section is 'Region *', which has a list of radio buttons for different regions: Berkshire County, Cape and Islands, Central Massachusetts, Fall River/New Bedford, Greater Boston, Hampden/Hampshire/Franklin Counties, Merrimack Valley, MetroWest, Northeastern Massachusetts, NorthShore/CapeAnn, and South Shore. The third section is 'ADDRESS *', which is expanded. It contains three sub-sections: 'Street address *' with two text input fields, 'City *' with a text input field, 'State *' with a dropdown menu currently showing 'Massachusetts', and 'Zip code *' with a text input field.

View profile Edit profile Log out

Create Listing

[Home](#) » [Add content](#)

Name of Development *

Region *

- ☐ Berkshire County
- ☐ Cape and Islands
- ☐ Central Massachusetts
- ☐ Fall River/New Bedford
- ☐ Greater Boston
- ☐ Hampden/Hampshire/Franklin Counties
- ☐ Merrimack Valley
- ☐ MetroWest
- ☐ Northeastern Massachusetts
- ☐ NorthShore/CapeAnn
- ☐ South Shore

▼ ADDRESS *

Street address *

City * **State *** **Zip code ***

Adding a New Listing:

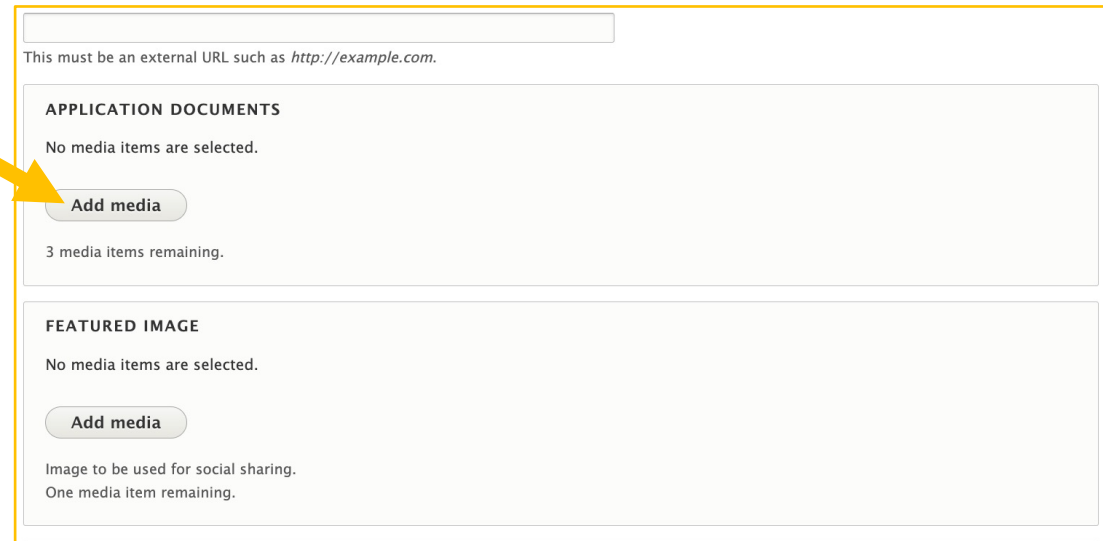
There are options to add application and brochure links as well as files and photos.

About mid way down the page, to add a file or photo select “add media” in the appropriate section.

A pop up box will populate. Select “choose files” and select the file from your computer files. Hit the blue ”save and select” button.

Finally, select the blue “Insert Selected” button at the bottom of the media box.

You can submit multiple files and photos as well as designate the featured photo.



This must be an external URL such as <http://example.com>.

APPLICATION DOCUMENTS

No media items are selected.

[Add media](#)

3 media items remaining.

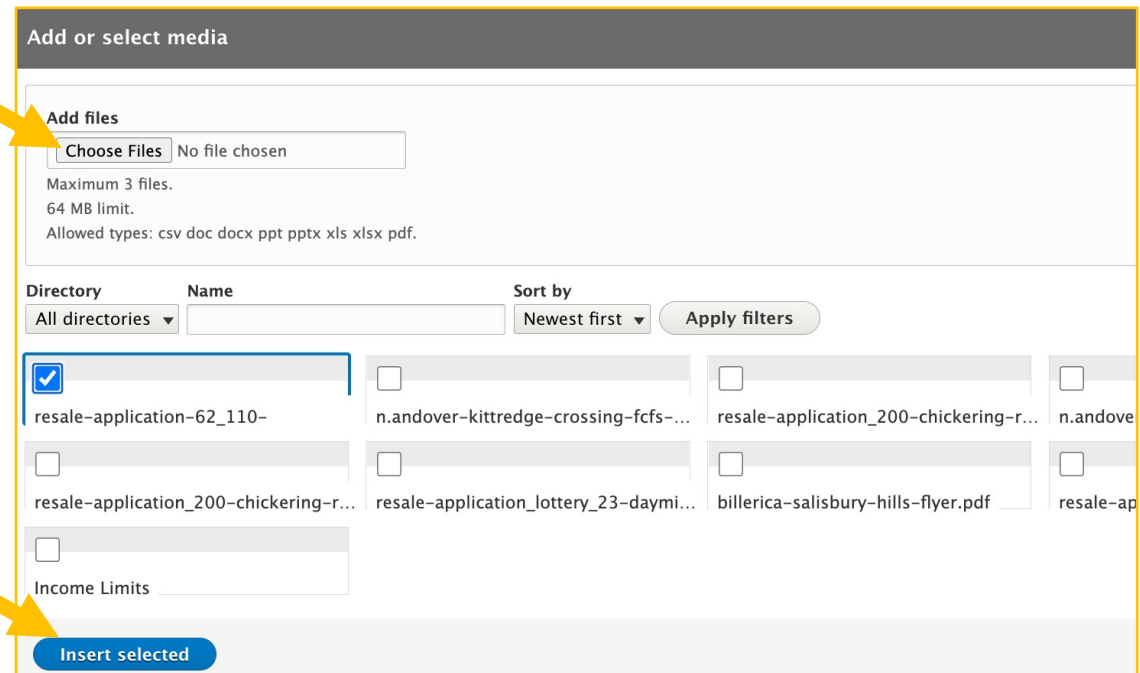
FEATURED IMAGE

No media items are selected.

[Add media](#)

Image to be used for social sharing.

One media item remaining.



Add or select media

Add files

[Choose Files](#) No file chosen

Maximum 3 files.
64 MB limit.
Allowed types: csv doc docx ppt pptx xls xlsx pdf.

Directory: [All directories](#) Name: Sort by: [Newest first](#) [Apply filters](#)

<input checked="" type="checkbox"/> resale-application-62_110-	<input type="checkbox"/> n.andover-kittredge-crossing-fcfs-...	<input type="checkbox"/> resale-application_200-chickering-r...	<input type="checkbox"/> n.andove
<input type="checkbox"/> resale-application_200-chickering-r...	<input type="checkbox"/> resale-application_lottery_23-daymi...	<input type="checkbox"/> billerica-salisbury-hills-flyer.pdf	<input type="checkbox"/> resale-ap
<input type="checkbox"/> Income Limits			

[Insert selected](#)

Adding a New Listing:

When viewing your files in this section of the page please note, you can either select a table view as seen in the top right box.

Add or select media

Maximum 2 files.
64 MB limit.
Allowed types: csv doc docx ppt pptx xls xlsx pdf.

Directory

All directories

Name

Sort by

Newest first

Apply filters

Grid

Table

THUMBNAIL	NAME	AUTHOR	UPDATED
<input type="checkbox"/>	resale-application-55_methuen.pdf	dgasser	09/07/2022 - 09:42
<input type="checkbox"/>	resale-application_7-crescent-unit-301_fcfs.pdf	mcrossen	09/06/2022 - 10:50
<input type="checkbox"/>	resale-application-62_110-dillingham_fcfs.pdf	mcrossen	09/06/2022 - 10:49

Insert selected

0 of 2 items selected

Add or select media

Add files

Choose Files

No file chosen

Maximum 3 files.
64 MB limit.
Allowed types: csv doc docx ppt pptx xls xlsx pdf.

Directory

All directories

Name

Sort by

Newest first

Apply filters

☒

resale-application-62_110-

☐

n.andover-kittredge-crossing-fcfs-...

☐

resale-application_200-chickering-r...

☐

n.andove

☐

resale-application_200-chickering-r...

☐

resale-application_lottery_23-daymi...

☐

billerica-salisbury-hills-flyer.pdf

☐

resale-ap

☐

Income Limits

Insert selected

Or you can select the grid view shown in the bottom left box.

My

Mass

Home

Adding a New Unit:

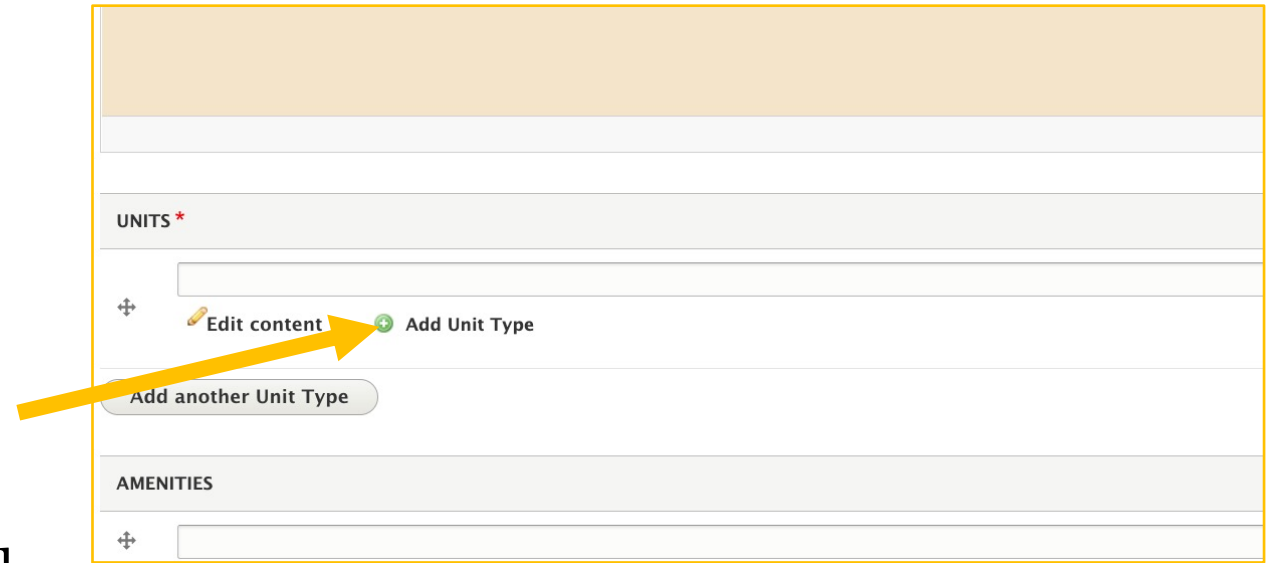
Further down the page you will see the section for Units.

To add an available unit to this development select, “Add Unit Type”.

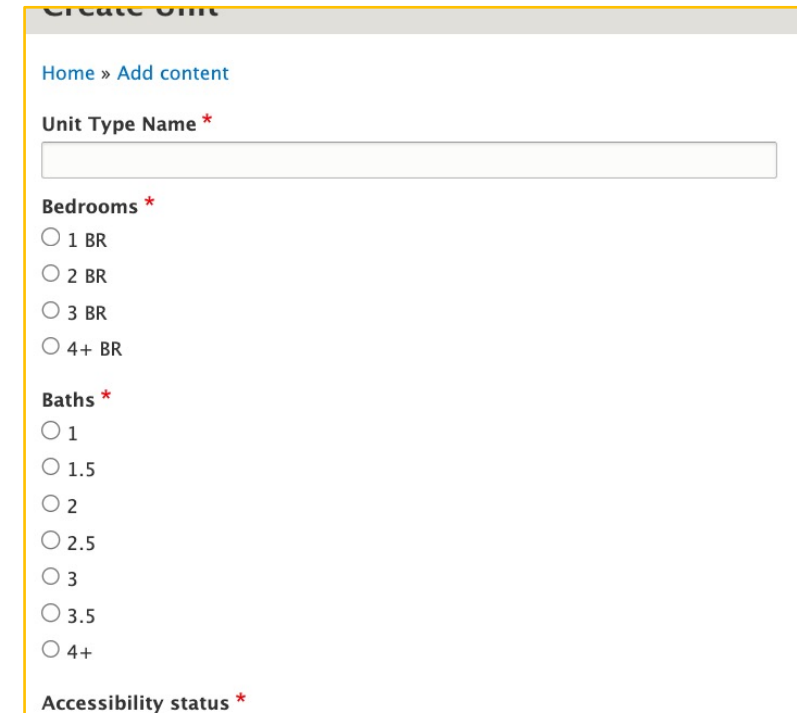
Follow the prompts on the unit type page to fill in the unit details such as number of bedrooms, bathrooms, accessibility status and price.

There is also an option in this section to add unit specific photos if you have more than one unit available in the same development or just want to highlight more photos.

Once complete, hit save at the bottom of the page and you will be brought back to the main development page.



The screenshot shows a section titled "UNITS *" with a plus icon and a search bar. Below the search bar are two buttons: "Edit content" (with a pencil icon) and "Add Unit Type" (with a green plus icon). A yellow arrow points to the "Add Unit Type" button. Below these buttons is a button labeled "Add another Unit Type". Below the "UNITS" section is a section titled "AMENITIES" with a plus icon and a search bar.



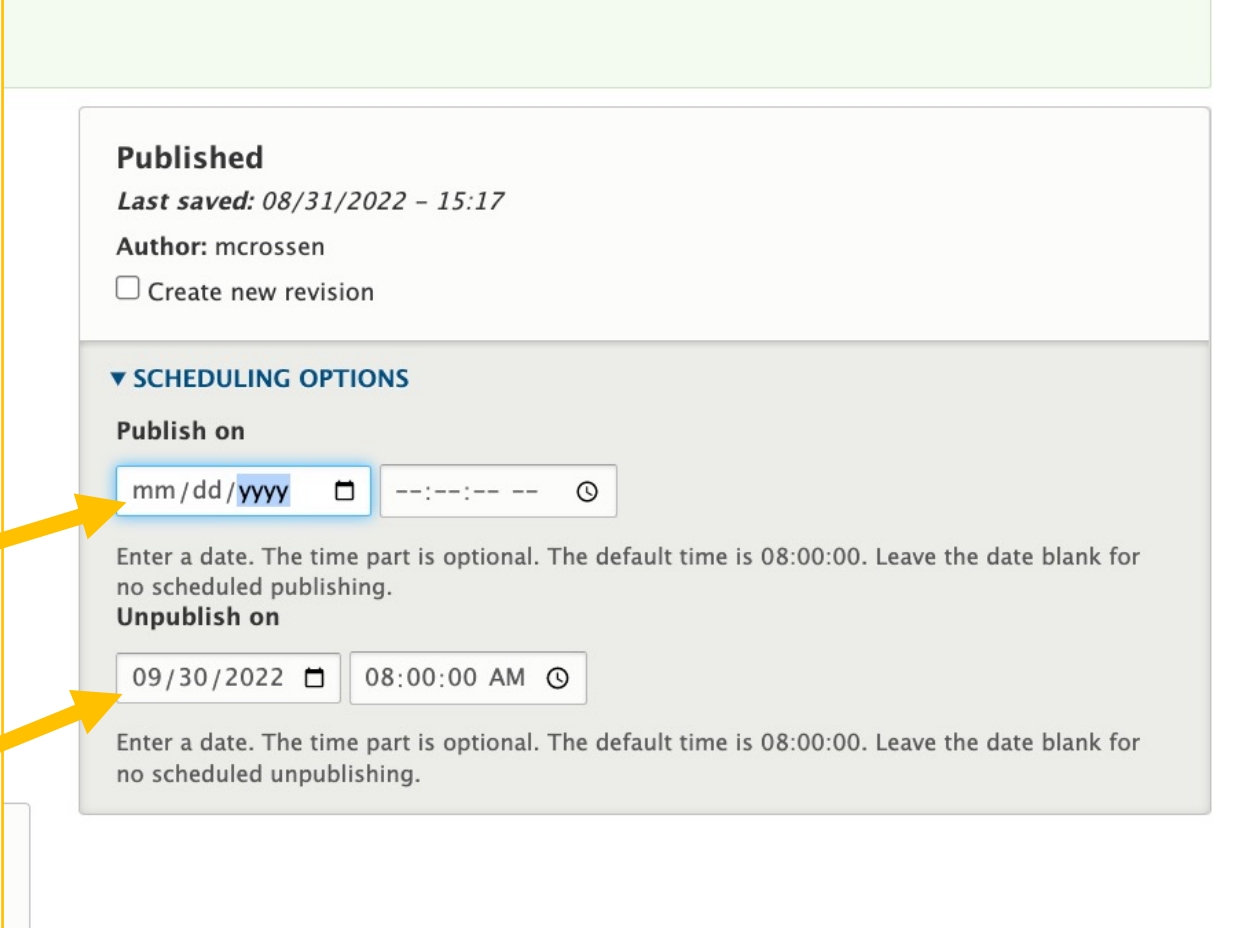
The screenshot shows a form titled "Create Unit". At the top, there is a breadcrumb trail: "Home » Add content". Below this is a section titled "Unit Type Name *" with a text input field. Below the input field is a section titled "Bedrooms *" with four radio button options: "1 BR", "2 BR", "3 BR", and "4+ BR". Below the radio buttons is a section titled "Baths *" with seven radio button options: "1", "1.5", "2", "2.5", "3", "3.5", and "4+". Below the radio buttons is a section titled "Accessibility status *" with a text input field.

Completing your new Listing:

Before selecting “save” at the bottom of the page be sure to select your Publishing options. This can be found on the top right hand section of the development page.

You can select the date and time you would like the listing published as well as when you would like to remove the listing from the public view. If you want to publish it the day you are posting, select today’s date and 9am for the posting time (or earlier in the morning).

Scroll to the bottom of the page and hit save. You have now successfully posted a new listing.



Published
Last saved: 08/31/2022 - 15:17
Author: mcrossen
☐ Create new revision

▼ **SCHEDULING OPTIONS**

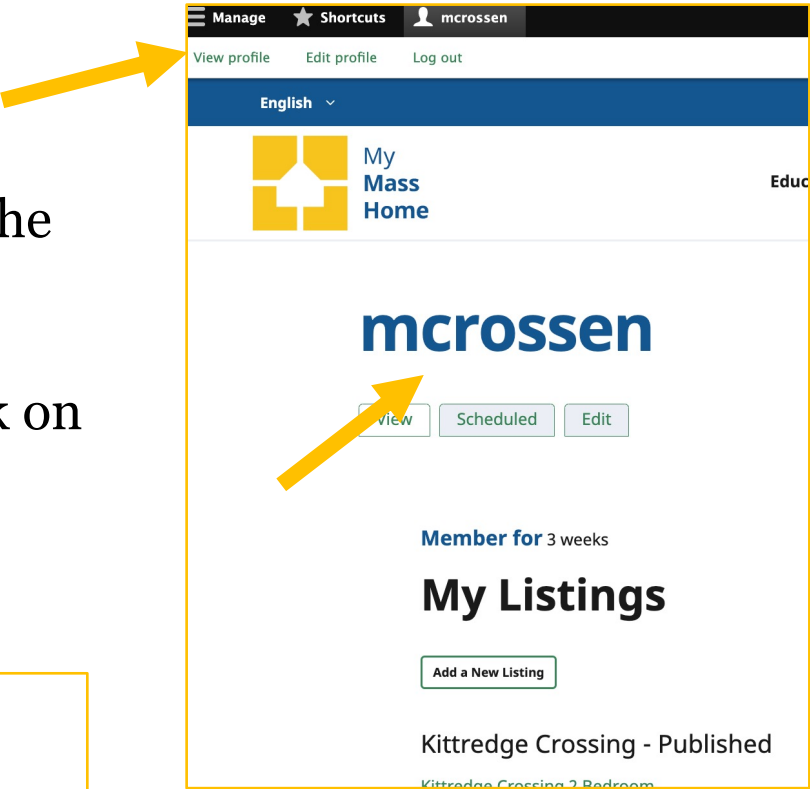
Publish on
mm/dd/yyyy [calendar icon] --:--:-- [clock icon]
Enter a date. The time part is optional. The default time is 08:00:00. Leave the date blank for no scheduled publishing.

Unpublish on
09/30/2022 [calendar icon] 08:00:00 AM [clock icon]
Enter a date. The time part is optional. The default time is 08:00:00. Leave the date blank for no scheduled unpublishing.

Editing and Managing Account:

To edit any listings return back to the “View Profile” option in the top white menu bar.

All of your listings will be under the “My Listings” section. Click on the listing link or the unit link to edit any details, including the publishing and unpublish dates.



Title

Content type

- Any -

Published status

- Any -

Language

- Any -

Filter

Action

Download PDF

Apply to selected items

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	PUBLISH ON	UNPUBLISH ON	OPERATIONS
<input type="checkbox"/>	Day Mill Townhouses	Listing	mcrossen	Published		09/09/2022 - 08:00	<div>Edit</div>
<input type="checkbox"/>	Kittredge Crossing	Listing	mcrossen	Published		09/30/2022 - 08:00	<div>Edit</div>

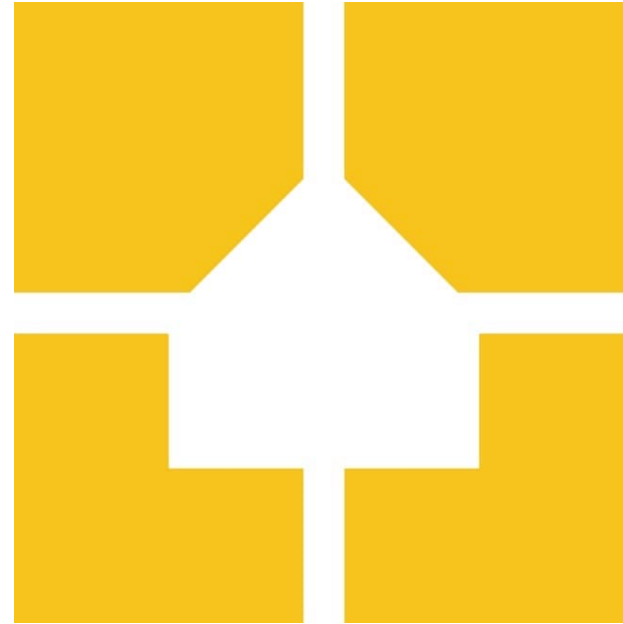
Apply to selected items

You can also edit the publishing date by selected the “scheduled” tag and then edit under the desired listing.

**Questions or
Concerns?**

**Please contact
David Gasser**

dgasser@chapa.org



**My
Mass
Home**