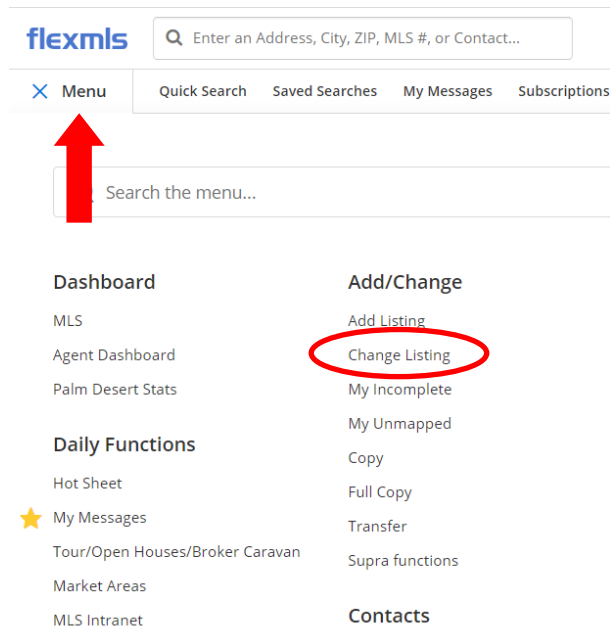


VIRTUAL OPEN HOUSE & TOUR OF HOMES

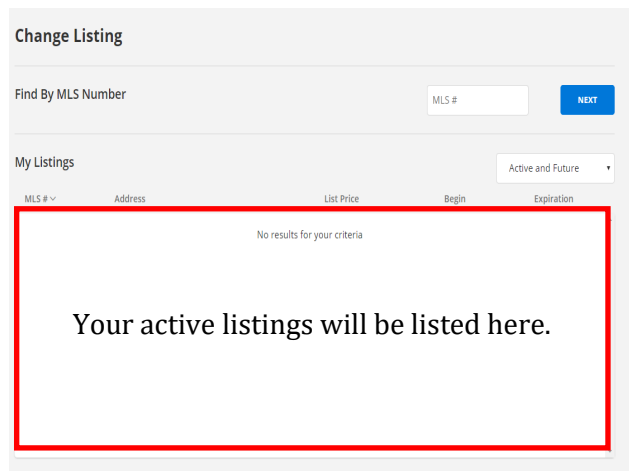
VIRTUAL OPEN HOUSE
Goes to the MLS and 3rd party vendors.

VIRTUAL TOUR OF HOMES
Goes to the agents within the MLS.

1. Go to Menu > Change listing.

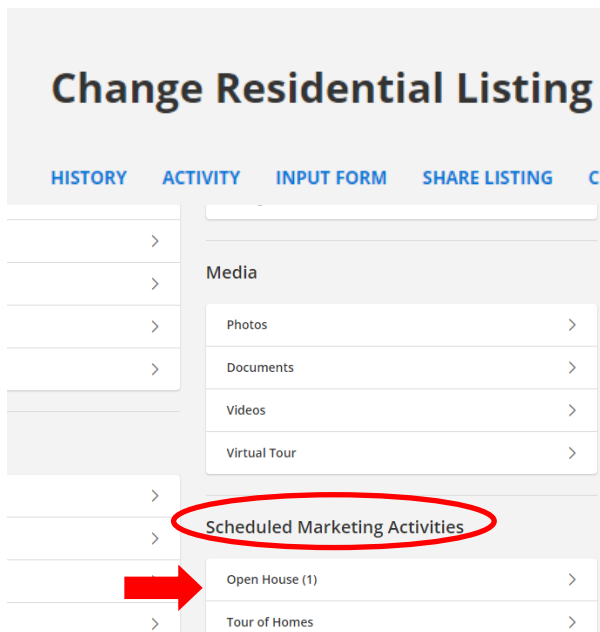


2. Click an active listing from within this screen.



VIRTUAL OPEN HOUSE & TOUR OF HOMES

3. Click on either “Open House” or “Tour of Homes” under the “Scheduled Marketing Activities.”



Change Residential Listing

HISTORY ACTIVITY INPUT FORM SHARE LISTING

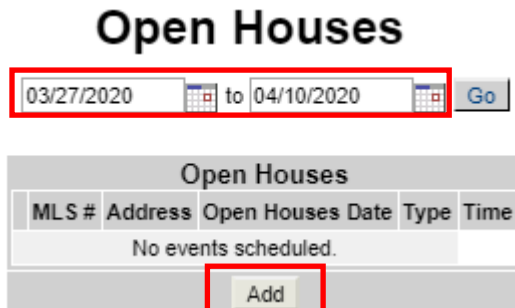
Media

- Photos
- Documents
- Videos
- Virtual Tour

Scheduled Marketing Activities

- Open House (1)
- Tour of Homes

4. Click Add. (Confirm your Open House falls between the date range, if not you can change the dates).



Open Houses

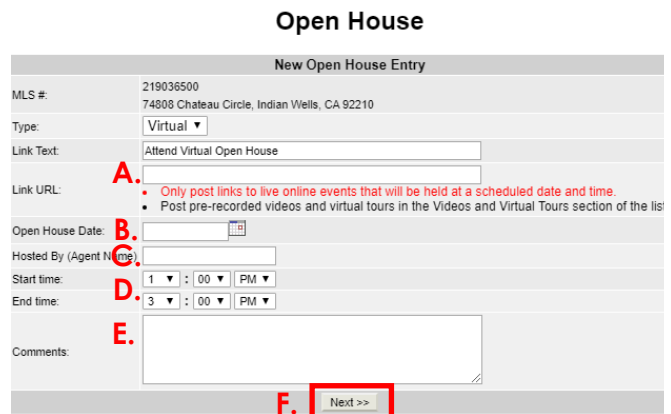
03/27/2020 to 04/10/2020 Go

MLS #	Address	Open Houses Date	Type	Time
No events scheduled.				

Add

5. Fill in the empty fields.

- A. Copy the virtual link in the space.
- B. Enter the host agents name.
- C. Enter the date of the Open House.
- D. Enter the start and finish time.
- E. Add Comments.
- F. Click next.



Open House

New Open House Entry

MLS #: 219036500
74808 Chateau Circle, Indian Wells, CA 92210

Type: Virtual

Link Text: Attend Virtual Open House

Link URL:

Open House Date:

Hosted By (Agent Name):

Start time: 1 : 00 PM

End time: 3 : 00 PM

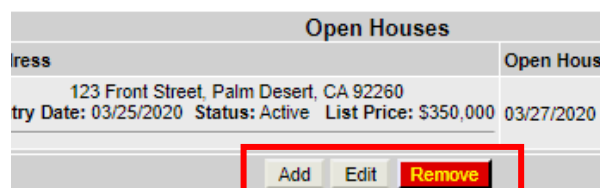
Comments:

Next >>

6. Click “Add” and you’re done.

7. Click “Edit” to edit a scheduled Open House.

8. Click “Remove” to turn off a scheduled Open House.



Open Houses

Address	Open House
123 Front Street, Palm Desert, CA 92260 Entry Date: 03/25/2020 Status: Active List Price: \$350,000	03/27/2020

Add Edit Remove