

Create an Open House

To start entering your Open House, click the large blue circle with the plus sign in the lower right of your screen.



Open House Type

Public (default selection): Open to the public. Shows on all MLS customer displays and public broker/agent websites.

Public

Broker

Broker: Open to agents only. Shows on MLS agent-only displays, but not public sites.

Open House Agent

Defaults to the List Agent. To designate a different agent, clear the field and then start typing agent first or last name, or MLS ID number. Select as it appears below the box.

Open House Agent (Type name of an agent / NRDS ID)

Start typing name or Agent ID of Open House Agent

The Open House Agent will display in the MLS as the contact person for that Open House. You may select any agent—does not have to be the List Agent or Co-List Agent.

Date

Defaults to today's date. Click in the box to pop-up a calendar to select the date of the open house.

Date

2018-04-11

Time

Click to select the Start Time and then the End Time from the drop-down list.

Time

1:00 PM



to

3:00 PM



Frequency

Defaults to 1 Time. Leave this selected for a single Open House event.

1 Time

Series

To schedule more than one over multiple days (but for the same time period), select Series. Then click to select the days of the week the open house will occur and an End Date.

Mon

Tue

Wed

Thu

Fri

Sat

Sun

End Date

2018-05-12

Refreshments (optional)

If you plan to serve refreshments at the Open House, select one of the standard options.

Refreshments (optional)

Drinks Lunch Snacks **None**

Description (optional)

You may enter up to 250 characters to describe your Open House. This description is available to the public and therefore has the same requirements as Public Remarks (no names, contact info, promotional information, etc.)

Description

The Description field may be used only to describe the property and its vicinity, or the Open House event. Do NOT include names, contact information, or any third party promotions.

Enter Description here

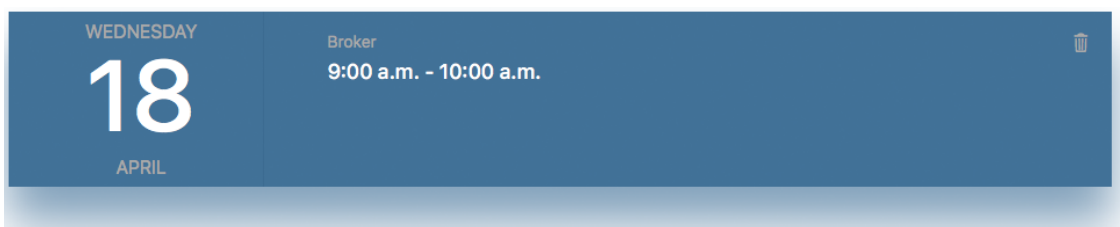
0 / 250

Click the Save button in the upper right of the screen to save your Open House.

Save

Edit an Open House

1. Simply click on the event card (it will turn from white to blue) on the main Open Houses screen. If it is a 1 Time Open House, you will go straight to edit mode. If it is a Series, you will first be prompted to indicate whether you want to edit just that one occurrence, or the entire series.



This event is part of a series.
Do you want to edit this event or the series?

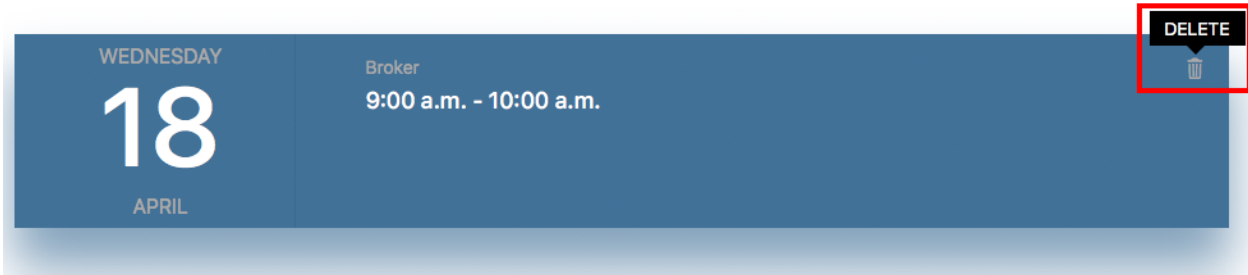
Cancel **Edit Event** **Edit Series**

2. Make your changes, and then click the Save button in the upper right of the screen.

Save

Delete an Open House

Each Open House card on the main Open Houses menu has a trash can icon on the upper right side. To delete an Open House, click that trash can icon.



If it is a 1 Time event, a pop-up will ask you to confirm that you want to remove it.

Are you sure you wish to delete this event?

Cancel Remove Event

If it is a Series, you will be prompted to delete either just that single instance or the entire series.

This event is part of a series.

Are you sure you wish to delete this event?

Cancel Remove Event Remove Series