

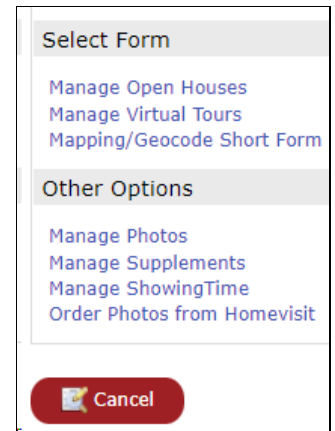
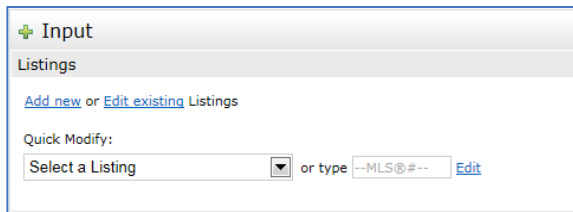
Tip Sheet: Adding Open Houses

1. From the menu bar, click the **Input** tab.

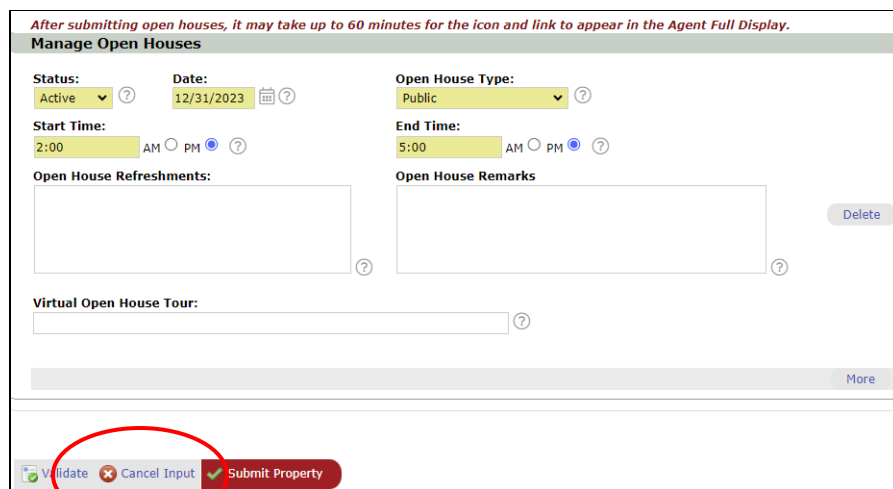


2. Locate your listing by either clicking **Edit existing**, by selecting a listing from the **Quick Modify dropdown list**, or by entering a listing number in the textbox, then clicking **Edit**.

Within the Modify Listing screen, click **Manage Open Houses**.



3. Within the Manage Open Houses screen, enter the data for your open house. Check to make sure it reads **Status: Active**. Click **Submit Property** when done.



Note: Click the **More** button to add any additional dates for Open Houses or Broker Tours. Open Houses will be advertised until the date & time has passed on www.realtor.com.

