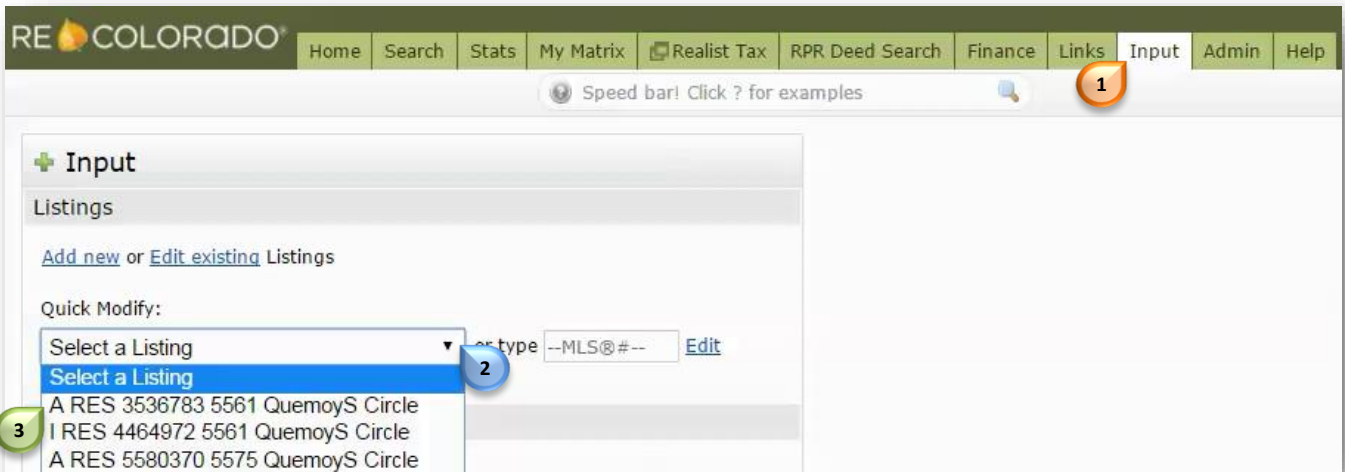
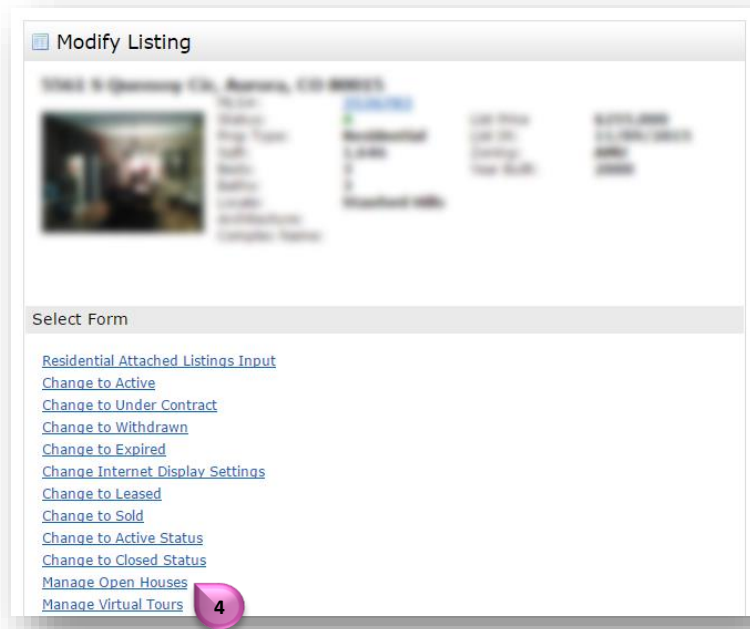


An Open House can be added to any active listing.

- Click **“Input”** 1
- Click the **dropdown arrow** 2 next to Select a Listing
- Select the desired active listing 3



- Select **“Manage Open Houses”** 4



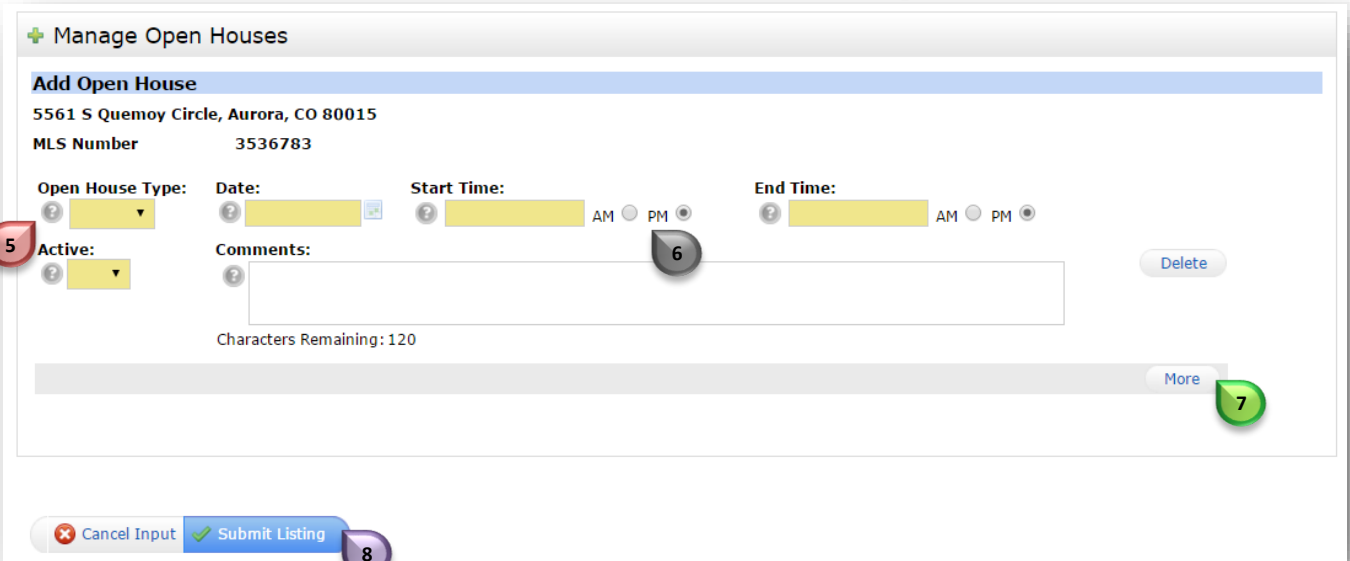
- The “**Add Open House**”  form presents

Note: Required fields are yellow

Note: “Start Time” must be after 6:00 AM

Note: “End Time” must be before 9:00 PM

Note: Be sure to accurately use the AM / PM  radio dial buttons

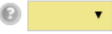









+ Manage Open Houses

Add Open House


5561 S Quemoy Circle, Aurora, CO 80015


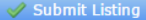
MLS Number 3536783


Open House Type:  Date:  Start Time:  AM PM End Time:  AM PM


Active:  Comments:   

Characters Remaining: 120




- To enter additional open houses click “**More**” 

Note: Do not overwrite an existing open house entry, even if the date has past. Use the “**More**”  button to enter additional Open Houses.

- Click “**Submit Listing**” 

- Matrix Users can access your Open House Information from any search results display by clicking on the Open House icon 

- Open House information will be available to the public on REcolorado.com. Open house information typically updates within one hour

OH Date	OH Time	Type
07/02/16	1:00PM-3:00PM	Public