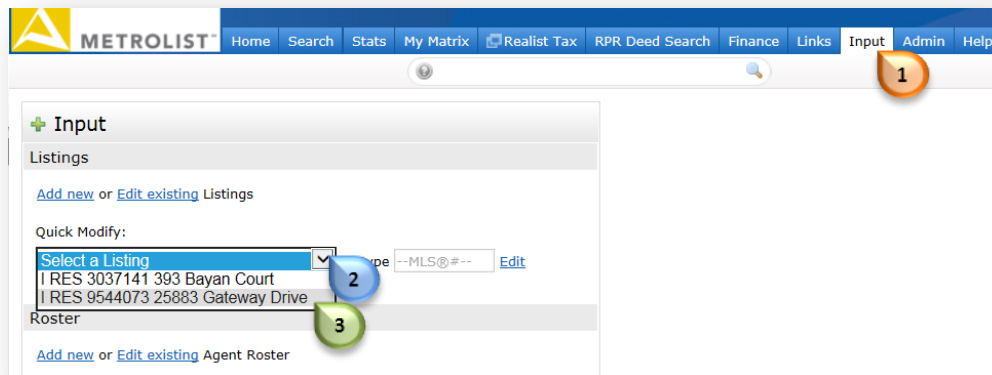


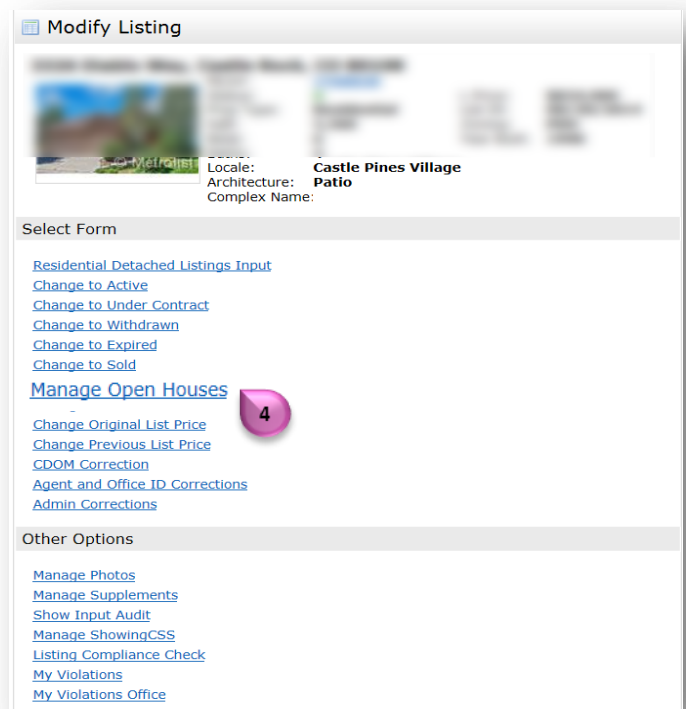
# Enter an Open House

An Open House can be added to any Active listing

- Click **"Input"** 
- Click the **dropdown arrow**  next to select listing
- Select the desired listing 



- Select **"Manage Open Houses"** 



# Enter an Open House

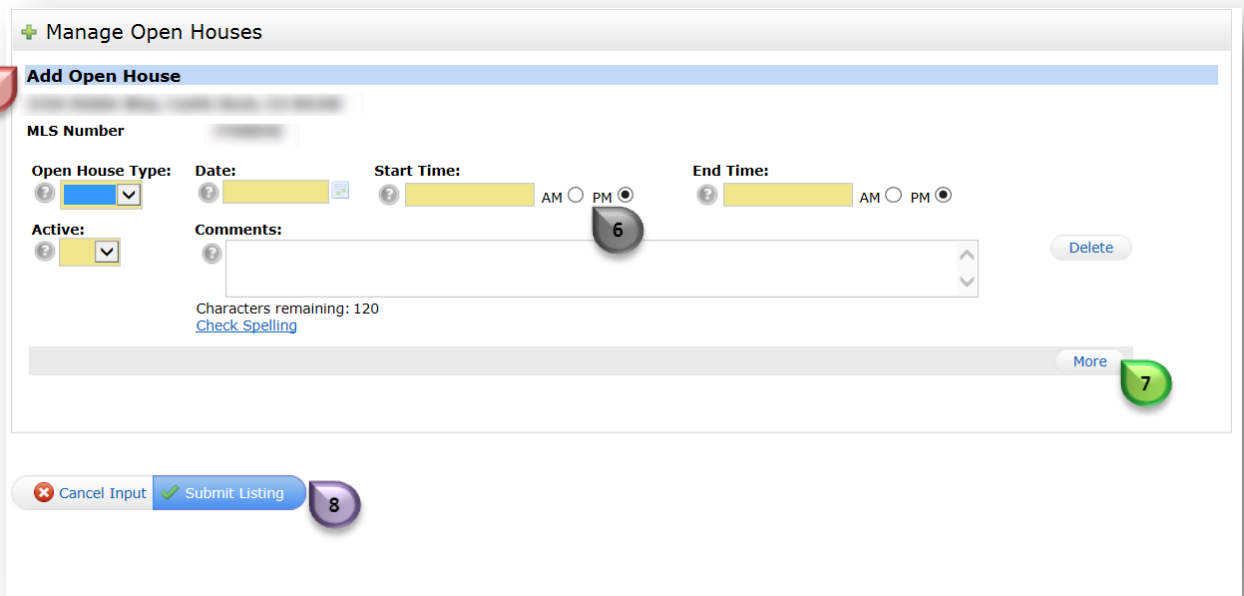
- The “Add Open House”  form presents

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 buttons



- 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 the hour

Open House: Wednesday, 8/27 4:00-7:00PM