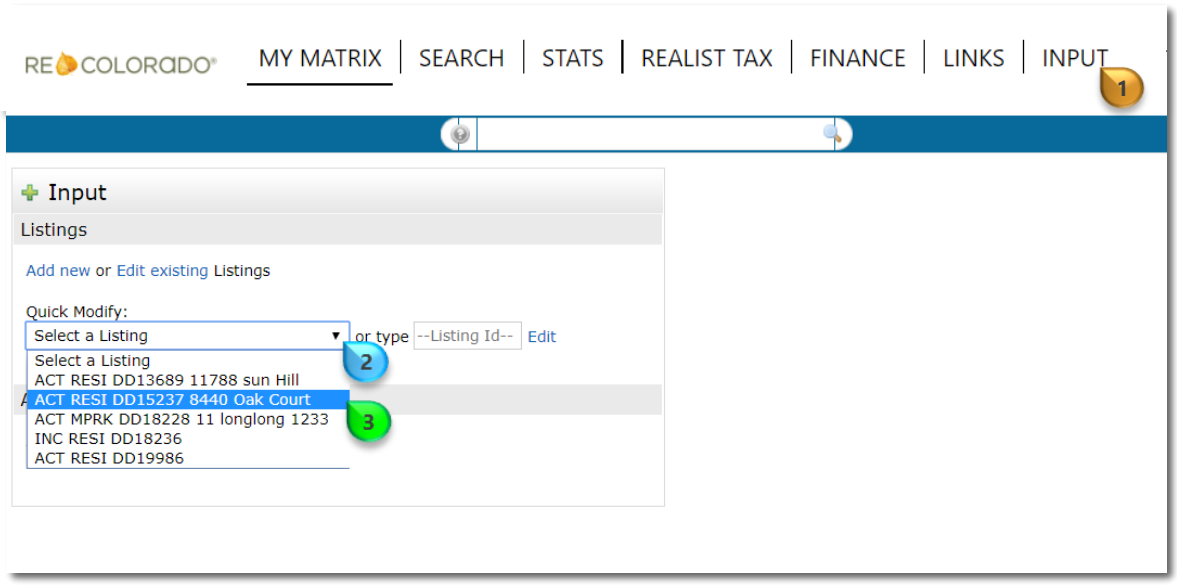
Add an Open House

In-person and/or virtual *Open Houses* can be added to any active listing. A *Virtual Open House* uses the camera on your device and a live-stream platform (*Facebook Live, Instagram Live, Zoom,* etc.) to virtually host an *Open House*. A *Virtual Open House* is not a virtual tour.

Click "**Input**" 1

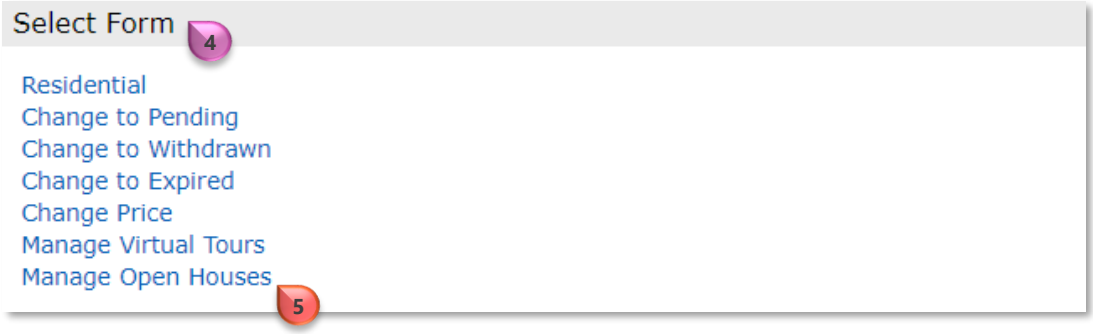
Select the *expand collapse arrow* 2 next to "**Quick Modify: Select a Listing**"

Select the desired active listing 3



A **Select Form** screen presents 4

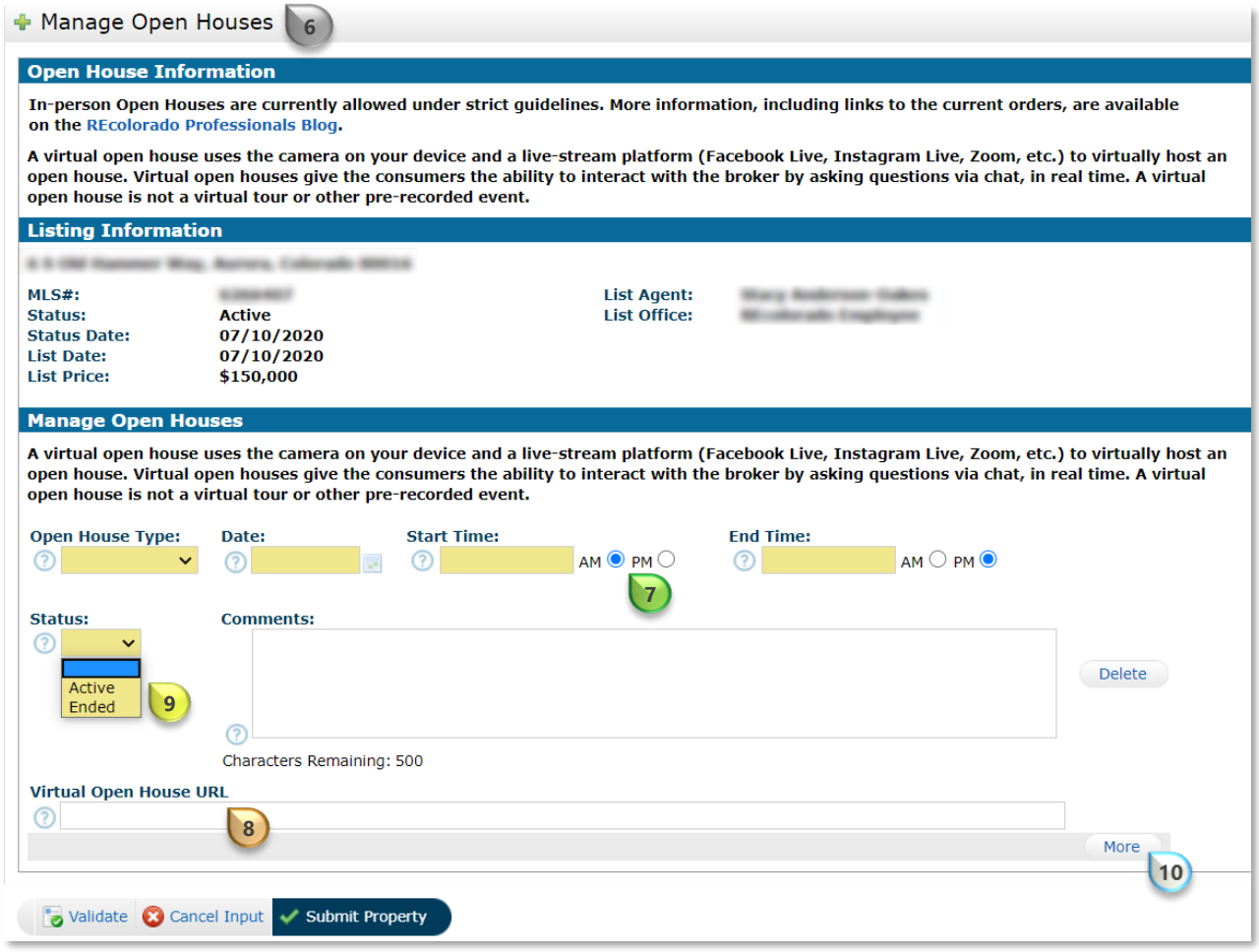
Select "**Manage Open Houses**" 5



Add an Open House

A **Mange Open Houses** 6 form presents

Complete all necessary fields based on your open house type



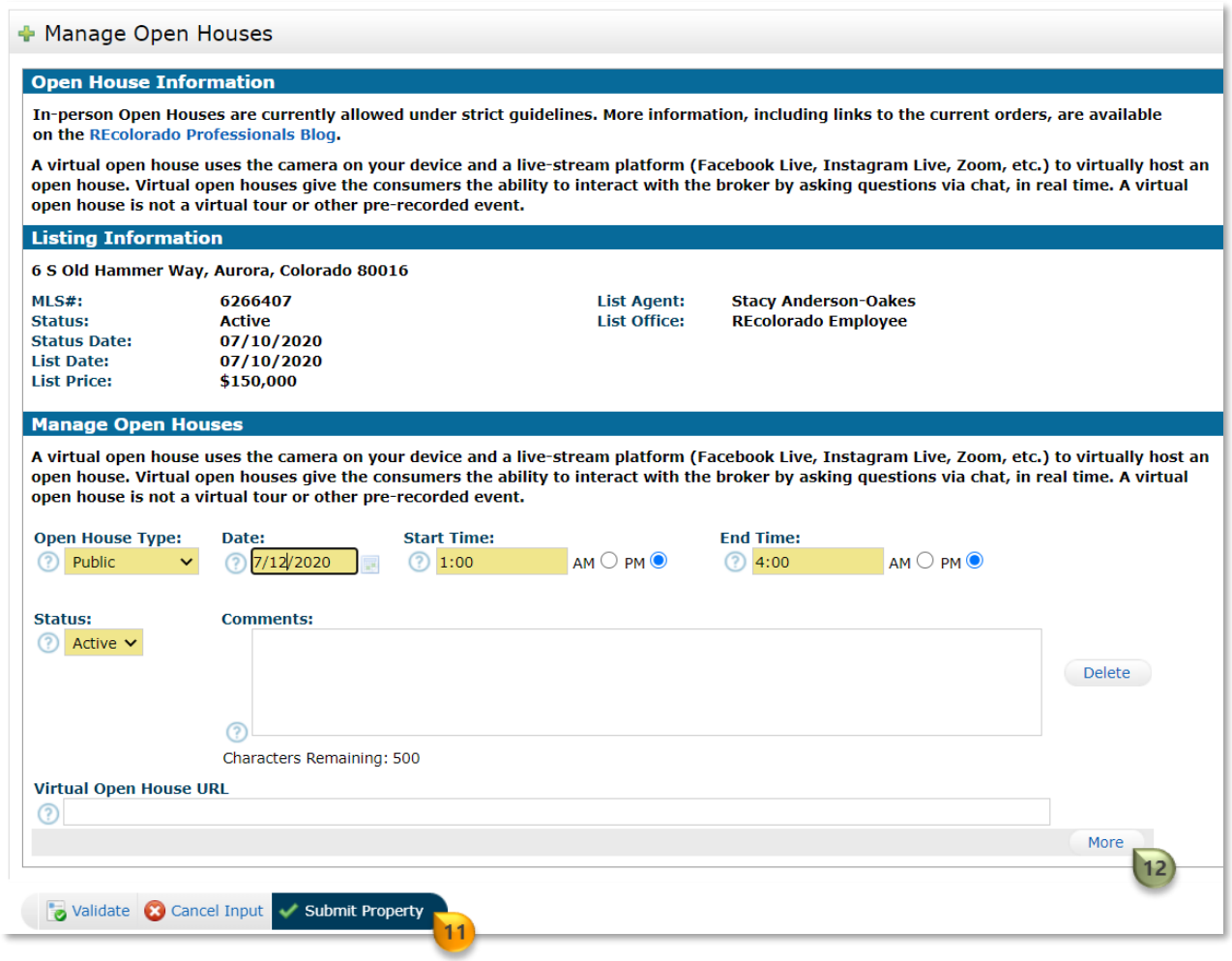
Note: Required fields are yellow
Note: "**Start Time**" must be after 6:00 AM
Note: "**End Time"** must be before 9:00 PM
Note: Be sure to accurately use the AM / PM 7 radio buttons
Note: When selecting a *virtual open house* type you must include the "**Virtual Open House URL**" 8

Select "**Active**" 9 under "**Status**" to ensure your open house is visible immediately in *Matrix* and on *REcolorado.com*

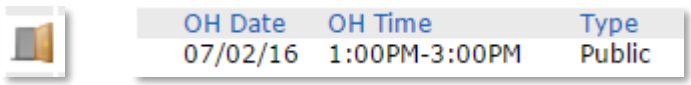
To enter additional *Open Houses* click "**More**" 10

Add an Open House

Click "**Submit Property**" 11



*Matrix u*sers can access *Open House* Information from any *search results display* by clicking on the **"Open House"** icon



Note: When adding additional *Open Houses* do not overwrite an existing *Open House* entry, even if the date has passed. Use the **"More"** 12 button to enter additional *Open House information*