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 " In	put" 🔟	
Select th	e expand collapse arrow 🔁 next to "Quick M	odify: Select a Listing"
Select th	e desired active listing 🕒	
	RESCOLORADO" MY MATRIX SEARCH STATS RI	EALIST TAX FINANCE LINKS INPUT
]	()	4
	+ Input	
	Listings	
	Add new or Edit existing Listings	
	Quick Modify: Select a Listing V or typeListing Id Edit	
	Select a Listing ACT RESI DD13689 11788 sun Hill	
	ACT RESI DD15237 8440 Oak Court ACT MPRK DD18228 11 longlong 1233 INC RESI DD18236 ACT RESI DD19986	

A Select Form screen presents

Select "Manage Open Houses" 😼

Select Form		
Residential		
Change to Pending		
Change to Withdrawn		
Change to Expired		
Change Price		
Manage Virtual Tours		
Manage Open Houses		
5		



A Mange Open Houses 6 form presents

Complete all necessary fields based on your open house type

🕈 Manage Open I	Houses 6					
Open House Info	mation					
In-person Open Hous on the REcolorado Pr	In-person Open Houses are currently allowed under strict guidelines. More information, including links to the current orders, are available on the REcolorado Professionals Blog.					
A virtual open house open house. Virtual o open house is not a v	uses the camera on your device and a live-stream platform (Facebook Live, Instagram L pen houses give the consumers the ability to interact with the broker by asking question irtual tour or other pre-recorded event.	ive, Zoom, etc.) to virtually host an ns via chat, in real time. A virtual				
Listing Information	on la constante de la constante					
\$ 5 Old Namenter Way	Aurora, Colorado 80010					
MLS#: Status: Status Date: List Date: List Price:	List Agent: Active List Office: 07/10/2020 07/10/2020 \$150,000					
open house. Virtual o open house is not a v Open House Type:	ppen houses give the consumers the ability to interact with the broker by asking question irtual tour or other pre-recorded event. Date: Start Time: End Time:	ns via chat, in real time. A virtual				
Status:	Comments:					
Active Ended 9	() Characters Remaining: 500	Delete				
Virtual Open House IIRI						
	8	More				
Validate 😣 Can	cel Input 🗸 Submit Property					

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 y 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" 🔟



Click "Submit Property"

	×	
11		
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🕂 Manage Open I	Houses					
Open House Info	rmation					
In-person Open Hous on the REcolorado Pr	ses are currently allowe ofessionals Blog.	ed under strict gui	delines. More inform	ation, including li	inks to the current ord	ers, are available
A virtual open house open house. Virtual o open house is not a v	uses the camera on yo open houses give the co rirtual tour or other pre	ur device and a liv onsumers the abili recorded event.	e-stream platform (f ty to interact with th	acebook Live, In e broker by askin	stagram Live, Zoom, e Ig questions via chat, in	tc.) to virtually host an n real time. A virtual
Listing Information	on					
6 S Old Hammer Way	, Aurora, Colorado 800	16				
MLS#: Status: Status Date: List Date: List Price:	6266407 Active 07/10/2020 07/10/2020 \$150,000		List Agent: List Office:	Stacy Anders REcolorado E	on-Oakes mployee	
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. Virtual open houses give the consumers the ability to interact with the broker by asking questions via chat, in real time. A virtual open house is not a virtual tour or other pre-recorded event.						
Public	7/12/2020	2 1:00	АМ 🔾 РМ 🖲	2 4:00	АМ 🔾 РМ 🖲	
Status: ② Active ✓	Comments:	500				Delete
Virtual Open House (JRL					
?						
						More 12
🍢 Validate 🔞 Cano	cel Input 🗸 Submit Pro	perty 11				

Matrix users 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"** button to enter additional *Open House information*

