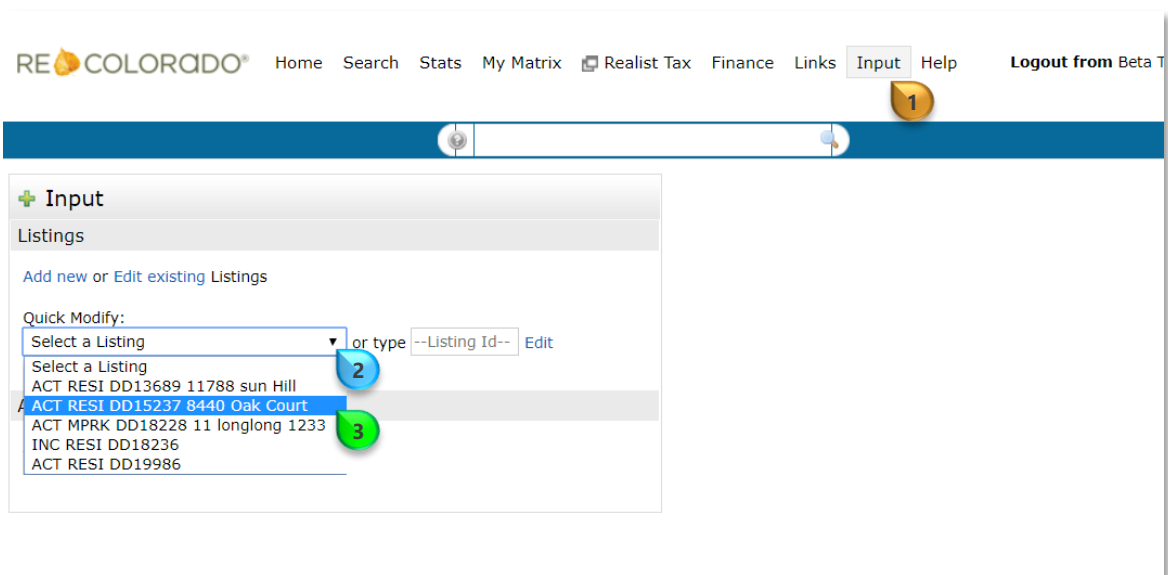


In-person and/or virtual *Open Houses* can be added to any active listing. A virtual open house uses the camera on your device and a live-stream platform (Facebook Live, Instagram Live, Zoom, etc.) to virtually host an open house. A virtual open house is not a virtual tour.

From the **"Input"**  tab

Select the *drop down arrow*  next to the **"Quick Modify - Select a Listing"** field

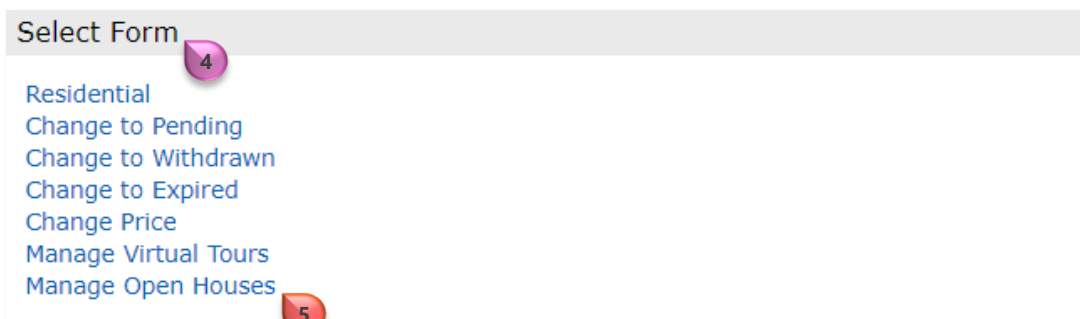
Select the desired active listing 



The screenshot shows the RECOLORADO website navigation bar with the 'Input' tab highlighted by a yellow callout bubble with the number 1. Below the navigation bar, there is a search bar and a '+ Input' button. Under the '+ Input' button, there is a 'Listings' section with the text 'Add new or Edit existing Listings'. Below this, there is a 'Quick Modify:' section with a dropdown menu labeled 'Select a Listing' and a 'or type --Listing Id-- Edit' field. The dropdown menu is open, showing a list of listings. A blue callout bubble with the number 2 points to the dropdown arrow, and a green callout bubble with the number 3 points to the selected listing 'ACT RESI DD15237 8440 Oak Court'.

A **"Select From"** screen presents 


Select **"Manage Open Houses"** 



The screenshot shows a 'Select Form' screen with a list of options. A purple callout bubble with the number 4 points to the 'Residential' option. A red callout bubble with the number 5 points to the 'Manage Open Houses' option.

The **Mange Open Houses**  form presents

Complete all appropriate fields based on your open house type

+ Manage Open Houses 

Open House Information

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 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.

Listing Information


MLS#: XXXXXXXX	List Agent: Mary Anderson Miller
Status: Active	List Office: MileHigh Realty
Status Date: 07/10/2020	
List Date: 07/10/2020	
List Price: \$150,000	

Manage Open Houses



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Open House Type: ▼ **Date:** [?] **Start Time:** [?] AM PM **End Time:** [?] AM PM

Status: ▼ **Comments:**Delete

Active Ended 

Characters Remaining: 500

Virtual Open House URL [?]  More 


Validate ✖ Cancel 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  radio dial buttons

Note: When selecting a virtual open house type you must include the Virtual Open House URL 

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

To enter additional open houses click **"More"** 

Click "Submit Property" 11

+ Manage Open Houses

Open House Information

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 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.

Listing Information

6 S Old Hammer Way, Aurora, Colorado 80016

MLS#:	6266407	List Agent:	Stacy Anderson-Oakes
Status:	Active	List Office:	REcolorado Employee
Status Date:	07/10/2020		
List Date:	07/10/2020		
List Price:	\$150,000		

Manage Open Houses

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.

Open House Type: Public Date: 7/12/2020 Start Time: 1:00 AM PM End Time: 4:00 AM PM

Status: Active Comments:

[Delete](#)

Characters Remaining: 500

Virtual Open House URL:

[More](#)

[Validate](#) [Cancel Input](#) [Submit Property](#) 11

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



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

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