

How to add a listing to the MLS tour

There is more than one way to do this.

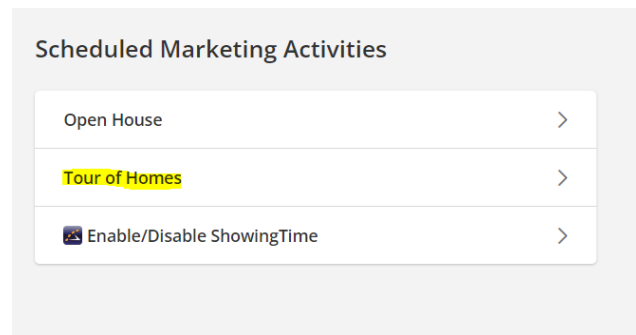
In this example we will do it from your “Change Listing” screen.

Change Residential Listing


Scroll down to the lower right of the screen

Under the Scheduled Marketing Activities

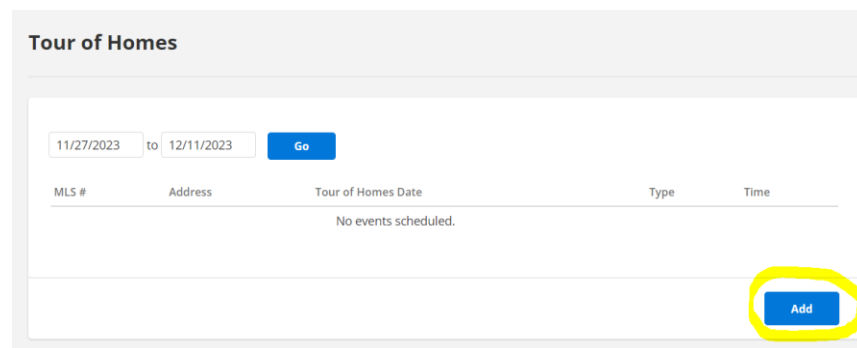
Choose Tour of Homes



Scheduled Marketing Activities

Open House	>
Tour of Homes	>
 Enable/Disable ShowingTime	>

From there you will confirm date range and “ADD”



Tour of Homes

11/27/2023 to 12/11/2023 **Go**

MLS #	Address	Tour of Homes Date	Type	Time
No events scheduled.				

Add

From there you will input the information to complete the adding of your listing to the MLS tour.