

## Where To Add Online Open House Information

Open house information should first be entered into the MLS's but please note the following:

- FMLS open house information will automatically be posted to BHHSGeorgia.com, Realtor.com, and all BHHSGA syndication sites (Zillow.com, Trulia.com, etc.) that accept open house data. It won't be necessary to add open house dates and times to these sites.

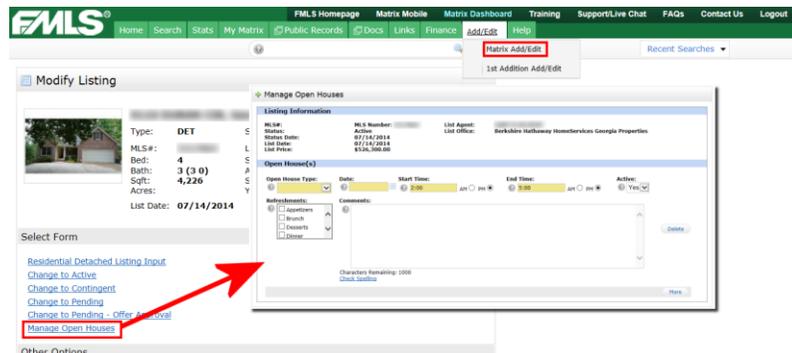
Be sure that the Open House is "Public", the "Caravan" only open house info is not included in the FMLS data feed.

- GaMLS now includes open house information in their data feeds. Agents that only list their property in GaMLS no longer need to manually add open house info to Realtor.com or other BHHSGA syndication sites (Zillow.com, Trulia.com, etc.).

### Adding Open House Information To FMLS and GaMLS

#### FMLS (Matrix)

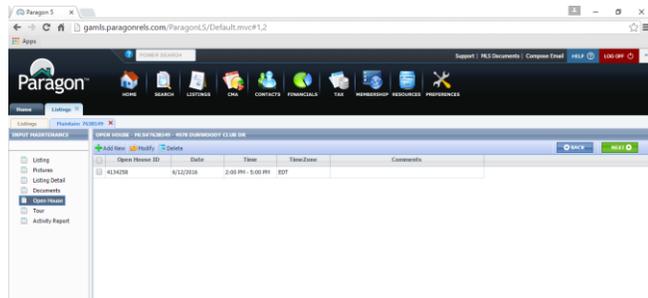
1. Login to FMLS.com
2. Click the **Matrix** button
3. In Matrix click the **Add/Edit** menu
4. Click **Matrix Add/Edit Listings** in the drop-down menu
5. 4. Enter the Listing # by clicking **Edit existing** and select the listing, or **Quick Modify** and enter the number.
6. Click **Manage Open House** link.
7. Enter Open House Date, Start/End Time, etc.  
**Note:** Be sure to make it a "Public" Open House.
8. Click the **Submit Listing** button



NOTE: Open house info entered as above will migrate automatically to FMLS's GeorgiaOpenHouses.com site.

## Georgia MLS

1. Login to GaMLS.com (Paragon)
2. Click **Listings** button and either Add a new listing or Maintain an existing listing.
3. Choose the listing for the open house
4. Click **Open House** option
5. Add or Modify the Open House info, time, date, etc. NOTE: Be sure to use the **Open House** type, the Tour type is for caravans and not included in the data feed from GaMLS.
6. When finished click the **Save** button to save the open house info
7. Click **OK** to close the window



**ADDING OPEN HOUSE INFO TO FMLS & GAML5 WILL AUTOMATICALLY INCLUDE ALL BHHS GEORGIA PROPERTIES SYNDICATION**

**Please Allow 2-3 Days For Full Syndication.**

## Instructions for Manually Adding/Editing Open House

### BHHSGeorgia.com

Open house information is part of the data feed automatically downloaded from FMLS and GaMLS to BHHSGeorgia.com but here are instructions to add it manually if needed.

#### Designating an Open House:

1. Login to the Intranet (Agents Only) area of your web site and go to **Listings>>Listing Manger**.

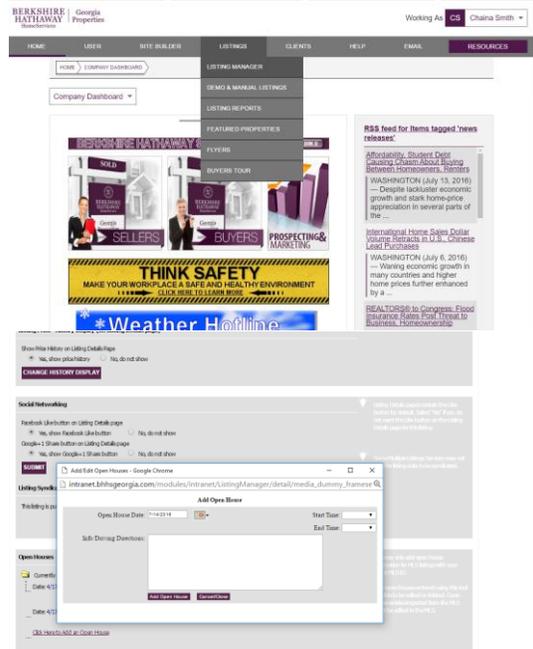
2. On the Listing Manager Main page you'll see a check mark in the OH columns showing which listings currently have Open House info. Click the [View](#) link next to the property you wish to add Open House info. Next you'll be taken to the Listing Data page for that listing.

3. On the Listing Data page you'll see the currently scheduled Open House dates for

this listing (if any). Click the [Add an Open](#)

4. [House](#) link to create a new open house date for this listing.

5. In the pop-up window select the date of the open house by clicking on the calendar icon. Set the time of the open house and then enter the directions to the property. Click the **Add Open House** button when done or **Cancel/Close**.

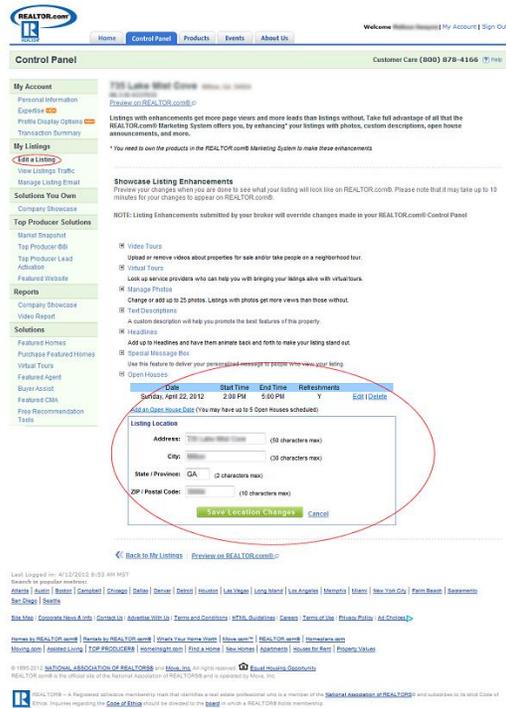


# Realtor.com

Open house information is part of the info automatically downloaded from FMLS and GaMLS to Realtor.com. If you need to add/edit open house information to your listings on Realtor.com manually, do the following:

1. Login to <http://resource.realtor.com>
2. Click **Edit a Listing** in the My Listings menu section
3. Click the **Edit** link next to a listing
4. Click the Edit Open House link
5. Click the **Open House** link
6. Click the **Add an Open House Date** link
7. Enter the date, start and end time, and other details then click the **Save** button

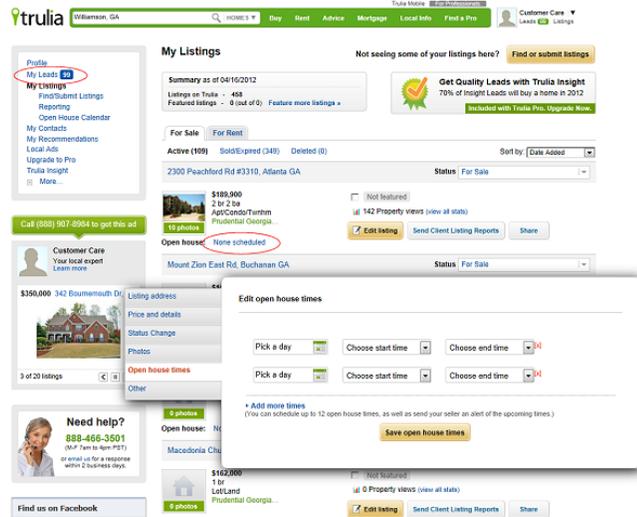
Repeat the steps above for duplicate listings in other MLS's



## Trulia.com

Open house information is part of the info automatically sent to Trulia.com via BHSGA syndication. To confirm or edit Open House info on Trulia.com you'll need have a My Trulia account and claim your listings.

1. Login to your My Trulia account
2. In the My Listings section, click the **None scheduled** or date next to "Open House" for the listing
3. In the pop-up, enter the date, start and stop times
4. Click the **Save open house times** button



## Zillow.com

Open house information is part of the info automatically sent to Zillow.com via BHSGA syndication. To confirm or edit Open House info on Zillow.com you'll need have a My Zillow account and claim your listings.

1. Login into your Zillow.com My Agent Hub account.
2. Go to Listings
3. Click the **Edit Listing** link next to the listing
4. Go to the Open House Dates and click the **Plus** button to open the Open House editor
5. Enter the date using the calendar icon and choose the start and end times
6. Click the **Continue** button at the bottom of the page

