

## Where To Add Online Open House Information

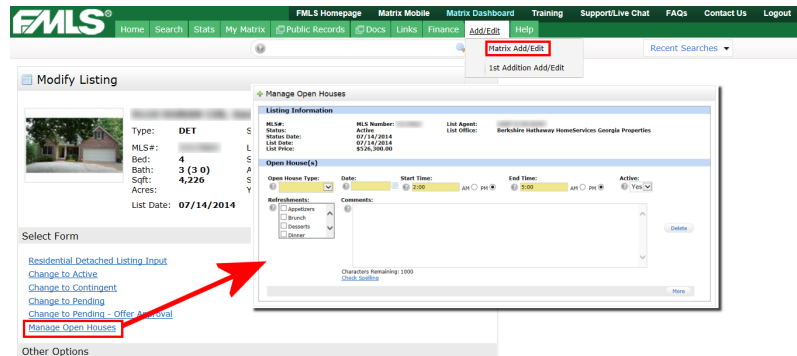
Open house information only needs to be entered into the MLS's. FMLS and GaMLS open house information will automatically be posted to BHHSGeorgia.com, Realtor.com, and all BHHSGA syndication sites (Zillow.com, Trulia.com, etc.) that accept open house data. It's not necessary to separately add open house dates and times to these sites.

Be sure to use the "Public" or "Open House" options, the agent-only "Caravan" or "Tour" info is not included in either MLS data feed for syndication.

### 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. 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. Select the Open House type (Open House or Livestream) the enter Date, Start/End Time, and LiveStream web address (if applicable).  
**Note:** Be sure to make it a "Public" Open House.
8. Click the **Submit Property** button

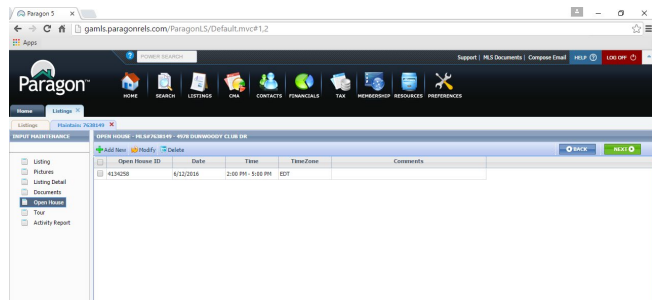


The screenshot shows the FMLS Matrix interface. On the left, there's a sidebar with a 'Manage Open Houses' link highlighted by a red arrow. The main area displays the 'Manage Open Houses' form, which includes fields for 'Open House Type', 'Date', 'Start Time', 'End Time', and 'Action'. The 'Open House Type' dropdown is currently set to 'Open House'. The 'Date' field is set to 07/14/2014. The 'Start Time' and 'End Time' fields are set to 9:00 AM and 5:00 PM respectively. The 'Action' dropdown is set to 'Yes'.

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

## Georgia MLS (Paragon)

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



**ADDING OPEN HOUSE INFO TO FMLS & GAMLs WILL AUTOMATICALLY  
BE INCLUDED IN ALL BHHS GEORGIA PROPERTIES SYNDICATION**

**Please Allow 24-48 Hours For Full Syndication.**