

RANW MLS How To: Add an Open House to your MLS Listing

Our Paragon MLS system allows members to enter Open Houses as Live Stream (hosted “live” on the Internet) or as traditional in-person open houses hosted by an agent.

Add an Open House:

In Paragon, select **Listings > Maintain > Listings**

A list of your listings will appear in a spreadsheet format.

Partial Listings							
<div> Maintain Email Print Delete </div> <div> <div>MLS #</div> <div>ADDRESS</div> <div>CLASS</div> <div>STATUS</div> <div>LISTING OWNER</div> </div> <div> <input type="text"/> <input type="button" value="Go"/> <input type="text"/> <input type="button" value="Number"/> <input type="button" value="Street"/> <input type="button" value="All"/> <input type="button" value="Partial Listings"/> <input type="button" value="All"/> <input type="button" value="Search"/> </div>							
MLS #	Street Number	City (Mailing)	Address State	Price	Status	Listing	Action
10079	16134 PENINSULA Lane	MOUNTAIN	WI	\$320,000	Partial Listing-PAR	Colleen M	Select an Action...
10091	1208 DOGWOOD Trail	NEENAH	WI	\$269,900	Partial Listing-PAR	Sheila Ha	Select an Action...
10093	16134 PENINSULA Lane	MOUNTAIN	WI	\$320,000	Partial Listing-PAR	Colleen M	Select an Action...
10097	1811 WASILLA Lane	NEENAH	WI	\$269,900	Partial Listing-PAR	Sheila Ha	Select an Action...
10099	2935 LARK Road	GREENLEAF	WI	\$69,900	Partial Listing-PAR	Ryan Ch	Select an Action...

Select an Action

Maintain Listing

Edit Expiration Date

Add/Edit Virtual Tour

Copy/Clone Listing

Add/Edit Tour Listing

Picture Administration(A)

Audit Listing

Share Listing on Facebook

ShowingTime

Price Change

Add/Edit Remarks

Change Geocode

Add/Edit Open House

Associate Documents

Sold/Closed

View Activity Report

Share via Text

Supra Lockbox

Cancel

Click on the **Select an Action** link for the listing you wish to add the Open House to.

Select **Add/Edit Open House**

If this will be a Live Stream open house, check the Live Stream box and enter the Live Stream URL.

Add the date and time of each open house as separate entries. If you are scheduling an open house for Saturday and another for Sunday, those would be two separate entries.

Enter non-required information regarding the hosting agent, remarks, refreshments as desired.

Save your Open House entry.

NOTE: The Open House photo flag should appear immediately on Customer Full and Photo Gallery reports; you may need to clear your temporary Internet files in order to see it. If the main photo is letterboxed with white space at the bottom, the Open House photo flag may not appear at all. See photo specifications.

Add New

Live Stream ☐

Live Stream URL

Dates Today

August 2020

September 2020

Su

Mo

Tu

We

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Fr

Sa

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Time Start 1 : 00 PM

Time End 1 : 00 PM

Time Zone Central Time

Drawing Y/N