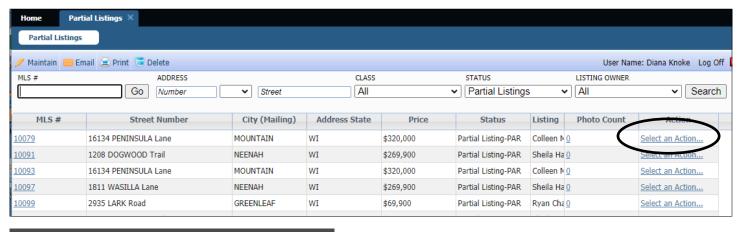
RANW MLS How To: Add an Open House to your MLS Listing

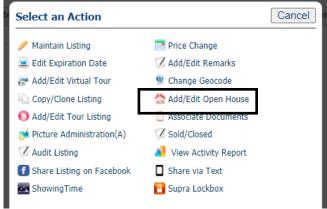
Our Paragon MLS system allows members to enter Open Houses as Live Stream (hosted "live" on the Internet) or as traditional in-person open houses hosted by an agent.

Add an Open House:

In Paragon, select Listings > Maintain > Listings

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





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

Select Add/Edit Open House

Drawing Y/N

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

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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.

