

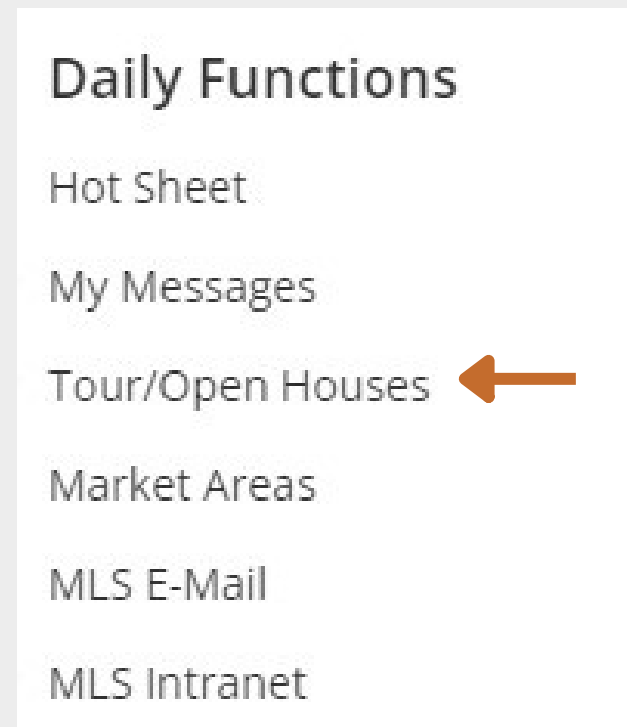
PLACING A LISTING ON TOUR FROM DAILY FUNCTIONS

THE TOUR SCHEDULE, AREA MAP, RULES & REGULATIONS, AND INTRUCTIONS CAN ALL BE FOUND ON THE MLS.

NAVIGATE TO THE MENU, THEN UNDER THE DAILY FUNCTIONS HEADER SELECT "MLS INTRANET", ONCE HERE CLICK ON "WCBR TOUR INFORMATION" AND ALL OF THE RESOUCES ARE LINKED

STEP #1:

SELECT "TOUR/OPEN HOUSES"
UNDER DAILY FUNCTIONS IN
THE MENU

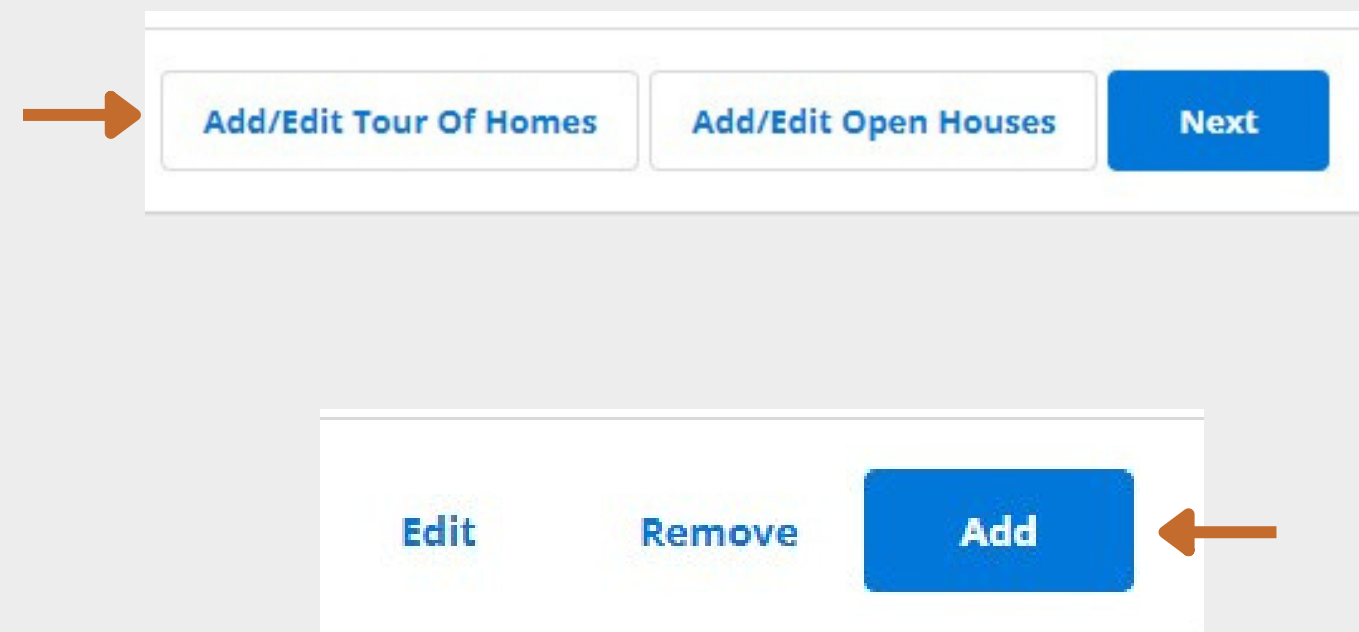


Daily Functions

- Hot Sheet
- My Messages
- Tour/Open Houses ←
- Market Areas
- MLS E-Mail
- MLS Intranet

STEP #2:

CLICK "ADD/EDIT TOUR OF
HOMES" AT THE BOTTOM OF
THE SCREEN
SCROLL TO THE BOTTOM AND
SELECT "ADD"

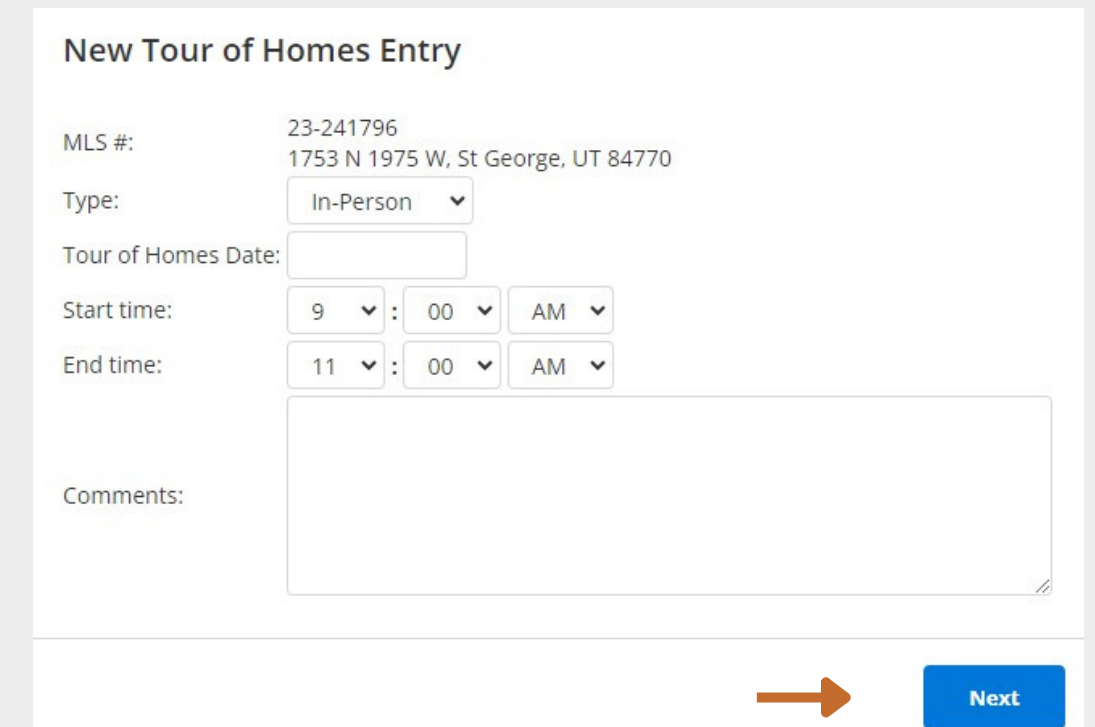


→ Add/Edit Tour Of Homes Add/Edit Open Houses Next

Edit Remove Add ←

STEP #3:

ENTER THE MLS# AND SELECT
THE TYPE AS "IN PERSON"
THEN CLICK "NEXT" AND ADD
THE DATE OF THE SCHEDULED
TOUR



New Tour of Homes Entry

MLS #: 23-241796
1753 N 1975 W, St George, UT 84770

Type: In-Person

Tour of Homes Date:

Start time: 9 : 00 AM

End time: 11 : 00 AM

Comments:

→ Next

THE NEXT SCREEN WILL SHOW YOU ALL OF THE LISTINGS PLACED ON THE UPCOMING BOARD TOUR. YOU WILL BE ABLE TO ADD, EDIT, AND REMOVE YOUR LISTINGS FROM TOURS ON THIS SCREEN

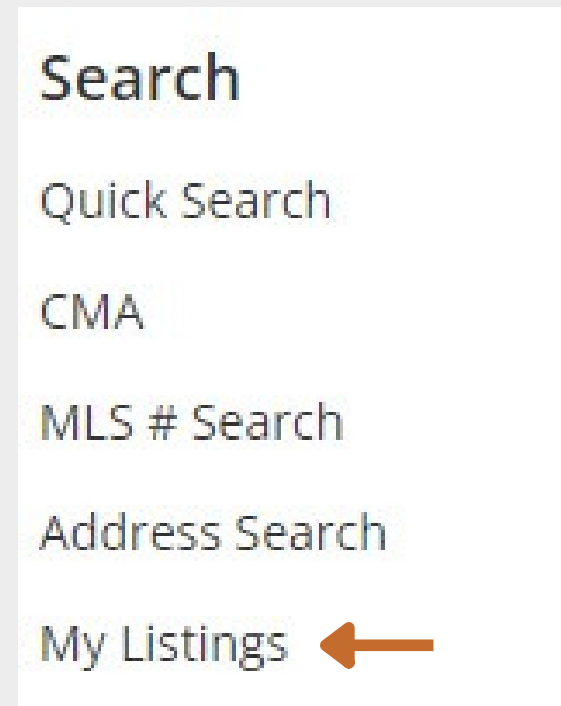
PLACING A LISTING ON TOUR FROM YOUR LISTINGS

THE TOUR SCHEDULE, AREA MAP, RULES & REGULATIONS, AND INTRUCTIONS CAN ALL BE FOUND ON THE MLS.

NAVIGATE TO THE MENU, THEN UNDER THE DAILY FUNCTIONS HEADER SELECT "MLS INTRANET", ONCE HERE CLICK ON "WCBR TOUR INFORMATION" AND ALL OF THE RESOUCES ARE LINKED

STEP #1:

NAVIGATE TO THE MENU AND UNDER "SEARCH' SELECT "MY LISTINGS" CLICK ON THE TRIANGLE TO THE RIGHT OF THE MLS# TO REVEAL THE DROPDOWN MENU



Search

Quick Search

CMA

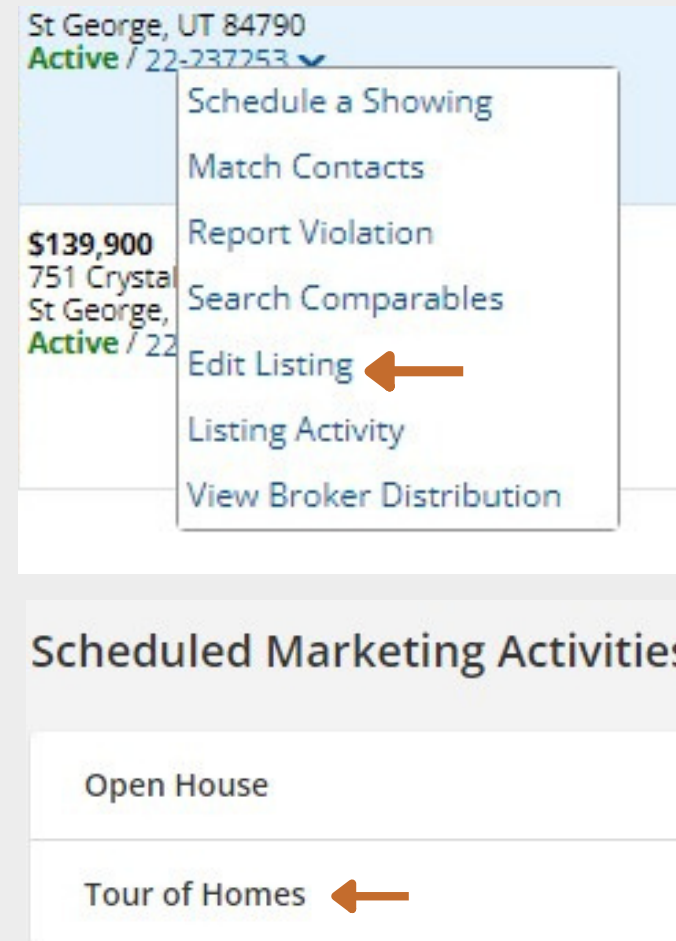
MLS # Search

Address Search

My Listings ←

STEP #2:

SELECT "EDIT LISTING" THEN ON THE FOLLOWING SCREEN UNDER "SCHEDULED MARKETING ACTIVITIES" CLICK "TOUR OF HOMES"



St George, UT 84790
Active / 22-237253

- Schedule a Showing
- Match Contacts
- Report Violation
- Search Comparables
- Edit Listing ←
- Listing Activity
- View Broker Distribution

\$139,900
751 Crystal
St George,
Active / 22

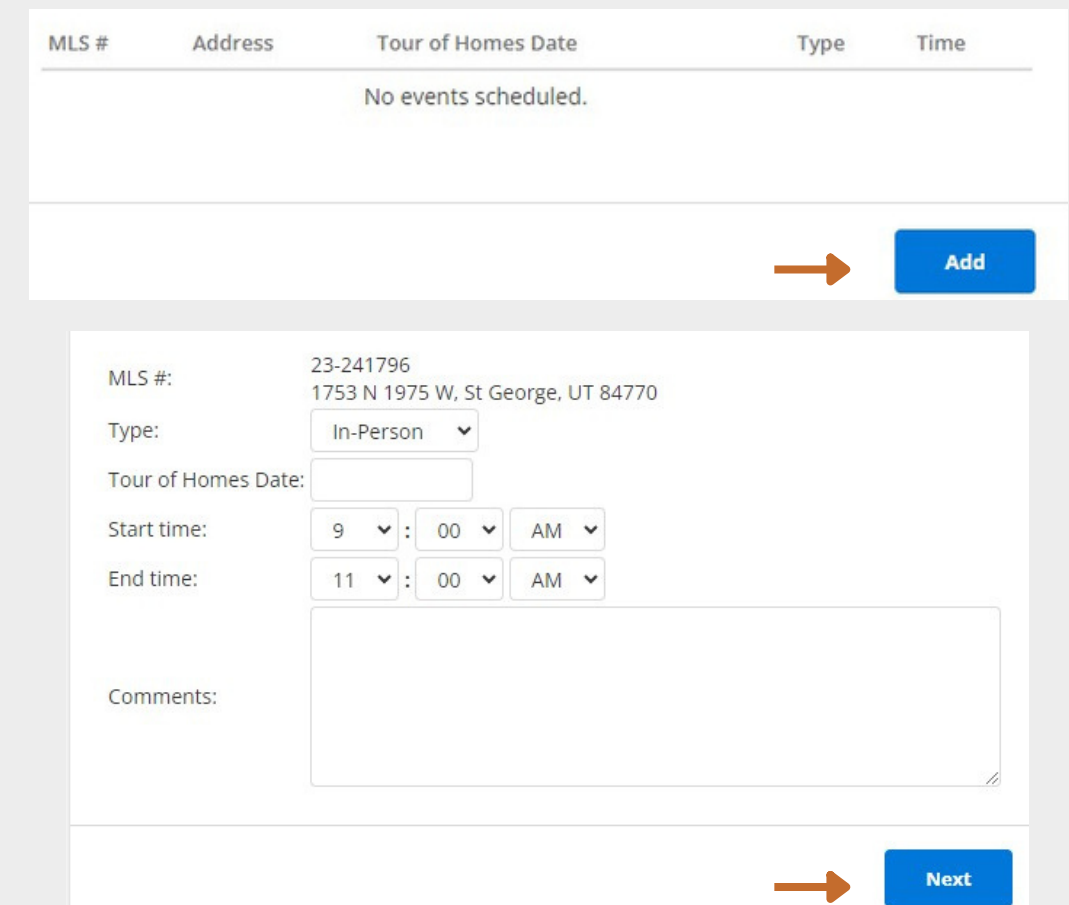
Scheduled Marketing Activities

Open House

Tour of Homes ←

STEP #3:

ON THE FOLLOWING SCREEN UNDER "SCHEDULED MARKETING ACTIVITIES" CLICK "TOUR OF HOMES" THEN CLICK "ADD" THEN SELECT "IN PERSON" FOR TYPE AND SELECT THE TOUR DATE, THEN CLICK NEXT



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

→ **Add**

MLS #: 23-241796
1753 N 1975 W, St George, UT 84770

Type:

Tour of Homes Date:

Start time: : AM

End time: : AM

Comments:

→ **Next**

THE NEXT SCREEN WILL SHOW YOU ALL OF THE LISTINGS PLACED ON THE UPCOMING BOARD TOUR. YOU WILL BE ABLE TO ADD, EDIT, AND REMOVE YOUR LISTINGS FROM TOURS ON THIS SCREEN

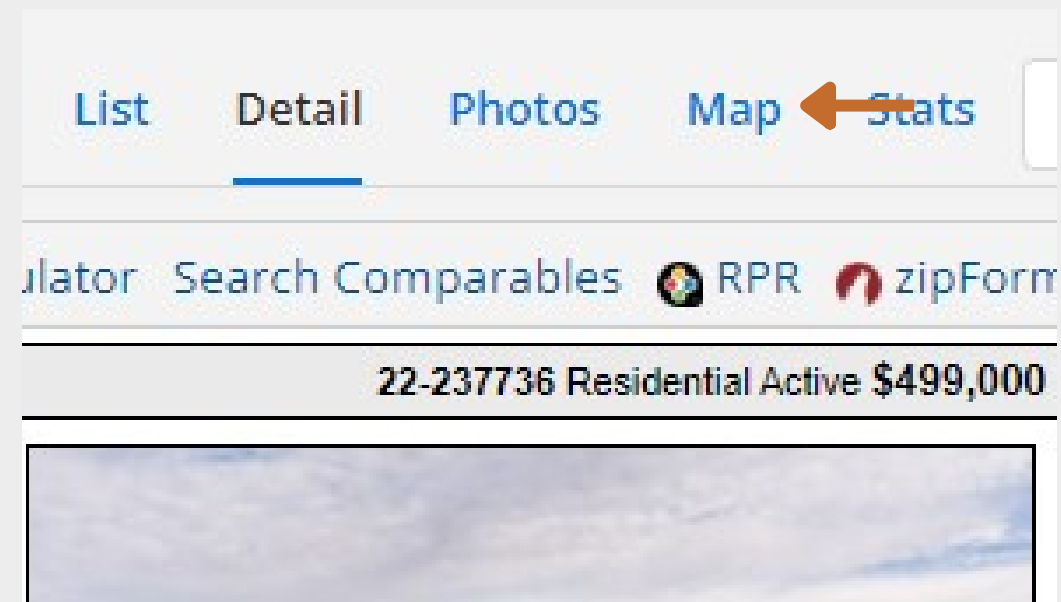
HOW TO SEE WHAT AREA YOUR LISTING FALLS WITHIN

THE TOUR SCHEDULE, AREA MAP, RULES & REGULATIONS, AND INTRUCTIONS CAN ALL BE FOUND ON THE MLS.

NAVIGATE TO THE MENU, THEN UNDER THE DAILY FUNCTIONS HEADER SELECT "MLS INTRANET", ONCE HERE CLICK ON "WCBR TOUR INFORMATION" AND ALL OF THE RESOUCES ARE LINKED

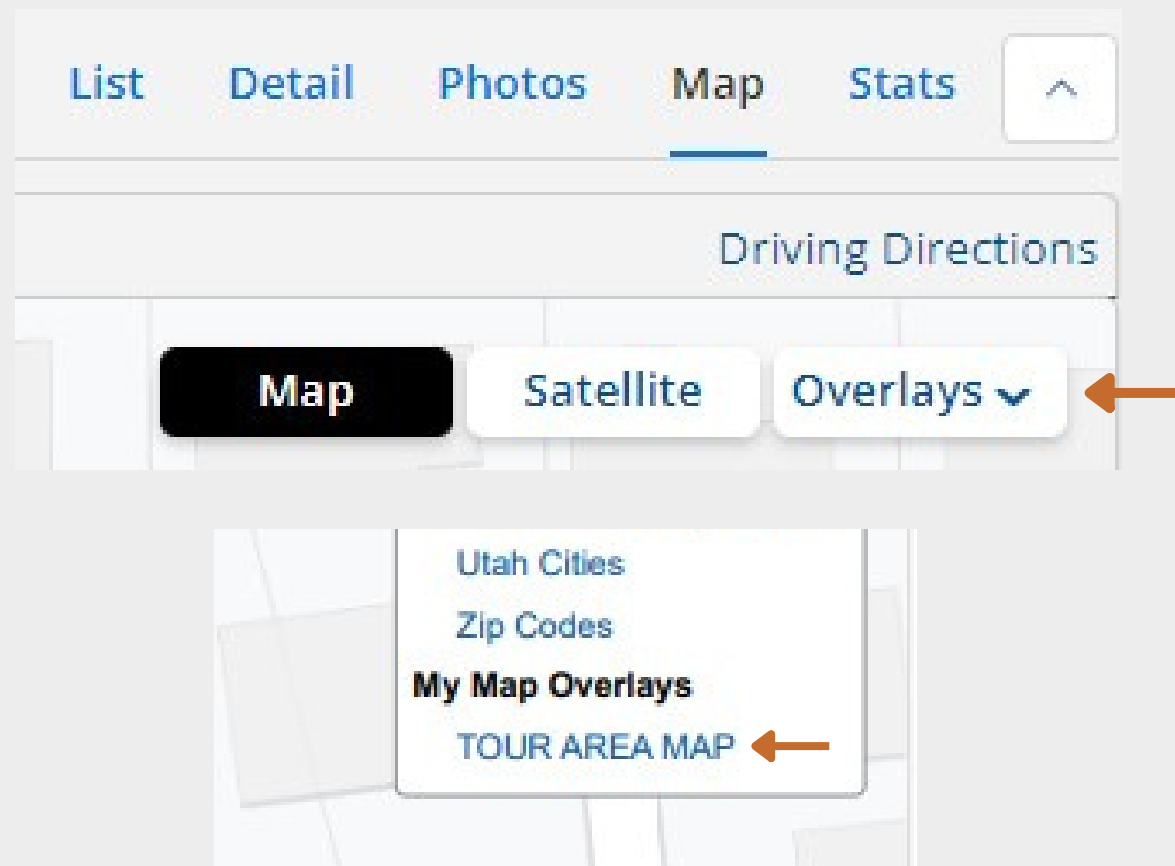
STEP #1:

NAVIGATE TO THE LISTING YOU NEED TO CHECK THE AREA ON AND CLICK ON THE MAP TAB ON THE UPPER RIGHT OF THE PAGE



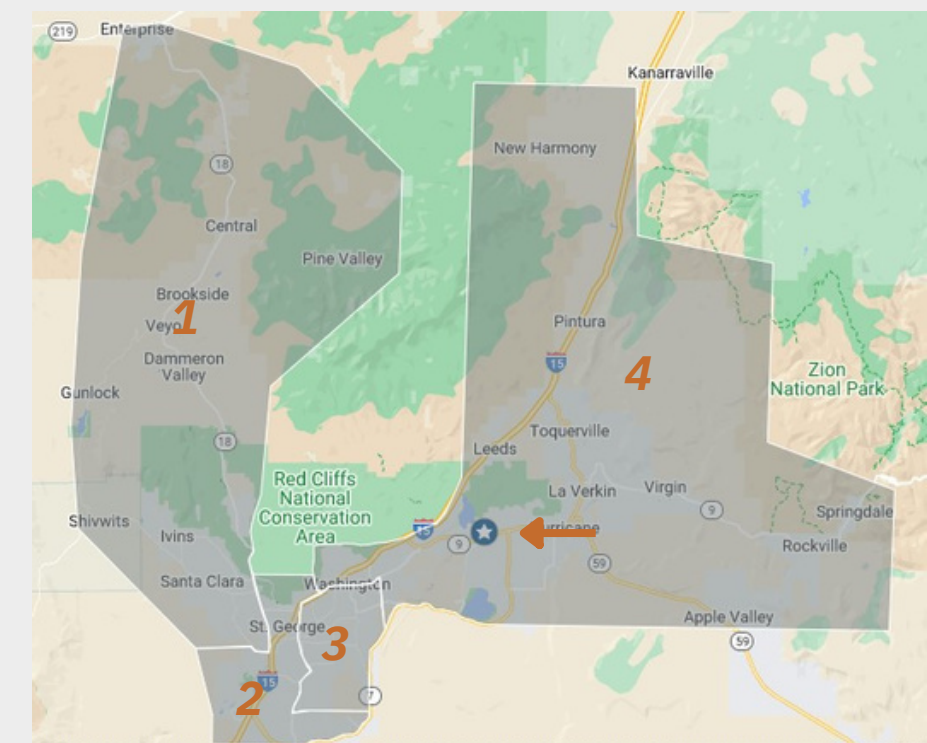
STEP #2:

ONCE YOU ARE ON THE MAP SCREEN CLICK ON THE DROPDOWN LABELED "OVERLAYS" AND SELECT "TOUR AREA MAP" AT THE BOTTOM



STEP #3:

THIS WILL PUT THE AREAS ON THE MAP WITH YOUR LISTING SO YOU CAN SEE WHAT AREA YOUR PROPERTY FALLS WITHIN. BE SURE TO ZOOM IN OR OUT TO VERIFY WHICH AREA YOUR HOME IS IN.





THE BASICS OF TOUR

WHEN YOU HAVE A HOME ON TOUR, YOU MUST ATTEND THE TOUR MEETING ON TUESDAY MORNING AT 9:00AM, SIGN THE “SIGN IN” SHEET, AND PRESENT YOUR LISTING TO THE OTHER AGENTS IN ATTENDANCE DURING THE ALLOTTED TIME. THE BUSINESS MEETING FOR ALL TOURS IS HELD AT THE WCBR OFFICE, LOCATED AT 1070 W 1600 S SUITE #A101 FROM 9:00AM TO 10:00 AM TUESDAY MORNING. THE TOUR IS HELD ON A ROTATING SCHEDULE, BASED ON AREA, AND IS IN AN OPEN HOUSE FORMAT. THE OPEN HOUSE RUNS FROM 10:00 AM UNTIL 12:00 PM. HOMES ON TOUR MUST BE OPEN WITH AT LEAST ONE LICENSED AGENT IN ATTENDANCE AND REMAIN THERE DURING THE ENTIRE TIME SCHEDULED.

UNLICENSED ASSISTANTS ARE NOT ALLOWED TO PRESENT THE LISTING OR TO SIT AT THE HOMES.

ONLY RESIDENTIAL PROPERTIES ARE SHOWN ON THE BOARD TOUR. COMMERCIAL PROPERTIES ARE ALLOWED ON TOUR, HOWEVER, THE PROPERTY MUST BE OPEN AND AVAILABLE FOR AGENTS TO TOUR. LOTS ARE NOT ALLOWED ON TOUR.

THE ATTENDANCE AT THE TOUR MEETINGS IS LIMITED TO REALTOR AND AFFILIATE MEMBERS OF THE WASHINGTON COUNTY BOARD OF REALTORS. THE PRIMARY PURPOSE OF THIS MEETING IS TO AFFORD REALTOR MEMBERS A PLACE TO PRESENT THEIR LISTING TO THE OTHER AGENTS IN ATTENDANCE, AS WELL AS AN OPPORTUNITY TO NETWORK.

A PERIOD OF NOT TO EXCEED 20 MINUTES WILL BE ALLOTTED DURING THE BUSINESS MEETING FOR A “WANTS AND NEEDS” SESSION WHERE AGENTS MAY MAKE PRESENTATIONS RELATING TO NEW LISTINGS AND NEEDS RELATING TO BUYER CLIENTS THE AGENTS MAY HAVE. SIGNIFICANT CHANGES TO EXISTING LISTINGS MAY ALSO BE PRESENTED. AGENTS MAY PRESENT AS MANY WANTS/NEEDS AS THEY CAN DURING A TWO MINUTE PERIOD.

EVERY WEEK AN AFFILIATE MEMBER OF THE BOARD VOLUNTEERS TO PROVIDE BREAKFAST AT THE BUSINESS MEETING. DURING THE MEETING THEY ARE GIVEN A FEW MINUTES TO PRESENT THEIR COMPANY TO THE MEMBERS. NO OTHER AFFILIATES ARE PERMITTED TO STAND AND SPEAK ABOUT UPCOMING EVENTS OR HAND OUT MARKETING MATERIAL DURING THE MEETING.

FOR MORE INFORMATION [CLICK HERE](#)