



*The Tour Schedule, Area Map, Rules & Regulations, and Instructions can all be found on the MLS in the menu under "MLS Intranet".*

## ADDING A HOME TO TOUR:

1. Select **"BROKER/PUBLIC OPEN HOUSES"** under Daily Functions in the Menu
2. Click **"ADD/BROKER OPEN HOUSE"** at the bottom of the screen. Once redirected to the next screen select scroll to the bottom **"ADD"** again.
3. Enter the MLS# and select the type as **"in person"**, then add the date and time of the scheduled tour. (Homes are held open from 10:00 am until 1:00 pm) Once completed click **"NEXT"**
4. You have now successfully added your home to the tour! To double check your work email Judy at [mls@washingtoncountyrealtors.com](mailto:mls@washingtoncountyrealtors.com) to confirm your listing made it onto the tour.

### OR

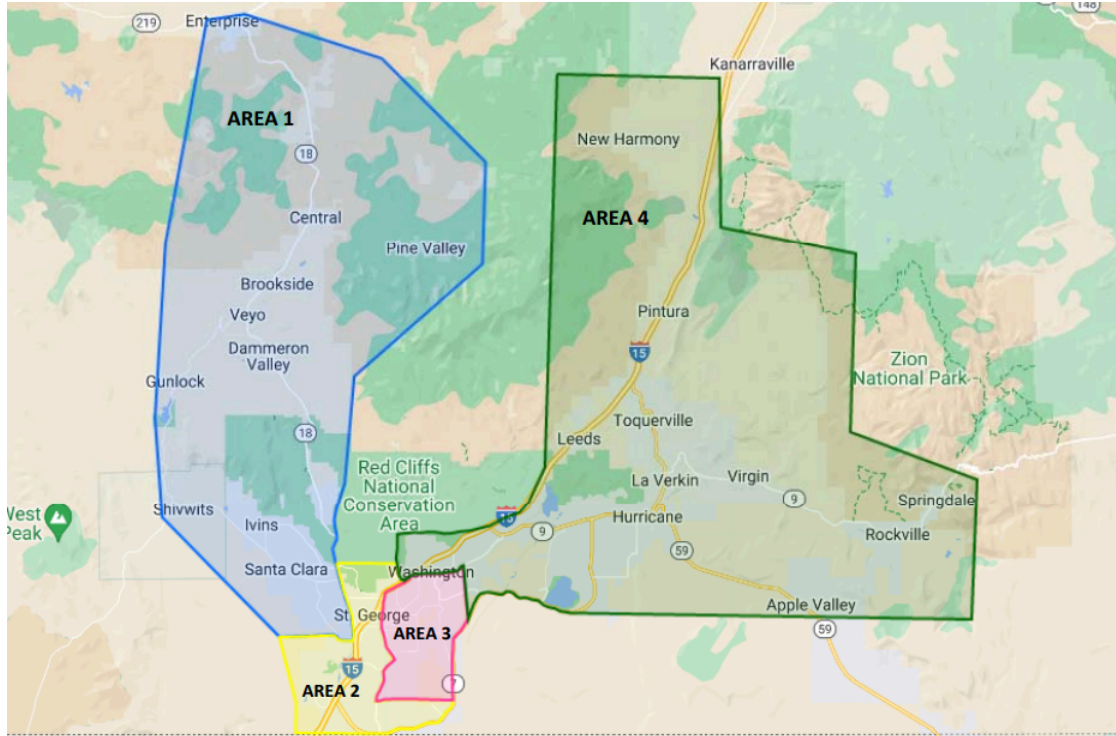
1. Select **"MY LISTINGS"** under **"SEARCH"** in the Menu. Selected the listing that you would like the add to the tour, then go in to edit your listing
2. Once you are on the **"Change Listing"** screen select **"BROKER OPEN HOUSE"** under **"SCHEDULED MARKETING ACTIVITIES"**
3. Click **"ADD"** and select the type as **"in person"**. Next add the date and time of the scheduled tour. (Homes are held open from 10:00 am until 1:00 pm) Once completed click **"NEXT"**
4. You have now successfully added your home to the tour! To double check your work email Judy at [mls@washingtoncountyrealtors.com](mailto:mls@washingtoncountyrealtors.com) to confirm your listing made it onto the tour.

**\*\*When adding a home to tour please ensure it falls within the correct area. You can check which area your home falls within by following the instructions below\*\***

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## WHAT AREA DOES MY LISTING FALL WITHIN?

1. Pull up the listing you want to check on the MLS
2. Navigate to the **"MAP"** tab on the on the upper right of the page
3. Once on the **"MAP"** tab click the dropdown labeled **"OVERLAYS"** and select **"TOUR AREA MAP"**
4. This will put an overlay on the map with your listing so you can see what area your property falls within. *\*please note the areas read left to right ie. furthest left is #1 and furthest right is #4. See picture below\**



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## 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 1:00 pm. Homes on tour **MUST** be open with at least one licensed agent in attendance for the entirety of the 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.

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## ADDITIONAL RESOURCES:

- [Tour Rules](#)
- [Tour Schedule](#)
- [Tour Map](#)