



## REALTOR® CONNECT/SHOWCASE INSTRUCTIONS

### ADDING A HOME TO REALTOR® SHOWCASE:

1. In FlexMLS, select MENU > DAILY FUNCTIONS > BROKER/PUBLIC OPEN HOUSES
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 Showcase (homes are held open from 10:00 am until 1:00 pm). Click NEXT.
4. You have now successfully added your home to the Showcase!

### OR...

1. Select MENU > SEARCH > MY LISTINGS. Select the listing that you would like to add to the Showcase, then click "edit listing."
2. From the "Change Listing" screen select BROKER OPEN HOUSE under SCHEDULED MARKETING ACTIVITIES.
3. Click ADD and select the type as "in person," and indicate the date and time of the scheduled Showcase (homes are held open from 10:00 am until 1:00 pm). Click NEXT.
5. You have now successfully added your home to the Showcase!

To verify submission, search your listing in Flex, and look for the "Broker Open House" link on the *Detail* view (below) - OR - go to MENU > CHANGE LISTING > Select or find your listing and click BROKER OPEN HOUSE under SCHEDULED MARKETING ACTIVITIES.



### DETERMINING WHICH AREA YOUR LISTING FALLS UNDER:

**When adding a home to Showcase, please ensure it falls within the correct area.**

1. Select the listing you wish to add to Showcase in FlexMLS.
2. Click on the MAP menu option on the top right above your listing details.
3. Click the dropdown option labeled OVERLAYS and select TOUR AREA MAP.
4. This places an overlay on the map with your listing so you can see what area your property falls within.

### OTHER RESOURCES:

[REALTOR® Connect/Showcase Rules & Regulations](#)  
[2026 REALTOR® Connect/Showcase Schedule](#)

[REALTOR® Showcase Map](#)  
[REALTOR® Connect/Showcase Calendar](#)