

Upon submitting a listing in MRMLS Matrix, you can enter your scheduled Open House tour date(s) along with your listing. This process is to help you streamline the submission of your Open House into the system.

Follow the steps to input an Open House.

### Step 1:

Click the **Add/Edit** tab and follow steps 1 through 5 on [how to input a listing](#).

### Step 2:

Click the **6<sup>th</sup> page for Open House** to enter your Open house information. The Tour date and Time are required fields.

The screenshot shows the MRMLS Matrix interface. The top navigation bar includes 'Home', 'Search', 'My Matrix', 'Add/Edit', 'Finance', 'Roster', 'Realist Tax', 'PinPoint', 'SmartTrac', 'MLS', 'Help', and 'Logout'. The 'Add/Edit' tab is highlighted with a red box and a red arrow. Below the navigation bar, the 'Residential Detail' page is shown with a breadcrumb trail: '1. Basics · 2. Description · 3. Features · 4. Land/Terms · 5. Office/MLS · 6. Open House'. The 'Open House' tab is selected. The form includes fields for 'Showing Agent ID' (with a search icon and 'Find' button), 'Date', 'Time' (with AM/PM dropdowns), 'Type', 'Attended', 'Refreshments', and 'Drawing'. There are 'Delete' and 'More' buttons. A 'Comments' section with a 'Check Spelling' link is also present. At the bottom, there are buttons for 'Save to Partially Completed Listings', 'Preview', 'Submit Listing', and 'Cancel'. A red arrow points to the 'Submit Listing' button.

### Step 3:

Click **More** to add additional open house tour dates. Or click **Delete** to permanently remove it from the system.

Note: To undo your open house deletion, you will need to re-enter and submit the open house.

### Step 4:

Click **Submit Listing** to complete and submit your listing and open house into the MRMLS Matrix System.