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# Broker Open Houses Guidelines

Broker Open's have changed from Wednesdays to Fridays. On the 2<sup>nd</sup> and 4<sup>th</sup> there will be a caravan following the REALTOR Professional Networking Meeting. If you would like to pitch your property at the REALTOR Professional Group Meeting, please email <u>natalygavar@gmail.com</u> no later than the Thursday the day before the meeting by 12p.m. spots are limited. You must be present to pitch your property- NO EXCEPTIONS.

Caravan has a new name and new guidelines – Caravan or Broker Opens will now be referred to as the BROKER Open Houses. GAVAR Staff will no longer monitor the Broker Open houses. *You will be responsible for all changes that need to be made to your listing if you have it on the Broker Open House list.* 

#### Please see the instructions below to add your listing in FLEX.

Hours: 11:00 a.m. – 2:00 p.m. every Friday.

Whether the home is occupied or vacant, if it is on the Broker Open Houses list, it must be hosted. NO EXCEPTIONS.

Alcohol is not permitted during any Broker Open House hours- NO EXCEPTION

If you offer a drawing as an incentive, please be specific as to what type of drawing (\$\$ amount of money, gift certificate, lottery tickets, etc.). You will enter this information in the comments section when adding your listing to the Broker Open House list. This information will display. <u>When your Broker Open house is over, you are responsible to hold your own</u> <u>drawing, contact the winner, and make arrangements to get the winner their prize.</u> The winner's information shall be posted in your listing in the agent/private remarks section within 24 hours.

Changes to the Broker Open Houses list should be done by 8:00 a.m. Wednesday morning.

\* The list will be on <u>www.gavar.org</u> click on the tab that says Broker Open Houses, the list updated every couple of minutes.

# How to add a Broker Tour

1. Click on menu

## 2. Click on change listing

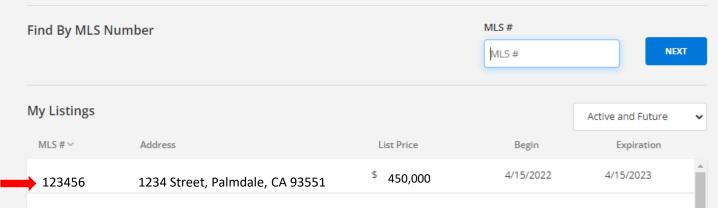
				Address Searc
the menu				
	Add/Change		Search	
	Add Listing	*	Quick Search	
	Change Listing		CMA	
	My Incomplete		MLS # Search	
	My Unmapped	*	Address Search	
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ons			My Listings	
	the menu	Add/Change Add Listing Change Listing My Incomplete My Unmapped Copy	Add/Change Add Listing  Change Listing My Incomplete My Unmapped  Copy	Add/Change       Search         Add Listing <ul> <li>Quick Search</li> <li>Quick Search</li> <li>CMA</li> </ul> My Incomplete       MLS # Search         My Unmapped <ul> <li>Address Search</li> <li>Multiple Address</li> </ul> ions       My Listings

## Click on the listing # you want to add to the Broker Tour

Flexmis     Q Enter an Address, City, ZIP, MLS #, or Contact			tact	Guided Help	Help $\sim$	NG as FET $ \checkmark $			
🗮 Menu	Quic	k Search	Hot Sheet	Contact Management	My Messages	Market Summary	Address Search	More $\checkmark$	Reorder.

#### **Change Listing**

3.



## 4. Click on the Tour of Homes

#### General

Listing Information	>
Supplement	>
Map Location	>
Reset Geocode	>
Listing/Selling Members	>

#### Price

Change List Price	>
Media 🗈 Add a Floor Plan	
Photos (30)	>
Documents	>
Videos and Virtual Tours	>

#### Status

Remove Listing	>
Edit Current Status (Active)	>
Add/Remove Contingent	>
Extend or Expire Listing	>

#### Scheduled Marketing Activities

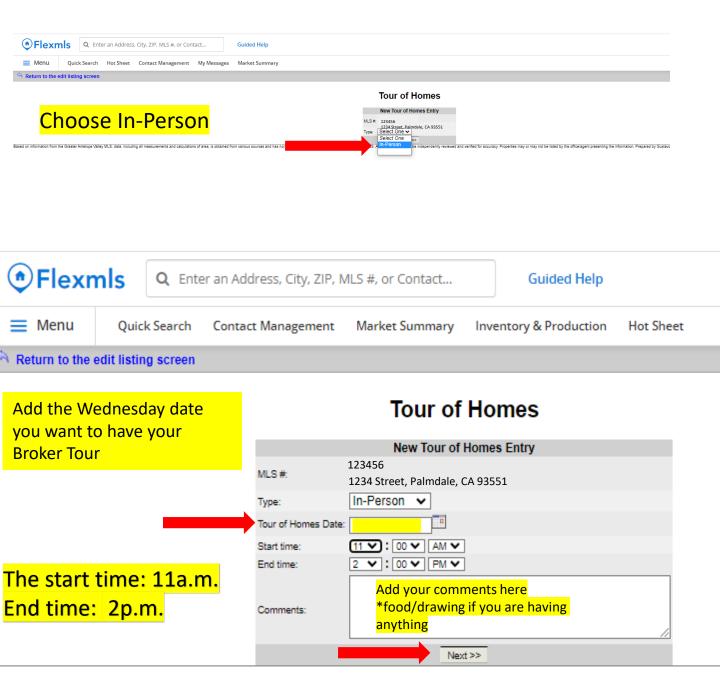


## 5. Click on Add

• Flexm	nls Q				0	Guided He	łþ	н	elp ~
🗮 Menu	Add Listing	User Permissions	Find	Reports - Users	CRS Tax	Info Quic	k Search	Change Listing	More ∨
Return to Search Results									
A Return to the	edit listing scree	n							

#### **Tour of Homes**





# **NEW ADDITIONAL STEP**

\*When adding your Broker open, please ALSO do the following so the date appears in the gavar.org/Broker Open Houses site. If you DO NOT add the date in this section, it will only show the date on our public facing website.

# Click on menu Click on change listing

×	Menu	Add Listing	User Permission	Find	Reports - Users	CRS Tax	(Info	Quick Search	Change Listing	Mor
	Q Sear	rch the menu.								
	Dashboa	rd	Ad	d/Chan	ige		Sear	rch		
I	MLS		🔶 Ado	Listing		*	Quick	< Search		
	Tracking		📩 🔶 Cha	nge Listir	ng	*	CMA			
	Agent		List	ings in M	oderation		MLS ;	# Search		
1	Searches		🔶 My	Incomple	te		Addr	ess Search		
			My	Unmappe	ed		Multi	ple Address		
	Daily Fun	ctions	Cop	у			My Li	stings		
	Hot Sheet		Ful	Сору			Office	e/Member		

## Click on the listing # you want to add the Broker open and click next

## **Change Listing**

Find By MLS N	umber	MLS #		σ	
My Listings				Active and Future	~
MLS # $\sim$	Address	List Price	Begin	Expiration	
123456	123 Palmdale Lane	\$219,000	5/31/2022	5/31/2023	-

### **Click on listing Information**

## Change Residential Listing 123456

HISTORY ACTIVITY IN

INPUT FORM SHARE LISTING

CHANGE ANOTHER LISTING

## 123 Palmdale St, Palmdale, CA 93551

Listing Member

General		Price	
Listing Information	>	Change List Price	>
Supplement	>		
Map Location	>	Media 🚯 Add a Floor Plan	
Listing/Selling Members	>	Photos (31)	>

Entry Date: 03/11/2022 Status: Active List Price: \$219,000

## Scroll down till you see Broker open date, add the date and hit Save changes on the top right

• Flexmls Q Enter an A	ddress, City, ZIP, MLS #, or Con	tact G	Guided Help			
Menu Hot Sheet Contact	Management My Messages	Market Summary	Agent Change	Listing More ~		
Change Listing – 1	23456		$\rightarrow$	Save Changes		
ADDRESS MAIN FIELDS DETAILS	BROKER DISTRIBUTION	Show:	All Fields	~		
Occupant Name						
Phone # to Show						
Showing Instructions*	You have entered 32 out of 200	available characters i	n this field.			
Broker Open Date 🕖						
Audio/Video Surveillance*	No 🗸					

## Once you click next it will be added to the list. The list will be on www.GAVAR.org click on the Broker Tour of Homes tab

