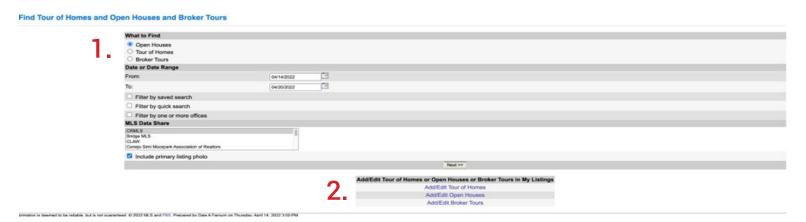
# HOW TO ADD A TOUR OF HOMES TO THE MLS

### How do I create a Tour of Homes and add it to the MLS?

- 1. From the Menu in Flexmls, select one of the options **Open Houses, Tour of Homes, or Broker Tours**.
- 2. At the bottom of this screen choose the **Add/Edit Tour of Homes** option, this will take you to a new page that lists all of the properties on the Tour of Homes. At the bottom of the screen find the **ADD** button and click on it.



- 3. The next screen will come up and you will enter the **Listing ID** number for the listing you are adding.
- 4. Also, under TYPE, you will select either the In-Person or the Live Stream options and click on NEXT.

## **Tour of Homes**



5. According to which option you chose, **In-Person (5a)** or **Live Stream (5b)**, one of these two screens will appear. Complete the details and hit next. This will complete the process and your Tour will be live.

### **Tour of Homes**



#### **Tour of Homes**

