

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.

Find Tour of Homes and Open Houses and Broker Tours

1.

2.

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

3.

4.

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.

5a

5b