

ADDING A TOUR OF HOMES TO THE MLS

STEP ONE

In Flexmls, When Editing a listing:
From the Change Listing Menu in,
under Scheduled Marketing
Activities, Select **Tour of Homes**.

The screenshot shows the 'Change Listing' interface in Flexmls. It is divided into several sections: 'General', 'Price', 'Media', 'Status', and 'Scheduled Marketing Activities'. The 'Scheduled Marketing Activities' section is highlighted with a yellow circle, and the 'Tour of Homes' option is selected within it.

STEP TWO

On the next displaying
screen, click on the blue
button labeled “Add”.

Tour of Homes

The screenshot shows the 'Tour of Homes' scheduling screen. At the top, there is a date range selector (08/29/2023 to 09/12/2023) and a 'Go' button. Below this is a table with columns for 'MLS #', 'Address', 'Tour of Homes Date', 'Type', and 'Time'. The table currently shows 'No events scheduled.' A blue 'Add' button is highlighted with a yellow circle at the bottom right of the table area.

STEP THREE

Enter the Tour information, as seen below
including the Tour type (In-Person or Live
Stream, date of the tour, starting and ending
time and any comments (Please note: the Listing
ID number and address will be prepopulated).
Click Next.

Tour of Homes

The screenshot shows the 'New Tour of Homes Entry' form. It includes fields for 'MLS #' (prepopulated with '0 Ensenada Drive, Woodland Hills, CA 91364'), 'Type' (dropdown menu set to 'In-Person'), 'Tour of Homes Date', 'Start time' (9:00 AM), and 'End time' (11:00 AM). There is also a 'Comments' text area. A blue 'Next' button is highlighted with a yellow circle at the bottom right of the form.



After **Next** is clicked, the tour will be published in
the MLS and available to be searched and viewed.