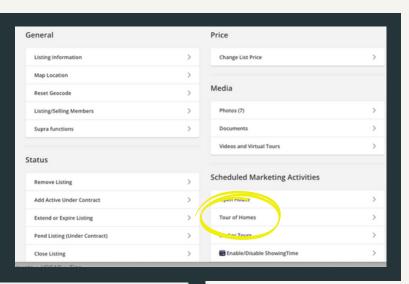




ADDING A TOUR OF HOMES TO THE MLS

STEP ONE

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



Tour of Homes 08/29/2023 to 09/12/2023 Go MLS # Address Tour of Homes Date Type Time No events scheduled. Add Add Add Information is deemed to be reliable, but a not guaranteed. © 2023 MLS and FSIS. Prepared by Date A Farmum on Turesday, August 26, 2023 10:08 AM.

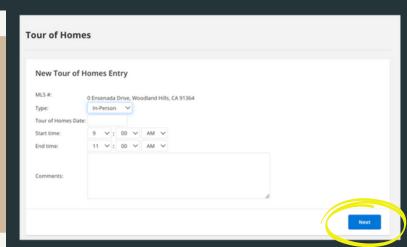
STEP TWO

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

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.



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