

# HOW TO PUT YOUR PROPERTY ON AN OPEN HOUSE (MATRIX)

---

---

## STEP A: HOW TO LIST YOUR PROPERTY ON THE OPTIONAL OPEN HOUSE TOURS IN THE MLS:

1. Click on "Open House"
2. Update the "Date" and "Time"
3. Update the "Virtual Open House URL" (if applicable)
4. Add your comments
5. Under "Add to Caravan", click on the "Find a Caravan" link.  
(If this option does not appear for you, input the Tour Group in the comment box and skip to Step 9.)
6. Select the Tour Group "Ex: 801N & 802S-Fallbrook Bonsall" and input the date of the Caravan.
7. Click on "Run Search"
8. Click on "Fill"
9. Click on "Submit Listing."

---

---

## STEP B: HOW TO REQUEST A SLIDE FOR THE SLIDESHOW

1. Email your listing to the appropriate tour email address.
2. Include on the Subject Line: Tour Date, MLS # of Property, Listing Agent Name
3. In the body of the email, include your contact telephone number

---

---

For more information on our marketing sessions  
and tours visit:  
<https://www.nsdcrealtors.com/member-center/tours>