

HOW TO PUT YOUR PROPERTY ON AN OPEN HOUSE (PARAGON)

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

1. Click on “MAINTAIN LISTING”
 2. Click on “SELECT AN ACTION”
 3. Click on “ADD/EDIT TOUR LISTING”
 4. Click on “ADD NEW”
 5. Tour Group “Ex: N801&802S-Fallbrook Bonsall”
 6. Click “SAVE”
 7. Enter Tour Date
 8. Enter Tour Time (Ex: 10am – 12pm)
 9. Enter Tour Comments
 10. Click on “SAVE”
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STEP B: HOW TO REQUEST A SLIDE FOR THE SLIDESHOW

1. Email the “Client Preferred 1 Link to the appropriate tour email address.
 2. Include on the Subject Line: our Date, MLS # of Property, Listing Agent Name
 3. In the body of the email, include your contact telephone number
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For more information on our marketing sessions
and tours visit:
<https://www.nsdcrealtors.com/member-center/tours>