



ECAR Broker Open House Tours




Why Join the Tour?


- ✓ Agents are still the number 1 reason homes sell!
- ✓ The more other agents know your listing, the more likely they are to help you sell it!
- ✓ Wow buyers with your knowledge of the market!

 ECAR generates & emails the tour list on Wednesday morning to the membership. Therefore...

 Your listing must be in Matrix with the “broker tour” option selected no later than 5:00 pm each Tuesday.

(see next page for instructions on how to add a broker open house)

 Make sure your listing is “hosted” from 11am – 2pm.

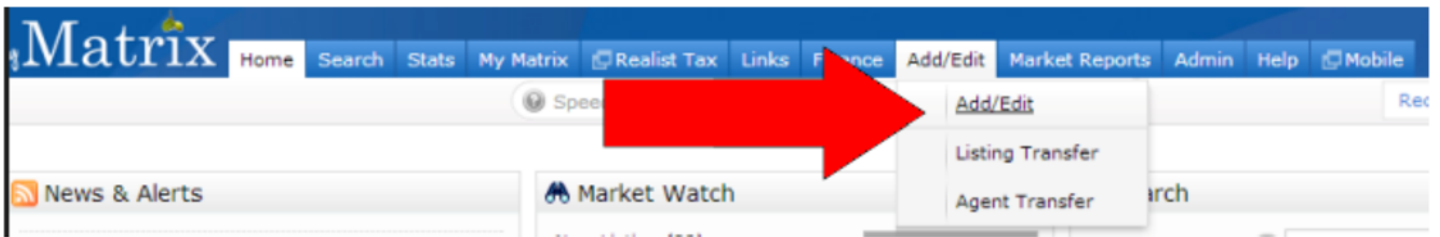
 Bring plenty of property flyers

 No food required!

ECAR...Your Access to Success!

ADDING BROKER OPEN HOUSES

1. In Matrix, click on Add/Edit under Add/Edit on the menu tab.



2. Enter the listing number under Quick Modify and then click Edit.

+ Input

Listings

[Add new](#) or [Edit existing](#) Listings

Quick Modify:

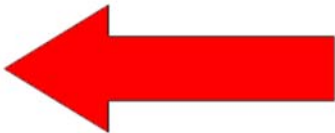
 [Edit](#)

3. On the resulting screen, click on Add/Edit Open House and Broker Tour

Modify Listing

Select Form

- [Residential](#)
- [Price Change](#)
- [Extend Expiration Date Only](#)
- [Change Status to Under Deposit \(DEPOS\)](#)
- [Change Status to Deposit - Continue to Show \(SH\)](#)
- [Change Status to Sold/Leased \(CLOSE\)](#)
- [Change Status to Temporarily Off Market \(TEMP\)](#)
- [Change Status to Withdrawn \(WITH\)](#)
- [Change Status to Cancelled \(CANCL\)](#)
- [Add/Edit Open House and Broker Tour](#)
- [--- Staff Only - Major Correction](#)
- [--- Staff only - CDOM Correction](#)



4. On the resulting screen change the Open House Type to Broker and add the other requested information.

+ Add/Edit Open House and Broker Tour

Add Open House

46 Perry Hill Rd, Ashford CT 06278-1020
MLS Number E10011336

Open House Type: Date: Start Time: AM PM End Time: AM PM

Open House Refreshments: Description: [Delete](#)

Click on **SUBMIT LISTING** to save an Open House, even if the listing is Incomplete.

[More](#)

5. Click Submit.