


## Advertise your upcoming open house

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Open house information can be entered in the MLS and seen by agents (and the public, if your MLS offers a public view).

### To advertise an open house for a listing

1. From the **Listings** menu, choose **View/Revise Your Listings**.
2. Next to the desired listing number, click the **Revise** icon  .
3. In the **Revise Listing** menu, under Listing Information, click **Open House Dates**.
4. Enter the appropriate information and click the **Save** button in the MLS toolbar.

NOTE: The Open Houses button that is available to the public displays open houses scheduled within the next two weeks (or other time period, as specified by your MLS), if your MLS offers a public view of listing data.

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