

How to do a Broker Open/Caravan:

This Instructional guide is designed to show you how to quickly add a listing to a Broker Open/Caravan.

Note: Random information was used for this example; please mind the rules below.

Step 1) Click on the “Daily Functions” tab and then click on the “Tour/Open Houses” button:

The screenshot shows the flexmls dashboard with the following elements:

- Navigation tabs: Dashboard, Add/Change, Search, **Daily Functions**, Contacts, Statistics, Preferences, Other, Spark, Admin.
- Left sidebar menu: Hot Sheet, My Messages, **Tour/Open Houses**, Market Areas, MLS Intranet, Input Forms, Member Lookup, Flexmls Maps, Calculators.
- Right sidebar: MLS Links, Pay MLS Dues!, GAVAR website, CAR, NAR, RPR, Sentrilock, BRE License Verification, LA County Tax Assessor.

Step 2) Click “Add/Edit” Tour of Homes:

The screenshot shows the search results page with the following elements:

- Search filters: What to Find (Open Houses, Tour of Homes), Date or Date Range (From: 06/10/2015, To: 06/16/2015), Filter by saved search, Filter by quick search, Filter by one or more offices, Include primary listing photo.
- Buttons: Add/Edit Tour of Homes or Open Houses in My Listings, Add/Edit Tour of Homes, Add/Edit Open Houses.

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Step 3) Click on the “Add” button:

The screenshot shows the 'Tour of Homes' listing page with the following elements:

- Search filters: 06/10/2015 to 06/24/2015, Go.
- Table of listings:

MLS #	Address	Tour of Homes Date	Time
<input type="checkbox"/> 15005520	44260 Dahlia Street, Lancaster, CA 93535 Entry Date: 04/11/2015 Status: Active Listed for \$300,000	06/10/2015	10:30 AM to 01:00 PM
<input type="checkbox"/> 15007077	40502 Polo Court, Palmdale, CA 93551 Entry Date: 05/24/2015 Status: Active Listed for \$489,900	06/10/2015	10:30 AM to 01:30 PM
<input type="checkbox"/> 15006144	3054 Patti Lane, Lancaster, CA 93535 Entry Date: 04/28/2015 Status: Active Listed for \$325,000	06/10/2015	10:30 AM to 01:30 PM
<input type="checkbox"/> 1502779	3618 Topaz Lane, Lancaster, CA 93535 Entry Date: 03/11/2015 Status: Active Listed for \$299,000	06/10/2015	10:30 AM to 01:30 PM
<input type="checkbox"/> 15006869	38304 San Mateo Avenue, Palmdale, CA 93551 Entry Date: 05/18/2015 Status: Active Listed for \$299,900	06/17/2015	10:30 AM to 01:30 PM
<input type="checkbox"/> 15007249	4723 W Avenue J13, Lancaster, CA 93536 Entry Date: 05/29/2015 Status: Active Listed for \$275,000	06/24/2015	10:30 AM to 01:30 PM

Buttons: Add, Edit, Remove.

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Step 4) Entering your Listing Information and Rules for Adding to Broker Open/Caravan List:

- GAVAR staff is not responsible for adding your listings on the Caravan and or cancelling it.
- Broker Opens/Caravans occur every Wednesday so you must set your date to be a Wednesday in the future.
- Deadline to submit or cancel your listing to the Broker Open/Caravan list is Tuesday by 3:30PM before the Wednesday Caravan. No exceptions!
- If the property is vacant, it does not need to be hosted, yet it must have an assigned GAVAR SentiLock box.
- If your listing is not hosted, then you must state that in the comments section.
- You must set the start time as: 10:00 AM, and the end time as: 1:00 PM.
- If you are doing a give-away you must have the prize turned in to the GAVAR office no later than 3:30 PM on the Tuesday before your Broker Open is going to occur. You must be very specific as to what type of drawing (amount of money, gift certificates, lottery tickets, requires visit to multiple properties, etc.) when you add it to the MLS system.
- Once the Broker Open is over, collect all business cards and place them in an envelope be sure to write the listing agents name and the address of the property on the front of the envelope. Bring the envelope containing all the cards to the Association Office. THE WINNING CARD MUST BE DRAWN AT THE NEXT NETWORKING MEETING or you will be fined \$25 for not submitting the business cards on time.
- *New* The broker open winner does not need be present at the Networking Meeting. The Association will notify the winning agent once the check is ready to be pick up from GAVAR. No one is allowed to pick up others winnings to take back to the office.

Step 5) Once everything is completed Hit "Next" To complete adding your listing to the Broker Open List/Caravan:

The screenshot shows the flexmls.com website interface. The main content area is titled "Tour of Homes" and contains a "New Tour of Homes Entry" form. The form fields are as follows:

MLS #:	15005791
	44021 W 62nd Street Lancaster, CA 93536
Tour of Homes Date:	06/10/2015
Hosted By:	Dino Biel
Hosted Phone:	661-726-9175
Area:	44021 W 62nd Street Lan
Start time:	10 : 30 AM
End time:	1 : 30 PM
Comments:	Come see this beautiful home! There be a \$100 raffle as well!!!

Below the form is a "Next >>" button, which is highlighted with a red border and a red arrow pointing to it.

More about the Networking Meetings

GAVAR Networking Meetings are conducted at the J.P. Eliopoulos Hellenic Center located at 43404 30th Street West in Lancaster beginning at 8:30am on the 1st & 3rd Wednesday of each month. Here you can pitch your listings, network with other GAVAR members and Affiliates, listen to a guest speak and be informed about upcoming events in your community. Entrance is \$7.00 per member (including a hot breakfast) or \$2.00 (for coffee only). Please park in the assigned area (parking lot) as K-4 is not permitted per local regulations.