

How to add a Broker Tour

1. Click on menu
2. Click on change listing



Q Enter an Address, City, ZIP, MLS #, or Contact...

Guided Help

Menu

Quick Search

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Q Search the menu...

Dashboard



MLS

MLS

Agent

Home

Daily Functions



Hot Sheet

Add/Change

Add Listing

Change Listing

My Incomplete

My Unmapped

Copy

Contacts

Search



Quick Search

CMA

MLS # Search



Address Search

Multiple Address

My Listings

Office Listings

3. Click on the listing # you want to add to the Broker Tour



Q Enter an Address, City, ZIP, MLS #, or Contact...

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Reorder

Change Listing

Find By MLS Number

MLS #

MLS #

NEXT

My Listings

Active and Future ▾

MLS # ▾

Address

List Price

Begin

Expiration

123456

1234 Street, Palmdale, CA 93551

\$ 450,000

4/15/2022

4/15/2023

4. Click on the Tour of Homes

General


- Listing Information >
- Supplement >
- Map Location >
- Reset Geocode >
- Listing/Selling Members >

Status

- Remove Listing >
- Edit Current Status (Active) >
- Add/Remove Contingent >
- Extend or Expire Listing >

Price

- Change List Price >



Media  Add a Floor Plan


- Photos (30) >
- Documents >
- Videos and Virtual Tours >

Scheduled Marketing Activities

- Open House >
- Tour of Homes** >

5. Click on Add



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[Return to Search Results](#)

[Return to the edit listing screen](#)

Tour of Homes

04/18/2022  to 05/02/2022  [Go](#)

Tour of Homes				
MLS #	Address	Tour of Homes	Date	Type Time
No events scheduled.				
Add				



Tour of Homes

New Tour of Homes Entry

MLS #: 123456
1234 Street, Palmdale, CA 93551
Type:

Based on information from the Greater Antelope Valley MLS' data, including all measurements and calculations of area, is obtained from various sources and has not been independently reviewed and verified for accuracy. Properties may or may not be listed by the office/agent presenting the information. Prepared by Gustav

Tour of Homes

New Tour of Homes Entry

MLS #: 123456
1234 Street, Palmdale, CA 93551
Type:
Tour of Homes Date:
Start time: 10 : 00 AM
End time: 1 : 00 PM
Comments:

Add the Wednesday date you want to have your Broker Tour

Once you click next it will be added to the list.

The list will be on www.GAVAR.org click on the Broker Tour of Homes tab



Greater Antelope Valley
Association of REALTORS®

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