



# Broker Open Houses Guidelines

Broker Open's have changed from Wednesdays to Fridays. On the 2<sup>nd</sup> and 4<sup>th</sup> there will be a caravan following the REALTOR Professional Networking Meeting. We will resume meeting the beginning of 2024. If you would like to pitch your property at the REALTOR Professional Group Meeting, please email [natalygavar@gmail.com](mailto:natalygavar@gmail.com) no later than the Wednesday before the meeting by 12p.m. spots are limited. You must be present to pitch your property- NO EXCEPTIONS.

Caravan has a new name and new guidelines – Caravan or Broker Opens will now be referred to as the BROKER Open Houses. GAVAR Staff will no longer monitor the Broker Open houses. ***You will be responsible for all changes that need to be made to your listing if you have it on the Broker Open House list.***

***Please see the instructions below to add your listing in FLEX.***

**Hours: 11:00 a.m. – 2:00 p.m. every Friday.**

Whether the home is occupied or vacant, if it is on the Broker Open Houses list, it must be hosted. NO EXCEPTIONS.

Alcohol is not permitted during any Broker Open House hours- NO EXCEPTION

If you offer a drawing as an incentive, please be specific as to what type of drawing (\$\$ amount of money, gift certificate, lottery tickets, etc.). You will enter this information in the comments section when adding your listing to the Broker Open House list. This information will display. **When your Broker Open house is over, you are responsible to hold your own drawing, contact the winner, and make arrangements to get the winner their prize.** The winner's information shall be posted in your listing in the agent/private remarks section within 24 hours.

Changes to the Broker Open Houses list should be done by 8:00 a.m. Wednesday morning.

\* The list will be on [www.gavar.org](http://www.gavar.org) click on the tab that says Broker Open Houses, the list updated every couple of minutes.

# 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

Hot Sheet

Contact Management

My Messages

Market Summary

Address Search

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...

Guided Help

Help ▾

NG as FET ▾

Menu

Quick Search

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Contact Management

My Messages

Market Summary

Address Search

More ▾

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

  [Guided Help](#) [Help](#)

[Menu](#) [Add Listing](#) [User Permissions](#) [Find](#) [Reports - Users](#) [CRS Tax Info](#) [Quick Search](#) [Change Listing](#) [More](#)

[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.				
<a href="#">Add</a>				

### Tour of Homes

#### New Tour of Homes Entry

MLS #: 123456  
1234 Street, Palmdale, CA 93551  
Type: **Select One**   
In-Person

Choose In-Person



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

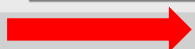
MLS #: 123456  
1234 Street, Palmdale, CA 93551  
Type: **In-Person**   
Tour of Homes Date:   
Start time: **11** : **00** **AM**  
End time: **2** : **00** **PM**  
Comments: 

Add your comments here  
\*food/drawing if you are having anything

Add the Wednesday date you want to have your Broker Tour



The start time: 11a.m.  
End time: 2p.m.



# NEW ADDITIONAL STEP

**\*When adding your Broker open, please ALSO do the following so the date appears in the gavar.org/Broker Open Houses site. If you DO NOT add the date in this section, it will only show the date on our public facing website.**

**Click on menu**

**Click on change listing**

The screenshot shows a navigation menu with a search bar at the top. Below the search bar, there are three columns of menu items. The first column is titled 'Dashboard' and includes 'MLS', 'Tracking', 'Agent', 'Searches', 'Daily Functions', and 'Hot Sheet'. The second column is titled 'Add/Change' and includes 'Add Listing', 'Change Listing', 'Listings in Moderation', 'My Incomplete', 'My Unmapped', 'Copy', and 'Full Copy'. The third column is titled 'Search' and includes 'Quick Search', 'CMA', 'MLS # Search', 'Address Search', 'Multiple Address', 'My Listings', and 'Office/Member'. A red arrow points to the 'Change Listing' item in the 'Add/Change' column.

Click on the listing # you want to add the Broker open and click next

## Change Listing

Find By MLS Number

MLS #

MLS #

NEXT

My Listings

Active and Future

MLS #	Address	List Price	Begin	Expiration
123456	123 Palmdale Lane	\$219,000	5/31/2022	5/31/2023

Click on listing Information

# Change Residential Listing 123456


HISTORY ACTIVITY INPUT FORM SHARE LISTING CHANGE ANOTHER LISTING

123 Palmdale St, Palmdale, CA 93551

Listing Member

Entry Date: 03/11/2022 Status: Active List Price: \$219,000

## General

- Listing Information 
- Supplement
- Map Location
- Listing/Selling Members


## Price

Change List Price

Media  Add a Floor Plan


Photos (31)

Scroll down till you see Broker open date, add the date and hit Save changes on the top right

  [Guided Help](#)

[Menu](#) [Hot Sheet](#) [Contact Management](#) [My Messages](#) [Market Summary](#) [Agent](#) [Change Listing](#) [More](#)

## Change Listing – 123456

 [Save Changes](#)

Show:



[ADDRESS](#) [MAIN FIELDS](#) [DETAILS](#) [BROKER DISTRIBUTION](#)

Occupant Name

Phone # to Show

Showing Instructions\*

You have entered 32 out of 200 available characters in this field.

Broker Open Date   

Audio/Video Surveillance\*

Once you click next it will be added to the list.  
The list will be on [www.GAVAR.org](http://www.GAVAR.org) click on the Broker Tour of Homes tab



Greater Antelope Valley  
Association of REALTORS®

Protecting the American dream - one home at a time...

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Phone - (661) 726-9175

Current Office Hours: Monday-Friday/ 9:00 a.m. - 5:00 p.m.  
Lunch hour: 12:15 p.m. - 1:00 p.m.



Michelle Arvidson  
2022 President

If you were invoiced and did not pay your MLS fees, [click here to make payment.](#)

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