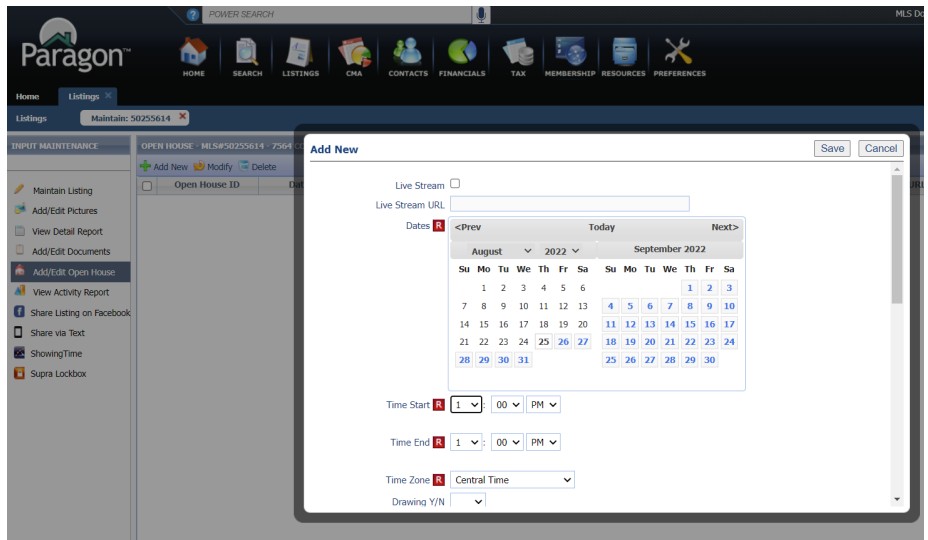
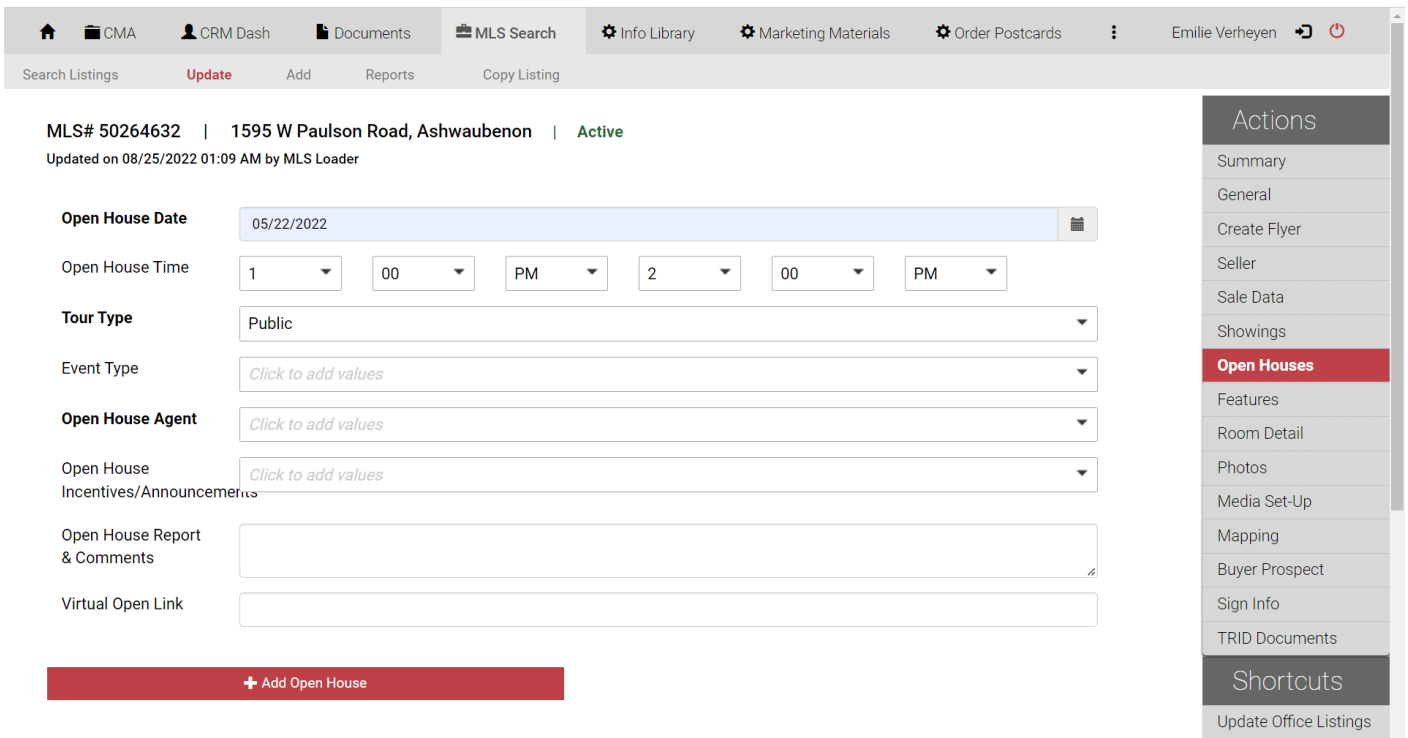


# Adding an Open House

1. Login to Paragon.
2. Click Maintain on your listing.
3. Click Add/Edit Open House
4. Click + Add New
5. Select Dates
6. Select Time Start
7. Select Time End
8. Fill In Host Agent
9. Click Save

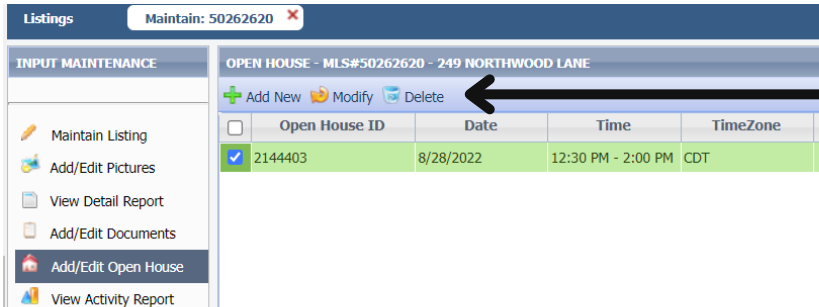


1. Login to AgentPro
2. Check Mark Box next to your Listing
3. Click Open Houses
4. Fill In Open House Date
5. Fill In Open House Time
6. Tour Type: Public
7. Fill in Open House Agent
8. Click + Add Open House Button



# Deleting An Open House

1. Login to Paragon.
2. Click Maintain on your listing.
3. Click Add/Edit Open House
4. Check mark box of open house
5. Click Delete button



1. Login to AgentPro
2. Check Mark Box next to your Listing
3. Click Open Houses
4. Scroll to bottom
5. Click **Public** next to the open house you want to delete
6. Change Tour Type to **Delete This Open House**
7. Click Update Open House

MLS# 50262620 | 249 Northwood Lane, Little Suamico | Active-Offer No Bump-Show  
Updated on 08/25/2022 02:50 PM by Gabi Toyne

**Open House Date**

**Open House Time**

**Tour Type**

**Event Type**

**Open House Agent**

**Open House Incentives/Announcements**

**Open House Report & Comments**

**Virtual Open Link**

Update Open House

Add Another Open House