## 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

	Dash 🕒	Documents	🚔 MLS Search	🌣 Info Library	Aarketing Materials	Order Postcards	:	Emilie Verheyen 🕤 😃
Search Listings Update	Add	Reports	Copy Listing					
MI S# 50264632	1595 W Paul	son Road As	hwauhenon I	Active				Actions
Updated on 08/25/2022 01:09	AM by MLS Lo	ader						Summary
								General
Open House Date	05/22/2022					<b>i</b>		Create Flyer
Open House Time	1 •	00	▼ PM	• 2	• 00 •	PM 👻		Seller
T								Sale Data
Tour Type	Public					•		Showings
Event Type	Click to add values							Open Houses
Open House Agent				Features				
open nouse Agent	Click to add values							Room Detail
Open House	Click to add values							Photos
Incentives/Announceme	โนอ							Media Set-Up
Open House Report								Mapping
& Comments							h	Buyer Prospect
Virtual Open Link								Sign Info
								TRID Documents
	🕂 Add Open H	louse						Shortcuts
								Update Office Listings

## **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

Listings	Maintain: 5	50262	0262620 ×						
INPUT MAINTENA	NCE	ОР	OPEN HOUSE - MLS#50262620 - 249 NORTHWOOD LANE						
		÷	🕂 Add New 📄 Modify 🗟 Delete						
🥖 Maintain List	ing		Open House ID	Date	Time	TimeZone			
湭 Add/Edit Pict	ures		2144403	8/28/2022	12:30 PM - 2:00 PM	CDT			
View Detail R	Report								
Add/Edit Doc	uments								
Add/Edit Ope	en House								
View Activity	Report								

- 1. Login to AgentPro
- 2. Check Mark Box next to your Listing
- 3. Click Open Houses
- 4. Scoll to bottom
- 5. Click **Public** next to the open house you want to delete

MLS# 50262620 | 249 Northwood Lane, Little Suamico | Active-Offer No Bump-Show

## 6. Change Tour Type to Delete This Open House

7. Click Update Open House

Updated on 08/25/2022 02:50	) PM by Gabi Toyne									
Open House Date	08/28/2022									
Open House Time	12 • 30 • PM • 2 • 00 • PM •									
Tour Type	Delete this Open House	_								
Event Type	Click to add values									
Open House Agent	Carr, Tina									
Open House Incentives/Announceme	Click to add values									
Open House Report & Comments		li								
Virtual Open Link										

😫 Update Open House