




## Adding your listing to a broker tour

Broker tours are set up by agents as an open invitation for other agents and brokers to view newly listed properties at a specified date and time.

To add a broker tour to your listing

1. From the **Listings** menu, choose **View/Revise Your Listings**. All of your active listings display.
2. Next to the desired listing number, click the Revise icon . The Revise Listing menu displays.
3. In the **Revise Listing** menu (under Listing Information), click **Broker Tour Dates**. See the schedule of marketing meetings to determine when broker tour is held.
4. Enter the information for your broker tour, adding a comment if desired. Then, click the **Save** button in the MLS toolbar.
5. Broker tour information must be input by 12:00 noon the day before the meeting to be pulled for the tour reports.