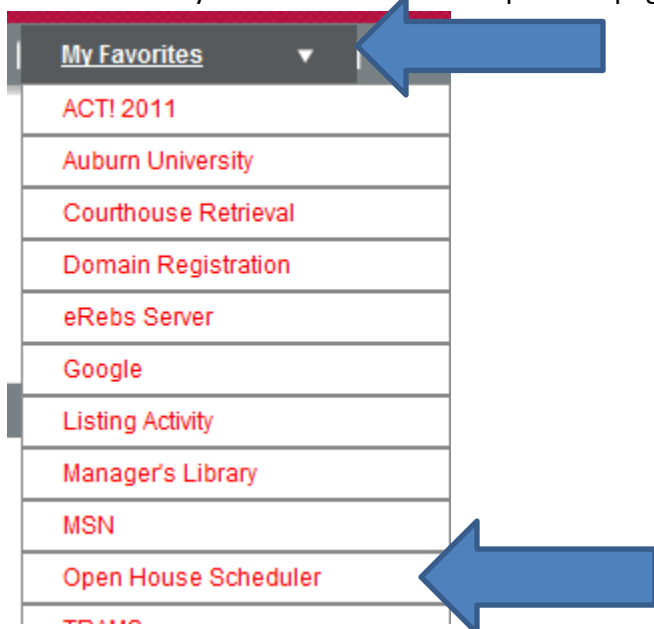
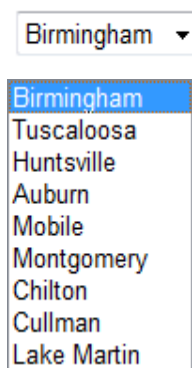


Open House Scheduler

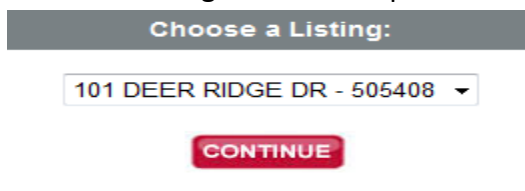
1. Log into Open House Scheduler through RealtySouth Associate Resources.
2. Click on the My Favorites link at the top of the page.



3. Choose Open House Scheduler from the dropdown list.
4. Choose a Market Area:



5. Once you have chosen a Market Area, click **CONTINUE**.
6. Choose a Listing from the dropdown box.



7. Click **CONTINUE**.
8. Select the Date:

Open House Scheduler

Open House for MLS# 505408

*Note: Hosted By will default to the primary listing agent if you do not choose a name.

Date	Time	Recurring	End Date	Hosted By																																																	
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	Ann Kirkwood																																																	
<div style="border: 1px solid black; padding: 5px;"> <div style="text-align: center; font-weight: bold;">December, 2011</div> <table style="width: 100%; text-align: center; font-size: x-small;"> <tr> <td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td> </tr> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> </table> <div style="font-size: x-small;">Today: December 13, 2011</div> </div>	Su	Mo	Tu	We	Th	Fr	Sa	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	to 4:00 PM	None	<input type="text"/>	Ann Kirkwood
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CANCEL
SUBMIT

9. Select the time:

Date	Time
<input type="text"/>	2:00 PM to 4:00 PM
<input type="text"/>	2:00 PM to 4:00 PM

10. If you would for this to be recurring, please select from the dropdown: None, Daily, Weekly

Recurring

None

None
Daily
Weekly

11. Remember to set the End Date (only Required on Recurring Schedules).

End Date	Hosted By																																																	
<input type="text"/>	Ann Kirkwood																																																	
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12. Select who the agent who will host the Open House. By default, the listing agent will be selected.

Hosted By
<div>Ann Kirkwood</div> <div> <div>Ann Kirkwood</div> <div>Annette Kittrell</div> <div>Kim Klyce</div> <div>Amanda Knight</div> <div>Doug Knight</div> <div>Mildred Knight</div> <div>Jeremy Knight</div> <div>Paula Knodel</div> <div>Frances Knox</div> <div>Howard Koch</div> <div>David Koen</div> <div>Marc Kogan</div> <div>Janice Kopp</div> <div>Kim Kraljevic</div> <div>Pam Kruse</div> <div>Dewey Kyle</div> <div>Heather Lackey</div> <div>Blair Ladd</div> <div>Rita Lakeman</div> <div>Ellen Lamb</div> <div>Chance Lane</div> <div>Lynn Lang</div> <div>Damien Langan</div> <div>Ken Langham</div> <div>Alan Large</div> <div>Joyce Largin</div> <div>Luedean Larkin</div> <div>Brooke Latham</div> <div>Rozetta Lavender</div> <div>Nick Lawkis</div> </div>

Historical Open Houses:

1. Historical Open Houses gives you the history of all of your open houses that have been listed with the date and times.

Historical Open Houses	
03/30/2009	8:00 AM - 10:00 AM
03/23/2009	8:00 AM - 10:00 AM
03/16/2009	8:00 AM - 10:00 AM
03/09/2009	8:00 AM - 10:00 AM
03/02/2009	8:00 AM - 10:00 AM
02/23/2009	8:00 AM - 10:00 AM
02/16/2009	8:00 AM - 10:00 AM
02/09/2009	8:00 AM - 10:00 AM