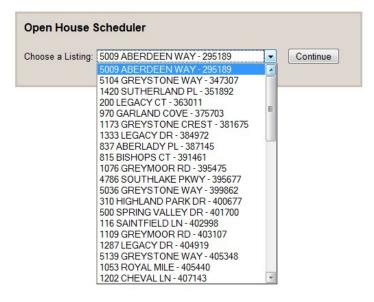




- 1. Log into the Open House Scheduler through RealtySouth Associate Resources.
- 2. Click on Tools to go to the Open House Scheduler.

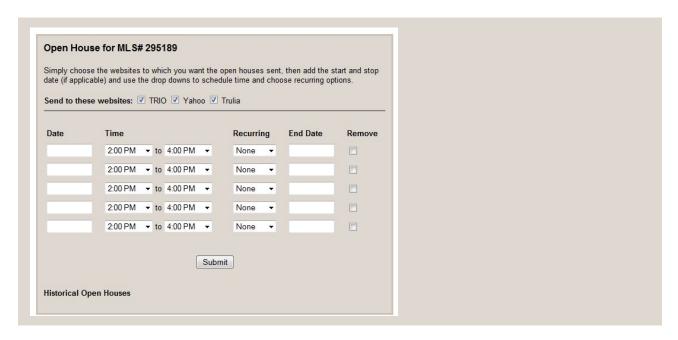


3. Choose a listing from the drop down box and click Continue:

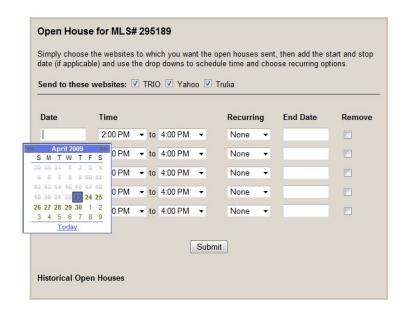




When you create an open house, we will send your open houses to various websites. All Websites are checked by default, so if there is a website listed that you DO NOT want your listing to be sent, please make sure that you UNCHECK the site.

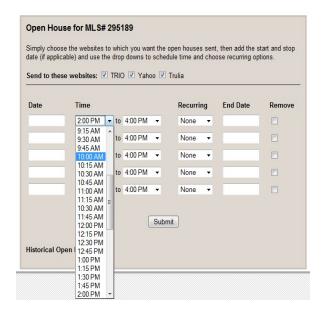


4. Set date for your Open House.

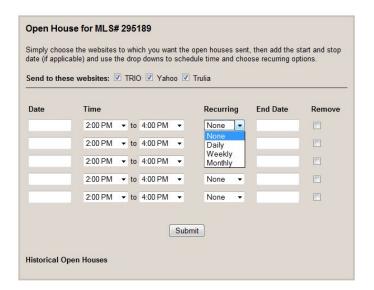




5. Set the time for your Open House:

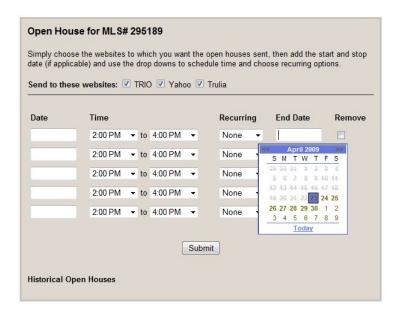


6. If you would like for your Open House to be recurring, please select.





7. Remember to set an End Date for your Open House (Only required on Recurring Schedules):



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

