

Managing Open Houses (Admin Account)

The **Manage Open Houses** section allows administrative staff to view, schedule, update, and remove open house events associated with listings across the brokerage. To manage open houses:

- Click the **ADMIN** menu at the top of the navigation bar
- Select **Manage Open Houses**

This will display a list of all open houses associated with your brokerage.

Viewing Open Houses

The open house management page provides key details, including Listing ID and property information, Assigned agent, Open house date and time, Listing status and location.

Click **View/Edit** from the **Actions** menu to access the listing and open house details.

Creating & Editing Open Houses

From the listing page:

- Scroll to the **Open Houses** section
- Enter the **date, start time, end time, and event type (public/private/virtual)**
- Add any notes if needed
- Click **Schedule Open House** to save

You can also **edit or remove** existing open house events from this section.

The screenshot displays the MyStateMLS Admin interface. At the top, the navigation bar includes 'WALL', 'ADMIN', 'TOOLS', 'LISTINGS', 'SEARCH', and 'CRM'. The 'ADMIN' menu is expanded, showing options like 'MANAGE OFFICES', 'MANAGE AGENTS', 'MANAGE LISTINGS', 'MANAGE LISTING PHOTOS', and 'MANAGE OPEN HOUSES'. The 'Manage Open Houses' section shows a table with one listing:

Photo	Listing ID	Agent	Open House	Timestamp	Location	Listing	Status	Price	Owner	Actions
	11660253	Jane Broker	Sat March 21st 10:00am to 2:00pm	Created March 13th 5:13pm	630 Sapodilla Ave West Palm Beach, FL	Active Sale	CALL	DRAFT		View/Edit Delete

Below the table, the details for the listing '630 Sapodilla Ave, West Palm Beach, FL 33401' are shown. The details include a map, property information (List Price: CALL, Status: Active for Sale *Draft, Listing ID: 11660253, Property Type: Residential, Hidden/Draft: Yes, County: Palm Beach, Tax ID: 000000-000-0000-000-000.000, FEMA Flood Map: fema.gov/portal, Total Bedrooms: 2, Full Baths: 2, Acres: 1.00, House Size: 1140 SF, Year Built: 2001), and a section for 'Upcoming Open Houses' with a form to schedule an event.