

Managing Open Houses

You can access the **Open Houses** section directly from a listing (active or draft).

Open the listing and scroll down to the **Upcoming Open Houses** section to view, create, or manage events.

Note: Multiple open houses can be scheduled for the same listing.

Creating an Open House

- Open the listing you want to promote
- Scroll to the **Upcoming Open Houses** section
- Enter the **date, start time, end time, and type**
- Add any notes if needed
- Click **Schedule Open House**

Once scheduled, you will receive a **confirmation email** with the open house details, which you can share with clients. Open house information is also automatically included when sharing the listing, including in the **Printer-Friendly** and **Links** views (from the **Share** tab).

Managing Open Houses

Scheduled open houses will appear in the **Upcoming Open Houses** section. From this section, you can:

- • **Edit** existing open house details
- • **Remove** an open house if needed

The screenshot shows the MyStateMLS interface for a listing. The top navigation bar includes 'WALL', 'ADMIN', 'TOOLS', 'LISTINGS', 'SEARCH', and 'CRM'. The user is logged in as 'JB JANE BROKER'. The listing details show '8 Photos' and a kitchen image. A dropdown menu is open, highlighting 'OPEN HOUSES'. The 'Upcoming Open Houses' section is visible, with a form to schedule an open house. The form includes fields for 'Virtual?' (set to NO), 'Date' (<select>), 'Start Time' (<select>), 'End Time' (<select>), and 'Type' (Public). A 'Schedule Open House' button is present. Below the form is an 'Open House Notes' text area and a message: 'This listing has no scheduled open houses.' There is also a link for 'Owner Information Edit'.

The screenshot shows the MyStateMLS interface for the same listing. The 'Upcoming Open Houses' section now displays a scheduled event: 'VIRTUAL Wednesday March 25th 11:00am to 2:00pm (Public)'. The event details are: 'Virtual?' YES, 'Date' 03/25/2026 We, 'Start Time' 11:00am, 'End Time' 2:00pm, and 'Type' Public. There is a 'Schedule Open House' button. Below the event is a 'Virtual Tour Meeting Info' text area. The 'Owner Information Edit' link is also visible. The listing details on the right show 'Full Baths: 1', 'House Size: 855 SF', 'Year Built: 1983', and 'Year Renovated: 2026'.