

Open Houses on MRMLS Matrix Made Easy!



Now under Add/Edit

MRMLS has streamlined the process for inputting open houses into the Matrix system!

You have the option to include an **open house** when **uploading** or **modifying** a listing.

Simplifying this process will make it easier, and quicker for you to showcase your listings!

Open houses in MRMLS Matrix are searchable by agents on the search page, and by the public using our [public property search](#).

Accessing the public property search is done by directing your clients to www.imrmls.com and having them click on "Public Property Search."

Note: Open houses reported in MRMLS Matrix will reflect listings from CARETS in late December. CARETS listings include MLSs such as CLAW, CRISNet, iTech, MRMLS and SoCAL MLS.

Member Instructions to Add an Open House:

1. Click the **Add/Edit** tab and select your **listing** under the **Listing Quick Modify** drop down menu.
2. Click the **Open House** link and enter your open house information. Click the **More** button to add additional open house tour dates.
3. Click **Submit Listing** to submit your open house.

Member Instructions to Search for an Open House:

1. Click the **Search** tab and click the Quick link under Open House.
Note: you may need to expand your search links if Matrix collapsed your search options.
2. Enter your search criteria and click **Search**.

Public Instructions to Search for an Open House:

1. Go to the [MRMLS Public Property Search](#) page and select the preferred language to view your Open House results.
2. Select **Open House Search**, enter your search criteria and click on **Search**.
3. All open house results will appear that match your search criteria.