

Virtual Open Houses

You will have the ability to create virtual open houses in Matrix! This will enable you to showcase your listed property using a live feed (e.g. Zoom, Facebook Live, etc.) To access this feature, login to matrix and follow the instructions below:

1. Edit the listing by either going to **My Listings** or **Input (Add/Edit)**:
 - a. **Input (Add/Edit)**
 - Click on the **Input (Add/Edit)** link located along the top menu of **Matrix**;
 - Within the **Listings** section, either select the listing under **Quick Modify** or enter the MLS Number and click on the **Edit** link.
 - b. **My Listings**
 - Click on the **My Matrix** link located along the top menu of **Matrix**;
 - Click on the **My Listings** link;
 - Select **Editable** Listings from the **Show** list;
 - Select the listing and click on the **Edit** button.
2. Locate and click on the **Open House** link on the **Modify Listing** page.
3. Complete the appropriate fields on the **Open Houses** form:
 - a. Select either **Virtual Public** or **Virtual Broker Only** from the **Open House Type** list
(***Virtual Public** are provided to IDX and Syndication websites; **Virtual Broker Only** are only for MLS users*)
 - b. Select **Yes** or **No** in the **Active** list
(If you select **No**, remember to come back and change it to **Yes** when you are ready to make the **Virtual Open House** visible to others)
 - c. Enter the **Date**, the **Start Time** and **End Time**
 - d. Enter the **Virtual Open House URL** (e.g.—the link to the Facebook Live post or Zoom webinar) -
This will be the link to register or join the online event
 - e. Click on the **Submit Listing** button.