



VREIN's newest product, VermontOpenHouses.com, provides you with an easy-to-use tool for promoting your open houses to homebuyers. It's free. It's easy! And it's available to REALTORS® who subscribe to VREIN's Multiple Listing Service. You simply add your open house to a new or existing listing in the MLS, and we do the rest! Your open house will automatically be uploaded to VermontOpenHouses.com

## How to add an open house for VermontOpenHouses.com

1. Go to **InnoVia** at [www.vreinmls.com](http://www.vreinmls.com)
2. Login with your InnoVia username and password
3. You can add an open house to an existing listing, or to a new listing that you enter. Here's how:

- ◆ **Add an open house to an existing listing:**

**A.** Click on the **Maintenance Tab** on the InnoVia Menu Bar and select **Listings**

(You can also click on **My inventory** on the left hand side of the page to search for your listings)

**B.** A search dialog box will appear. Type in the **MLS number** of the property in the **MLS number field** (bottom of dialog box)

**C.** Click on the **Search** button on the left

**D.** Your search results will appear. Click on the **blue MLS number**.

**E.** A listing input screen will appear. Scroll down the page until you see the section

**Open House Info** (the first blue section). Fill in the required fields (see screenshot below)

- Date and time of open house, Hosting Agent ID #, and open house remarks.

The open house remarks field is to describe your open house event only.

*Example: Join us for tea and cookies, and enter your name for a chance to win a \$100 gas card).*

**NOTE: The property description, photos, listing agent contact information, and location of the property will be pulled from your existing listing. You do not need to add this information in the open house fields.**

**F.** Click **SAVE** to save your open house event

- ◆ **Add an open house to a new listing:**

**A.** Click on the **Maintenance Tab** on the InnoVia Menu Bar and select **Listings**

**B.** A dialog box will appear. Click on **Add new** button on left hand side of screen

**C.** Fill in your new listing information.

**D.** When you get to the open house section of the listing sheet, follow steps **E through F above**.

## You're done!

Your open house event will be uploaded to VermontOpenHouses.com during the nightly data feed from InnoVia. Once your event is over, it will automatically purge from InnoVia and VermontOpenHouses.com.

### SCREENSHOT OF THE OPEN HOUSE FIELDS IN INNOVIA

Coded Features:	CODED FEATURES:		
<i>Open House Info (Optional)</i>			
Date: Format: MM/DD/YYYY	10/04/2008	Time: Format: HH:MM	12-1PM
Hosting Agent:	8180	Look Up Agent	
Open House Remarks: Max 150 char.	Energy efficient Ranch, one level living, 2 car garage, private fenced in back yard. Very economical!		
	150	Characters Left	

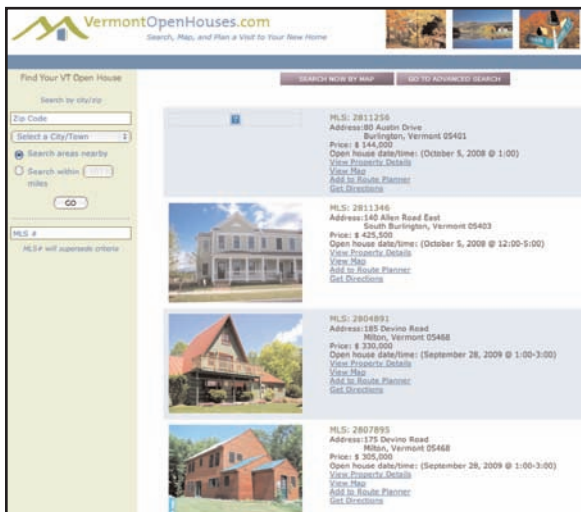
VermontOpenHouses.com is designed to provide a gateway to homebuyers searching for open houses in Vermont.



## How it works:

**Left:** The home page of VermontOpenHouses.com. Consumers start their search here.

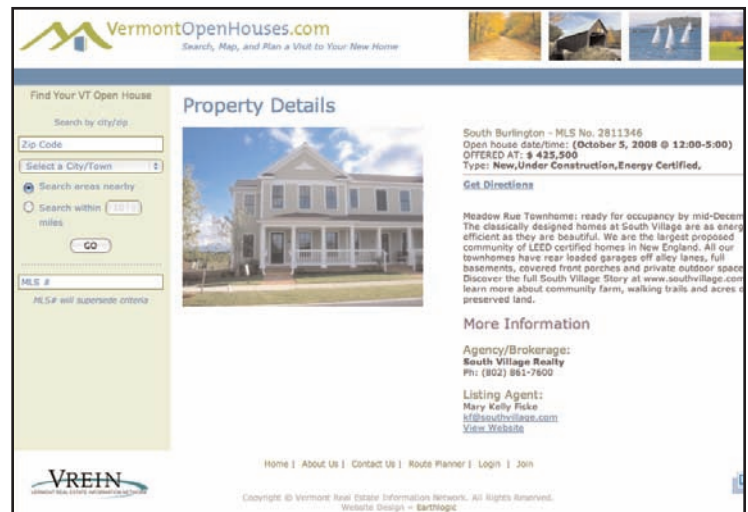
- ◆ Search, map and plan a visit to an open house
- ◆ Schedule visits to Vermont open houses
- ◆ Contact REALTORS® hosting open houses (listing agent phone #, web address, and email address included)
- ◆ View open house property details and photos
- ◆ Map and plan their driving route
- ◆ Save their searches
- ◆ Sign up for weekly email updates that fit their search criteria (VREIN will automatically send weekly emails to those who sign up using our online form.)



## Search results page

After a visitor enters search criteria, they will be directed to the search results list, which includes:

- ◆ Open house address
- ◆ Link to map for driving directions
- ◆ Link to search open houses by map
- ◆ Link to property details/photos
- ◆ Open house date/time



## Property detail page

From the open house list page (on left), visitors can get property details for an open house, which includes:

- ◆ Property description
- ◆ Listing agent contact information (Phone number, and links to listing agent email and Web address)
- ◆ Property photos
- ◆ Open house date/time

## Need help?

Contact Mary Ward at VREIN: (802) 862-6407  
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