

DIRECTIONS TO PUT PROPERTIES ON TOUR

From HOME screen, select News & Events

Select Agent News

Select Caravans under Agent News (NOT Open Houses/Caravans)

Select Add Caravan

The screenshot shows a web browser window displaying the Navica MLS website. The page title is "Agent Event" and the URL is "http://www.navicams.net/387/NewsAndEvents/eventMaint.asp?action=Add&eventType=3&eventSubType=5&theDate=2%2F24%2F2010&is_pop_win=true". The form includes the following fields:

- Type: Caravan (dropdown menu)
- Subject: [Empty text box]
- Description: [Empty text area]
- Location: [Empty text box]
- Purge Date: [Empty date picker]
- Start Date: 2/24/2010 (date picker)
- End Date: 2/24/2010 (date picker)
- Start Time: [Empty time picker]
- End Time: [Empty time picker]

Buttons include "Close Window" and "Save Event". The footer contains "Acceptable Use Policy" and "© 2010 Systems Engineering, Inc. - All Rights Reserved".

Subject: NB Tour

Description: MLS "number" only, with the (#) sign on both sides of the MLS number, i.e.: #123456#. This creates a link. Then you can add information about the property.

Location: You can add subdivision here. Not a required field.

Purge Date: date of tour

Start Date: date of tour

End Date: date of tour

Save Event