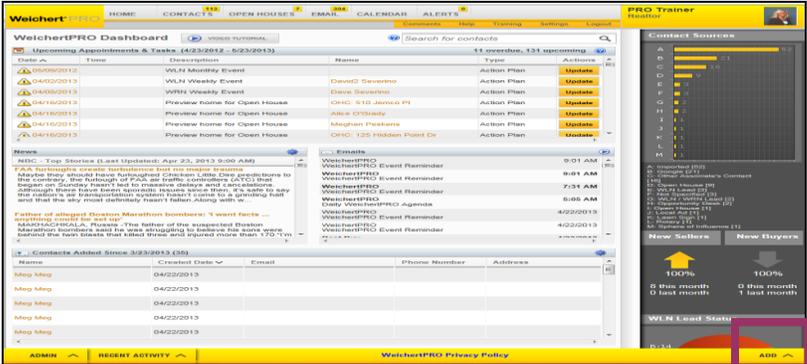
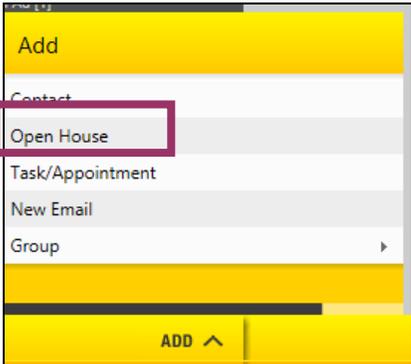
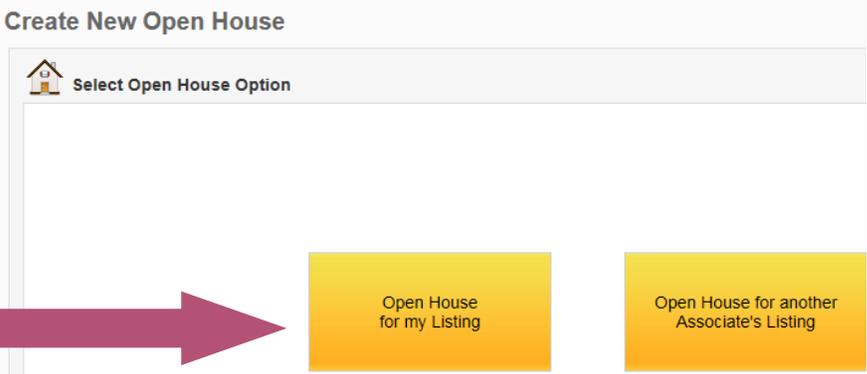


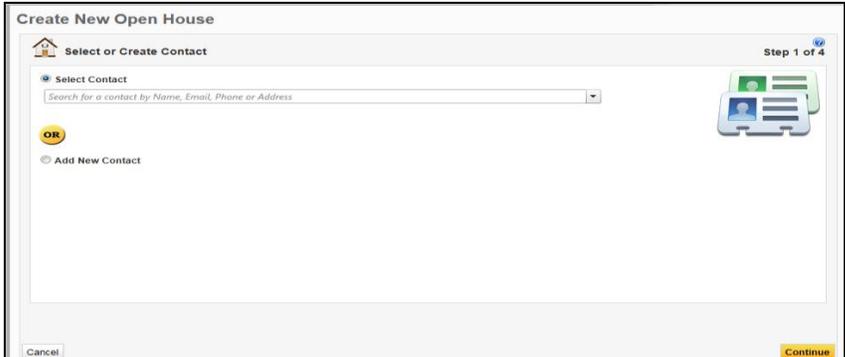
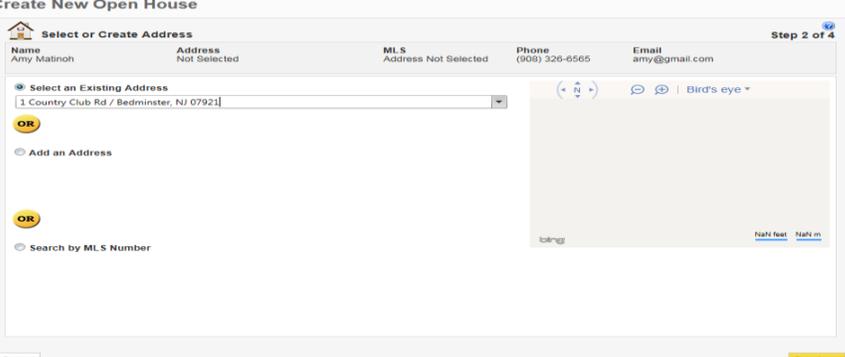
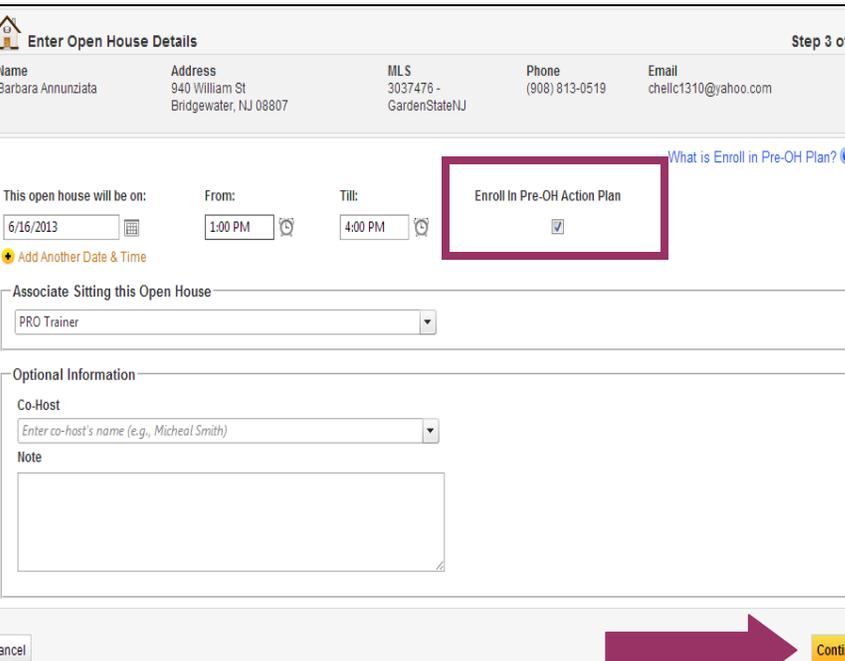
WeichertPRO Job Aid – Add, Share and Market An Open House

You can add an Open House in WeichertPRO when it's your listing or if you are sitting an Open House for another Associate. Once the Open House is added to your calendar in WeichertPRO, you can organize it from planning to follow-up with action plans and reminders, market it on Social Media and send email invites and thank you's using the customizable templates. Reference the steps below:

ADDING AN OPEN HOUSE

Step	Screen
<p>1. Go To: www.weichertpro.com and log in.</p> <p>2. From the bottom toolbar, select 'Add'.</p>	
<p>3. Select "Open House" from the pop-up menu.</p>	
<p>4. Choose the Open House option that pertains to you.</p> <p>Either you are conducting an open house for your own listing, or you are sitting another associate's listing.</p>	

WeichertPRO Job Aid – Add, Share and Market An Open House

Step	Screen
<p>The "Create New Open House" window will open up.</p>	
<p>5. Select an existing address, add an address or search for a MLS number.</p> <p>Selecting a MLS number will allow you to share your Open House on Social Media websites.</p> <p>6. Select 'Continue'.</p>	
<p>7. Add Date(s) and Time(s) which you will be conducting the Open House(s).</p> <p>8. Select from other options:</p> <ul style="list-style-type: none"> You have the option to enroll in a "Pre-OH Action Plan". This will populate important pre-open house reminders into your WeichertPRO calendar. You also have the option of selecting another associate to sit your open house for you, as well as co-host information. <p>9. Capture any notes in the note section.</p> <p>10. Select 'Continue'.</p>	

WeichertPRO Job Aid – Add, Share and Market An Open House

Step	Screen																						
<p>You will then be brought into the Confirmation Page.</p> <p>You can start marketing your open house by sharing on Social Media sites or emailing out invitations to your WeichertPRO contacts.</p> <ul style="list-style-type: none"> To share on Social Media sites, select the appropriate icon such as Facebook, Twitter, LinkedIn or GooglePlusOne. <p>PLEASE NOTE: Social Media sharing requires an MLS number.</p> <ul style="list-style-type: none"> At this point you can also download a blank Open House Attendance Registry or save it to your desktop for use at the Open House. To send your invitations, select the 'Send Invite Email' and you will be redirected to the email marketing section. Then follow the steps on the page. Or select 'Finish' and market your Open House at a later date by going to the Open House page and selecting the appropriate icons on the page. 	<p>Confirmation</p> <div data-bbox="662 352 1507 1018"> <p> Open House(s) Saved Successfully</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Address</th> <th>MLS</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Barbara Annunziata</td> <td>940 William St Bridgewater, NJ 08807</td> <td>3037476 - GardenStateNJ</td> <td>(908) 813-0519</td> <td>chellc1310@yahoo.com</td> </tr> </tbody> </table> <p>Start Marketing My Open House(s)</p> <p>How Do I Market My Open House(s)?</p> <table border="1"> <thead> <tr> <th>Open House Date</th> <th>From</th> <th>Till</th> <th>Status</th> <th>Attendance Registry</th> <th>Share on Social Media</th> </tr> </thead> <tbody> <tr> <td>Sunday, June 16, 2013</td> <td>1:00 PM</td> <td>4:00 PM</td> <td>Active</td> <td></td> <td> </td> </tr> </tbody> </table> <p><i>Want to finish marketing your Open House later? Go to the Open House page where you can market, share, edit, invite, download the attendance registry and add attendees all from one page.</i></p> <p> </p> </div>	Name	Address	MLS	Phone	Email	Barbara Annunziata	940 William St Bridgewater, NJ 08807	3037476 - GardenStateNJ	(908) 813-0519	chellc1310@yahoo.com	Open House Date	From	Till	Status	Attendance Registry	Share on Social Media	Sunday, June 16, 2013	1:00 PM	4:00 PM	Active		
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