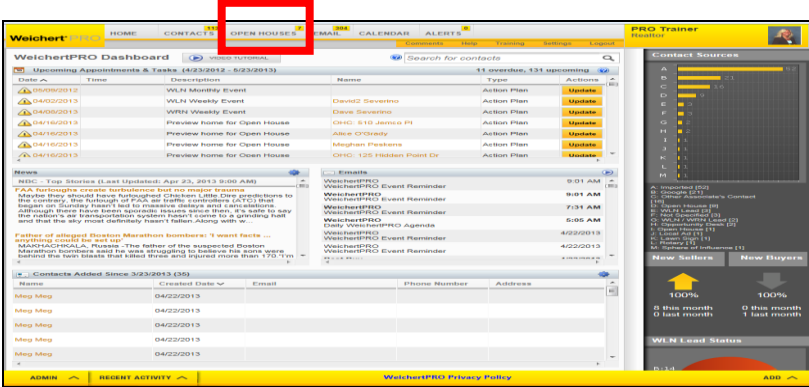
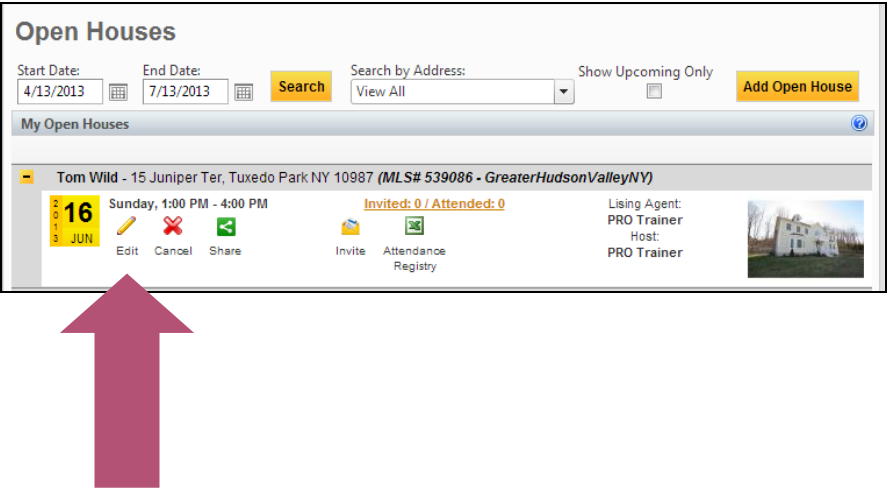
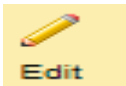


WeichertPRO Job Aid – Edit an Open House

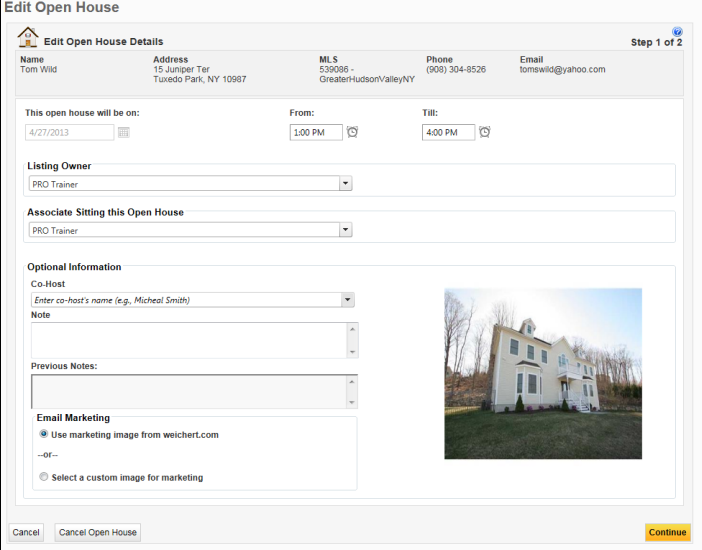
To edit an Open House that is already in your WeichertPRO calendar, reference the steps below. Please note you cannot edit the date/time of an Open House. Instead, simply cancel the Open House and create a new one.

EDIT AN OPEN HOUSE

Step	Screen
<ol style="list-style-type: none"> Go To: www.weichertpro.com and log in. Select "Open Houses" from the main navigation. 	
<p>You will be redirected to the Open Houses Page.</p> <ol style="list-style-type: none"> Search for the Open House you would like to edit. <p>You can search by date or by address.</p> <ol style="list-style-type: none"> Click the "edit" icon. 	



WeichertPRO Job Aid – Edit an Open House

Step	Screen
<p>5. Edit the Open House by adding or editing the information.</p> <p>6. Click "Continue".</p>	
<p>You will then be redirected to the Confirmation Page. This is where you can start marketing your open house.</p> <p>If needed, please refer to the "Add, Share and Market An Open House" Job Aid for further instructions.</p>	