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
1. Go To: <u>www.weichertpro.com</u> and	Weichart HOME CONTACT OPEN HOUSE CALENDARE ALENTS PROFESSION Weichart HOME CONTACT Weichart Fill States PROFESSION Environment
log in.	Date of Unit of Unit of Unit of Unit of Unit of Unit of Unit of Unit of
Select "Open Houses" from the main navigation.	Model (1993) Provide house find (1994) Alex OStation (1994) Model (1994) Model (1993) Provide house find (1994) Alex OStation (1994) Model (1994) Model (1994) Provide house find (1994) Provide house find (1994) Model (1994) Model (1994) Provide house find (1994) Provide house find (1994) Model (1994) Model (1994) Provide house find (1994) Provide house find (1994) Model (1994) Model (1994) Provide house find (1994) Provide house find (1994) Provide house find (1994) Model (1994) Provide house find (1994) Provide house find (1994) Provide house find (1994) Model (1994) Provide house find (1994) Provide house find (1994) Provide house find (1994) Model (1994) Provide house find (1994) Provide house find (1994) Provide house find (1994) Model (1994) Provide house find (1994) Provide house find (1994) Provide house find (1994) Model (1994) Provide house find (1994) Provide house find (1994) Provide house find (1994) Model (1994) Provide house find (1994) Provide house find (1994) Provide house find (1994) Model (1994) Provide house find (1994) Provide house find (1994) Provide house find (1994) Model (1994) Provide house find (1994
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You will be redirected to the Open Houses Page.	Open Houses
3. Search for the Open House you would like to edit.	Start Date: End Date: Search by Address: Show Upcoming Only 4/13/2013 7/13/2013 Search View All Add Open House
You can search by date or by address.	Tom Wild - 15 Juniper Ter, Tuxedo Park NY 10987 (<i>MLS# 539086 - GreaterHudsonValleyNY</i>) Sunday, 100 PM - 4:00 PM ✓ ✓ ✓ ✓ ✓ ✓ ✓
4. Click the "edit" icon.	

WeichertPRO Job Aid – Edit an Open House

Step	Screen
 5. Edit the Open House by adding or editing the information. 6. Click "Continue". 	Edit Open House Step 1 of 2 Wite Step Park, NY 10097 MLSs
You will then be redirected to the Confirmation Page. This is where you can start marketing your open house. If needed, please refer to the "Add, Share and Market An Open House" Job Aid for further instructions.	HOME CONTACTS OPEN HOUSES EMAIL CALENDAR ALERTS MARKETING PRO Trainer Relitor Comments Holp Training Settings Laguest Consuments Holp Training Settings Laguest Confirmation Image: Consuments MLS Phone Email Image: Consuments Mail Consuments Mail Consuments Consuments