For each Open House you create in WeichertPRO, WeichertPRO will automatically generate a property and Open House specific Attendance Registry. When you use this registry at your Open House, you can easily download attendees into WeichertPRO once the Open House is completed. This job aid will illustrate where you can find the Open House specific attendance registry and how to use it both before and after the Open House. Reference the steps below:

1. ATTENDANCE REGISTRY INSTRUCTIONS – PRINT OR DOWNLOAD FOR UPCOMING OPEN

HOUSE

Step	Screen
In the example, we have already created the Open House in WeichertPRO and are at the final confirmation page.	Weichert Note Contracts open Houses temail Calendar Alerts Marketing PRO Trainer Commerts Holp Training Settings Lopout
After you add an open house into WeichertPRO, you have the option to download a blank Open House Attendance Registry and save it to your desktop for use at the Open House.	Start Marketing My Open House(s) Muss Status Phone Inal Inal Prior Open House(s) Prior Open House(s) Start Marketing My Open House(s) Status House CasterHudsonValleyNY House CasterHudsonValleyNY Start Marketing My Open House(s) House CasterHudsonValleyNY House CasterHudsonValleyNY House CasterHudsonValleyNY Very House Date From To Status House CasterHudsonValleyNY Sunday, February 2, 2014 1:00 PM 4:00 PM Active Image CasterHudsonValleyNY 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. House Date Hute, share, edit, invite, download the attendance registry and add attendees all from one page.
Follow the instructions below: 1. Click the 'Attendance Registry' icon.	
An excel file will open that is specific to that Open House with the Address and Date found at the top of the spreadsheet.	Open House Sheet for 15 Juniper Ter - On 6/16/2013 First Name Email Address Home Prome Number Street Address City State Zip How did you hear about this gen Nouse? Notes
You have the option to print the file and bring it to your Open House or download it to your device/laptop. We recommend downloading the spreadsheet.	
To print, select "file" then "print".	
To save, select "file" then "save".	
Save it to a location where you will easily find it later.	
IMPORTANT NOTE: Do not alter	

Step	Screen								
 the file in the following ways: Do not change the name of the file Do not delete or add a column Do not change the name of a column heading. Altering the file in any of these ways will hinder the ability to import attendees later. 									
We recommend having attendees	A B	c D	E	F Shoot for 252 H	G G	H	n 1/1	s/2014	K
sian into the Open House using	YES, I would like to be contacted by Weichert R-	ealtors 8 regarding home buying and sellin	ug as well as the fi	inancial products and services offered by its affiliated	companies. Weichert, Rea	ltors8 and its a	ffiliated compa	inies may contact me at the telephon	e number(s) or e-mail address(es) lis
the Attendance Registry on your	First Name Last Name Emai	il Address Home Phone Number	Cell Phone Number	Street Address	City	State	Zip	How did you hear about this open house? Sign/Internet/Paper	Notes
laptop or device.	Joe Smith jsmith@g Beverly Cloud bcloud@g	mail.com 908-555-12112 mail.com 908-121-5555		124 Elm Street 3 Daniel Rd	Any Town Any Town	NJ NJ	07921 07850	Sign Sign	needs a bigger house but v

2. ATTENDANCE REGISTRY INSTRUCTIONS – IMPORT THE COMPLETED ATTENDANCE REGISTRY INTO WEICHERTPRO

Step	Screen
Once your open house is completed, you can download your attendees into WeichertPRO using the completed Attendance Registry.	Meichert Mome CONTACTS OPEN HOUSES EMAIL CALENDAR ALERTS MARKETING Comments Help Training Settings Logout Open Houses Start Date: End Date: Search Search Show Upcoming Only 11/27/2013 End Date: View All Image: Comments Add Open House My Open Houses Image: Comments Image: Comments Show Upcoming Only Add Open House
1. From the Open House management Page, locate the Open House and click Add / Edit	OHC 252 Heritage Ln - 252 Heritage Ln, Monroe NY 10950 (<i>MLS# 543944 - GreaterHudsonValleyNY</i>) Thursday, 1:00 PM - 4:00 PM This event is now complete Public Open House Thank Attendance You Registry

Step		Screen					
Go to the section called, Open House Attendance Options		Weichert: 200 HOME CONTACTS OPEN HOUSES EMAIL CALENDAR ALERTS MARKETING PRO Trainer Comments Help Training Settings Logost					
2. C	Click `Upload Open House Attendance Registry	Open House Guest Management: Thursday, January 16, 2014 (1:00 PM - 4:00 PM) Add / Remove Attendees Name OHC 252 Heritage Ln Other Associate's Contact Address 252 Heritage Ln Monroe, NY 10950 MLS 543944 - GreaterHudsonValleyNY Phone n/a Email n/a Prior Open House(s) Click here					
		Open House Attendance Options Mow Do I add Attendee(s)? Add Open House Attendance Registry					
		Remove Attendees/Invitees from Guest List How Do I Manage My Guest List? @					
3. C	Click 'Browse' and locate the						
f	ïle on your desktop.	Weichert 19700 HOME CONTACTS OPEN HOUSES EMAIL CALENDAR ALERTS MARKETING PROTOTAINER Comments Help Training Settings Lagout					
4. C t f c	Once you locate the file, select the file and follow the steps for your version of Excel to complete the selection process.	Open House Guest Management: Thursday, January 16, 2014 (1:00 PM - 4:00 PM) From this page, you can upload your Open House Attendance Sheet contacts from the exported .isx file you saved to your computer. Using the Browse button below, locate the contact file you just saved in the previous step and Click on the file name. The file name will be displayed in the 'File Name' field. Click Open. The selected file will be displayed. Click Upload. You will then be prompted to choose which contacts from the file you want to add to WeichertPRO. Required File Type: .xtsx. Hust not exceed 15I/dB.					
The name of the file will appear on the page.		Weichert Description PRO Trainer Realtor PRO Trainer Realtor Conversis Home Conversis Home PRO Trainer Realtor Conversis Home Conversis Home Realtor Open House Guest Management: Thursday, January 16, 2014 (1:00 PM - 4:00 PM)					
5.	Click `Upload′	From this page, you can upload your Open House Attendance Sheet contacts from the exported .xisx file you saved to your computer. Using the Browse button below, locate the contact file you just saved in the previous step and Click on the file name. The file name will be displayed in the 'File Name' file. You will then be prompted to choose which contacts from the file you want to add to WeichertPRO. OHAttendance_252_Heritage_Ln_2014-01-16_OHID_6301.xisx Remove Required File Type: .xisx . Must not exceed 15MB.					

Step	Screen						
A page with your list of attendees	HOME	408 CONTACTS OPEN HOUSES	1 726 FMAIL CALENDAR ALERT	1 MARKETING	PRO Trainer		
will appear. For each attendee:	Weichert PRO		Comments	Help Training Settings Logo	ut Kealtor		
win appear. For each attendeer	Add Attendee as Contact for Open House: Thursday, January 16, 2014 (1:00 PM - 4:00 PM)						
6. Select the attendees you want	Add Attendee as	Step 2 of 2					
to add by clicking `Add as New Contact'	Name OHC 252 Heritage Ln Other Associate's Contact	Address 252 Heritage Ln Monroe, NY 10950	MLS Phon 543944 - n/a GreaterHudsonValleyNY	e Email n/a	Prior Open House(s) Click here		
	Open House Attendee			Add Option			
The system will automatically identify duplicate contacts already	Name: Joe Smith Phone: N/A	Email: jsmith@g Address: 124 Elm Any Towr	gmail.com St n, NJ	 Do not Add Add as New Contact Merge with Weicherth Found. 	PRO contact **Possible Duplicate		
in WeichertPRO providing the option to merge contacts.	Name: Beverly Cloud Phone: N/A	Email: bcloud@: Address: 3 Daniel Any Towr	gma Rd 1, NJ	© Do not Add © Add as New Contact © Merge with Weicherth	PRO contact		
You can also choose, 'Do Not Add' a specific attendee.				Select Contact to	rmerge withv		
 Once you have gone through all your attendees, click 'Continue' 	Continue Later Cancel In	mport			Continue		
Your Open House Attendees have	Weichert 200	410 CONTACTS OPEN HOUSES	1 726 EMAIL CALENDAR ALERTS	MARKETING	PRO Trainer Realtor		
now been added and you can	Weichert		Comments H	elp Training Settings Logou			
easily send Thank You Emails to	Open House Guest	Management: Th	ursday, January 16, 2	014 (1:00 PM - 4:00	PM)		
each attendee.	Add / Remove Atte	Address	MIS Door	Email	Drior Open House/s)		
	OHC 252 Heritage Ln Other Associate's Contact	252 Heritage Ln Monroe, NY 10950	543944 - n/a GreaterHudsonValleyNY	n/a	Click here		
Note: Each attendee added will be							
tied to this Open House in a Group to support future marketing and follow up efforts.	Open House Attendand Add Open House Atten Upload Open House A	ce Options Idees Attendance Registry			How Do I add Attendee(s)? 🔞		
	Remove Attendees/Invitees from Guest List How Do I Manage Remove Attendees Remove Interd Guesta						
	Open House Attendee(s)					
	Name	Phone	Email	How De	Status		
	Joe Smith	N/A	jsmith@gmail.com	124 Elm St	Attended		
	Beverly Cloud	N/A	bcloud@gmail.com	3 Daniel Rd Any Town, NJ	Attended		
					Send Thank You Email		