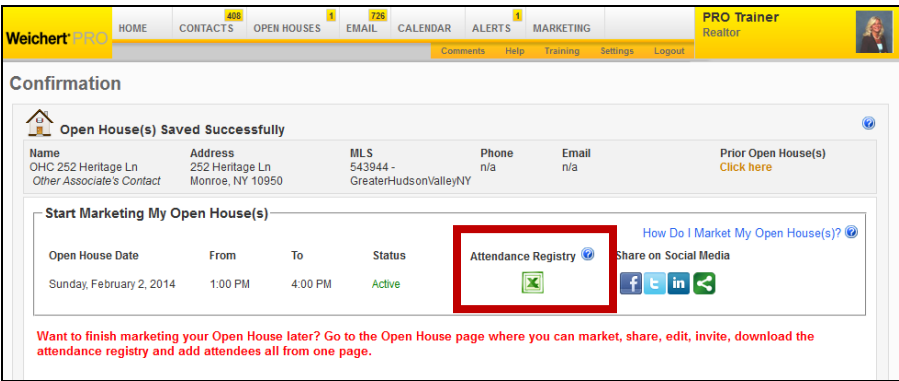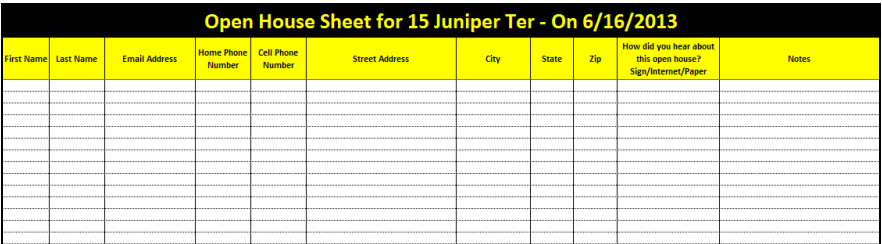# WeichertPRO Job Aid – How to save and import Open House attendees using the WeichertPRO Attendance Registry.

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

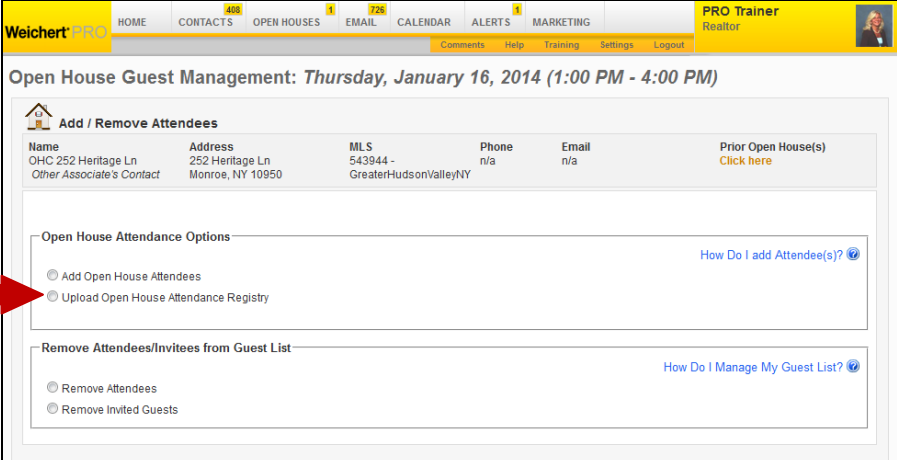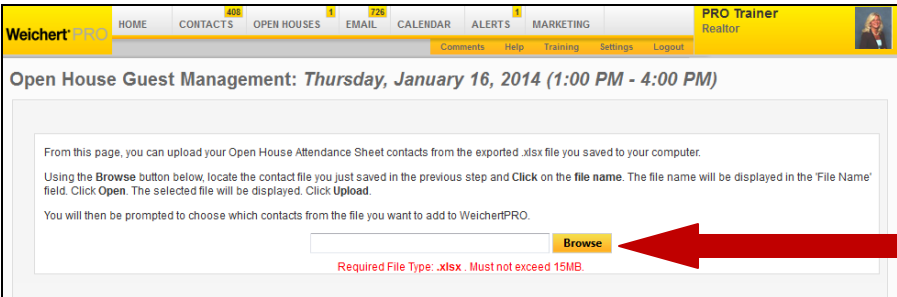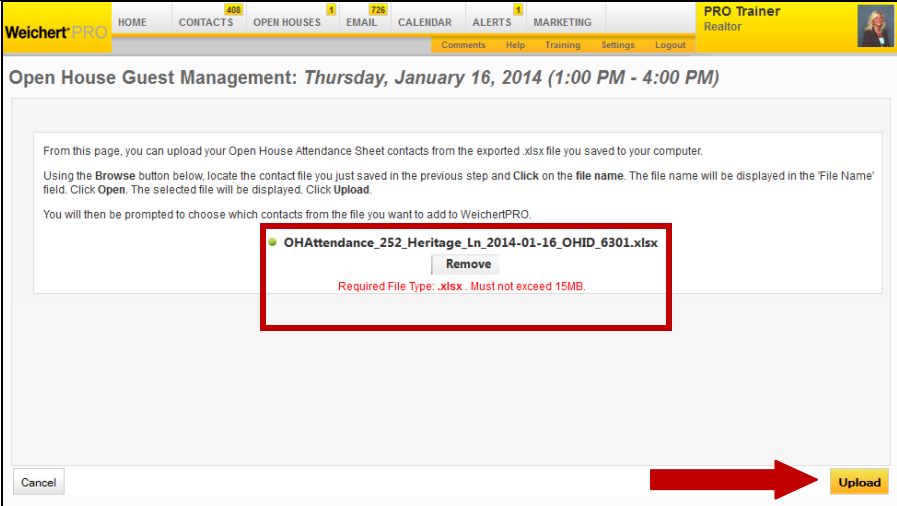| Step	Screen
In the example, we have already created the Open House in WeichertPRO and are at the final confirmation page. **After you add an open house into WeichertPRO, you have the option to download a blank Open House Attendance Registry and save it to your desktop for use at the Open House.** **Follow 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. **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.** **2. To print, select "file" then "print".** **3. To save, select "file" then "save".** **Save it to a location where you will easily find it later.** **IMPORTANT NOTE:** **Do not alter**	

WeichertPRO Job Aid – How to save and import Open House attendees using the WeichertPRO Attendance Registry.

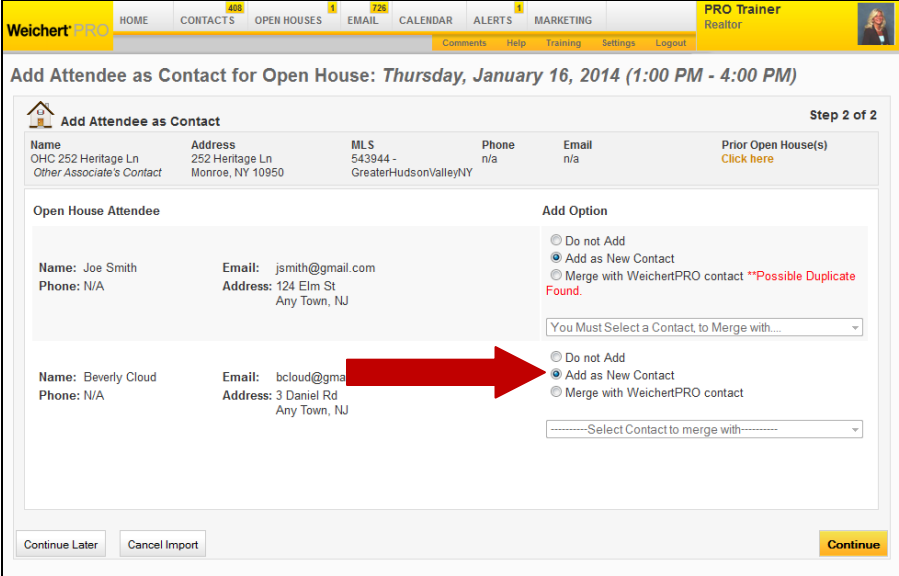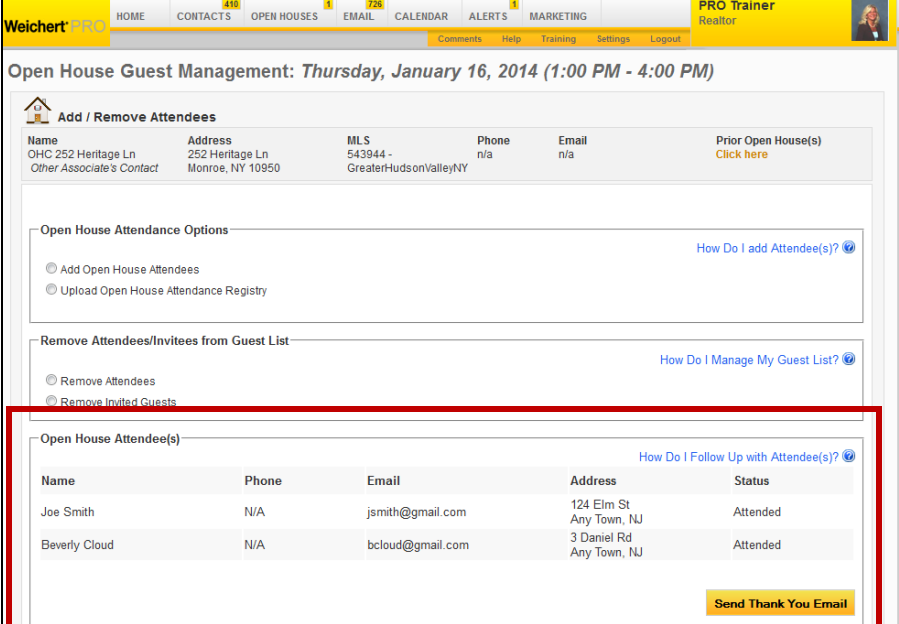| Step	Screen
the file in the following ways: • **Do not change the name of the file** • **Do not delete or add a column** • **Do not change the name of a column heading.** **Altering the file in any of these ways will hinder the ability to import attendees later.**	
We recommend having attendees sign into the Open House using the Attendance Registry on your laptop or device.	**Open House Sheet for 252 Heritage Ln - On 1/16/2014** YES, I would like to be contacted by Weichert Realtors® regarding home buying and selling as well as the financial products and services offered by its affiliated companies. Weichert, Realtors® and its affiliated companies may contact me at the telephone number(s) or e-mail address(es) b... First Name / Last Name / Email Address / Home Phone Number / Cell Phone Number / Street Address / City / State / Zip / How did you hear about this open house? Sign/Internet/Paper / Notes Joe / Smith / jsmith@gmail.com / 908-555-12112 / / 124 Elm Street / Any Town / NJ / 07921 / Sign / needs a bigger house but w... Beverly / Cloud / bcloud@gmail.com / 908-121-5555 / / 3 Daniel Rd / Any Town / NJ / 07850 / Sign /

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. 1. **From the Open House management Page, locate the Open House and click Add / Edit**	Weichert PRO — HOME CONTACTS OPEN HOUSES EMAIL CALENDAR ALERTS MARKETING Comments Help Training Settings Logout **Open Houses** Start Date: 11/27/2013 End Date: 2/27/2014 Search Search by Address: View All Show Upcoming Only Add Open House My Open Houses OHC 252 Heritage Ln - 252 Heritage Ln, Monroe NY 10950 *(MLS# 543944 - GreaterHudsonValleyNY)* 2014 JAN 16 — Thursday, 1:00 PM - 4:00 PM — *This event is now complete* — Public Open House — Invited: 0 / Attended: 0 — Thank You / Attendance Registry / Add/Edit — Lising Agent: PRO Trainer Host: PRO Trainer

WeichertPRO Job Aid – How to save and import Open House attendees using the WeichertPRO Attendance Registry.

Step	Screen
Go to the section called, Open House Attendance Options 2. Click 'Upload Open House Attendance Registry	
3. Click 'Browse' and locate the file on your desktop. 4. Once you locate the file, select the file and follow the steps for your version of Excel to complete the selection process.	
The name of the file will appear on the page. 5. Click 'Upload'	

WeichertPRO Job Aid – How to save and import Open House attendees using the WeichertPRO Attendance Registry.

Step	Screen
A page with your list of attendees will appear. For each attendee: 6. Select the attendees you want to add by clicking 'Add as New Contact' The system will automatically identify duplicate contacts already in WeichertPRO providing the option to merge contacts. You can also choose, 'Do Not Add' a specific attendee. 7. Once you have gone through all your attendees, click 'Continue'	
Your Open House Attendees have now been added and you can easily send Thank You Emails to each attendee. Note: Each attendee added will be tied to this Open House in a Group to support future marketing and follow up efforts.	