**How to Put a Property on Tour**

**Only Realtor® & Affiliate Members of YCAR and Reciprocal Associations may attend & participate in Realtor® Tours.**

**Tour Instructions**

* Find the listing you want to enter for tour on the Listing Load menu.
* Click the box labeled “OH/BT” (Open House/Broker Tour). Then click the box “NEW BROKER TOUR.”
* Enter correct date and time. Enter the start time as 8:30 am and the end time as 9:00 am.
* Click “SAVE.”
* Check that your home appears under broker tour on the search menu for the correct date.
* Tour entries must be entered on rmlsweb broker tour by: 12pm Monday for the Newberg Tour and 12pm Tuesday for the McMinnville Tour.
* Listing broker or representative must attend tour meeting.
* Only “Active” & “bumpable” real property listings will be scheduled.
* All homes will be toured “caravan style” beginning at approximately 9am.
* Homes noted “9-12” in the time field are open for broker viewing during those hours on the Wednesday McMinnville Tour in addition to the scheduled caravan tour.
* Repeat tours are OK after 6 months or a listing broker change.
* Tour will be canceled any day that the school districts are closed due to snow.
* Remember, only you or your office can enter a home for tour on rmlsweb.