

# Instructions for Adding/Editing Open Houses

1. Log on to NorthstarMLS Home Base at <http://homebase.northstarmls.com> using your NorthstarMLS Agent ID and password.
2. On the blue menu at the left side of the screen, click “Edit By MLS#” (you can also add open houses when first entering a listing into the system).
3. Type in the MLS number for the listing for which you want to add/edit open houses (you must be the List Agent or Co-List Agent, or have Office Broker or Head Broker access for the List Office in order to add/edit Open Houses for a listing).
4. Click the Submit button.

**Add/Edit**  
2 Edit By MLS#  
Upload Photos By MLS#  
Supplements By MLS#

**View**  
View By MLS#

**Edit By MLS#**

MLS# To Edit:  \*

4 Submit

5. Click the “Open House” tab (depending on your access level, that may be the only tab you see). Click the “Add button. Upon clicking the Add button, the data entry fields will appear on screen.

Location Tax/Listing Fin/New Dev Rooms Land/Structure Opt 1 Opt 2 Remarks **Open House**

**Open Houses**

**Add**

6. Fill out all the Open House data fields (Description field is optional). If you select “Public” as the Open House Type, the data (except the Description field) will go to Broker Web sites that participate in the Broker Reciprocity program.

**Add Listing - Single Family** Print | Help | Log Out

Location | Tax/Listing | Fin/New Dev | Rooms | Land/Structure | Opt 1 | Opt 2 | Remarks | **Open House**

**Open Houses**

Open House Type:    
Open House Date:    
Open House From Time:   
Open House To Time:   
Open House Refreshments:    
Open House Desc:

7. To add a second open house date/time, click the “Add” button again (add as many as you wish). To delete an open house, click the “Delete” button beneath the open house you want to delete. Open Houses automatically delete off of the NorthstarMLS database after the Open House Date passes.

8. Click the “Submit” button to save your changes.

9. Upon submitting your changes, you will be taken to the photo upload page. If you are not making any photo changes, ignore this page and log out or click to your next destination.