

# COME TOUR WITH US!

## Market Your Listings - Place them on Tour!

Be sure the correct Area # and Date is Input into Matrix by 2:00pm the day prior to the scheduled East Valley Association of Realtors® Tour!



- ~ Know your inventory ~ Show your listings
- ~ WOW your Clients ~ Sell more listings
- ~ Network with your fellow REALTORS®!



## EAST VALLEY ASSOCIATION – REGULAR TOUR AREA

### THURSDAY

### Banning, Beaumont and Cherry Valley Area 263

**Time:** 8:00 am      **Tour leaves:** 9:00 am

**Place:** Celebrities (Previously known as El Rancho)

550 Beaumont Avenue, Beaumont CA 92223

**Contact:** East Valley Association 909-792-4818

**Deadline:** Wed at 2 pm to get house on tour

### TOUR RULES

Listing agent must be present at the tour pre-meeting, attend the tour and be present at their home on tour.

### ***It is so easy to input your home on tour:***

Log on to the MRMLS Matrix system,

Click on **[ADD|EDIT] tab**,

Scroll down to **[OPEN HOUSE]** and click, **[ADD NEW]:**

Click **[START WITH A BLANK LISTING]**, and fill in all Yellow Boxes, then click **[SUBMIT LISTING]**

### ***To verify you have correctly submitted your listing:***

Go to **[OPEN HOUSE]** tab, under **[OPEN HOUSE]** click **[QUICK]**,

Select **[ACTIVE]**, **[RESIDENTIAL]**, fill in the **[AREA]** and put in the **Tour date**.

Click **[SEARCH]**, and now you will verify that your listing in the Tour line up !