

How to INPUT an Open House/Tour into TEMPO5

- 1. Click on “ADD/EDIT LISTING”**
- 2. Enter your “PROPERTY MLS ID #”**
- 3. Click on “ADD AN OPEN HOUSE”**
- 4. Add Listing “PROPERTY TYPE”**
- 5. Tour Type “MLS WIDE”**
- 6. Enter Tour Date**
- 7. Enter Tour Time**
- 8. Enter Tour Number**
- 9. Enter Tour Comments**
- 10. Enter Refreshments**
- 11. Click on “GREEN CHECK MARK/SUBMIT”**

How to CANCEL an Open House/Tour in TEMPO

To CANCEL a tour follow the above Steps 1-3 and select “delete”. If you requested to be on the PowerPoint Presentation please re-email the appropriate tour inbox to cancel your request.

****POSTING CANCELLED PROPERTIES: If your property is CANCELLED after PUBLICATION, you must post a cancelled sign at the property and NOTIFY the Association Office. Signs are available for purchase at the Association Office****