Open Houses in Matrix

Add, edit, or remove an open house on your own listing from ADD/EDIT (Listings Manager). Search for Broker and agent open houses from SEARCH > Open House.

Add an open house

1. In the main menu, select ADD/EDIT to open Listings Manager.
2. Select EDIT next to the listing you want to add an Open House to.
3. Select Open Houses.
4. Enter the open house criteria: Date, Time, and Type.
5. Choose the type:
    - Public - distributed downstream (outside Matrix).
    - Private - stays in Matrix only.
6. Select Submit.

Edit or find an open house

1. In the main menu, select ADD/EDIT to open Listings Manager.
2. Select EDIT next to the listing.
3. Select Open Houses.
4. Review the open houses on your listing.
5. Change the date, time, or type as needed.
6. Select Submit to save changes.

Remove an open house

1. Open the open house the same way as for edit (ADD/EDIT > EDIT next to the listing > Open Houses).
2. Select Delete for that open house.
3. Select Submit.

Deletion cannot be undone. Past open houses do not need to be deleted.

Search for open houses

1. Open SEARCH in the top menu.
2. Select Open House.

3. Optional: select the type(s) you want. Leave type unselected to include all.

4. Enter Open House Date or days (use 0+ for today and future dates), or use the calendar.

5. Add other criteria as needed.

6. Select Results.

7. Review the list. Use Map when you want to see matching open houses on the map.

When it shows on REALTOR.ca

Public open houses are sent downstream to REALTOR.ca. ITSO sends updates to REALTOR.ca every 15 minutes. REALTOR.ca processing can take extra time (sometimes up to an hour), so an open house may not appear right away.

Tips

- Public open houses are sent downstream. Private open houses stay in Matrix.

- ITSO sends updates to REALTOR.ca every 15 minutes, but REALTOR.ca processing can take extra time (sometimes up to an hour). An open house may not appear right away.

- To search for Broker or agent open houses, use SEARCH > Open House - not listing search.

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