

Caravan Home Tour Instructions

- Go to Matrix.ctxmls.com
- Enter your User ID and Password
- From Home page, go to the Input tab and click on Input
- Under Listings, go to the "Quick Modify" section and enter your MLS # and edit
- In Select Form you will go to Open Houses
- You will enter the date of the tour you want your home on.
- Time will be from 9:00 to 11:00 am.
- Active status is "yes"
- Under Open House Type, it is very **IMPORTANT** to make sure you pick "CARAVAN" (This is the only way we can find it to enter your property on the tour).
- Under Comments, please put which tour (New Braunfels, San Marcos or Seguin) you want it on and any other additional comments you'd like.