

## Instructions for Submitting Listing to Virtual Tour

### for Weekly SAR Virtual Regional Meeting



Please follow these steps to add your listing to the SAR virtual tour. Listings will be highlighted at the weekly Virtual Regional Meeting and descriptions will be read by meeting host and MetroList® “Caravan Flyer” of listing will be displayed on screen.

***\*To promote your property at the Regional Meetings you must provide the MLS number of the listing and it must be active in the MLS\****

**Step 1** – add listing to the **Sacramento Open Tour via MetroList®** by the end of the day on Sunday prior to the meeting.

- a) Log into [Metrolist Prospector](#)
- b) From the 'Listings' drop-down menu, choose 'View/Revise Your Listings'
- c) Next to the desired listing number, click the 'Revise' icon
- d) In the 'Revise Listing' menu (under Listing Information), click 'Caravan Dates'
- e) Click the box to the right of 'Caravan' and find/select 'Sacramento Open Tour' and desired date, selected tour will populate box
- f) Enter any necessary comments, then click 'Save' (located upper left)

**Step 2** – Log into to Virtual Regional Meeting every Tuesday at 9am (except 1<sup>st</sup> Tuesday of the month) 10minutes early to check in with meeting host to confirm you are participating in the meeting. Use this recurring Zoom link to log-in: <https://carorg.zoom.us/j/94314106132>

**NOTE:** if you do not check into the meeting beforehand, your listing will be not be highlighted and will be skipped.

**Step 3** – Meeting host will read listing details and remarks featured in the MetroList® “Caravan Flyer” report and will share the flyer with all Zoom meeting attendees.

**PLEASE NOTE:** One listing per agent/week. There is currently no cap on the total number of listings allowed. If demand grows, the number of listings on Tour may be limited in the interest of time.