

How to add a property to a tour in Matrix

- Access CTXMLS from your Four Rivers website (www.fourriversrealtors.com) Member Dashboard and Login to your Matrix account. *Or go to www.matrix.ctxmls.com directly to login.
- 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 or Seguin) you want it on and any other additional comments you'd like.

Good Luck!