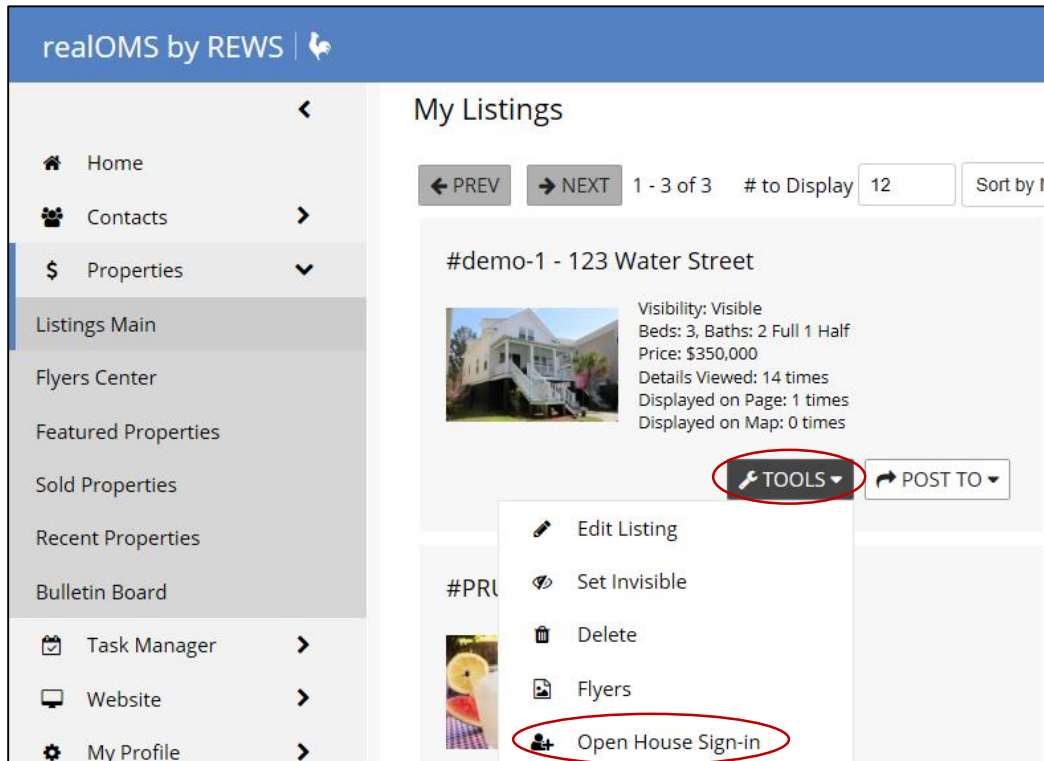


Open House Sign-in:

1. Login to backroom through the realOMS login.
2. Click on 'Properties' then 'Listings Main' click on the 'Tools' drop down next to the property you are holding the open house for. Click on 'Open House Sign-in'.




3. The open house sign-in link can be sent to you via text and/or email. This allows you to create the link prior to the open house. When you arrive at the open house you can pull the link up on your tablet or laptop and your sign in sheet is ready to be used. Or just click continue and the link will be available in the next screen for immediate use.

*A group can be created and assigned to the open house. This will group the contacts from the open house and make email marketing to them a breeze!

Automated features of the Open House sign-in include:

- An email is sent to the open house visitor thanking them for coming. Included in the email is a link to the details of the property on your website.
- 'Add Saved Searches to New Clients' is defaulted on. This automated feature enrolls the client in property update emails based on open house property.

New Openhouse Signin Form - #demo-1



Add Contacts to: Create New Group ▾ Demo Open House Contacts| ×

Send the link via SMS

Add Saved Search to New Clients.

Send the link via Email

By default the URL will be available after you press 'Continue'.

× CLOSE
→ CONTINUE

Open House Sign-in Form - #demo-1

You can now use the sign in form via the the URL provided below, or the one sent to you via email or text. This form allows guests to sign in and be added directly to your contacts list just as if they filled out a form on your website.

When you open the sign in form, you can select the best layout / size for the form to make sure that the experience works well on whatever device you are using, be it tablet, laptop, or other device.

Your Form URL is http://coffeepot.expressivetek.com/new/PruMaster/special/openhouse.php?MLS=demo-1%40mnl_16&UserID=3371&Key=558dd0&Group=3417&enableAutoProspecting=1

× CLOSE

4. The layout of the virtual sign-in sheet can be edited at the top of the screen. Once you have configured your settings click 'Close Settings'

LAYOUT: Vertical ▾
SIZE: Small ▾
Close Settings

Welcome, Please Sign in...

FIRST NAME LAST NAME

EMAIL

HOME PHONE - OPTIONAL CELL PHONE - OPTIONAL

ADDRESS - OPTIONAL

CITY STATE ZIP

Contact Preferences

HOW DID YOU FIND THIS OPEN HOUSE?
Unspecified ▾

PLEASE CONTACT ME No Preference ▾ ITS EASIEST TO REACH ME No Preference ▾

COMMENT - OPTIONAL

I'M WORKING WITH ANOTHER AGENT.
 I'M INTERESTED IN SELLING.
 I'M INTERESTED IN BUYING.

Sign in

The Virtual Open House Sign-In Sheet is now ready for use.

