

How to INPUT an Open House/Tour into TEMPO

- 1. Point to “ADD/EDIT”**
- 2. Click on “ADD/EDIT TOURS”**
- 3. Enter listing number**
- 4. Click on “EDIT OPEN HOUSE”**
- 5. Click on “ADD/NEW”**
- 6. Enter Date/Time**
- 7. Select refreshments**
- 8. Enter any comments**
- 9. Enter Tour number**
- 10. Click on “SUBMIT”**

How to CANCEL an Open House/Tour in TEMPO

To CANCEL a tour follow the above item # 5 and select delete
****POSTING CANCELLED PROPERTIES: If your property**
is CANCELLED after PUBLICATION, you must post a
cancelled sign at the property and NOTIFY the Association
Office. Signs are available for purchase at the Association
Office**