

How to INPUT a Tour into TEMPO 5

1. Click on “ADD/EDIT LISTING”
2. Enter your “PROPERTY MLS ID #”
3. Click on “ADD AN OPEN HOUSE”
4. Tour Type “MLS WIDE”
5. Enter Tour Date
6. Enter Tour Time
7. Enter Tour Number
8. Enter Tour Comments
9. Enter Refreshments
10. Click on “GREEN CHECK MARK/SUBMIT”

How to CANCEL a Tour in TEMPO

To CANCEL a tour follow the above Steps 1-3 and select “delete”. If you requested to be on the PowerPoint Presentation please re-email the appropriate tour inbox to cancel your request.

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