

# TCMLS Tour/Caravan Meetings

The primary purpose of Tour/Caravan meetings is to provide an opportunity for our members to preview listings and network with fellow real estate professionals. Tour dates may differ depending on holidays and other events.

## Attendance

- Only members (including affiliates) may attend and tour properties.
- Speaking at MLS tour/Caravan meetings is restricted to members. Guest speakers must be approved by the MLS Chair or President.
- Short announcements (under 1 minutes) are allowed at the appropriate time as per agenda and longer announcements (1+ minutes), drawing, skits, presentations must be scheduled and approved in advance.

## Properties on Tour

- Properties must be in the MLS system before being submitted for tour.
- All property types are eligible for tour and only properties listed on the tour sheet can be viewed.
- An agent or representative must be present at MLS tour to represent (and announce listing status/pitch) and be present at property during open house hours.
- No limit on the number of properties per week by agent/office.
- Property can be re-added to tour if there is a change in the listing broker or after 3-months from last tour.

## Locations

- **Visalia:** Every Thursday at the Visalia Elks Lodge (3100 W Main Street, Visalia) starting at 8:30AM. Properties must be added to tour by Tuesday 3PM. *No area limitations but generally Visalia, Exeter and Three Rivers listings.* Attendees may attend any properties on tour and properties are to stay open until 10:30AM.
- **Tulare:** Every Tuesday at the TDES Hall (515 N I Street, Tulare) at 9AM. Properties must be added to tour by Friday 3PM. Tulare addresses only. Attendees encouraged to caravan together from one property to the next.
- **Porterville:** Every Tuesday at the Porterville Branch office (200 N 3<sup>rd</sup> Street, Porterville) at 9AM. Properties must be added to tour by Friday, 3PM. Attendees to introduce themselves every first Tuesday. *No area limitations but generally Lindsay, Strathmore, Porterville, Terra Bella and Springville listings.* Attendees encouraged to caravan together from one property to the next.

## Add Listing to Tour

1. Change/Edit the Listing
2. Select 'Broker Tours' under Scheduled Marketing Activities
3. Locate the tour (Visalia, Tulare or Porterville)
4. Select 'Add Listings XXXXXX to Tour'
5. Enter additional comments (if necessary) and select 'Add' to complete submission.
6. Be at tour to announce 'on-tour' or 'off-tour' status!

The screenshot displays the MLS listing management interface, divided into several sections:

- General:** Includes Listing Information, Supplement, Map Location, Reset Geocode, Listing/Selling Members, and Supra functions.
- Price:** Includes Change List Price.
- Media:** Includes Add Floor Plan, Photos (45), Documents, and Videos and Virtual Tours (1).
- Status:** Includes Remove Listing, Add Contingent, Extend or Expire Listing, Pend Listing (Under Contract), and Close Listing.
- Scheduled Marketing Activities:** Includes Open House, Tour of Homes, Broker Tours, and Enable/Disable ShowingTime. A red arrow points to the 'Broker Tours' option.

A small note at the bottom right of the 'Scheduled Marketing Activities' section reads: "Maintain Broker Tours information for this listing".