

Create an Open House

To start entering your Open House, click the large blue circle with the plus sign in the lower right of your screen.



Open House Type

Public (default selection): Open to the public. Shows on all MLS customer displays and public broker/agent websites.

Broker: Open to agents only. Shows on MLS agent-only displays, but not public sites.

Livestream Public/Broker: Allows a livestream URL to be added to the listing for a virtual open house.

Open House Type

Public

Broker

Livestream Public

Livestream Broker

Open House Agent

Defaults to the List Agent. To designate a different agent, clear the field and then start typing the agent's first or last name, or NRDS ID number. Select as it appears below the box.

Open House Agent

 Type name of a member / NRDS ID

The Open House Agent will display in the MLS as the contact person for that Open House. You may select any agent—it does not have to be the List Agent or Co-List Agent.

Frequency

Defaults to 1 Time. Leave this selected for a single Open House event.

Frequency

1 Time

Series

To schedule more than one over multiple days (but for the same time period), select Series. Then click to select the days of the week the open house will occur and an End Date.

Frequency

1 Time

Series

Start Date

6/26/2026



End Date

8/31/2026



Select day(s) of the week the open houses will occur.

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Date

Defaults to today's date. Click in the box to type the date or select the calendar icon for a pop-up calendar to select the date of the open house.

Date

6/25/2026



Time

Click to select the Start Time and then the End Time from the drop-down list.

Time (all times CDT)

8:00 AM

to

9:00 AM

Refreshments (optional)

If you plan to serve refreshments at the Open House, select one of the standard options.

Refreshments (optional)

Drinks

Lunch

Snacks

None

Description (optional)

You may enter up to 250 characters to describe your Open House. This description is available to the public and therefore has the same requirements as Public Remarks (no names, contact info, promotional information, etc.)

Description (optional)

The Description field may be used only to describe the property and its vicinity, or the Open House event. Do NOT include names, contact information, or any third party promotions.

Enter your description here

0 / 250

Click the **Save** button in the upper right of the screen to save your Open House.

Save

Edit an Open House

1. Simply click on the event card (it will turn from white to blue) on the main Open Houses screen. If it is a 1 Time Open House, you will go straight to edit mode. If it is a Series, you will first be prompted to indicate whether you want to edit just that one occurrence or the entire series.

FRIDAY
26
JUNE

Public
8:00 am–9:00 am CDT
Hosted by: David Zimmerman

This event is part of a series. Do you want to edit this event or the series?

Note: editing an event will remove it from the series.

Cancel
Edit Series
Edit Event

2. Make your changes, and then click the Save button in the upper right of the screen.

Delete an Open House

Each Open House card on the main Open Houses menu has a trash can icon on the upper right side. To delete an Open House, click that trash can icon.

MONDAY
29
JUNE

Public
8:00 am–9:00 am CDT
Hosted by: David Zimmerman

If it is a 1 Time event, a pop-up will ask you to confirm that you want to remove it.

Are you sure you wish to delete this event?

Cancel
Remove Event

If it is a Series, you will be prompted to delete either just that single instance or the entire series.

This event is part of a series. Are you sure you wish to delete this event?

Cancel

Remove Series

Remove Event

Open Houses Help

Click the “i” icon at the right side of the screen for the Open House help guide. You may also contact our Help Desk M-F, 8:00 to 5:00 at help@northstarmls.com or 651-251-5456 (1-877-251-5455 toll-free).

