## **NetroList**<sup>®</sup>

### How to Enter a MetroList Caravan

#### **STEP 1**

From the **Listings** drop down menu, Select **View/Revise Your Listings** 



#### **STEP 2**

Click 🖍 (pencil icon) to revise the listing to be added to Caravan



#### **STEP 3**

Click **MetroList Caravan Dates**; From the **Revise Listing** menu (Under Listing Information)

# Listing Information

Listing Information Status Information Open House Dates MetroList Caravan Dates Non-MetroList Broker Tour Dates Virtual Media (0)

#### **STEP 4**

**STEP 5** 

Click Save

Click **MetroList Caravan** (drop down) and select the **Caravan** to add your listing

Save

MetroList Caravan

MetroList Caravan Comment

ng MetroList Caravans

Comment

NCAR – South County 02/10/25 PCAR- Caravan 02/11/25 Sutter-Yuba AOR 02/11/25 EDCAR- Pollock Pines02/12/25 NCAR – Penn Valley 02/12/25 Amador Up Country 02/13/25

\*Caravan/Tour Guidelines and Policies are governed by the local Association of REALTORS®