


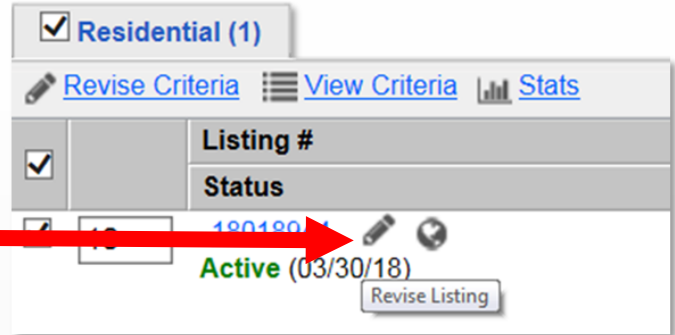
# How to enter a Caravan/Tour

Home Searches Maps Listings Trends Tax Carls Contacts Links Products Admin Help

Enter New Listing  
Copy Listing  
View/Revise Your Listings

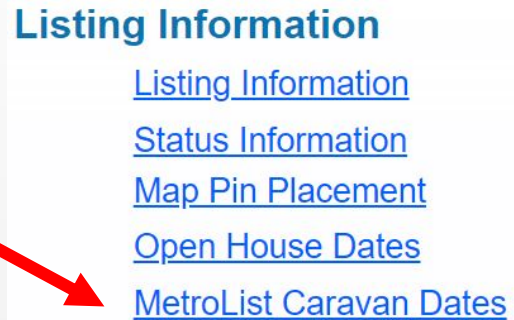
**STEP 1** From the Listings drop down menu, Select **View/Revise Your Listings**

**STEP 2** Click  (**pencil icon**) to revise the listing to be added to Caravan



Listing #	Status
190180	Active (03/30/18)

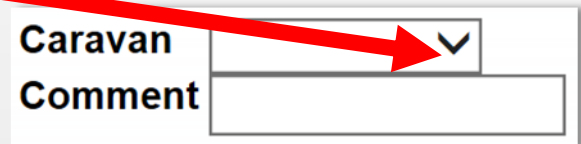
**Step 3** Click **MetroList Caravan Dates**;  
From the Revise Listing menu (Under Listing Information)



**Listing Information**

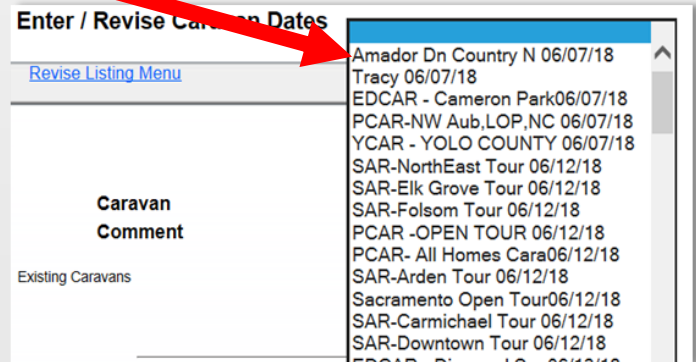
- [Listing Information](#)
- [Status Information](#)
- [Map Pin Placement](#)
- [Open House Dates](#)
- [MetroList Caravan Dates](#)

**Step 4** Click **Caravan** (drop down) and Select the **Caravan** to add your listing



Caravan  
Comment

**Step 5** Click **Save**



Enter / Revise Caravan Dates

- Amador Dn Country N 06/07/18
- Tracy 06/07/18
- EDCAR - Cameron Park 06/07/18
- PCAR-NW Aub,LOP,NC 06/07/18
- YCAR - YOLO COUNTY 06/07/18
- SAR-NorthEast Tour 06/12/18
- SAR-Elk Grove Tour 06/12/18
- SAR-Folsom Tour 06/12/18
- PCAR - OPEN TOUR 06/12/18
- PCAR- All Homes Cara 06/12/18
- SAR-Arden Tour 06/12/18
- Sacramento Open Tour 06/12/18
- SAR-Carmichael Tour 06/12/18
- SAR-Downtown Tour 06/12/18
- EDCAR - Diamond Sp... 06/12/18

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