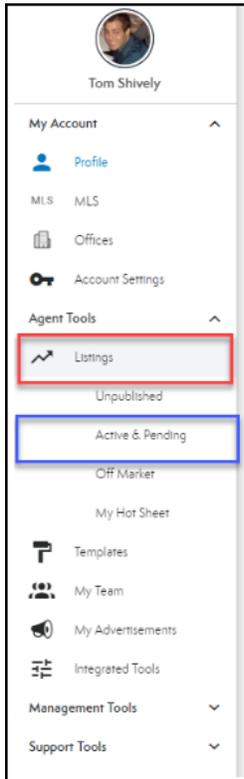


Adding Properties to the Hot Sheets

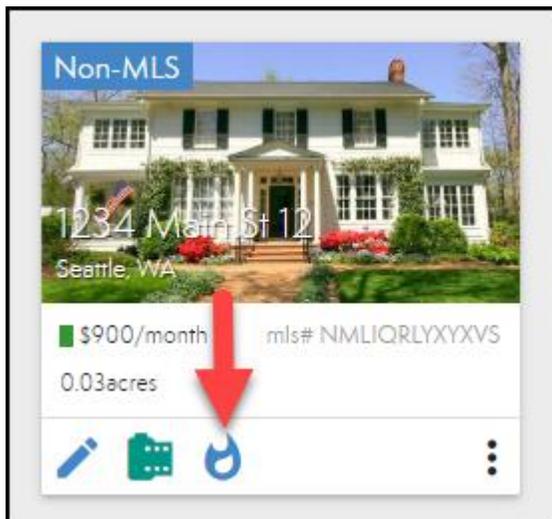
Adding your listings to the Hot Sheets will help bring visibility to the properties you would like to share with the rest of your brokerage. You can see all the most current data on the best listings available to you.

Adding a Property to the Hot Sheets

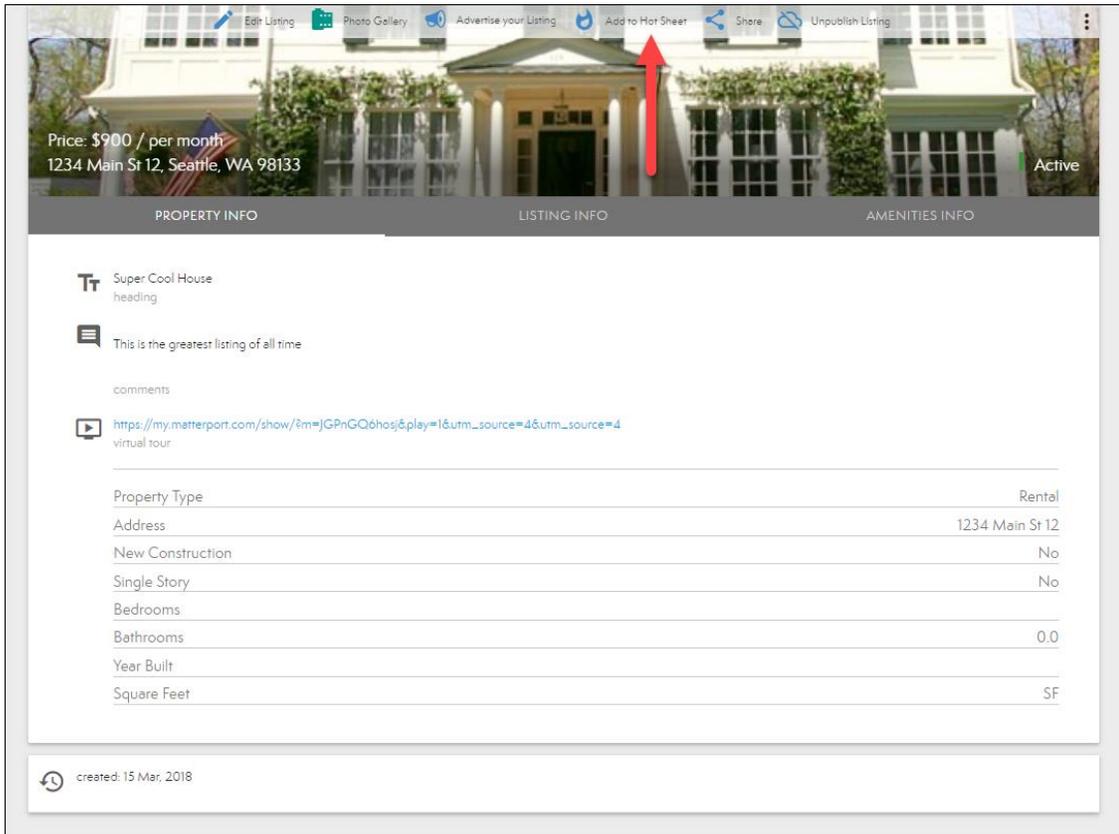
1. From the My Account Screen, select **My Listings** (Circled below in red).
2. Select **Active and Pending** (Circled below in blue).



3. To add your listing to the hot sheets:
 - a. You can select the Hot Sheets button on the outside of the card (See arrow below).



b. Or you can edit the listing and select **Add to Hot Sheet** (See arrow below).



4. Fill out the Hot Sheets options form.

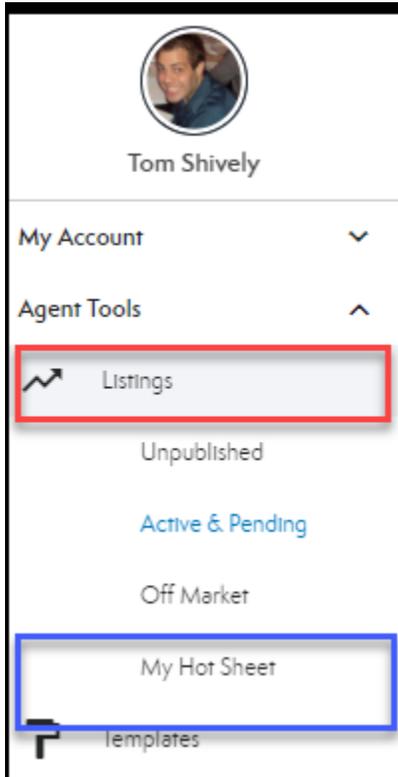
- a. property access
- b. tour date
- c. hot sheet comments

The screenshot shows the 'Add to Hot Sheet Options' form. It has a title bar with 'Add to Hot Sheet Options' and a 'Cancel' button. The form contains three input fields: 'property access' (labeled A), 'tour date' (labeled B), and 'hot sheet comments' (labeled C). The 'tour date' field is split into 'tour time start' and 'tour time end' sub-fields. At the bottom of the form, there is a red-bordered button labeled 'ADD TO HOT SHEET'.

View your listings on the Hot Sheet

1. From your Account, select **My Listings** (Circled below in red).

2. Select My **Hot Sheet** (Circled below in blue).



3. This will show you all your listings you have on the Hot Sheet.

