IDAHO LIFE
REAL ESTATE

Preparing IPAD with Open Home Pro

Please note: Open Home Pro now only lets you have 25 leads imputed without a paid $20/mo subscription. If you don't want to pay, consider using https://www.mailinator.com/ to create multiple email addresses for "new accounts" to bypass this.

To begin you need to be on WIFI or have internet access for all of the steps before and after the open house.

Create an Account

- ☐ Go to openhomepro.com from your tablet or the office tablet
- ☐ Click on link to download app (if using the office tablet no need to download app)
- ☐ Make sure to logout the previous user by going to settings , scroll down to the bottom, click log out
- ☐ From the app click on create an account
- ☐ Once you create an account, from your computer, login

Login Account Set-up

- ☐ In the bottom left hand corner click on settings and account
- ☐ Then click on account settings
- ☐ Input your name, phone number & email address
- ☐ Input phone number
- ☐ If you upgrade your Open Home Pro account to paid account then you can put in a bio
- ☐ No need for a username
- ☐ Upload headshot

- ☐ Click save
- ☐ Click on settings
- ☐ Click on active questions
- ☐ Drag "Are you pre-approved for a loan?" & "How did you hear about this listing?"

Setup the Listing as the Open House

- ☐ Click on listing tab on the top of the screen
- ☐ Click on create new listing Get Started
- ☐ Open the listing in IMLS
- ☐ Input the info from MLS into all the data fields
- ☐ Copy and paste the description from the IMLS listing
- ☐ For the prop listing URL go to your branded Idaho Life website
- ☐ Find the property on your website
- ☐ Copy URL and paste it into the property listing field
- ☐ Download a minimum of 10 pics or more from the website listing
- ☐ (click on main pic, click on view full image, right click and click on save image as)
- ☐ Close out of open home pro on the tablet
- ☐ Log back in and click on the listing that you created
- ☐ Confirm the pics and data has all synchronized
- ☐ Click on begin open house
- ☐ Let all pics rotate through while you are still on wifi (this allows them to load into the system)
- ☐ Once pics have cycled, confirm its charged 100%

At the Open House

- ☐ At the open house, open app
- ☐ Click on begin open house
- ☐ When asking client to register, consider using this script

- [ ] "Hey, would you guys mind signing in for me? I promised the seller that I would keep the owners informed of the people who visited the home today."
- [ ] As you hand it to them, tap "touch to sign in"
- [ ] After they complete the name and email blocks, typically they will hand it back to you, then you say, "Oh, there's actually a couple more questions."
- [ ] After they put in their phone number help them hit continue again
- [ ] You or them can hit finish
- [ ] After they leave, on the top left hand corner, next to address, click on the home icon
- [ ] Tap add visitor notes
- [ ] Click on that lead and add anything and everything you remember about them.
- [ ] Click on save note
- [ ] Tap on the background pic to continue slideshow until next visitor needs to sign in
- [ ] Keep track of the Ipad
- [ ] When finished with the open house click the home button top left
- [ ] Click end open house

Return IPAD and signs to Office

- [ ] When you return to the office with wifi, please plug in to charger
- [ ] Open up the app, under leads
- [ ] Tap on "all"
- [ ] Click on "export leads"
- [ ] Change email subject line to "leads from _____ address open house"
- [ ] Top right corner click blue arrow to send
- [ ] Exit app, click on mailboxes top left corner
- [ ] Click on mailboxes top left corner
- [ ] Click on outbox swipe down to refresh and insure that the email sent
- [ ] Go back in to Open Home Pro app

- ☐ Click on settings lower left corner
- ☐ Click logout
- ☐ Return to the office
- ☐ Plug back into charger

Open CSV File

- ☐ Copy and paste each lead into BoomTown
- ☐ Make sure "source" is "Open House"
- ☐ Copy and paste the notes section into the lead description
- ☐ Add note of the address and date of the open house
- ☐ Followup with each lead and thank them for visiting the open house
- ☐ Follow lead script to assess motivation and timeframe
- ☐ Ask for the appointment
- ☐ Then to ensure they are in the correct category and set-up on and e-alert