



# HOW TO GUIDE **LIVE STREAM** **A VIRTUAL EVENT**

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This guide assists members on how to create a Live Streaming Virtual Open House or Virtual Tour of Homes.

## CREATE **STEP 1**

Next, schedule the virtual open house.

## SCHEDULE **STEP 2**

First, create your live streaming virtual event.

# Create Your Live Streaming Virtual Event

When creating a Virtual Open House or Virtual Tour of Homes for Flex MLS, use only approved Live Streaming platforms. These Live Streaming events are placed in either the Open House or Tour of Homes section in the Edit Listing screen.

ONLY the following permitted live streaming platforms created link URLs are allowed in scheduling a Virtual Open House in flexmls:



Metro MLS is not an expert in creating Live events, so we've provided links to video for your guidance. We can, however, show you how to create an event on both Facebook and Zoom.

## FACEBOOK LIVE

FIRST, YOU MUST MAKE THE EVENT ON FACEBOOK.  
HERE ARE DETAILED DIRECTIONS ON ADDING AN  
EVENT ON FACEBOOK.

To Create a Facebook Event:

1. Click Event on the left side of your Page, then click +Create Event.
2. Add an event photo if you like, then fill in all the info below

Required Info:

Name.

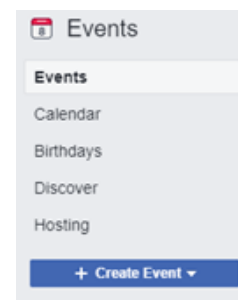
Location.

Description.

Category.

Frequency (example: occurs once, weekly or you can customize the date range).

3. Add additional info such as co-hosts, tickets or event schedules.
4. Click Publish or Save Draft. To schedule your event to publish at a future date and time, click and then select Schedule.
5. All events hosted by Pages are public.



Once you have created your event – go to the address bar and copy the URL.

**Example: <https://www.facebook.com/events/533584543929745/>**

This is the link that you will place in the URL section when you create your Virtual Open House or Virtual Tour.

**Required info**  
Enter the following information to create your event

Event Photo or Video  
Upload Photo/Video

Event Name  
Add a short, clear name 0 / 64

Location  
Include a place or address

Description  
Tell people what your event is about

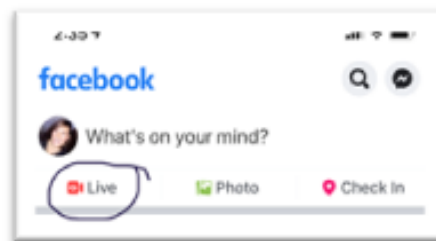
Start  
4/8/2020 3:00 PM CDT

End  
4/8/2020 4:00 PM CDT

When you create an event on Facebook the Pages, Groups and Events Policies apply.

Save Draft Create

**Copy a link to your Business Facebook page in the description of the event. When it is time for the open house, log into your Business Facebook profile and click the GO LIVE button.**



## ZOOM.us

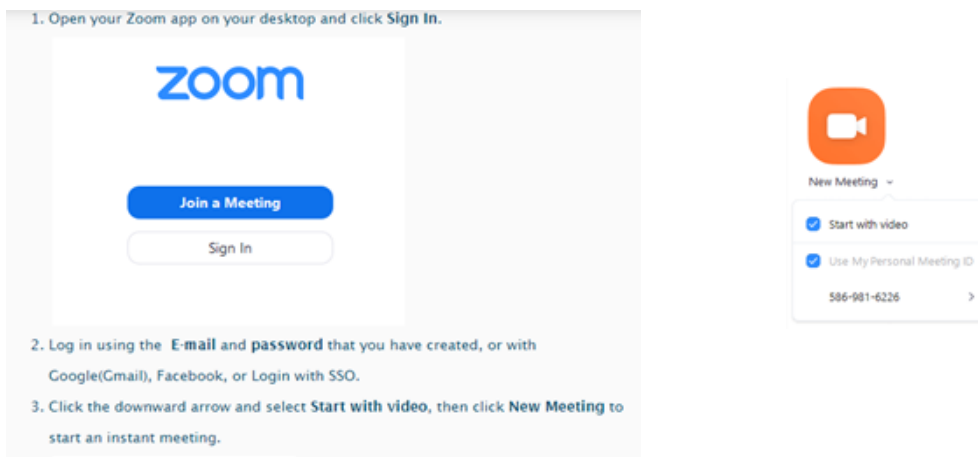
1. To Schedule a Zoom Meeting, open your Zoom client, and sign into Zoom.
2. Click on the Schedule icon, it will open the scheduler window.
3. Select your meeting settings. Note that some of these options might not be available if they were disabled and locked to the off position at the account group level.
4. Topic: Enter a topic or name for your meeting.
5. Start: Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.
6. Duration: Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
7. Time Zone: By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
8. Recurring meeting: Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).
9. Video
  - Host: Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
  - Participant: Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.
10. Audion: Choose whether to allow users to call in vie Telephone only, Computer Audio only, BOth, or 3rd Party Audio (if enabled in your account).
11. Click **Schedule** to finish and open the selected calendar service to teh add meeting.



Once you have scheduled the Zoom Meeting – Zoom will produce a Meeting URL for you to copy. This is the URL that you will copy into the Virtual Open House or Virtual Tour of Homes.

**Example: <https://us04web.zoom.us/j/454718183?status=success>**

## To Host a Zoom Meeting



## Other Permitted Platforms Compatible with flexMLS

**Meet.Google** – How to schedule the meeting and to start the video.

**Teams.Microsoft**

**YouTube AND Live** – Additional (free) software download required.

**GoToMeeting**

**GoToWebinar**

**Skype or Skype for Business**

**Webex**

**Join.me** – You cannot schedule this in advance with the free version.

**Whereby** – Only 4 users at a time with free version and up to 12 in the paid version.

**BlueJeans**

**Zoho AND Meeting**




## Schedule your Open House in flexmls

1. **Edit** or **Change** the listing you would like to add a Virtual or live streaming Open House.
2. Click **Open House** in the **Schedule Marketing Activities** section on the Change listing screen.



To add a new event, click the **Add** button.

### Open House

New Open House Entry	
MLS #:	1665680 1234 W Zuckerburg Rd, Marengo, WI 54850
Type:	Virtual ▼
Link Text:	Attend Virtual Open House
Link URL:	<div><ul style="list-style-type: none"><li>• Only post links to live online events that will be held at a scheduled date and time.</li><li>• Post pre-recorded videos and virtual tours in the Videos and Virtual Tours section of the listing.</li></ul></div>
Open House Date:	<input type="text"/> 
Start time:	9 ▼ : 00 ▼ AM ▼
End time:	9 ▼ : 00 ▼ PM ▼
Comments:	<div></div>
<div>Next &gt;&gt;</div>	

3. Select a type, either **In-Person** or **Virtual** (currently on Virtual is available). If you are entering a virtual open house or tour of homes, paste in the link URL to the scheduled online event.

### Important Note

**URLs to prerecorded videos and virtual tours cannot be entered. They should be posting in the Videos and Virtual Tours section of the listing.**

4. Enter the date of the event, and then select the start time and end time by clicking on the drop-down arrows.
5. Type your comments and click **Next** to save.

Tip: Watch this **video** for more specific directions on How To enter a Virtual Open House.