

ROCKLIN TOUR PROCEDURES

Procedures for Entering Your Property Listing Into MetroList for the PCAR Tours.

Rocklin Marketing Meetings are held on TUESDAY (from 8:30am to 9:30am) Tour immediately following.

The deadline for inputting your property listing in MetroList is Monday at 3:00 pm.

Meeting Location: PCAR, 4750 Grove Street, Rocklin



TO ADD YOUR LISTING TO THE CARAVAN:

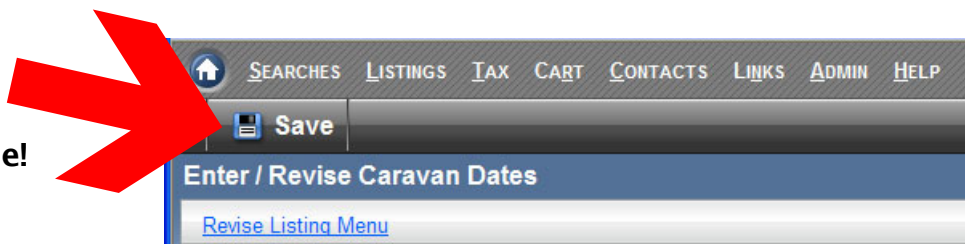
- 1) From the Listings drop down menu in Prospector, choose View/Revise Your Listings
- 2) Next to the desired listing number, click the Revise icon
- 3) In the Revise Listing menu (under Listing Information), click Caravan Dates
- 4) From the drop down list, select the desired Caravan. If desired, enter a comment

Caravan	PCAR-East of I-80
Comment	Gate Code: #1234, BBQ Lunch Served

Caravan	PCAR-West of I-80
Comment	Gate Code: #1234, BBQ Lunch Served

1) Click **Save**

2) You're Done!



TO VIEW OR PRINT THE CARAVAN:

- 1) From the Listings drop-down menu, choose Caravan
- 2) Select a Caravan by clicking its check box
- 3) Click the Reports button
- 4) Verify the listings you want to display are checked
- 5) Click the Report button in the toolbar
- 6) Use the Report Option field to choose the type of report you want...Click Submit

PLEASE SEE REVERSE SIDE FOR HOW TOUR IS DIVIDED.

PCAR CARAVAN TOUR

ATTENTION!

NEW TOUR SPLIT FOR 2009



1. Our Tours will be divided as follows:

PCAR - WEST (West of I-80)

West Rocklin (95765, 95677) and West Roseville (95678, 95747)

PCAR - EAST (East of I-80)

East Roseville (95661), East Rocklin (95677), Granite Bay (95746),
Loomis (95650), Penryn (95663)

2. The East and West Tours will each have 10 property slots.

