

Follow these steps to post your open house. If you have ANY difficulty at all, please email: [d\\_brewer@caisct.org](mailto:d_brewer@caisct.org)  
Note: Only open houses submitted by CAIS Schools will be listed.

To post your open house go to: <https://caispd.org/submit-an-open-house/>

Note: You will need to create an account independent of your CAIS website account if you haven't done so already.

Submit a separate listing for each open house date.

After you have submitted your open house date(s) you can view/edit all of your listings at: <https://caispd.org/open-house-dashboard/>

Listings will expire the day after the open house has taken place.

## SUBMIT AN OPEN HOUSE

Please note: Only open houses hosted by CAIS independent schools will be considered. Open house submissions will be reviewed prior to approval/posting.

Have an account? **NOTE: The account login for submitting an open house is NOT your CAIS website login.**  
If you do not currently have a login for submitting an open house, please create one by entering your email address here:

Sign in

If you don't have an account you can create one below by entering your email address. A password will be automatically emailed to you.

Your email

you@yourdomain.com

Date

Enter the date of your open house

yyyy-mm-dd

**NOTE: If you have no specific date, for instance drop in visits every Tuesday during the school year, enter last open visit date for the school year in this field and in the Time field below enter: Every Tuesday at 9 am -- see below.**

Time

Enter the time of your open house (NOTE: if you are hosting multiple times throughout the day, enter "see below" and enter specific timing information in your description below)

eg. 9:00 AM - 4:00 PM

RSVP (optional)

Enter information for RSVP if required

Best email address or phone number for an rsvp (if applicable)

Description

Use bullets to separate lines

Enter details about your open house

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- 8 am - 9 am: Pre-K - K
- 9 am - 10 am: Grades 1-5
- 10 am - 11 am: Grades 6-8
- 11 am - noon: Grades 9-12

Take a Look Tuesdays: Every Tuesday morning 9 am - noon

Itinerary, Campus Location, etc.

## School Details

School Name



Location (Town)



e.g. "Hartford"

School Logo

Upload your School Logo

Browse...

No file selected.

Maximum file size: 15 MB.

Click Preview when done. The resulting screen will give you the option to either edit or submit your open house listing.

Preview