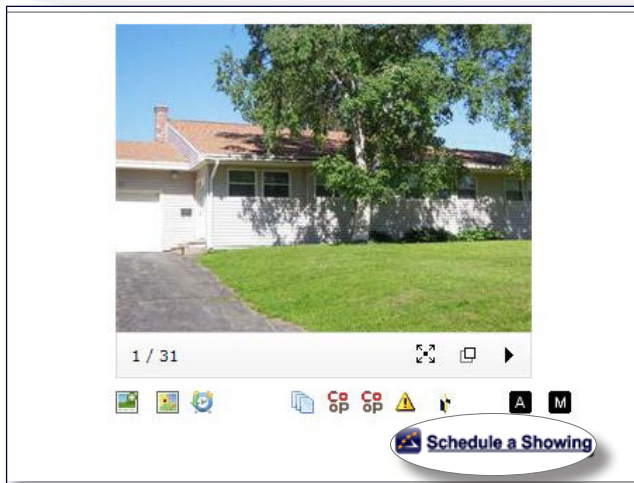**ShowingTime for the MLS** has many features that save time, reduce phone calls and generate more showings, all of which helps you provide better service to your clients. Use this guide to learn the basics.

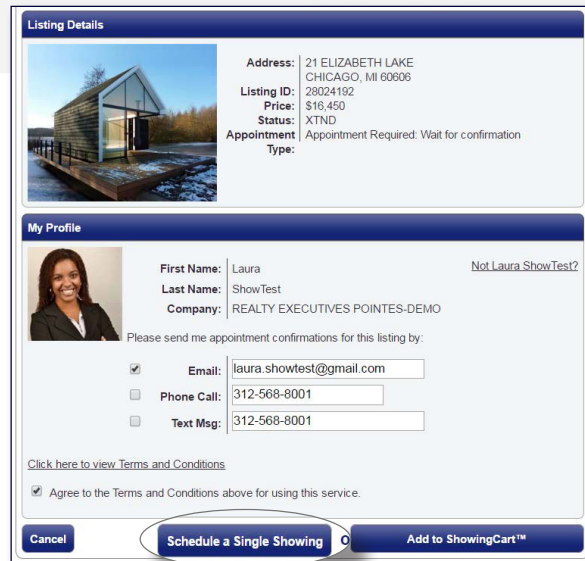## How to schedule a showing

Step 1:

Log in to Matrix, locate the listing you want to show and click the **Schedule a Showing** button.

Click the button and you'll be prompted to agree to the Terms & Conditions.
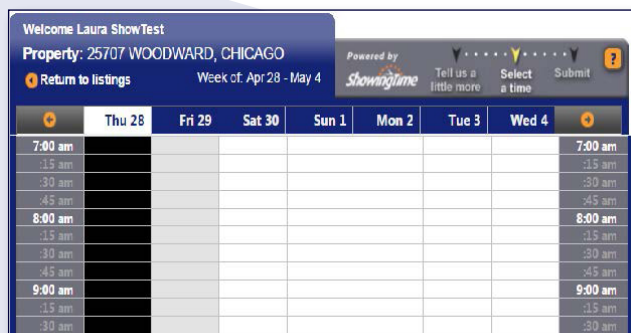
Step 2:

From the *Terms & Conditions* screen, confirm your default showing agent preferences, agree to the terms and click on *Schedule a Single Showing*.
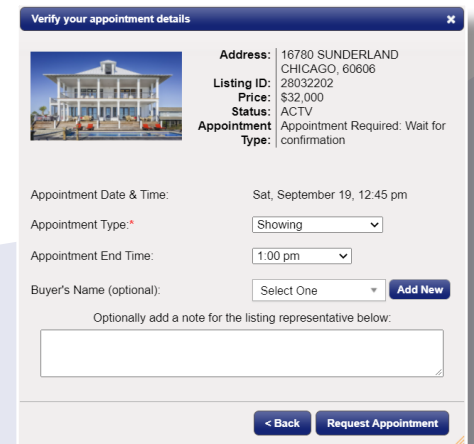
Step 3:

From the *Appointment Calendar,* select a date and time you'd like to schedule your showing and a pop-up will appear to verify your appointment details.

Lead Time: Times in black are unavailable while those in gray are considered short notice, but are available to show.

Step 4:

Verify the type of appointment and the end time are correct, provide the buyer's name and enter any notes to share with the listing agent. Once complete, click *Request Appointment* to submit your request to the listing agent for confirmation.

Once confirmed, you'll be notified based off your default showing agent preferences.

![ShowingTime for the MLS]

Customize your notification preferences and listings settings to schedule appointments more efficiently.

Listing setup

1. Log in to Matrix and click on ShowingTime under the *External Links* section on the home page to access your ShowingTime setup.

2. Click *Listing Setup* in ShowingTime from the left side-menu.

3. **Select the listing** and configure the settings.

Need Help? We're here. Contact Member Support at support@showingtime.com. Also, videos and training materials can be found under the Help and Training section in ShowingTime.

Select Appointment Type

1. Appointment Required — Used when a showing date and time must be confirmed; great for occupied properties.
2. Go and Show — Used when a showing date and time is desired; requests are instantly confirmed; great for vacant homes.
3. View Instructions Only — Showing instructions are provided instead of a calendar; no showing date or time is needed.

Set Showing Restrictions
Block off unavailable times. Restricted times will appear as unavailable on the appointment calendar.

Add Access Information
Select how agents can access the home and enter any lockbox and/or alarm information, if available.

Additional Instructions
Provide default instructions for showing agents on how to access the property so they can show the home.

Add Contacts
Keep everyone in the loop by including a co-listing agent or homeowner. Adding your owner here invites them to create an account in My Home by ShowingTime where they can see published feedback, appointment times and more.

www.showingtime.com   800-379-0057   support@showingtime.com