for the MLS

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:

Showind

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



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.



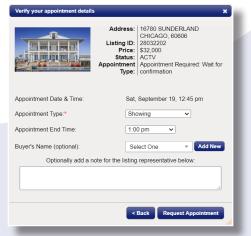
Step 2:

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

| Profile | | Address: 21 ELIZABETH LAKE CHICAGO, MI 60606 Listing ID: 28024190 Price: \$16,450 Status: XTND Appointment Appointment Required Type: | |
|------------------------|-------------|---|-------------------|
| | First Name: | Laura | Not Laura ShowTes |
| COL 1 | Last Name: | ShowTest | |
| Ple | | REALTY EXECUTIVES POINTES-D control confirmations for this listing b | |
| • | Email: | laura.showtest@gmail.com | |
| | Phone Call: | 312-568-8001 | |
| | Text Msg: | 312-568-8001 | |
| lick here to view Term | | above for using this service. | |
| | | | |

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.

www.showingtime.com

800-379-0057

support@showingtime.com





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.

| 1500 | | | | | _ |
|---|--|--|--|---|---|
| ShowingTime | Select another Listing to Manag | je: 16780 SUNDERLAND, CHICAGO (28032202) Showing Time for the MLS |) • | | |
| Home > | | Allow Showing Agents to Request Appts Onlin | ne? 🖲 Yes 🗆 No | | |
| ⊠ Messages > | silund. | Showing Instructions Showing Restriction | _ | | |
| Showings > | | Appointment Settings | | | |
| Listing Setup | — 16780 SUNDERLAND 28032202 ACTV | Appointment | Type: Appointment Required | • | |
| > Listing Setup | \$32,000 Presented By: Laura ShowTest | Is this a listing agent accompanied sho | | | |
| A Contacts > | Laura ShowTest Archive | | | | |
| Feedback > | Merge 🔸 | Contacts | | | |
| | Listing Activity Report 👔 | Contact Details | Can Confirm Appts By: | Notify of Confirmed/Canceled Appts | By: |
| Reports > Help & Support > | Listing Changes Log 🛛 🔒 | Laura ShowTest (Listing Agent) (312) 568-8001 (Mobile Phone) laura.showtest@gmail.com (312) 568-8001 (Text Message) | Text Email Push ShowingVoice | Text Email Push | |
| | ted times will appear | Appointment Restrictions | | | |
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800-379-0057