SHOWINGTIME FOR THE MLS QUICK START GUIDE

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 clients. This Quick Start Guide will help you get started.

SCHEDULE SHOWINGS 24/7 THROUGH THE MLS

HOW TO SCHEDULE A SHOWING

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

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

Step Three:
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 Four:
Indicate the type of appointment, and optionally select the end time, provide the buyer’s name and enter any notes to share with the listing agent. Once complete, click Yes to submit your request to the listing agent for confirmation. Once confirmed, you will be notified based off your default showing agent preferences.

*Suggested Lead Time
Shaded time slots are considered short notice and are available to show.

*Required Lead Time
Times in black are unavailable to show during those times.

*Appointment Calendar does not appear when listings are set to View Instructions Only.
Customize your notification preferences and listing settings to make scheduling appointments more efficient.

CONFIGURING SHOWINGTIME FOR THE MLS

LISTING SETUP

Log in to Matrix and click on ShowingTime under the External Links section on the Home page to access your ShowingTime Setup. Click Listing Setup in ShowingTime from the left side-menu and select a listing. This will take you to the Listing Worksheet where you can set up your listing with ShowingTime for the MLS.

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.

Set Showing Restrictions
You can block times when the listing is not available to be shown (restrictions will appear as blacked out areas on the Appointment Calendar).

Add Contacts
Keep everyone in the loop by including a co-listing agent or homeowner.

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.

Select your 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.