

# 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.

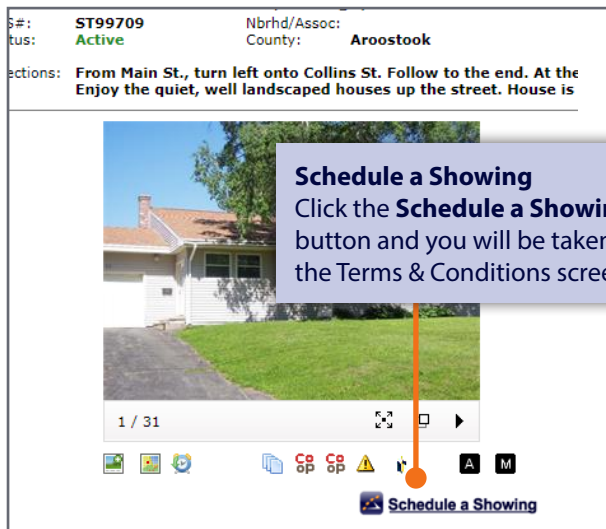


## SCHEDULE SHOWINGS 24/7 THROUGH THE MLS

### HOW TO SCHEDULE A SHOWING

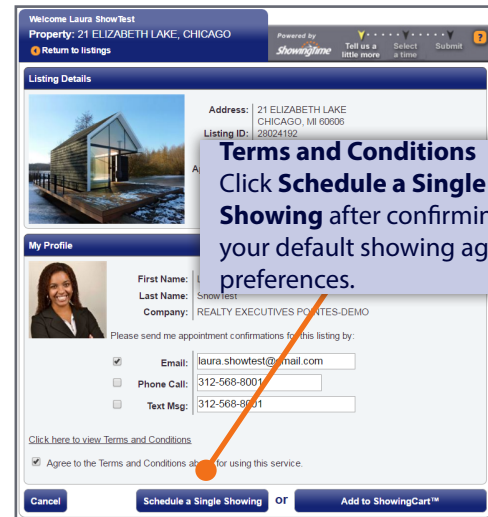
#### Step One:

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



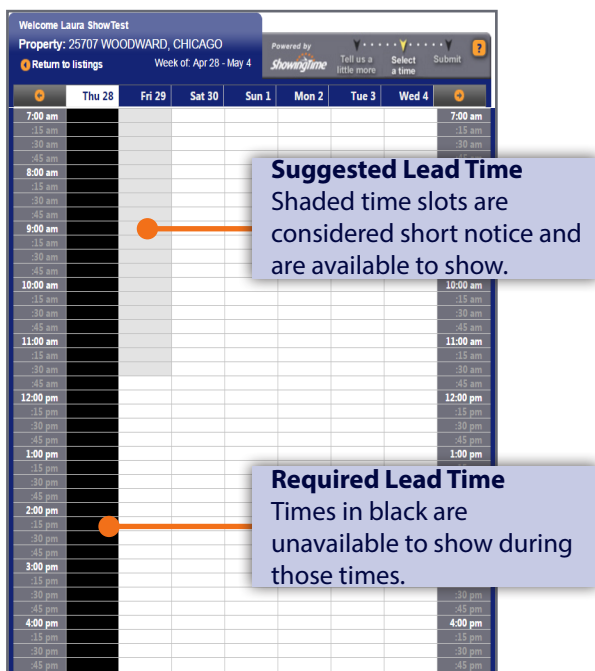
#### Step Two:

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



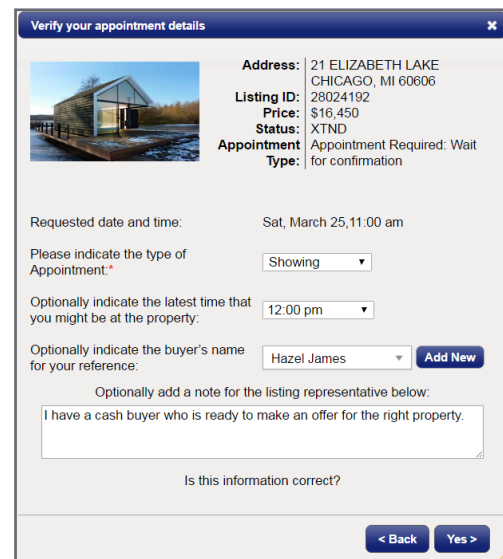
#### Step Three:

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.



\*Appointment Calendar does not appear when listings are set to **View Instructions Only**.

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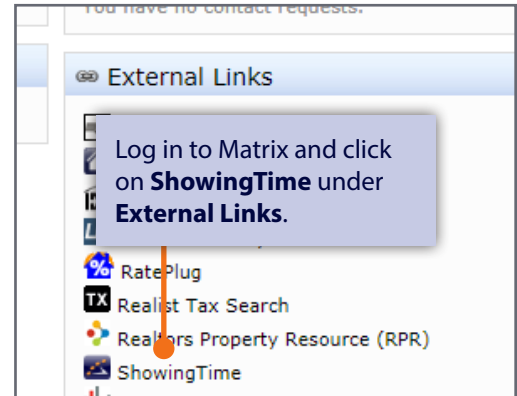
Customize your notification preferences and listing settings to make scheduling appointments more efficient.



## 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](mailto:support@showingtime.com). Also, videos and training materials can be found under the [Help and Training](#) section in ShowingTime.



**16780 SUNDERLAND, CHICAGO (28032202)**  
Select another Listing to Manage: 16780 SUNDERLAND, CHICAGO (28032202)

**Showing Time for the MLS**  
Allow Showing Agents to Request Appts Online? ☒ Yes ☐ No

**Showing Instructions** **Showing Restrictions**

**Appointment Settings**  
Appointment Type: **Appointment Required**  
Is this a listing agent accompanied showing? ☐ Yes ☒ No  
Feedback Template: ShowingTime Template

**Contacts**

Contact Details	Can Confirm Appts By:	Notify of Confirmed/Canceled Appts By:
Laura ShowTest (Listing Agent) (312) 568-8001 (Mobile Phone) laura.showtest@gmail.com (312) 568-8001 (Text Message)	Text <input type="checkbox"/> Email <input checked="" type="checkbox"/> Push <input checked="" type="checkbox"/> ShowingVoice <input type="checkbox"/>	Text <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Push <input checked="" type="checkbox"/> ShowingVoice <input type="checkbox"/>
Ollie Show (Co-Listing Agent) (312) 568-8001 (Mobile Phone) ollieshowtest@gmail.com (312) 568-8001 (Text Message)	Text <input type="checkbox"/> Email <input checked="" type="checkbox"/> Push <input checked="" type="checkbox"/> ShowingVoice <input type="checkbox"/>	Text <input type="checkbox"/> Email <input checked="" type="checkbox"/> Push <input checked="" type="checkbox"/> ShowingVoice <input type="checkbox"/>
Sally Seller (Owner/Occupant) (312) 568-8000 sally.seller@seller.com	Text <input type="checkbox"/> Email <input checked="" type="checkbox"/> Push <input checked="" type="checkbox"/> ShowingVoice <input type="checkbox"/>	Text <input type="checkbox"/> Email <input checked="" type="checkbox"/> Push <input checked="" type="checkbox"/> ShowingVoice <input type="checkbox"/>

**How will this work?** **Advanced Notifications** **Add New Co-Listing Agent** **Add Owner/Occupant**

**Appointment Restrictions**  
Advanced Notice: ☐ No same day appts ☒ Lead Time Required: 0 hours Suggested: 0 hours  
Maximum Appointment Length: 15 min (Excludes Inspections, Walk-Throughs, and Appraisals)  
Allow Overlapping Appointments? Yes, Please tell the showing agent ahead of time  
**Add New Showing Restriction**

Start Date	End Date	Days & Time	Restriction Reason
No Upcoming Restrictions Exist			

**Access Information**  
**Access Details:**  
How can the agent access the home?: Listing Agent or Co-Listing Agent  
**Alarm Details:**  
Would you like to provide alarm details to the agent for accessing the home?: ☐ Yes ☒ No

**Additional Instructions**  
Type your Showing Instructions here (Required for View Instructions Only Listings): **Add From Predefined Note**  
Buyers must be accompanied by showing agent at all times. Please remove shoes or wear booties. Use ShowingTime Messaging if you need to cancel or will be running late.

**Driving Directions**  
Directions:  
I-94 to North Ave. Head W on North Ave and right on Sunderland.

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

### Select your Appointment Type

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

### Add Contacts

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

### Additional Instructions

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