SHOWINGTIME QUICK START GUIDE

ShowingTime 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.

REALTORS® ASSOCIATION
of Hamilton-Burlington

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.

Schedule a Showing
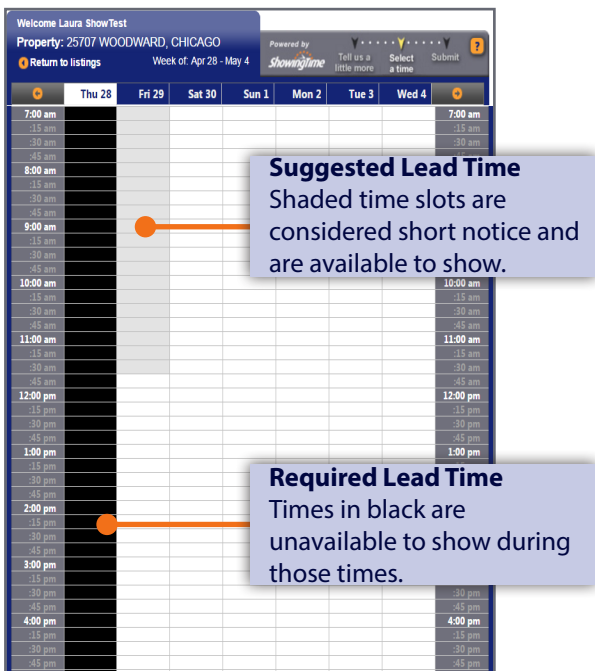Click the **Schedule a Showing** button and you will be prompted to fill out the Terms & Conditions Screen.

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**.

Terms and Conditions
Click **Schedule a Single Showing** after confirming your default showing agent preferences.
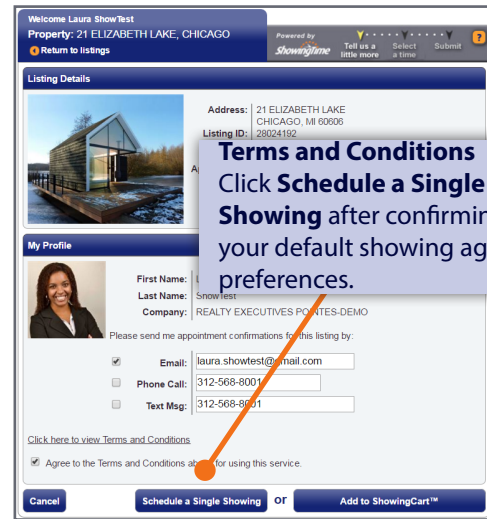
Step Three:

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.

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.

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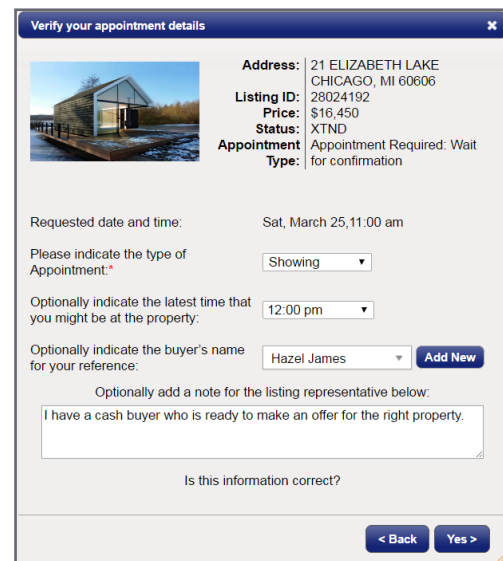
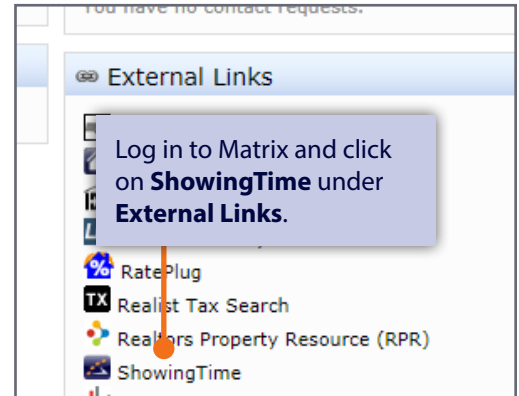*Appointment Calendar does not appear when listings are set to **View Instructions Only**.

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

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CONFIGURING SHOWINGTIME
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.

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.

You have no contact requests.

🔗 External Links

Log in to Matrix and click on **ShowingTime** under **External Links**.

RatePlug
TX Realist Tax Search
Realtors Property Resource (RPR)
ShowingTime

14720 FELLRATH, CHICAGO (28014875)
Select another Listing to Manage: 14720 FELLRATH, CHICAGO (28014875) ▼

ShowingTime for the MLS

Allow Showing Agents to Request Appts Online? ● Yes ○ No

Showing Instructions | Showing Restrictions

Appointment Settings

Appointment Type: Appointment Required ▼

Feedback Template: ShowingTime Template ▼

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.

14720 FELLRATH
28014875
XTND
$19,900
Presented By:
Laura ShowTest

Archive | Merge | Listing Activity Report | Listing Changes Log | Attachments

Contacts

Contact Details	Can Confirm Appts By:			Notify of Confirmed/Canceled Appts By:		
Laura ShowTest (Listing Agent) (312) 568-8001 (Office Direct Line) laura.showtest@gmail.com	Text Message ☐	Email ☑	ShowingVoice ☐	Text Message ☐	Email ☑	ShowingVoice ☐
Ollie Show (Co-Listing Agent) (312) 568-8001 (Mobile Phone) ollieshowtest@gmail.com (312) 568-8001 (Text Message)	Text Message ☐	Email ☑	ShowingVoice ☐	Text Message ☐	Email ☑	ShowingVoice ☐
Sally Seller (Owner/Occupant) (312) 568-8000 sally.seller@showingtime.com	Text Message ☐	Email ☑	ShowingVoice ☐	Text Message ☐	Email ☑	ShowingVoice ☐

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

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**).

Appointment Restrictions

Advanced Notice: ○ No same day appts. ● Lead Time Required: 12 hours ▼ Suggested: 12 hour ▼

Maximum Appointment Length: None ▼ (Excludes Inspections, Walk-Throughs and Appraisals)

Allow Overlapping Appointments? Yes, No need to inform the showing agents. ▼

Add New Showing Restriction ✚

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

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.

Access Information

Access Details:
How can the agent access the home?: Listing Agent or Co-Listing Agent ▼

Alarm Details:
Alarm Disarm Code:
Alarm Arm Code:
Alarm Passcode:
Alarm Notes:

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

Additional Instructions

Type your Showing Instructions here (Required for View Instructions Only Listings): Add From Predefined Notes ✚

LA must be present for showing and will provide access. Please wear shoe covers or remove shoes. Buyers must be accompanied by showing agent at all times. Property is owner-occupied. Pets are loose in yard.

Driving Directions

Directions:
Take I-94 to Damen Ave and head south on Damen Ave. Make a right on Fellrath.