# 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.
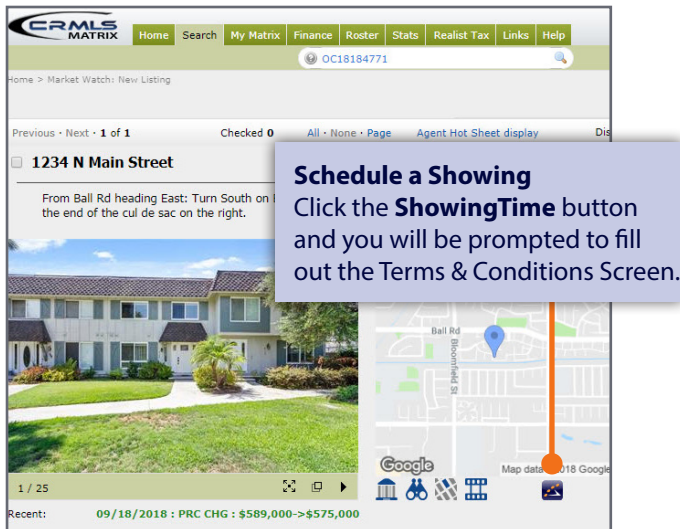
## SCHEDULE SHOWINGS 24/7 THROUGH THE MLS
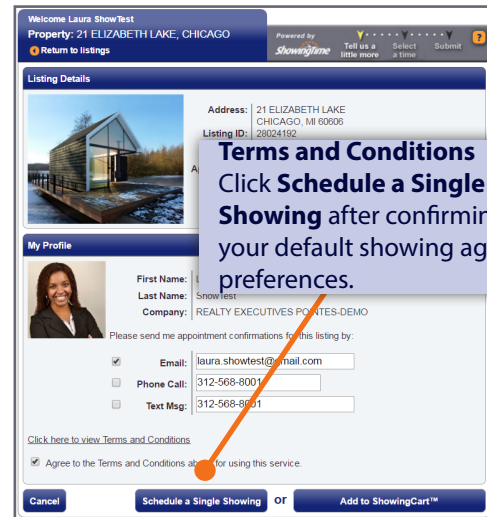## HOW TO SCHEDULE A SHOWING

### Step One:

Log in to Matrix, locate the listing you want to show and click the **ShowingTime** button at the top or the **Schedule a Showing** button under **Showing Information**.



> **Schedule a Showing**
> Click the **ShowingTime** button and you will be prompted to fill out the Terms & Conditions Screen.
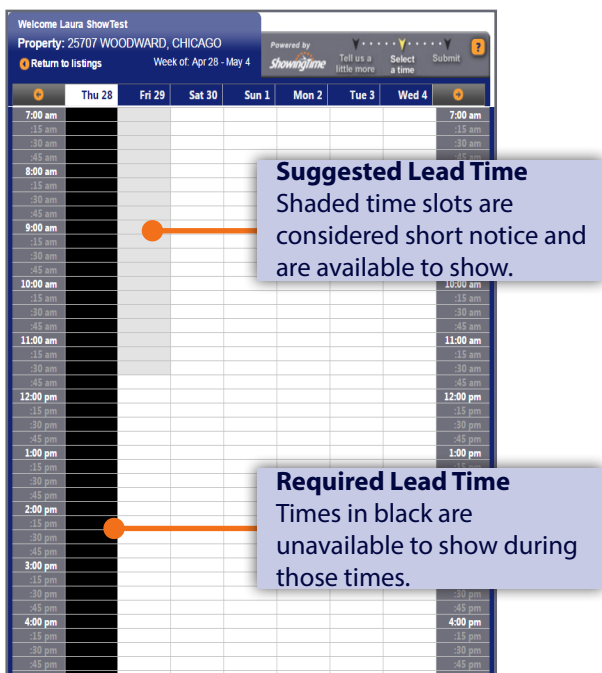
### Step Two:

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**
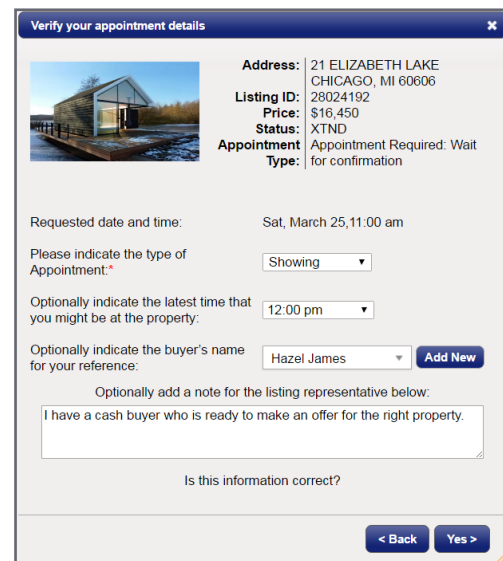> Click **Schedule a Single Showing** after confirming your default showing agent preferences.

### 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.

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

### 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.

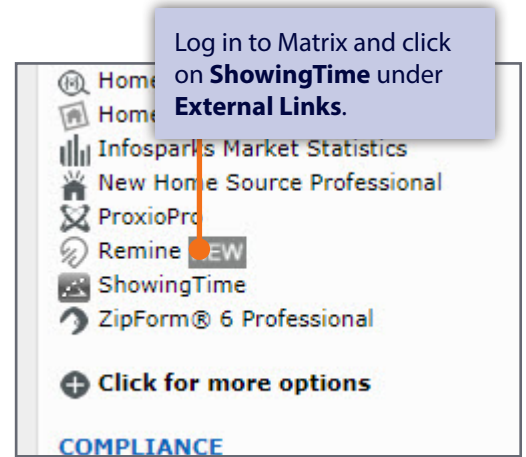Once confirmed, you will be notified based off your default showing agent preferences.

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

**CRMLS**
California Regional Multiple Listing Service, Inc.

## 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.

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

- (H) Home
- Home
- Infosparks Market Statistics
- New Home Source Professional
- ProxioPro
- Remine NEW
- ShowingTime
- ZipForm® 6 Professional
- ⊕ Click for more options

COMPLIANCE

---

**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.

**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.

©2017 ShowingTime