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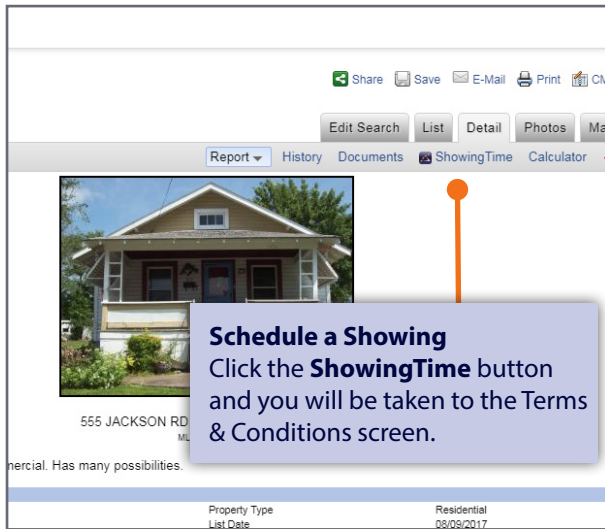
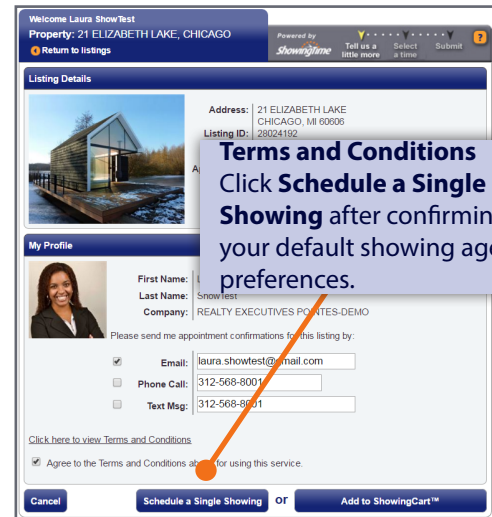## SCHEDULE SHOWINGS 24/7 THROUGH THE MLS
HOW TO SCHEDULE A SHOWING

Step One:

Log in to Flexmls, locate the listing you want to show and click the **ShowingTime** button.

Schedule a Showing
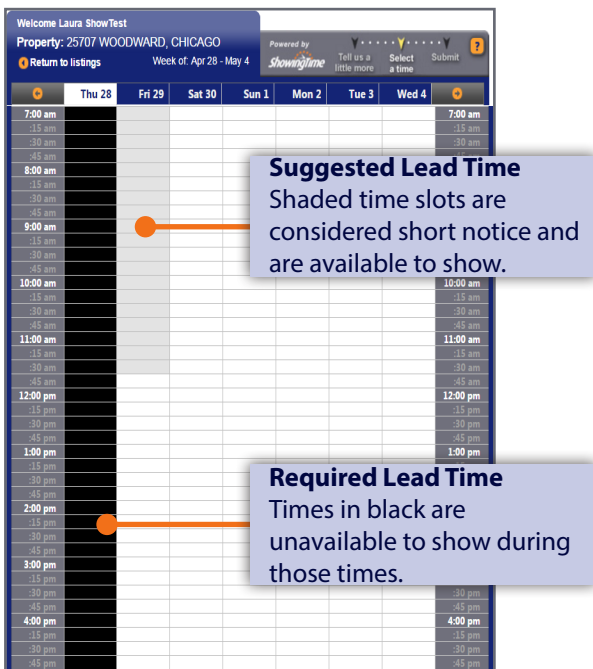Click the **ShowingTime** button and you will be taken to the Terms & Conditions screen.

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**.
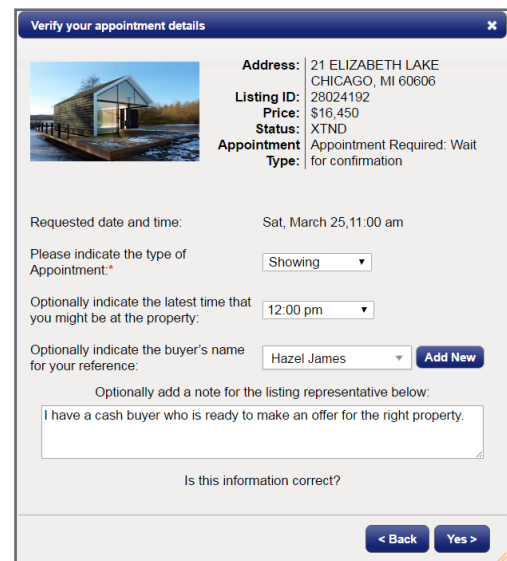

Terms and Conditions
Click **Schedule a Single Showing** after confirming your default showing agent preferences.

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.
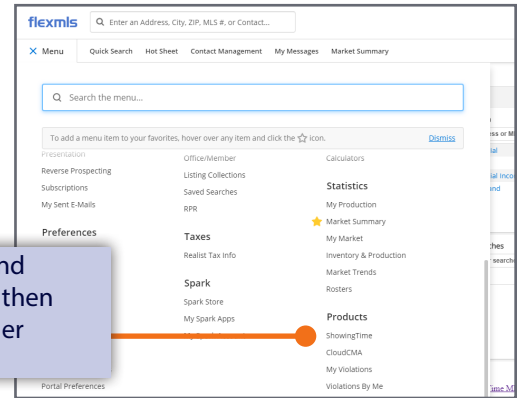
CONFIGURING SHOWINGTIME FOR THE MLS
LISTING SETUP

Log in to Flexmls and click on the **Menu** tab at the top of the Home page and then on **ShowingTime** under **Products** 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 Flexmls and click on **Menu** and then **ShowingTime** under **Products**.

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

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.

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.