

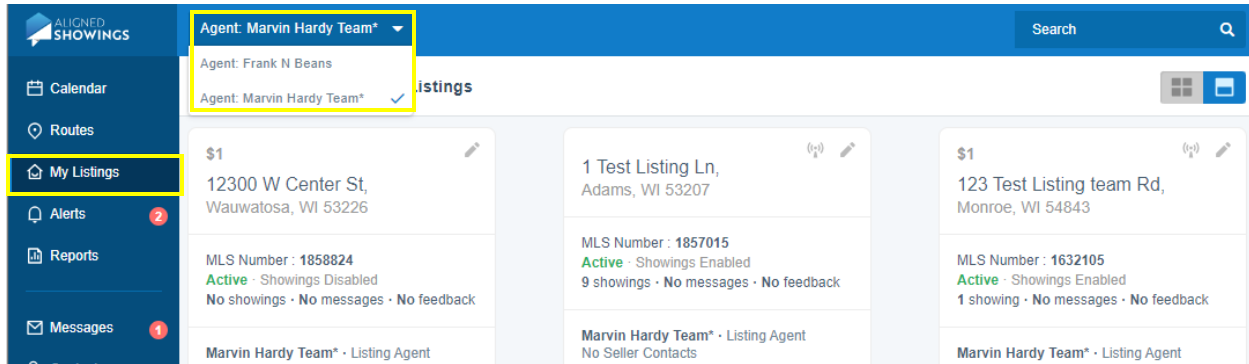
# Managing Team Listings in Aligned Showings

Step 1: Log into Aligned Showings

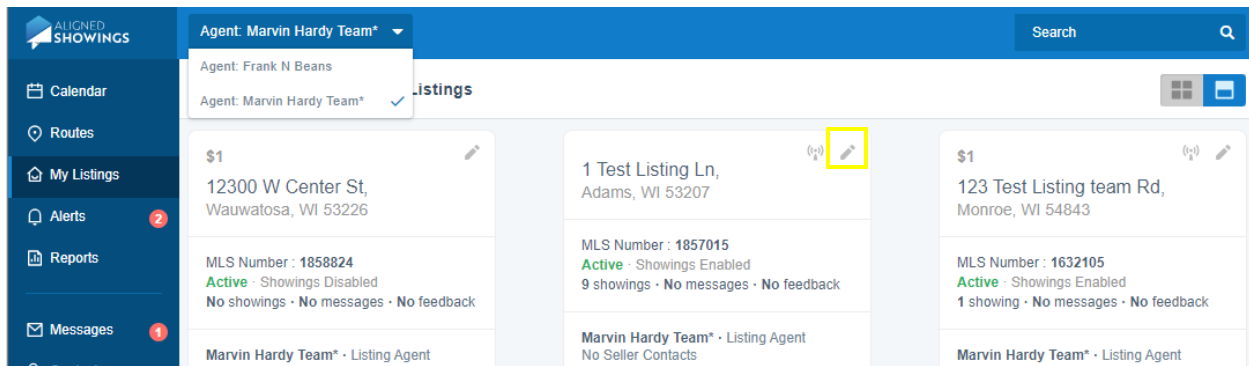
Step 2: Select **My Listings** from the menu on the left-hand side of the screen.

Step 3: Using the Agent drop down, select the **Team Name** to see the Team Listings

*Note: If the agent has a listing taken independently of the Team, those will be seen listing under the individual agent.*



Step 4: Select Edit Listing Setup by using the “Pencil” icon located in the upper right-hand corner of each listing.



Step 5: Enter the appropriate Showing Information.

Under Listing Input Section 2: Office Involvement, select **No Showing Notification** next to those agents who should receive notifications for this listing, and select Yes. Once complete, select **Update Team Member**.

