

Managing Team Listings in Aligned Showings



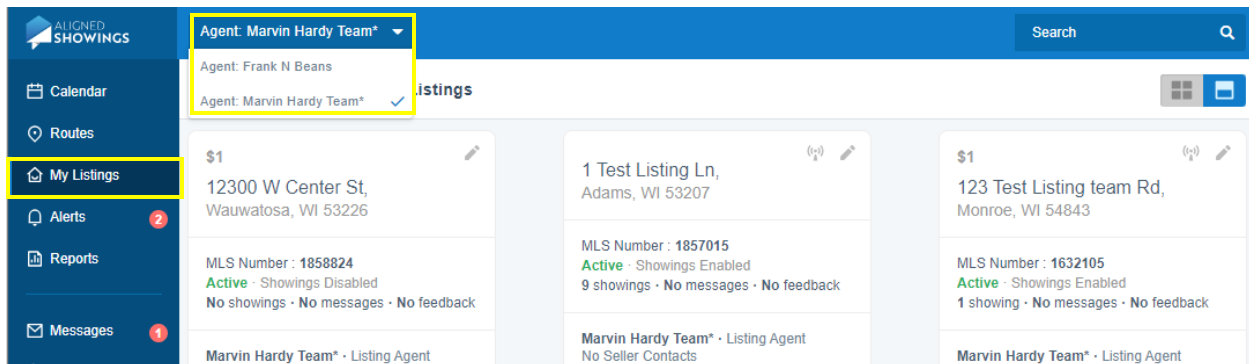
Note: All members of a Team are defaulted to no notifications.

Step 1: Log into Aligned Showings

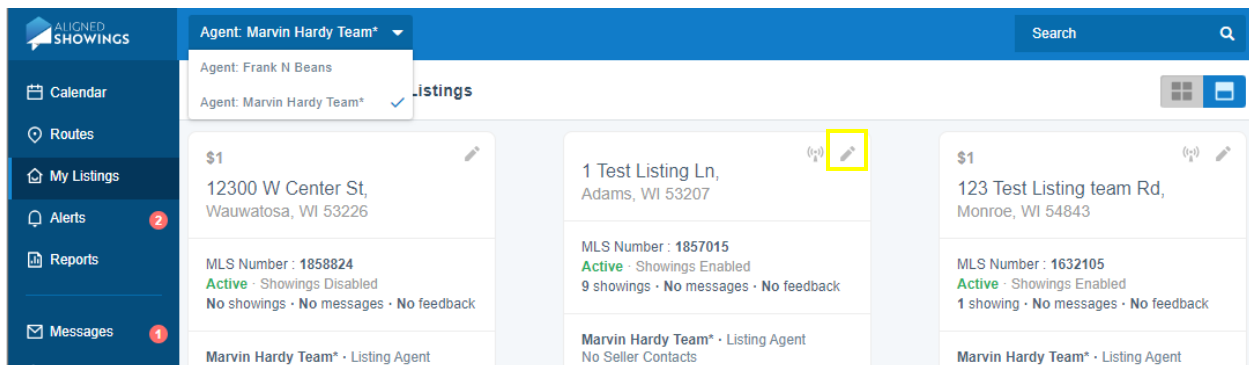
Step 2: Select **My Listings** from the menu on the left-hand side of the screen.

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.

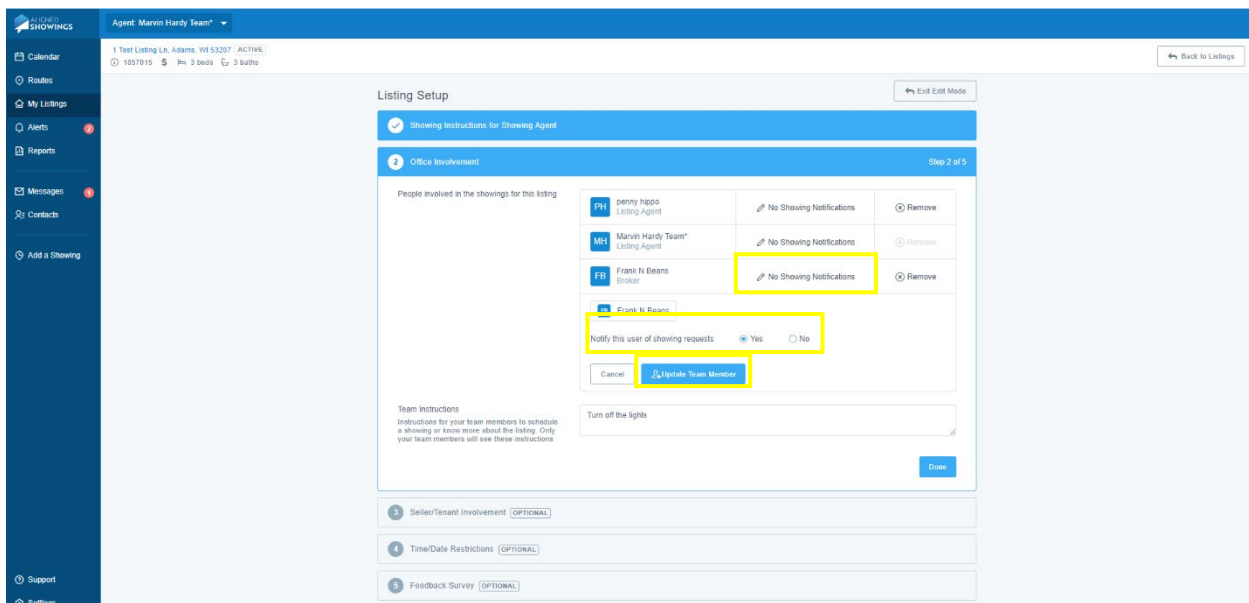


Step 4: Select Edit Listing Setup by using the “Pencil” icon located in the upper right-hand corner of each listing.



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**.



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Note: If a team member cannot access the edit option for a listing, ensure that they are included in Office Involvement for the individual listing, as well as making sure that the listing is set to Aligned Showings in FlexMLS as the Showing Platform.

Listing Setup Exit Edit Mode

Showing Instructions for Showing Agent

2 Office Involvement Step 2 of 5

People involved in the showings for this listing

MH	Marvin Hardy Team* Listing Agent	Receive Showing Notifications	Remove
FB	Frank N Beans Broker	No Showing Notifications	Remove
TA	Team Assistant Nancy Drew Broker	Receive Showing Notifications	Remove

[Add Team Member](#)

Team Instructions
Instructions for your team members to schedule a showing or know more about the listing. Only your team members will see these instructions

Turn off the lights

Done

ADDRESS MAIN FIELDS **DETAILS** ROOMS BROKER DISTRIBUTION

Showing Service

Showing Service* Aligned Showings ▼

Type: Select up to 10 items.

Waterfrontage on Lot