

Unlock the Power of ShowingTime: Your Ultimate Tool for Real Estate Success!

Don't miss out on this incredible opportunity to master ShowingTime – an essential benefit for both listing and selling agents within Stellar MLS! This powerful tool streamlines and automates the showing appointment process, saving you time and eliminating the hassle of phone tag.

As a listing agent, you'll love how easy it is to securely enter showing instructions, track requests and appointments, and instantly connect with sellers for real-time updates. Plus, you'll get valuable activity reports and have the ability to send feedback emails with just a few clicks.

As a selling agent, you can quickly request showings, access showing instructions from your desktop or mobile app, and keep everything organized at your fingertips.

This webinar is your exclusive chance to learn how to optimize your profile, set up your preferences, and navigate all the incredible features of ShowingTime. Whether you're at home, in the office, or on the go – ShowingTime is the game-changer you've been waiting for.

Sign up now and unlock a whole new level of efficiency and success in your real estate career!

Course Overview

- ☐ How ShowingTime works with Matrix MLS
- ☐ How to access and set up defaults in ShowingTime
- ☐ How to set up and manage your listings with ShowingTime
- ☐ How to schedule and confirm showings
- ☐ How to organize multi-property tours using ShowingCart
- ☐ How to manage showing feedback and view reports
- ☐ How to install the ShowingTime mobile app

Why this class?

- An understanding of this INCLUDED Stellar MLS benefits is crucial in the success of all Real Estate Agents.

Table of Contents

WHAT IS SHOWINGTIME?	2
ACCESSING SHOWINGTIME.....	2
SETTING UP OFFICE DEFAULTS	2

SETTING UP AGENT DEFAULTS 2

SETTING UP MATRIX LISTINGS FOR SHOWINGTIME 3

SCHEDULING SHOWINGS ONLINE IN MATRIX 3

SHOWINGCART – PLAN AND SCHEDULE BUYER TOURS 3

AGENT REPORTS 3

INSTALLING THE SHOWINGTIME MOBILE APP 3

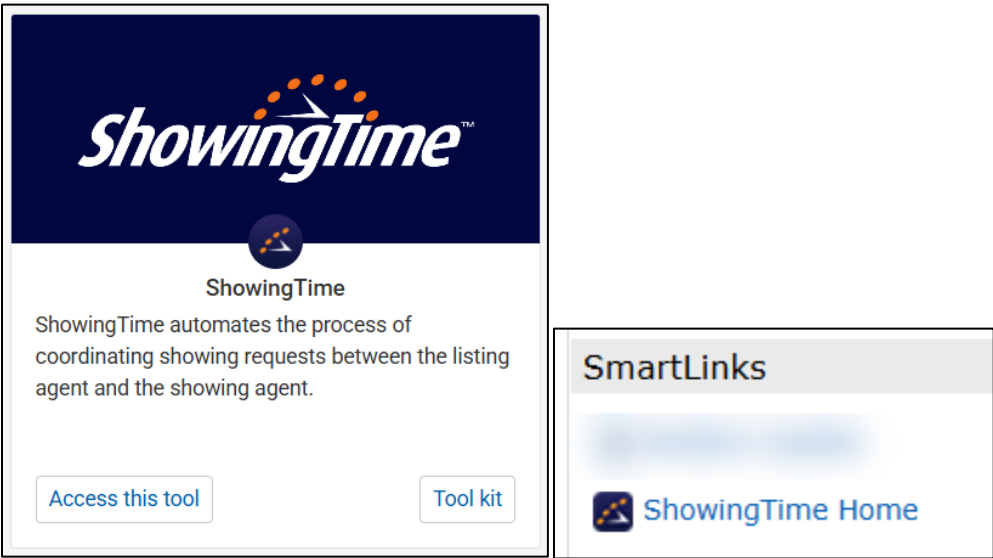
ACCESSING HELP & TRAINING 5

What is ShowingTime?

ShowingTime is a powerful real estate tech platform that makes scheduling and managing property showings fast, easy, and seamless. It connects agents, buyers, and sellers in real time—allowing them to book showings, share feedback, and communicate effortlessly—all in one place!

Accessing ShowingTime

ShowingTime can be accessed from the Products & Services section of Stellar Central OR it can be accessed from the LINKS tab or widget in Matrix.



Setting Up Office Defaults

As an Office Manager, there are several settings that you can configure that will affect your office, agents, and listings.

Setting Up Agent Defaults

Setting Up Matrix Listings for ShowingTime

ShowingTime works with the MLS to get listing updates automatically. This means that once the listing is entered into the MLS, set to an active(on-market) status, and assigned to you, it will appear in ShowingTime. Once in ShowingTime, there are some things you should update. These include the Access Information, Appointment Rules, and Contact Information.

Scheduling Showings Online in Matrix


ShowingCart – Plan and Schedule Buyer Tours

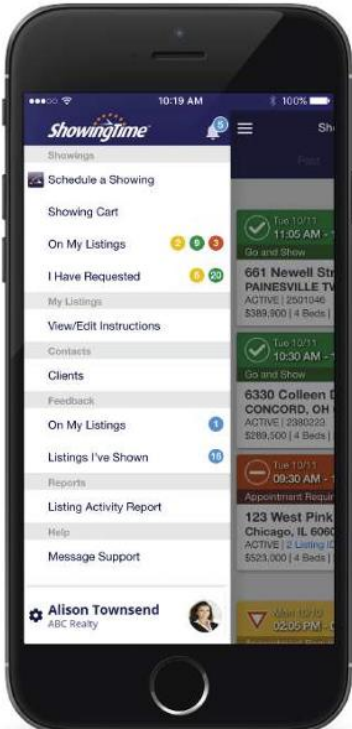
Agent Reports

The ShowingTime Mobile App

Most of the functionality of the web-based version of ShowingTime can also be found in the Mobile App.

Use the ShowingTime Mobile App to confirm showings, manage showing feedback and view listing activity reports!







The ShowingTime Mobile App is free, just visit the Google Play Store or the Apple App Store to download it today!

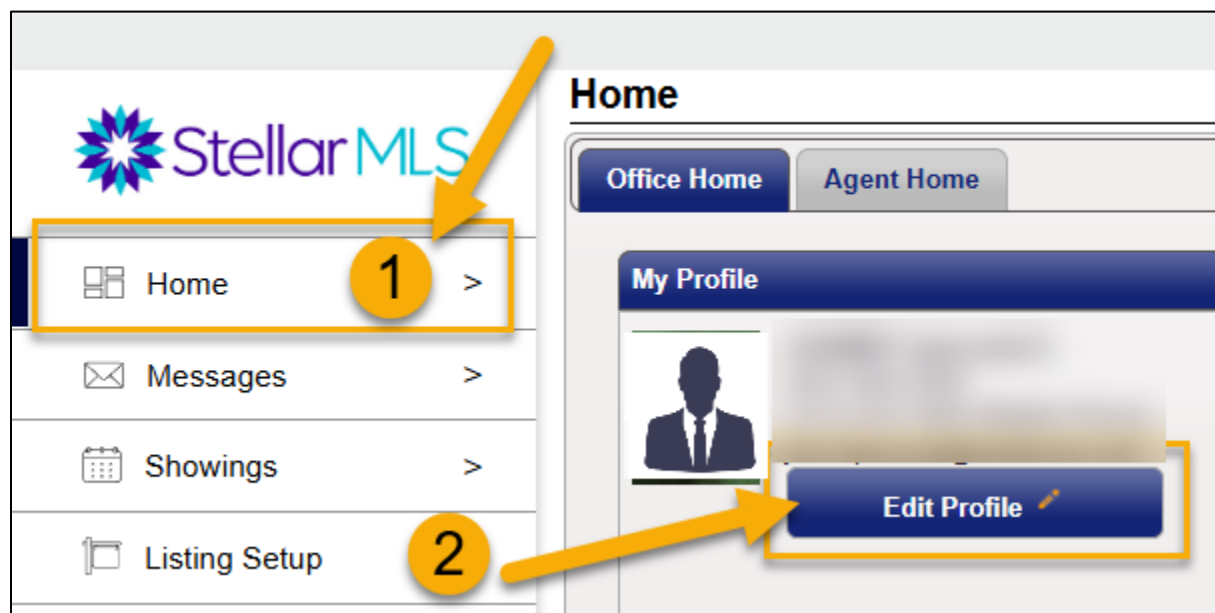
What You Can Do From The Mobile App:

- ✓ Schedule or confirm showings
- ✓ See upcoming showing appointments
- ✓ View showing instructions
- ✓ Request feedback from showing agents
- ✓ Respond to showing feedback requests
- ✓ Share listing activity reports with sellers
- ✓ Get push notifications of showing requests and confirmations
- ✓ Search listings in your MLS
- ✓ Send price adjustment emails
- ✓ Add activities (open houses, etc.) to listing reports

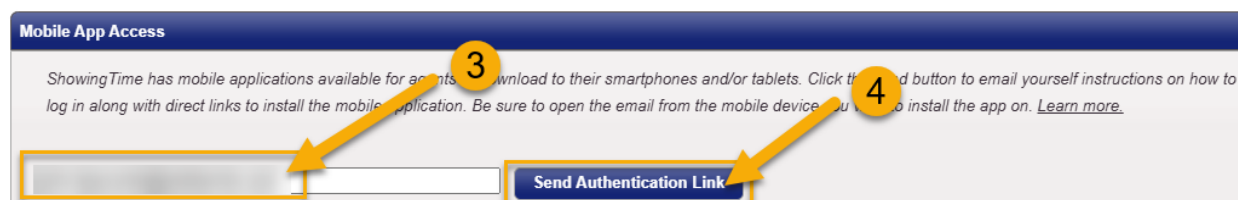


To download the ShowingTime mobile app (Easy installation method)

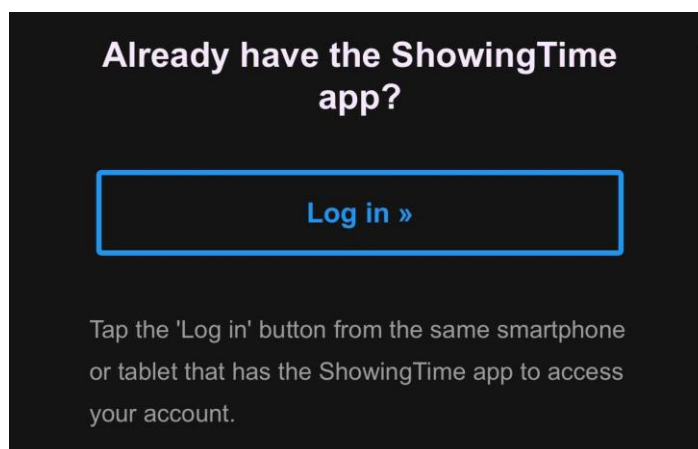
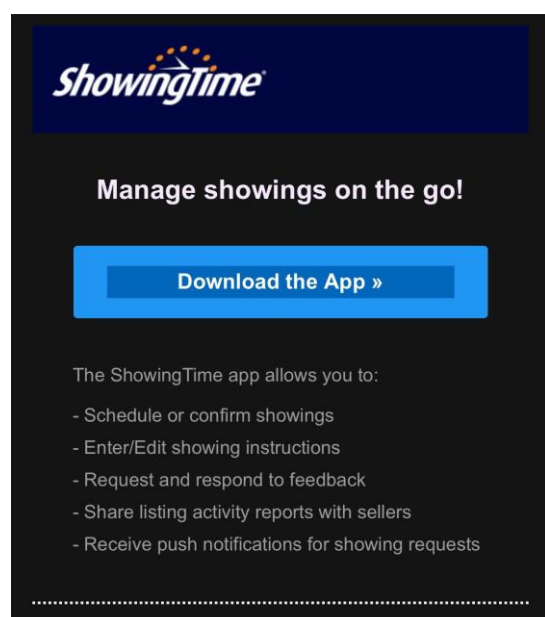
1. In ShowingTime, click on the Home button
2. Click on Edit Profile



3. Scroll down to the Mobile App Access section and enter your agent email
4. Click on Send Authentication Link

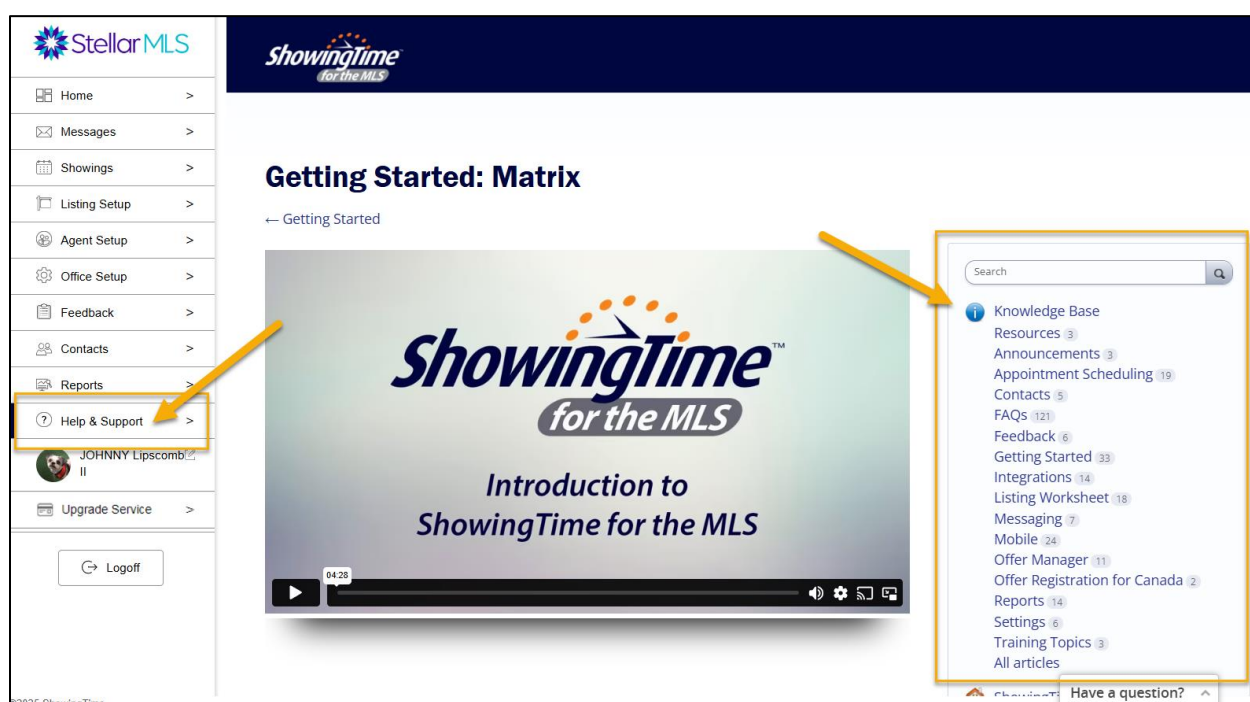


5. Check your email and follow the instructions



Accessing Help & Training

A robust set of resources are available with the ShowingTime system. Click on Help & Support from the main menu to access Videos, a Knowledgebase, further Training Opportunities, and MORE!



The screenshot displays the ShowingTime for the MLS interface. On the left is a sidebar menu with the StellarMLS logo at the top. The menu items include Home, Messages, Showings, Listing Setup, Agent Setup, Office Setup, Feedback, Contacts, Reports, Help & Support (highlighted with a yellow box and an arrow), and Upgrade Service. Below the menu is a user profile for JOHNNY Lipscomb and a Logoff button. The main content area features the ShowingTime for the MLS logo and the title "Getting Started: Matrix". Below the title is a video player showing an "Introduction to ShowingTime for the MLS" video. A yellow arrow points from the video player to a Knowledge Base sidebar on the right. This sidebar contains a search bar and a list of topics: Knowledge Base, Resources (3), Announcements (3), Appointment Scheduling (19), Contacts (5), FAQs (121), Feedback (6), Getting Started (33), Integrations (14), Listing Worksheet (18), Messaging (7), Mobile (24), Offer Manager (11), Offer Registration for Canada (2), Reports (14), Settings (6), Training Topics (3), and All articles. At the bottom of the sidebar is a "Have a question?" link.