

**Getting started with ShowingTime is easy!** With on-demand training videos and easy-to-use tools for entering and updating showing information, ShowingTime provides what you need to get more showings on your listings and easily schedule showing tours online for your buyers.

# **Three Easy Steps**

# **Step One:**

Log in to your account by visiting www.showingtime.com/login - Your homepage provides a dashboard with important information, including a reminder of how many listings require showing instructions.



## **Step Three:**

**Schedule a showing** - Once your listings have been set up in the ShowingTime system, schedule a showing using one of the convenient options below.



- Through the ShowingTime app
- Online through your MLS
- Via ShowingTime.com/login



 Call your existing scheduling phone number

### **Step Two:**

Review and/or enter showing instructions - which are mandatory for all listings. Your existing showing instructions will be available in ShowingTime. View each listing to enter or update showing instructions and set your preferences. When done, click Save.



**Help & Support** - If you have questions along the way, our Help & Support section includes step-by-step articles and video tutorials to help you get started.







#### 24/7/365 Appointment Scheduling

You can schedule showings 24/7/365 with live representatives. Inbound phone calls to ShowingTime to schedule or confirm showings can be made at any time, day or night. However, ShowingTime will not make outbound calls after 9 p.m. local time.



# **ShowingCart**<sup>™</sup>

ShowingCart™ is a scheduling tool that enables you to create a buyers' tour with ease. It allows you to schedule multiple showings at the same time and takes the guessing game out of the scheduling process. ShowingCart™ determines the listing locations which will then provide you with the best route, driving distances and driving times between each location.



#### **Automated Feedback**

ShowingTime provides you with a fully automated way to request and receive feedback, and to share feedback with your sellers. Feedback requests are sent to agents after their appointment has finished; if no response is received, the request will be sent again - you can select how many times you'd like the request sent in your preferences. You can also create customized questions for each listing so you get more valuable feedback.



#### **Download the ShowingTime App**

The ShowingTime app provides agents with access to our best features, including appointment scheduling and tracking, feedback, listing activity and more. You can easily set up push notifications and a calendar sync, which will automatically keep your mobile calendar updated with appointment details as well as showing instructions for confirmed appointments.



10.2020





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