

AGENT FAQs

[How do I schedule a showing?](#)

[How do I connect my listing?](#)

[How do I pick up showings as a Showing Assistant?](#)

[How do I find an agent to show for me?](#)

[How much does it cost to delegate a showing?](#)

[Where are you currently available?](#)

[How do I get my client on Showingly?](#)



How do I schedule a showing?

To schedule a showing for your client, find the home you'd like to see on the map interface or with the address search. You'll have three options: "Schedule", "Delegate" and "Queue." Select your date and time and click Schedule to schedule the showing. If you are unable to make the showing, you can click Delegate to delegate the showing to a showing assistant who will show up for you. If you are not ready to schedule the showing, you can click Queue to put it on your showing queue, where you can always schedule it later.

[Back to top](#)

How do I connect my listing?

To get started managing your listings, it is important to get everything set up correctly. Don't worry, the setup process is a breeze!

MLS Setup:

Once your active listing is live in the MLS there are a few things you need to do so that buyers agents can schedule showings on your listing.

In the **Showing Information** section on your listings,

Add **1-833-217-7578** as the **Showing Phone**

Add **support@getshowingly** as the **Showing Email**

Copy and paste the following into the **Showing Instructions**

Please download and schedule all showings through the **Showingly Agents** application on your mobile device.















Showing Information		
Showing Contact Phone:	8332177578	Show Email: support@getshowingly.com No Showings Until:
Showing Instructions:	"To schedule a showing please download the "Showingly Agents" application from the Appstore for iPhone users or GooglePlay for Android users. Find the property you are looking to schedule a showing for, pick a date and time you'd like to schedule, and click schedule. That's it!"	

Disable online appointments (if applicable):



Step 1: Click into ShowingTime through your MLS Portal

Product Quick Access

 CTM e-Contracts	 RPR	 CloudCMA	 ShowingTime	 Instanet Forms
 RatePlug	 Cloud Streams	 Cloud MLX	 dotloop	 Sentrilock
 Supra	 MyRental - Tenant Screening	 My Flood Status	 LionDesk	

Step 2: Click on your profile to edit your listing preferences

Step 3: Set "Allow Agents To Request Appointments Online?" to **NO**

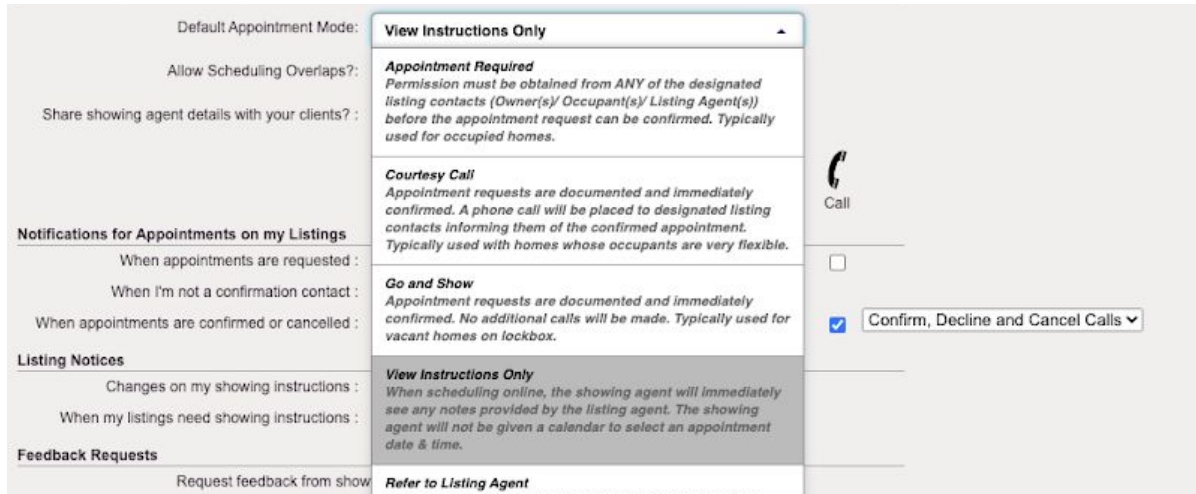
Listing Agent - Showing Preferences

Allow Agents To Request Appointments Online?: Yes No

Allow Agents To Request Virtual Appts?: ?

Step 4: Set "Default Appointment Mode" to **View Instructions Only**





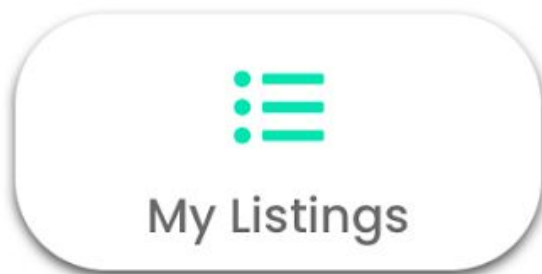
Listing Set Up:

After your listing has been configured in the MLS, it will be available for you to connect on the Showingly Agents application. Listing connections takes seconds!

Step 1: Click into your profile from the menu bar at the bottom of your screen within the Showingly Agents application.



Step 2: Click into your **My Listings** page.



Step 3: Click the **+** icon in the top right corner of your screen within the Showingly Agents application.



< My Listings

My Listings

Showing Requests



Step 4: Your listings will automatically populate or you can search by MLS Listing ID #. Click into the listing you would like to connect.

5004472



\$395,000

302 Emporia Street

Aurora, CO, 80010

 4  4

 2325 sqft.


Step 5: Completely fill out your Lock box codes, showing instructions, and seller phone number if needed. Adjust availability and notice required and that's it.



6:46 📶 🔋

[Connect Listing](#)

📍 302 Emporia Street Aurora, CO 80010

 **Add Client**

Showing Texts ⓘ
(555) 555-5555 ✓

Showing Type ⓘ
 Apt Required Go n' Show

Lock Box Code
 Supra SentiLock

🔒 Lock Box Location

Showing Instructions

Additional Info (Optional)

[Continue](#)

6:46 📶 🔋

[Connect Listing](#)

📍 302 Emporia Street Aurora, CO 80010

Available Times No Showings

Day	Start Time	End Time	Selected
Mon	7:00 AM	9:00 PM	<input checked="" type="checkbox"/>
Tues	10:15 AM	9:00 PM	<input type="checkbox"/>
Wed	11:45 AM	9:00 PM	<input type="checkbox"/>
Thur	7:00 AM	5:15 PM	<input type="checkbox"/>
Fri	7:00 AM	9:00 PM	<input type="checkbox"/>
Sat	7:00 AM	9:00 PM	<input type="checkbox"/>
Sun	7:00 AM	9:00 PM	<input type="checkbox"/>

Disallow Overlapping Showings

Notice Required

[Continue](#)

*Information about products not manufactured by Showingly, or independent websites not controlled or tested by Showingly, is provided without recommendation or endorsement. Showingly assumes no responsibility with regard to the selection, performance, or use of third-party websites or products. Showingly makes no representations regarding third-party website accuracy or reliability.

[Back to top](#)



How do I pick up showings as a Showing Assistant?

To pick up showings, navigate to the pick-up screen, labeled with a "\$" on the bottom navigation bar. After a quick tutorial you'll need to input a payout method via your profile. Now you'll be able to pick up any available showings and earn money for your help. These are on a first come, first serve basis.

[Back to top](#)

How do I find an agent to show for me?

On a listing that you'd like to schedule but can't make, you have the option to request a showing assistant to help your clients. Click the "Delegate" button on the listing detail screen. Qualified Showing Assistants will be notified and prompted to pick up your showing. Person-specific delegation coming soon.

[Back to top](#)

How much does it cost to delegate a showing?

Delegating a showing starts at \$29. Depending on how soon a delegation request is sent before a showing, this may raise the price.

[Back to top](#)

Where are you currently available?

We are working hard to partner with as many MLSs as possible so we can offer our services nationwide. Currently we are in Alaska, Arizona, Colorado, Hawaii, Massachusetts, South Carolina, Tennessee, & Utah.

[Back to top](#)

How do I get my client on Showingly?

Add your clients using Showingly CRM. Navigate to your profile page and click the Showingly CRM tile. Note: If you or your brokerage has not purchased Showingly+, you'll be prompted to here. Inside of Showingly CRM, you'll be able



to add anyone from your entire sphere into Showingly by clicking the Plus button at the top right. You will also be able to see your pending requests, current clients, or leads you have purchased. All clients connected in your CRM are now exclusive to you, and any requests they make within the Showingly homebuyers app will go to you.

[Back to top](#)

