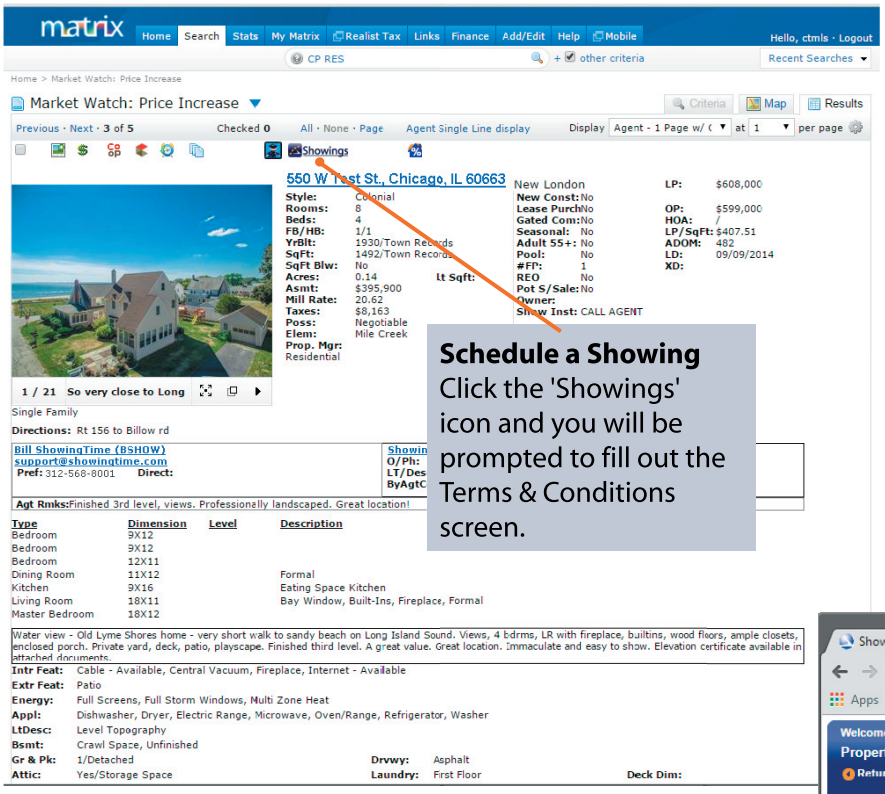
Schedule showings 24/7/365 directly through the MLS.

ShowingTime for the MLS

Quick Start Guide

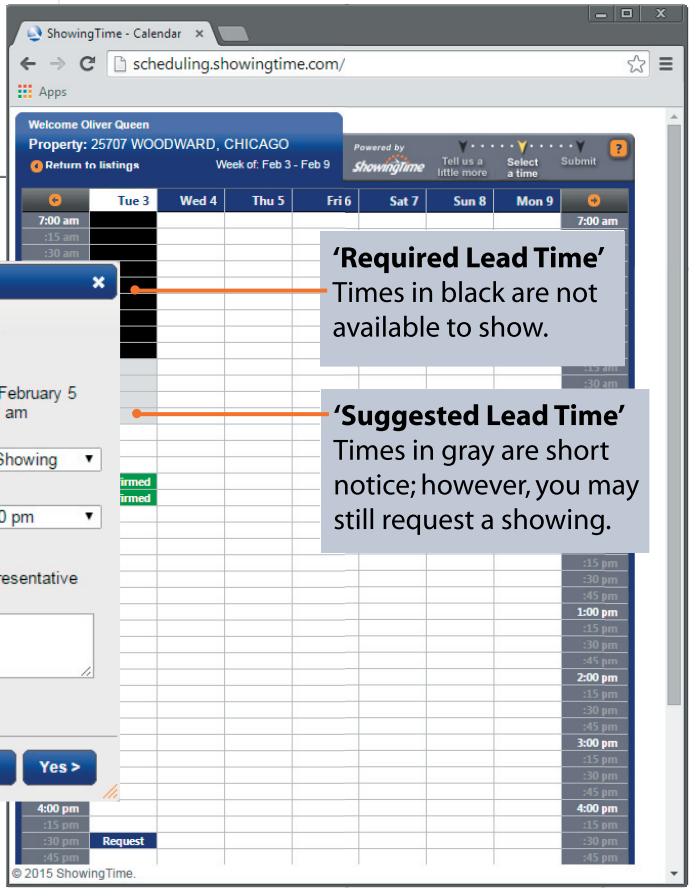
ShowingTime for the MLS has many features that save time, reduce phone calls and generate more showings, all of which helps you provide better service to clients. This Quick Start Guide will help you get started.



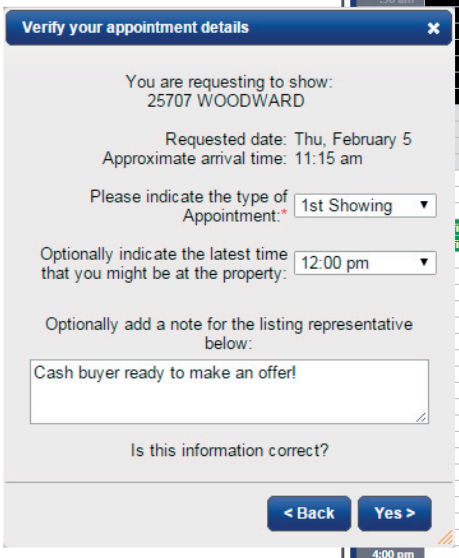
Schedule a Showing

1. Login to Matrix and locate a listing you want to show.
2. Click the 'Showings' icon.
3. Review your contact information in the **Terms & Conditions** screen and click **Next**.

The Appointment Calendar will appear once you click **Next.***



1. Select a date & time you'd like to schedule your showing and a pop-up will appear to verify your details.
2. Indicate what type of appointment you're scheduling, the latest time you'll be at the property, and any additional notes you want to share with the listing agent.
3. Submit the request by clicking Yes and the request will automatically go to the listing agent for confirmation.
4. Based on your notification preferences, you will be notified when the appointment is confirmed.



*Appointment Calendar does not appear when listings are set to **View Instructions Only.**

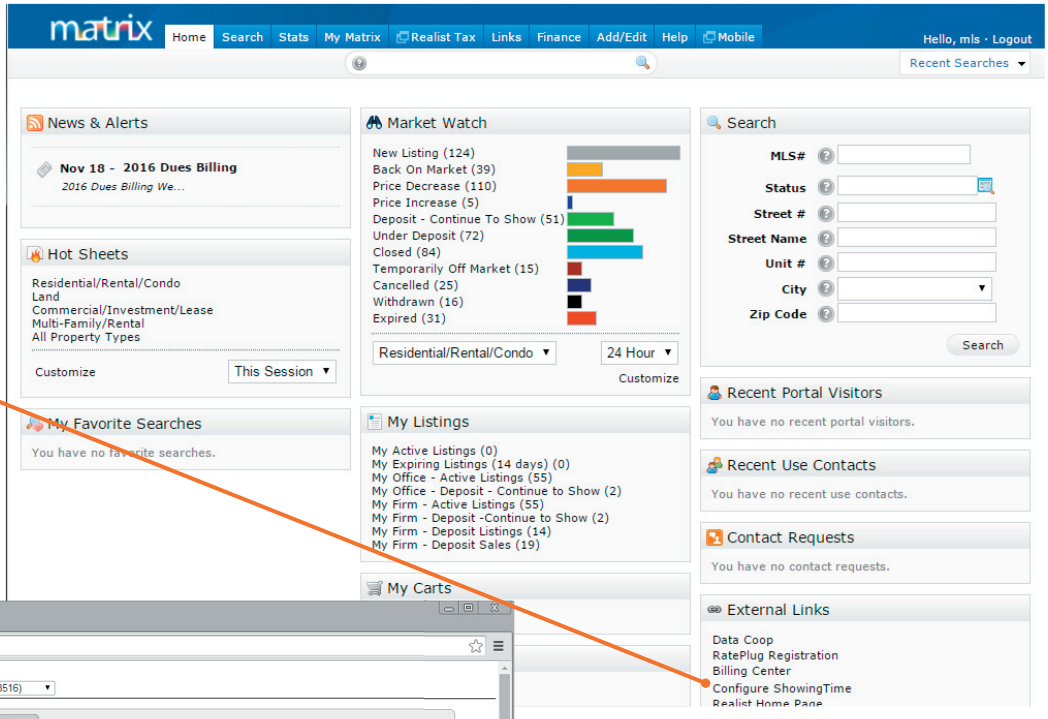
Customize your notification preferences and listing settings to make scheduling more efficient.

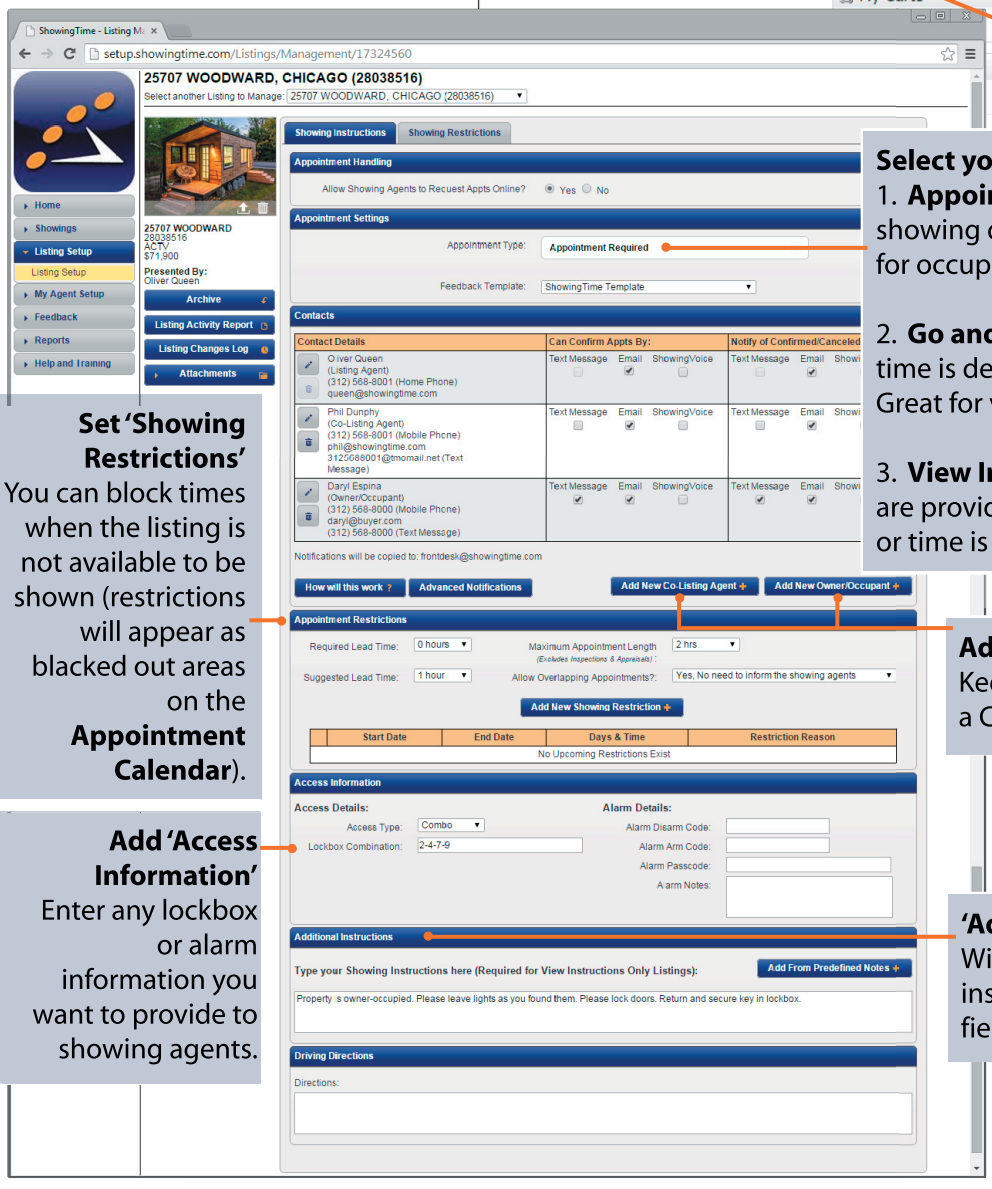
ShowingTime for the MLS

Configuring ShowingTime

Login to Matrix and click on '**Configure ShowingTime**' under 'External Links'. You will now have access to your ShowingTime for the MLS settings.

Need help? We're here. Contact Support at support@showingtime.com. Also, videos and training materials are available under "Help and Training".





Select your 'Appointment Type'

1. **Appointment Required** — Used when a showing date and time must be confirmed; great for occupied properties.

2. **Go and Show** — Used when a showing date and time is desired; requests are instantly confirmed. Great for vacant homes.

3. **View Instructions Only** — Showing instructions are provided instead of a calendar; no showing date or time is needed.

Set 'Showing Restrictions'
You can block times when the listing is not available to be shown (restrictions will appear as blacked out areas on the **Appointment Calendar**).

Add 'Contacts'
Keep everyone in the loop by including a Co-Listing Agent or Homeowner.

Add 'Access Information'
Enter any lockbox or alarm information you want to provide to showing agents.

'Additional Instructions'
Will be updated automatically with the instructions you entered in the free text field when entering the listing in the MLS.