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Overview

THE Real Estate Platform

Showingly is the first real estate platform to include every stakeholder involved in the home showing process into one common backend. From client introduction to the closing table, your business relies on technology to make it efficient.

Unfortunately, until now, real estate technology has been fragmented and outdated. Showingly brings your day-to-day as a real estate professional into one platform. From showing management, client relationship management, lead generation, all the way to brokerage interaction and compliance, showingly has you covered. Our goal is to revolutionize how you do your business so you can increase efficiency, buy back more of your time, and put the industry back into your hands.

Showing Management

At the core of every real estate transaction is home touring. Showingly offers the most robust showing management platform to schedule showings and manage your listings.

- Quickly schedule showings via MLS single sign-on(SSO), desktop portal, mobile, or call center.
- Queue multiple showings to batch schedule effortlessly.
- Confirm or deny showing appointments at the tap of a button.
- Manage meetings with clients, track history, and gain insights into buyer preferences.
- Automated listing feedback, showing history, and more.
- The first showing management platform includes buyer functionality and the “My Listing My Leads” feature to empower your business and take back control over your data.

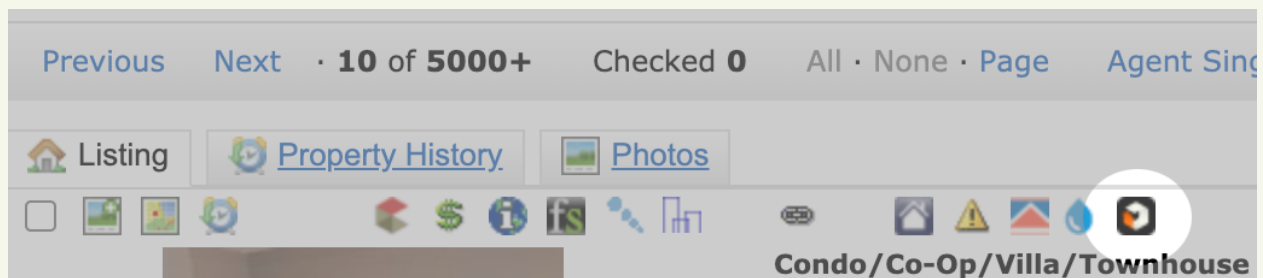
AGENT by Showingly

AGENT Web App

Getting Started

SSO from MLS

If you are trying to schedule a showing, you can access our AGENT web app by clicking the Showingly icon from your listing detail page with your MLS.



Sign Up via Showingly.com

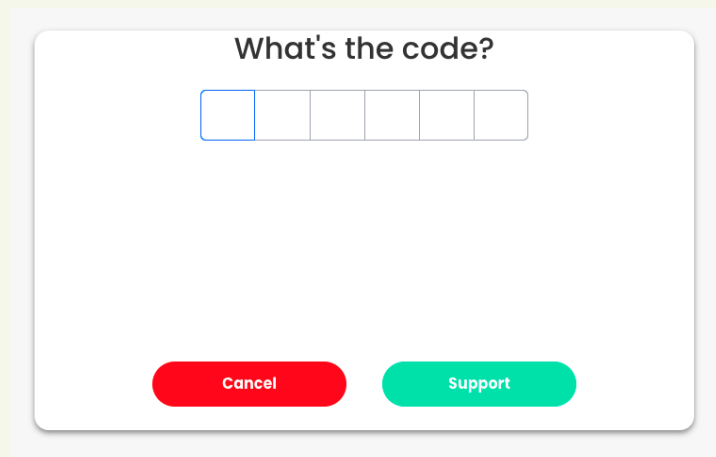
If you want to sign up for Showingly outside of your MLS portal, you can visit agent.showingly.com.

To sign up, select the market you practice in and search for your name and MLS ID number associated with your MLS membership. Once you have confirmed, choose a verification method. We will either send you a text message or email with a verification code to your phone number or email associated with your MLS membership.

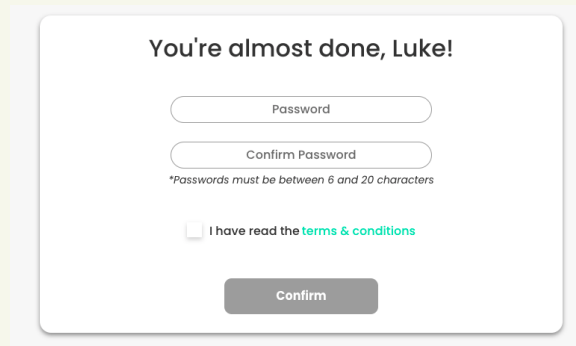
A screenshot of a sign-up form for the AGENT by Showingly web app. The form is titled 'Where do you practice?' and has a dropdown menu with 'Florida' selected. Below this is a section titled 'Search for yourself in the MLS' with a 'Search' button. Underneath is another dropdown menu labeled 'Search for Agents above'. At the bottom of the form is an orange 'Confirm' button.

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Verify your account by entering the six-digit code.

A white rectangular box with a light gray border. At the top, it says "What's the code?". Below this is a row of six empty square input boxes. At the bottom, there are two buttons: a red one labeled "Cancel" and a green one labeled "Support".

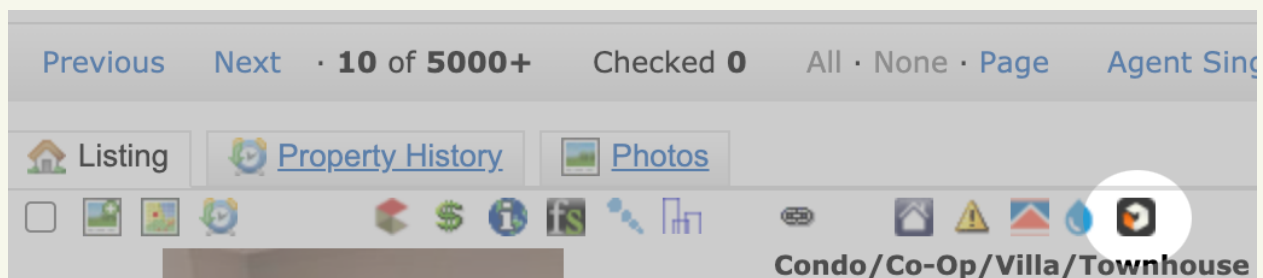
After you have verified your membership, you will create a password for your account to login in the future.

A white rectangular box with a light gray border. At the top, it says "You're almost done, Luke!". Below this are two input fields: "Password" and "Confirm Password". Below the fields is a small note: "*Passwords must be between 6 and 20 characters". Below the note is a checkbox with the text "I have read the terms & conditions". At the bottom is a gray button labeled "Confirm".

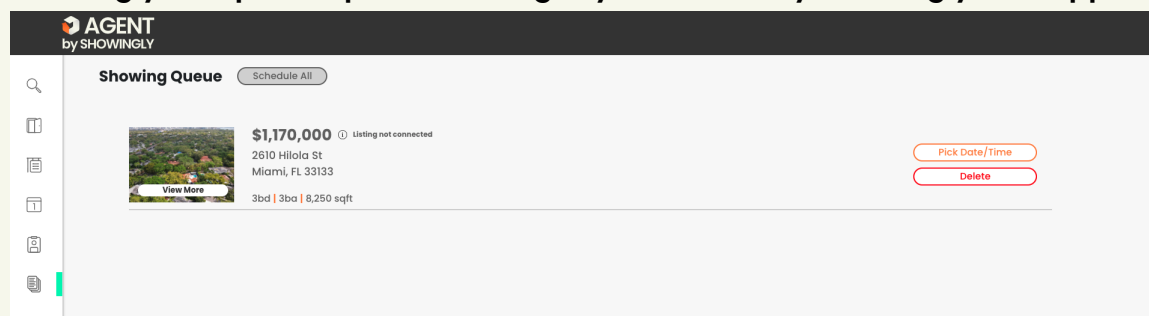
Scheduling Showings

SSO Scheduling From MLS

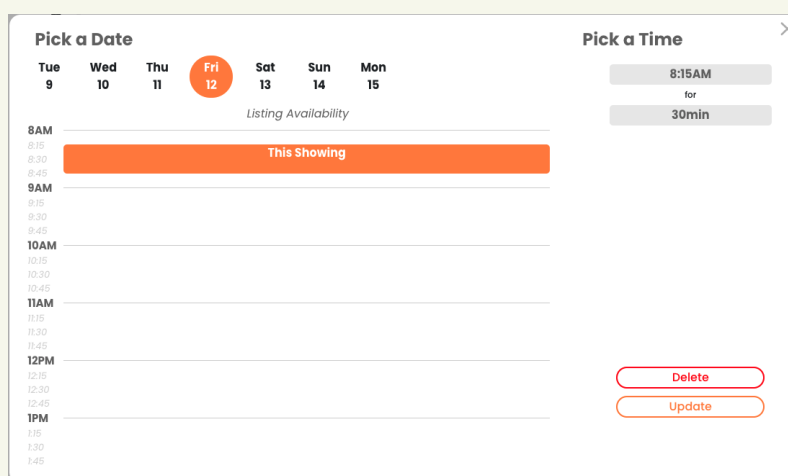
To schedule a showing on a single listing, click the Showingly icon on the listing details screen.



Showingly will queue up the showing in your AGENT by Showingly web app.



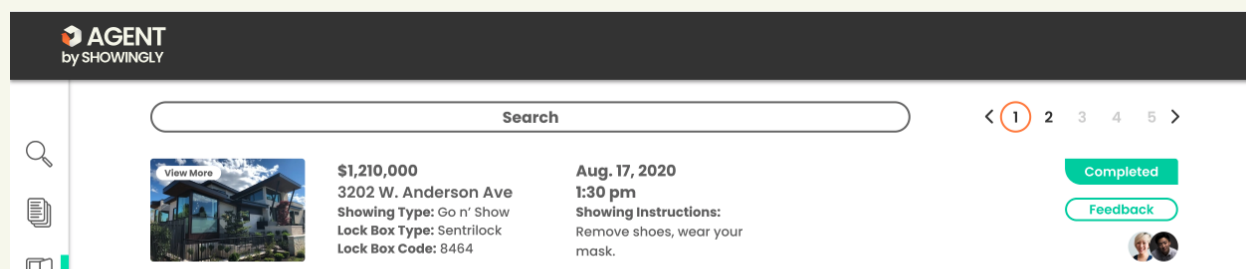
To finish scheduling, click “Pick Date/Time” to see availability and request your showing.



After you have updated the date and time for your showing, click “Schedule All.”



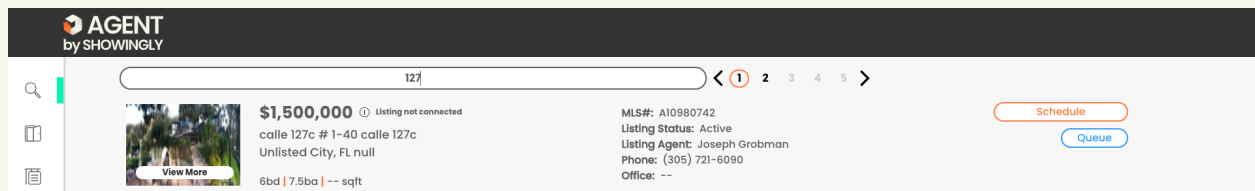
You will be able to view all showing instructions and lockbox information from your “My Showings” page.



Scheduling From Your AGENT Web App

To schedule showings directly from your AGENT web app, log in using your email and password. Once logged in, you will be able to search for specific properties to queue up or schedule.

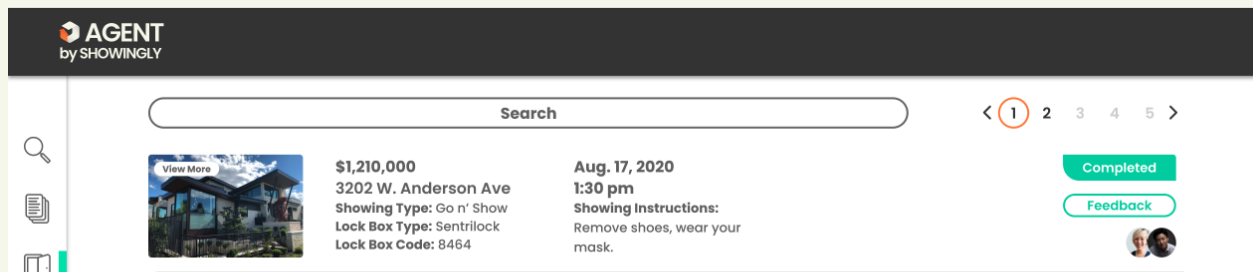
Search by MLS Listing ID or address. When you have found the property you are looking to schedule, click “schedule” or “queue” if you would like to add it to your list of showings you need to schedule.



When you are ready to schedule a showing, click schedule to see availability and schedule your showing.

A screenshot of a scheduling modal window. It has two main sections: 'Pick a Date' and 'Pick a Time'. In the 'Pick a Date' section, a calendar shows days from Tuesday 9 to Monday 15, with Sunday 14 highlighted in orange. Below the calendar, a list of times from 10:15 to 4PM is shown. The time 1PM is highlighted with an orange bar and the text 'This Showing'. In the 'Pick a Time' section, there are two input fields: '1:00PM' and '30min', with a 'for' label between them. At the bottom right, there are two buttons: 'Queue' (blue) and 'Schedule' (orange). A close button (X) is in the top right corner.

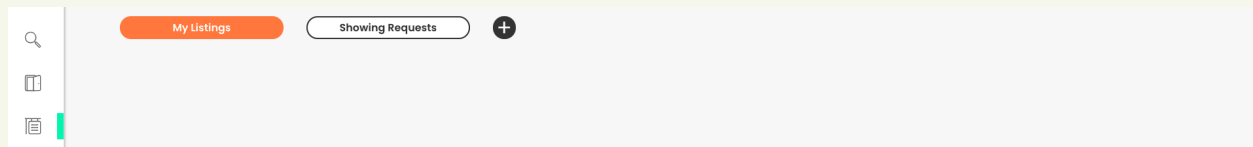
Upon appointment approval, you would find the showing instruction and lockbox under the “My Showings” page.



Connecting Your Listings

To connect your listings to manage through your AGENT by Showingly web app, log in to your account via agent.showingly.com. If you haven't signed into your account, click [here](#) to see how easy it is to get started.

Navigate to your “My Listings” page from your navigation bar. Here we will match you up with your active listings.



Click “connect” to configure your listing.



To connect your listing, it is a simple four-step process. First, configure your showing type, which lets you specify if appointment approval is required or automatically approved all requests upon scheduling.

Step 1: Configure Showing Type

Showing Type ⓘ

☐ Go 'n' Show

☒ Appointment Required

☐ Accompanied Showing

☐ Allow Unverified Showing Requests ⓘ

Next, configure your approval settings to specify who needs to approve appointments and how you would like to receive notifications. Here you can also add a co-listing agent and your sellers.

Step 2: Approval & Notification Settings

Approval Settings ⓘ


☒ Listing Agent Must Approve

☐ Client Must Approve

☐ Both Must Approve

☐ Either Can Approve

Listing Agent




Luke Larson
(202) 520-3999
luke.larson@mail.com

☒ Can Approve

Notification Options

☐ Text ☐ Email

Clients




Luke Larson
(202) 520-3999
luke.larson@mail.com

☒ Can Approve

Notification Options

☐ Text ☐ Email



Luke Larson
(202) 520-3999
luke.larson@mail.com

☐ Can Approve

Notification Options

☐ Text ☐ Email

+ Add Co-Listing Agent

+ Add Existing Client

+ Add New Client

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Next, configure your lockbox information, showing instructions, the notice required, and the maximum duration allowed for showings.

Step 3: Showing Details

Lock Box Type **Lock Box Code**

☐ Supra ☐ Sentrilock ☒ Other

Lock Box Location

Showing Instructions

Notice Required

☒ None ☐ 1 Hour ☐ 2 Hours ☐ 1 Day

Maximum Showing Duration

☒ 15 Minutes ☐ 30 Minutes ☐ 1 Hour ☐ 2 Hours

Lastly, set your listing's availability to let buyers agents know when are appropriate times to request showings. That's it, click "connect," and you're done!

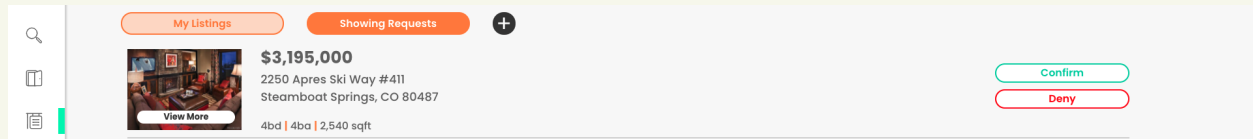
Step 4: Set Weekly Availability & Add Rules

Weekly Availability ☒ Allow Overlapping Showings **No Showings**

Mon	<input type="text" value="9am"/>	<input checked="" type="checkbox"/>	<input type="text" value="8pm"/>	<input type="checkbox"/>
Tue	<input type="text" value="9am"/>	<input checked="" type="checkbox"/>	<input type="text" value="8pm"/>	<input type="checkbox"/>
Wed	<input type="text" value="9am"/>	<input checked="" type="checkbox"/>	<input type="text" value="8pm"/>	<input type="checkbox"/>
Thur	<input type="text" value="9am"/>	<input checked="" type="checkbox"/>	<input type="text" value="8pm"/>	<input type="checkbox"/>
Fri	<input type="text" value="8am"/>	<input checked="" type="checkbox"/>	<input type="text" value="3pm"/>	<input type="checkbox"/>
Sat	<input type="text" value="6pm"/>	<input checked="" type="checkbox"/>	<input type="text" value="8pm"/>	<input type="checkbox"/>
Sun	<input type="text" value="11am"/>	<input checked="" type="checkbox"/>	<input type="text" value="7pm"/>	<input type="checkbox"/>

Managing Your Listings

To confirm or deny showing requests on your listing via your AGENT by Showingly web app, click on your listings tab to view your connected listings. To see individual requests and confirm or deny the appointments click on the pending requests tab.

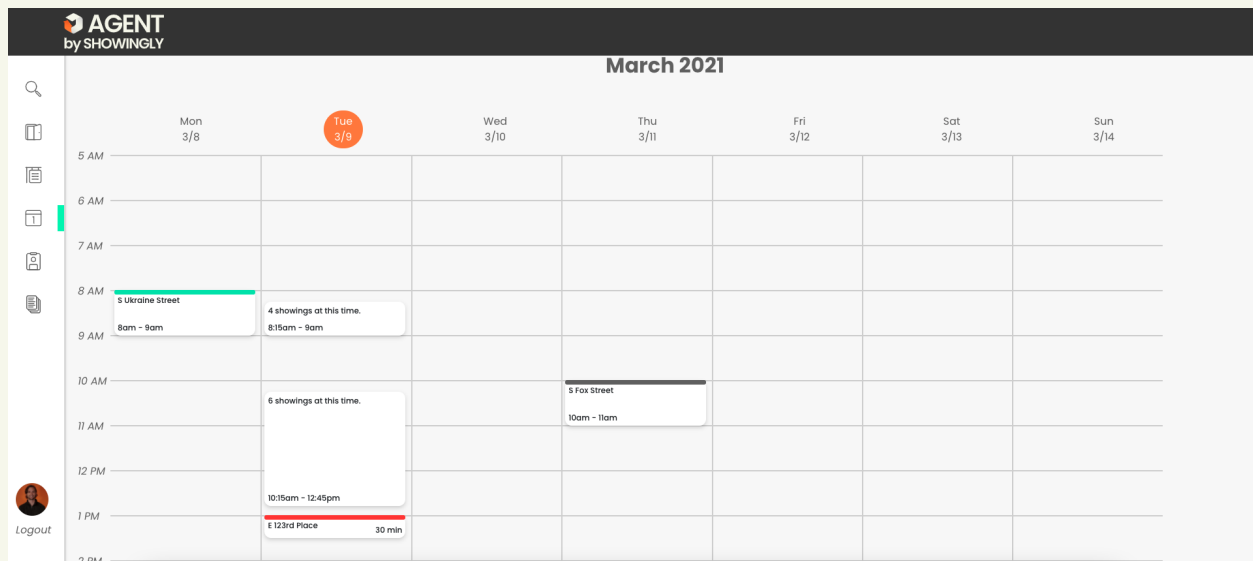


Click confirm or deny on the appointment.

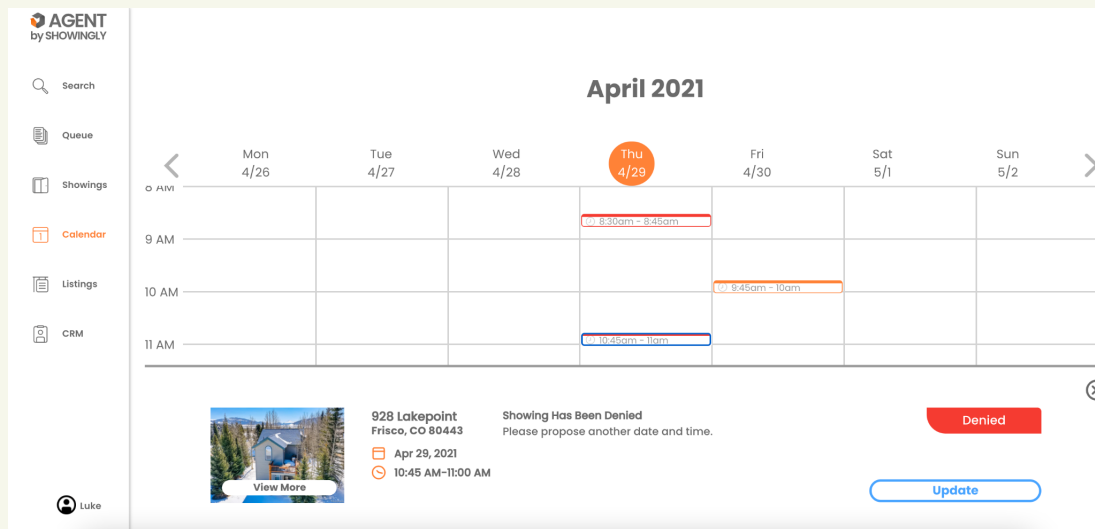
All parties are notified based on the preferences you specified during the connect listing process.

Calendar Management

View your showings on your calendar and map out your day; click the calendar option from your navigation bar. You can see all showings you have requested and their status.

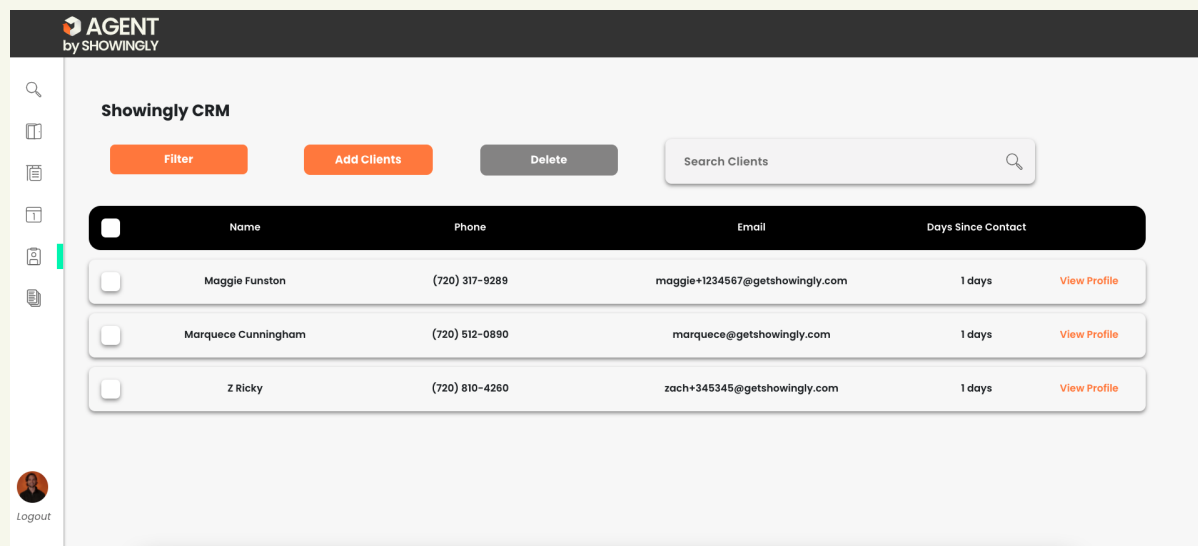


You can click into an appointment to view its details or click into grouped showings to view each showings status.

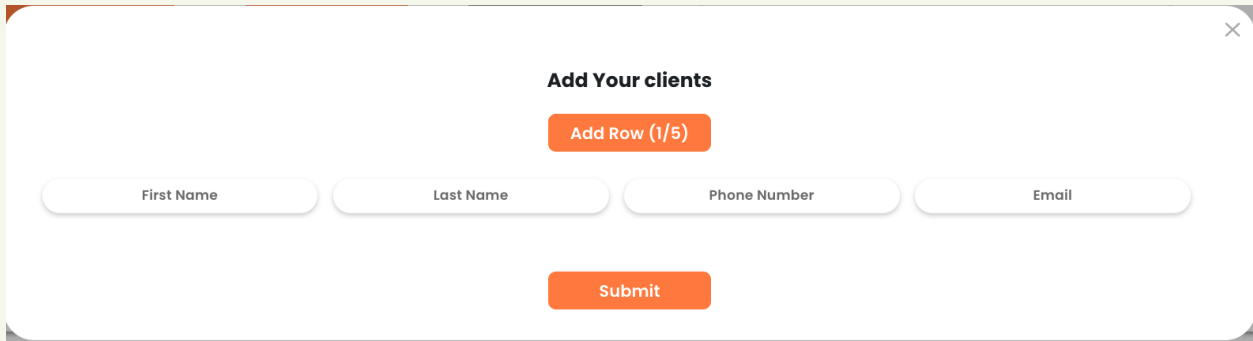


Client Management

Showingly is the first showing management platform to include every stakeholder, including your buyer clients. To connect with clients and manage your relationships using your AGENT by Showingly web app, log in to your web portal and navigate to your Showingly CRM.

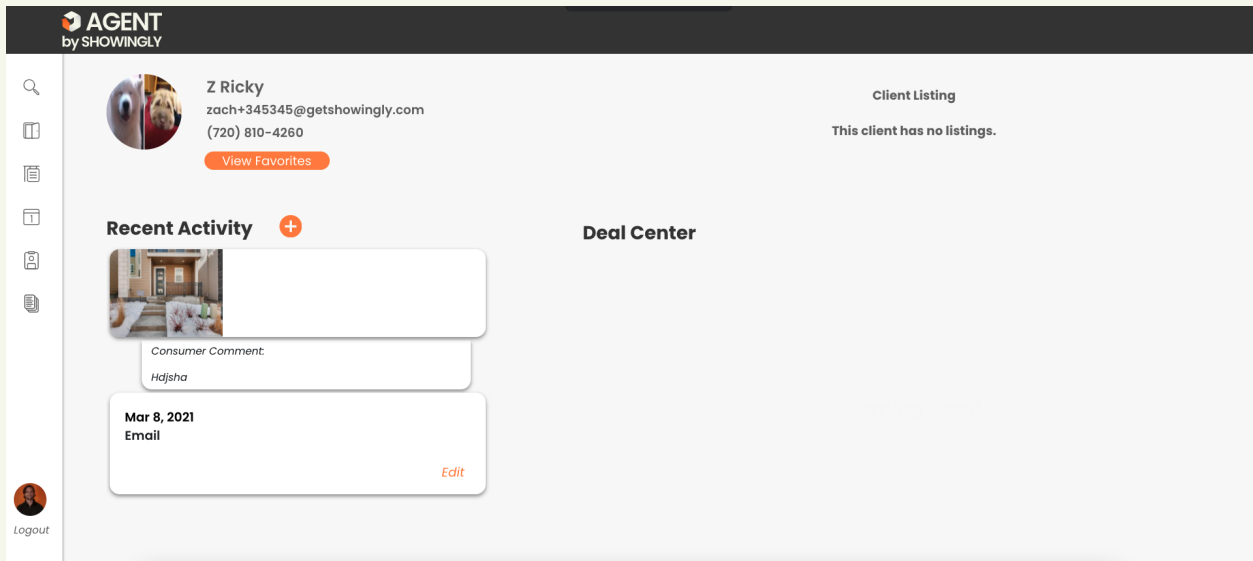


Here you will see all your connected clients and their information. To add a new client, click “Add Clients” and add them using their name, phone number, and email. We will send them a link to download their application to connect directly with you.



A modal form titled "Add Your clients" with a close button (X) in the top right corner. It features an orange button labeled "Add Row (1/5)" at the top. Below this are four input fields: "First Name", "Last Name", "Phone Number", and "Email". At the bottom is an orange "Submit" button.

After you have clients added, you can view activity and log notes for each client.

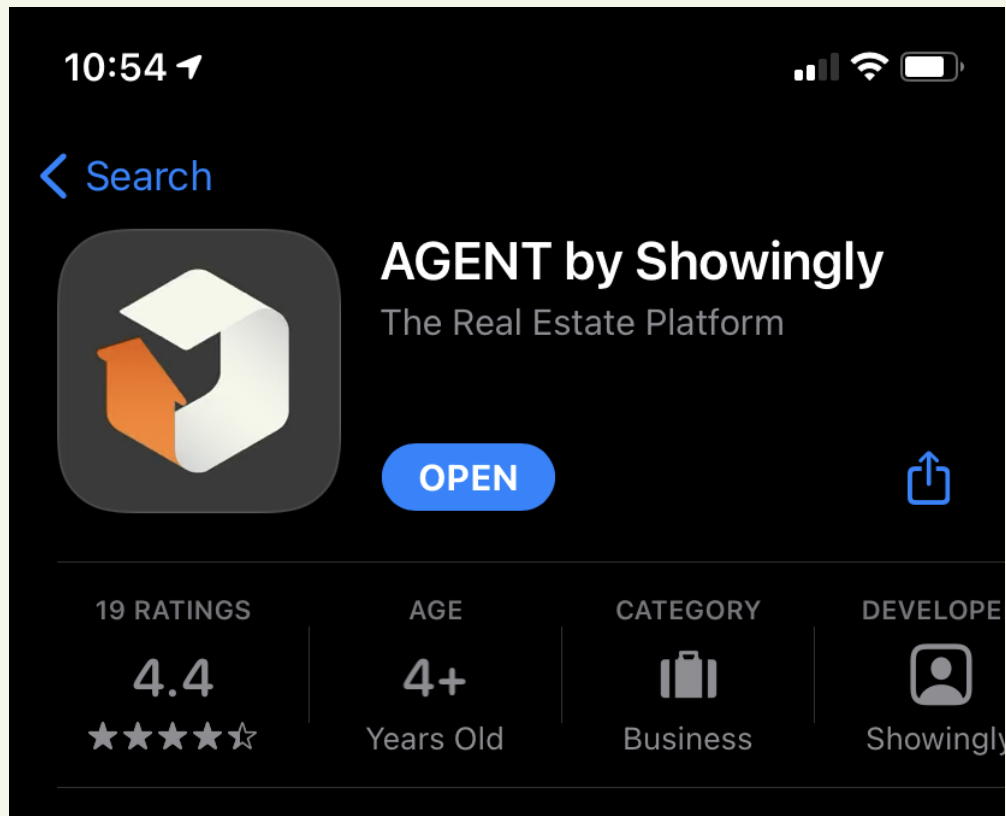


The interface shows the "AGENT by SHOWINGLY" header. On the left is a sidebar with icons for search, calendar, and document management, and a "Logout" button at the bottom. The main content area displays a client profile for "Z Ricky" with contact information and a "View Favorites" button. To the right, the "Client Listing" section states "This client has no listings." Below the profile, the "Recent Activity" section shows a consumer comment from "Hdjsha" dated "Mar 8, 2021" with an "Email" link and an "Edit" button. The "Deal Center" section is currently empty.

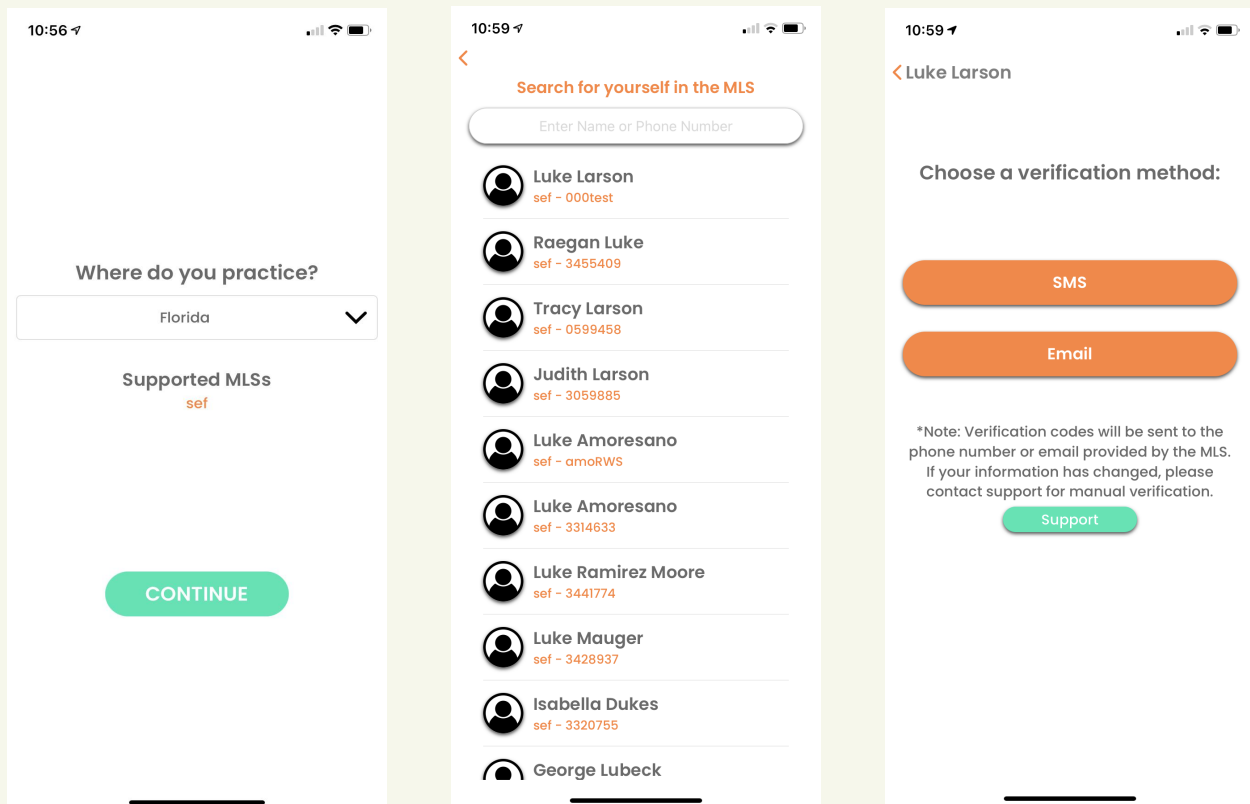
AGENT Mobile App

Getting Started

To get started on mobile, download the AGENT by Showingly application from your preferred app store.



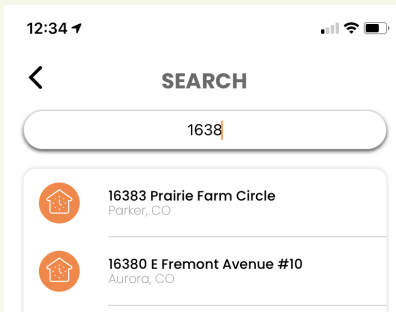
To sign in, select the market you practice, search for yourself in the MLS, and verify your identity by sending a verification code to your phone number or email associated with your MLS membership.



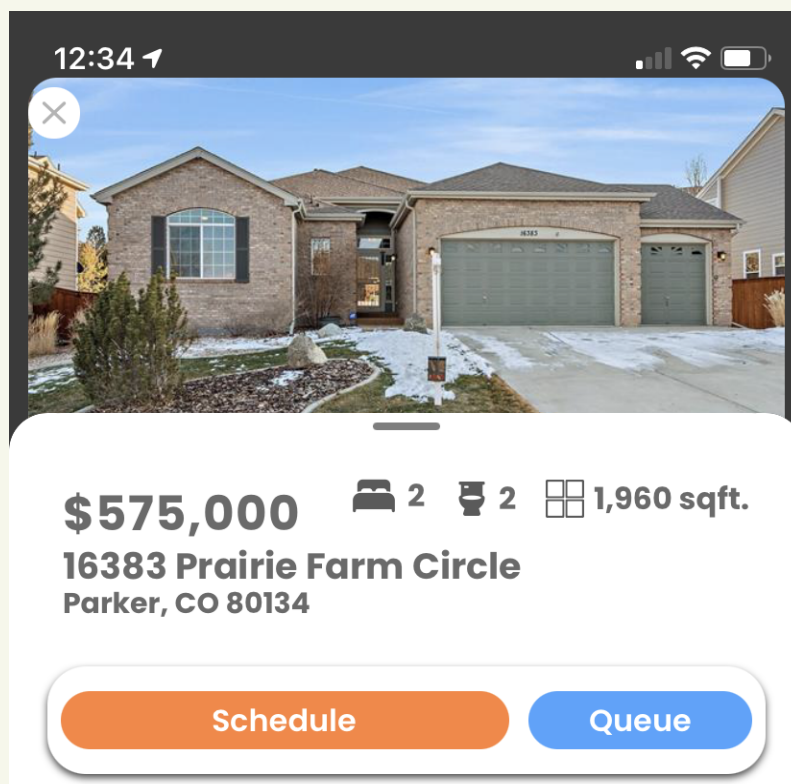
Choose a password and a headshot if this is the first time you are logging in to mobile, and you're all set!

Scheduling Showings

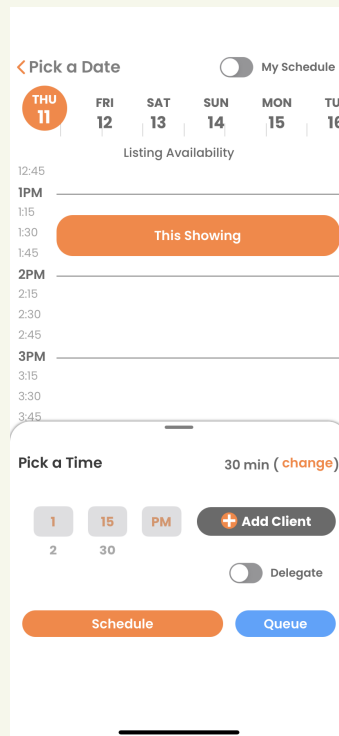
To schedule showings on your AGENT by Showingly mobile application, search for the property you are looking to schedule a showing.



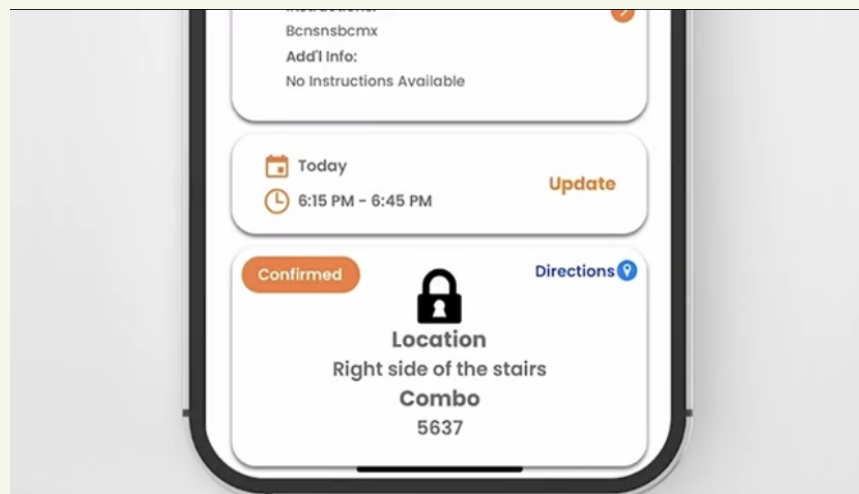
Once you have found the property you are looking to schedule on, click "Schedule."



Pick a date and time from the availability of the listing, and click schedule.

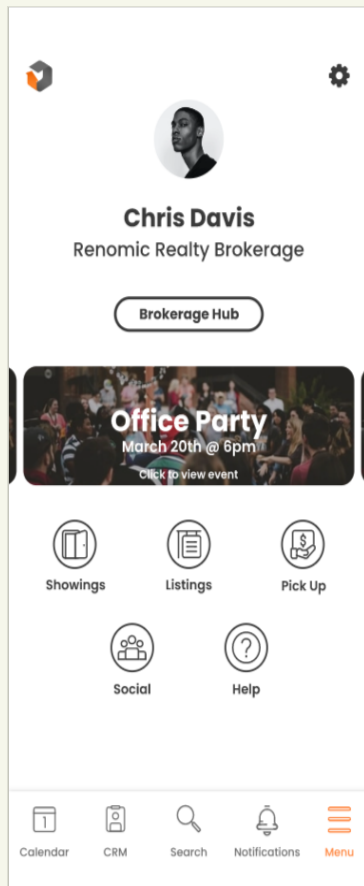


After you schedule your showing, you will find all Showing instructions, lockbox combination, and status on the listing's schedule flow. Please see below for example:



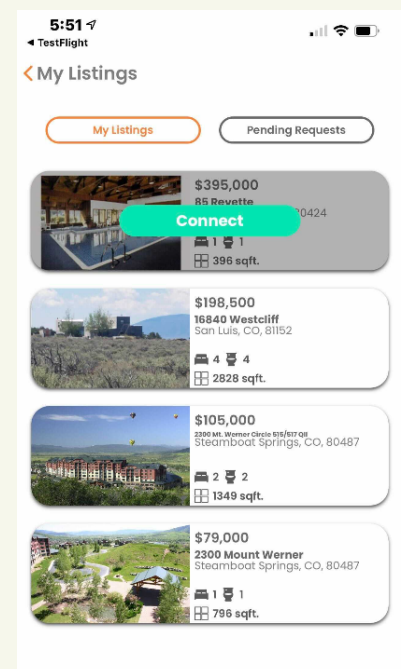
(If you schedule on an appointment required listing, you would need to wait for the listing agent to approve your showing to see showing instructions and lockbox combination)

Connecting Your Listings



If you are trying to connect your listings on your **AGENT** by Showingly mobile app, navigate to your Listings icon from your menu.

In your Listings menu, you will find all of your listings to connect with Showingly. Unconnected listings show up in this flow with a Connect green button. To have the listing managed by Showingly, press the connect button.



< Connect Listing

2203 Lakeview Rd.
Aurora, CO 80202

Showing Type ⓘ

☒ Go n' Show

☐ Appointment Required

☐ Accompanied Showing

☐ Allow Unverified Showing Requests ⓘ

Approval Settings ⓘ

☒ Listing Agent Must Approve

☐ Client Must Approve

☐ Both Must Approve

☐ Either Can Approve

Listing Agent

☒ Can Approve

Notification Options

☐ Text ☐ Email

Luke Larson
(202) 520-3999
luke.larson@mail.com Remove

[+ Add Co-Listing Agent](#)

[+ Add Existing Client](#)

[+ Add New Client](#)

[Next](#)

The Connect Listing flow allows you to configure your listing for Go n' Show, Appointment Required, or Accompanied Showing.

Next, you can allow for External Showing Requests by toggling on the link.

(For more information about this feature, go to the External Showing Requests section on this document)

If you selected Appointment Required, you would get additional options to choose from our listing configuration. You can choose multiple options for approving a showing on your listing. You also have the opportunity to add Co-Listing agents and clients to the approval process.

Additionally, you can choose how you want everyone to get notified. You can select text and email for notifications.

☒ Appointment Required

☐ Accompanied Showing

☐ Allow Unverified Showing Requests ⓘ

Approval Settings ⓘ

☒ Listing Agent Must Approve

☐ Client Must Approve

☐ Both Must Approve

☐ Either Can Approve

Listing Agent

☒ Can Approve

Notification Options

☐ Text ☐ Email

Luke Larson
(202) 520-3999
luke.larson@mail.com Remove

[+ Add Co-Listing Agent](#)

[+ Add Existing Client](#)

[+ Add New Client](#)

[Next](#)

< Connect Listing

2203 Lakeview Rd.
Aurora, CO 80202

Lock Box Type

☒ Supra ☐ Sentrilock ☐ Other

Showing Instructions

Notice Required

☒ None ☐ 1 Hour

☐ 2 Hours ☐ 1 Day

Maximum Showing Duration

☒ 15 Minutes ☐ 30 Minutes

☐ 1 Hour ☐ 2 Hours

On this screen, you can select the lockbox you will be utilizing for this listing, lockbox code (if applicable), showing instructions, the notice required for scheduling a showing, and max duration you will allow scheduling on the listing.

Going forward, this is the schedule modal for your listing. You can allow overlapping showings, restrict showing on certain days, block out times, and create custom rules for exact dates in a calendar.

Once you finish setting the availability schedule, click the connect button to complete the process.

< Connect Listing

2203 Lakeview Rd, Aurora, CO 80202

☒ Allow Overlapping Showings

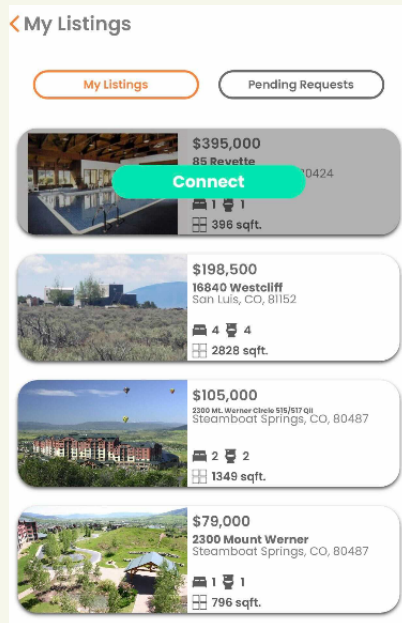
Weekly Availability

Day	Start Time	End Time	No Showings
Mon	9am	6pm	<input type="checkbox"/>
Tue	9am	6pm	<input type="checkbox"/>
Wed	9am	6pm	<input type="checkbox"/>
Thur	9am	6pm	<input type="checkbox"/>
Fri	9am	3pm	<input type="checkbox"/>
Sat	6pm	6pm	<input type="checkbox"/>
Sun	10am	7pm	<input type="checkbox"/>

Date Specific Rules

Don't forget to update your listing in the MLS to include our Support Phone (1-833-217-7578) and our showing email (support@getshowingly.com)

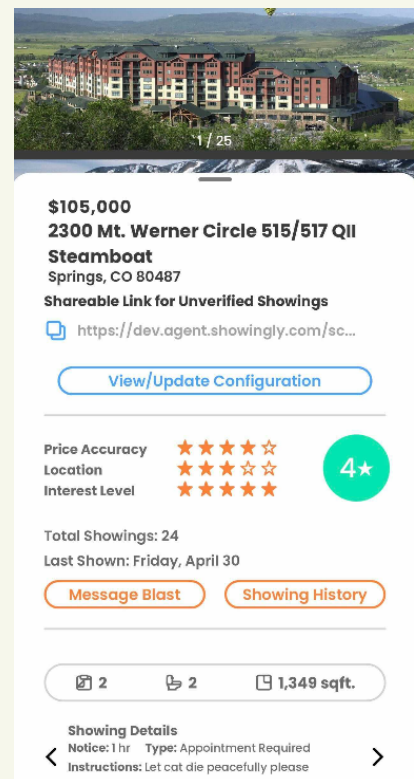
Managing Your Listings

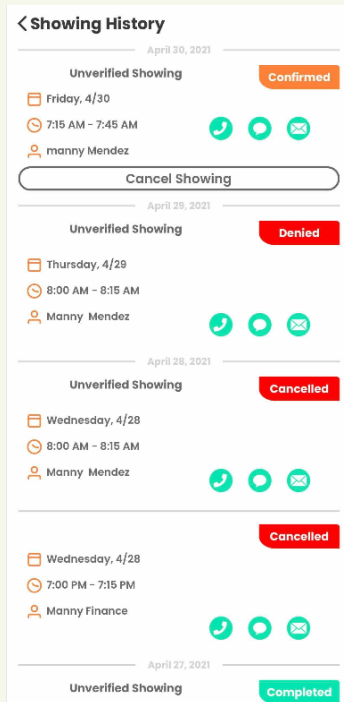


Managing your listings through your AGENT by Showingly mobile app is incredibly easy. You can access showing requests, showing history, listing feedback, and many more options from your “My Listings” page accessible from your menu.

View Feedback and Showing History

To view feedback and showing history on one of your listings, tap into the listing card.

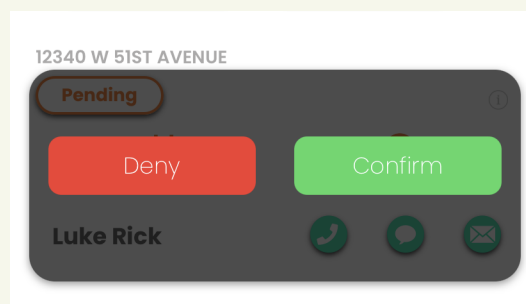




To view your listings history, tap “Showing History.” Requested, canceled, denied, and completed showings are located on this screen. All buyer agent’s information and feedback will be available here as well.

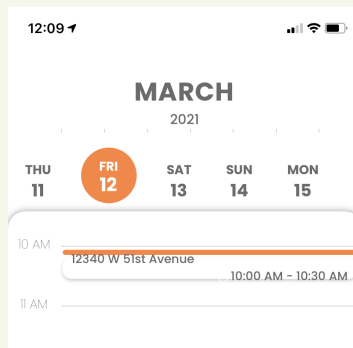
Confirm or Deny Showing Requests

When you need to approve an appointment for a buyer’s agent, we will send you a push notification. In your “My Listings” page, click on “Showing Request” to view all requests. Tap the request to confirm or deny the appointment.

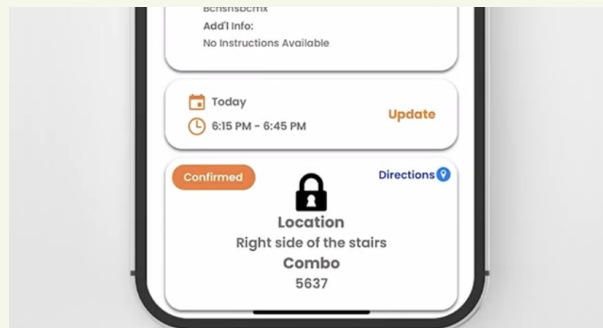


Calendar Management

Showingly makes it easy to manage all your showing appointments in one place. Visit your calendar, gain access to confirmed appointment lockbox information, and show instructions and navigate your showingly calendar from your menu.

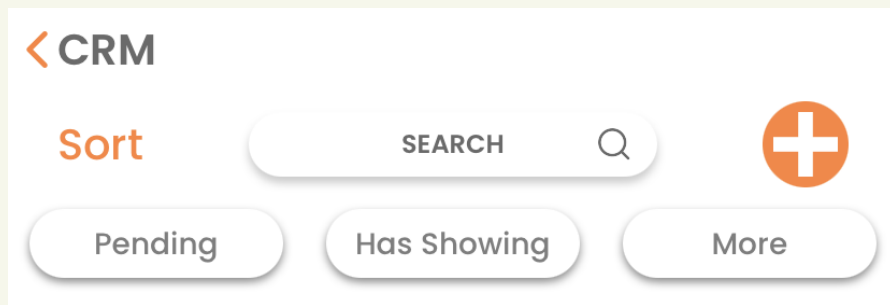


Here you can see all your appointments and their statuses. Click on an appointment to view details and lockbox information for confirmed appointments.

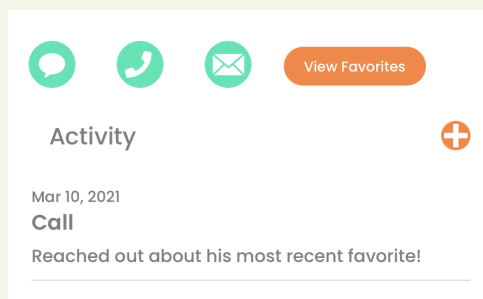


Client Management

To add a client to your Showingly CRM, navigate to your Showingly CRM and click the “+” icon in the top right corner of the screen. Here you can enter your client’s name, phone number, and we will do the rest! Once your client has downloaded their application, we will exclusively connect them with you, and you will begin to see essential insights into their preferences and activity on the app!



Click into any of your clients to access the CRM functionality and log activity/view insights.



External Showing Requests

To allow agents outside of MIAMI MLS and other real estate professionals (appraisers and inspectors) to schedule and access your property, you can enable external showing requests during the connect listing process.

Step 1: Configure Showing Type

Showing Type ⓘ

☐ Go 'n' Show

☒ Appointment Required


☐ Accompanied Showing

☐ Allow Unverified Showing Requests ⓘ

Turning on External Showing Requests (unverified) will generate a public link on your listing that you can share with others to request showings.

If your listing is in multiple MLS's and we are not integrated directly with one, we recommend that you place this public link in your showing instructions or broker remarks.

This public link can be found and shared with whoever might need it on your listings page.



View More

3202 W. Anderson Ave
Cherry Creek, CO 80209

2 bedrooms
3 bathrooms
1,355 sqft.

Overall Rating ——— ★ N/A

Price Accuracy ——— ★★★★★

Location ——— ★★★★★

Interest Level ——— ★★★★★

No Feedback Received

Showing History

Message Blast

Update Listing

① Shareable Link for Unverified Showings: <https://agent.showingly.com/schedule/listing43355896>

When someone schedules through the external link, the listing agent will receive a notification via text, email, or push notification (depending on notification preferences).

To approve these appointments, Showingly will provide the listing agent detailed information of the person requesting to see the property and allow you to distribute your showing instructions and lockbox code via text or email to the person requesting the showing.

The screenshot shows a mobile application interface with a 'Pending Requests' tab at the top. A modal window titled 'Unverified Showing Request' is displayed in the center. The modal contains the following information:

- Who They Are:** Licensed Agent
- Name:** Marqueece Cunningham
- Brokerage/Company:** RE Colorado
- Agent ID:** 08102001
- Phone:** 08102001
- Email:** m.cunningham@mail.com

Below the contact information, there are two radio button options:

- ☒ Send Lockbox Details Upon Approval
- ☐ Do Not Send Lockbox Details

At the bottom of the modal, there are two buttons: 'Approve' (in a green rounded rectangle) and 'Deny' (in a red rounded rectangle). A disclaimer is visible at the very bottom of the modal:

*Disclaimer: This showing has not been verified by Showingly and it is your responsibility as the listing agent to verify this request before approving this appointment.

Thank you. Please visit showingly.com to learn more.