

Miami FAQ

How do I schedule a showing?

- Scheduling via desktop
 - You can schedule showings directly from the listing in your MLS provider by clicking the Showingly Icon. Here you can schedule showings on individual listings, or queue multiple listings to batch schedule.
- Scheduling via the AGENT application
 - To schedule a showing from your agent application, find the property you are looking to schedule, pick a date and time, and schedule. Here you can schedule showings on individual listings, or queue multiple listings to batch schedule
- Scheduling via phone/email
 - If you can not get to your computer or mobile device, you can always give us a call at 1-833-217-7578 to schedule your showing or email support@getshowingly.com with your request if you are a Showingly + subscriber.
- NOTE! If you are scheduling an appointment on a listing that is not connected through Showingly, you will need to contact that property's listing agent for your requested date and time. After confirming with the listing agent, you can always schedule as usual through our system to stay organized and log showings for your buyer clients.

How do I access the lock box and showing information?

- Once your showing is confirmed, you will be able to access all showing information directly from your showings or calendar pages within your Showingly applications

How do I connect my listing?

- Navigate to your listings page and click connect. Specify the appropriate information and configure your listings availability to finish connecting. Once connected you will be able to accept requests and manage your listing.

Can my sellers approve appointments?

- Yes! Make sure to add your seller and give them permission to approve appointments when configuring your listing. If you need to add new sellers to an already connected listing, navigate to your listing and click update listing.

Can I have a co-listing agent manage my listing?

- Yes! Co-listing agents can be added to your listing when configuring your listings settings. If you need to add a new agent, navigate to your listing and click update listing.

How do I allow professionals or other agents outside of the MLS schedule?

- You can allow outside members to schedule showings on your property by allowing external showing requests when connecting your listing. This will generate a sharable

link on your listing. Share this link with whomever might need it and make sure to add it to your showing instructions or broker remarks for other agents to access.

How do I add a client?

- Add as many clients as you want to your Showingly CRM by navigating to your CRM and clicking add client. Add by name, phone number and email, and we will send them a text link to download the app and connect directly with you.

SMS or Email Verification not working?

- To verify your account, we utilize your information provided by the MLS. Make sure your mobile phone number and email address is accurate in your MLS.

Which listings are accessible on Showingly?

- All listings that have a listing id starting with the letter A are available on Showingly.

Will agents be able to schedule on my listing if it is active under contract?

- Yes, we display all active and active under contract listings on the Showingly platform. If you no longer wish to accept showing requests you can update your listing configuration to have no availability.

Can I connect my coming soon listing?

- Currently your listing must be active status to appear in your Showingly application.

Agents are still requesting through ShowingTime?

- Make sure to disable online appointments through ShowingTime and direct agents to schedule using showingly via your broker remarks.

What is your showing number and email?

- Phone: 1-833-217-7578
Email: support@getshowingly.com

Can I access Showingly if I am not signed into the MLS?

- Yes, you can sign in to your account via agent.showingly.com or via your Showingly mobile application.

How do I request training?

- Please email support@getshowingly.com to schedule a training session.