



Showing Assist's New Feature:

Sync Your Showing Appointments with Your Calendar



Getting Started

Alison Townsend (200555530)

Profile Basics

First Name: Alison
 Last Name: Townsend
 Mobile Phone: (111) 111-1111
 -- Phone Type --
 -- Phone Type --
 Fax:
 Email: atownsend@abcreealty.com
 Text Message: 1111111111@tmoma T-Mobile

MLS: ShowingTime Demo MLS
 MLS Agent ID: 200555530
 Office Name: ABC Realty
 MLS Office ID: 0000
 Office Phone: (222) 222-2222
 Office Fax: (444) 444-4444
 Date Joined: 08/19/2009
 Showing PIN: 1234

Listing Agent Preferences

Step 1
 Start by clicking My Agent Setup

Step 2
 From the sub-menu, click My Agent Setup

Step 3
 Once your profile has loaded, click on the Calendar Sync button

Calendar Sync

You can have all of your upcoming appointments sync directly to your personal calendar. Simply select your preferences then select the Create Calendar Sync Link button to begin.

Sync My Appointments as a:
 Showing Agent
 Listing Agent

Show Unconfirmed Appointments?:
 Yes No

Display Past Appointments Older Than:
 Select
 1 week
 Sync

My Calendar Sync Link:
 After the Calendar Sync Link has been created click the Sync Now button to auto-sync your calendar. You can also copy the sync link to your preferred calendar client to manually set up your calendar sync.

Create Calendar Sync Link Sync Now Close

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webcal://showingtl.me/cal/CaTsYNc

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Step 4
 Choose the time frame for which you would like to keep sync'd past appointments for

Step 5
 Click the Create Calendar Sync Link button to generate a sync link URL

Step 6
 Click the Sync Now button. You will be prompted to open your default 'Calendar Application'.