

## **Replacing ShowingTime appointment scheduling with Homesnap Showings on Nov 8.**

### **Do my previous appointments transfer from ShowingTime to Homesnap Showings?**

No, they will not. For your Active listings, go to Listings / Maintain Listings, select “Yes” in the Homesnap Showings field on the very top of the page to indicate you would like Homesnap Showings activated for that particular listing.

### **Do I have to Opt-in or Opt-out of the Homesnap Showings?**

You will opt-in on each listing that you would like to activate Homesnap Showings.

### **Am I opt-in automatically for all my listings?**

No, you will opt-in on each listing that you would like to activate Homesnap Showings.

### **How do I add Homesnap Showings to my listings?**

For your Active listings, go to Listings / Maintain Listing, select “Yes” in the Homesnap Showings field on the very top of the page to indicate you would like Homesnap Showings activated for that listing.

### **Where does the Homesnap Showings icon appear on my listing?**

The icon will be on the Agent Two-page report.

### **How do I access my dashboard for Homesnap Showings?**

Under Preferences, you will see links to My Calendar, My Itineraries, My Listings.

Within Listing Maintenance:

- Select an Action / Manage Showings

- Within listing input screen, left pane navigation, Homesnap Showings

- From the Listing Congrats modal window, Manage in Homesnap Showings

- Within Paragon Connect, Scheduling a Showing from the search result

### **Is there an App I can download?**

Download the Homesnap Pro/House Finder by Homesnap App for Apple & Android

### **What should I do to make sure my scheduling link information shows on the data share MLS?**

Within your Showings dashboard, you can copy and paste the showing link into the *Showing Schedule Link* field in your active listing. This field shows up on all the MLSs that datashare with Paragon.

### **Is there a phone number that I can call if I need real-time support or have questions while using Homesnap Showings?**

Homesnap has a team of specialists ready to offer live support! Agents can call 1-800-431-5509 and select (1) for Showings support. Homesnap's Support team is available Monday to Friday from 8 a.m. to 8 p.m. EST, Saturday from 9 a.m. to 6 p.m. EST, and Sunday from 10 a.m. to 6 p.m. EST.