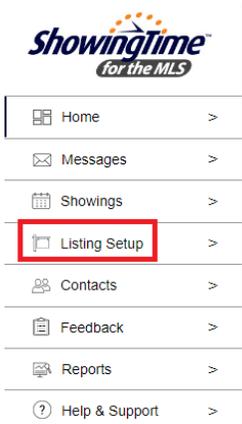# Flexmls *Tip!*

Sending a Group Message in ShowingTime

Created July 2023

Agents are able to send messages to a group of agents that have shown or are scheduled to show a listing. This messaging can be done directly through ShowingTime.
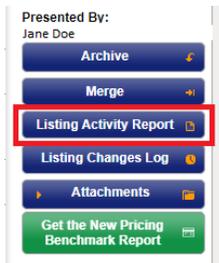
Here's how:

1. Login to **Flexmls**
2. Open the **Menu** and select **ShowingTime**.
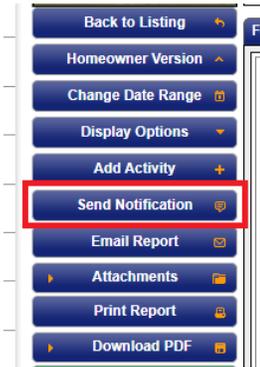3. Selecting **Listing Setup** to view your current listings.

4. Select the applicable listing.

Source	Listing ID	Listing Agents	Owners	Address	City	Zip
MichRIC	12345678	Jane Doe (K123456)		5830 Venture Park Drive	Kalamazoo	49009

5. Select **Listing Activity Report**.

6. Select **Send Notification**.

7. Select whom you would like the message to send to and make any necessary updates to the message.

8. Select **Send**.