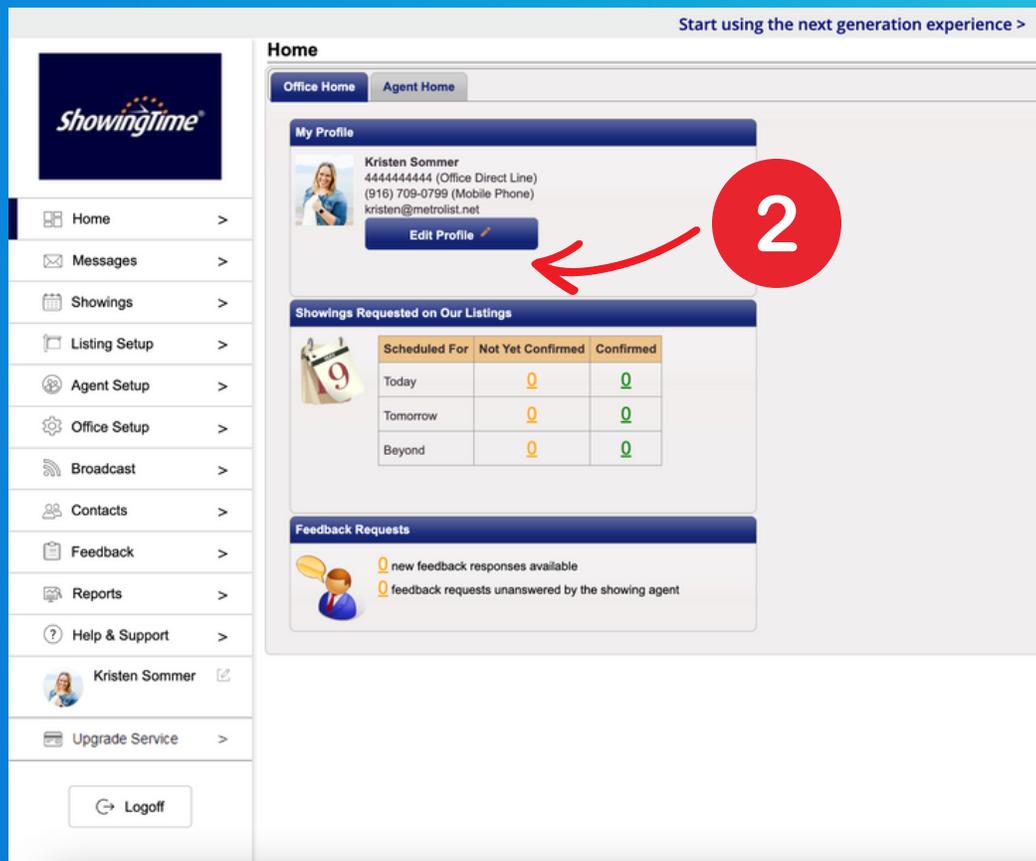
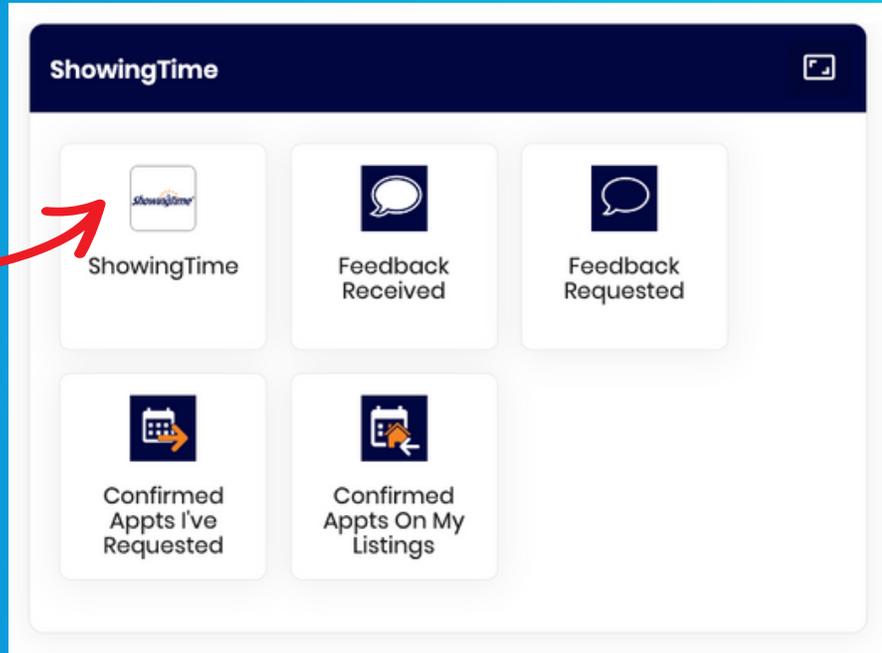


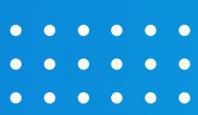
## How to Opt-Out Your Listings on ShowingTime

1

From the MLS Dashboard, locate the ShowingTime Module and click on the logo to enter your ShowingTime Dashboard.



From your ShowingTime Dashboard, click 'Edit Profile'



## How to Opt-Out Your Listings on ShowingTime

Start using the next generation experience >

**Kristen Sommer (QKRISTEN)**

**Profile Basics**

First Name: Kristen  
Last Name: Sommer  
Office Direct Line: (444) 444-4444  
Mobile Phone: (916) 709-0799  
Phone Type: -- Phone Type --  
Fax:   
Email: kristen@metrolist.net  
Text Message: (916) 709-0799  
Text Message Length: Abbreviated SMS Notification (One message)

Service Level: ShowingTime for the MLS  
Upgrade  
Source: MetroList  
Agent ID: QKRISTEN  
Office Name: MetroList Services, Inc.  
Office ID: 01MTRO  
Office Phone: (916) 922-2234  
Office Fax: (916) 922-1835  
Date Joined:   
Showing PIN:

**Login Information**

Username:   
New Password:   
Retype New Password:   
Role: Agent

**My Linked Profiles**

Primary	Link Status	Status	Source	Agent Name	Office Name	Agent Id	Email Address	Unlink
<input type="radio"/>	Authorized	ACTIVE	Bridge/Contra Cost/Bay East	Kristen Sommer	MetroList Services, Inc.	MET5020358	kristen@metrolist.net	
<input checked="" type="radio"/>	Authorized	ACTIVE	MetroList	Kristen Sommer	MetroList Services, Inc.	QKRISTEN	kristen@metrolist.net	
<input type="radio"/>	Authorized	ARCHIVED	BAREIS	Kristen Sommer	MetroList Services, Inc.	QKRISTEN	kristen@metrolist.net	

**Listing Agent - Showing Preferences**

Allow Agents To Request Appointments Online?:  Yes  No  
Allow Agents To Request Virtual Appts?: In-Person and Virtual Appts  
Default Settings for New Listings  
Default Appointment Mode: Appointment Required

**3**

Under Listing Agent - Showing Preferences, Select 'No' to the first question - 'Allow Agents To Request Appoints Online?'



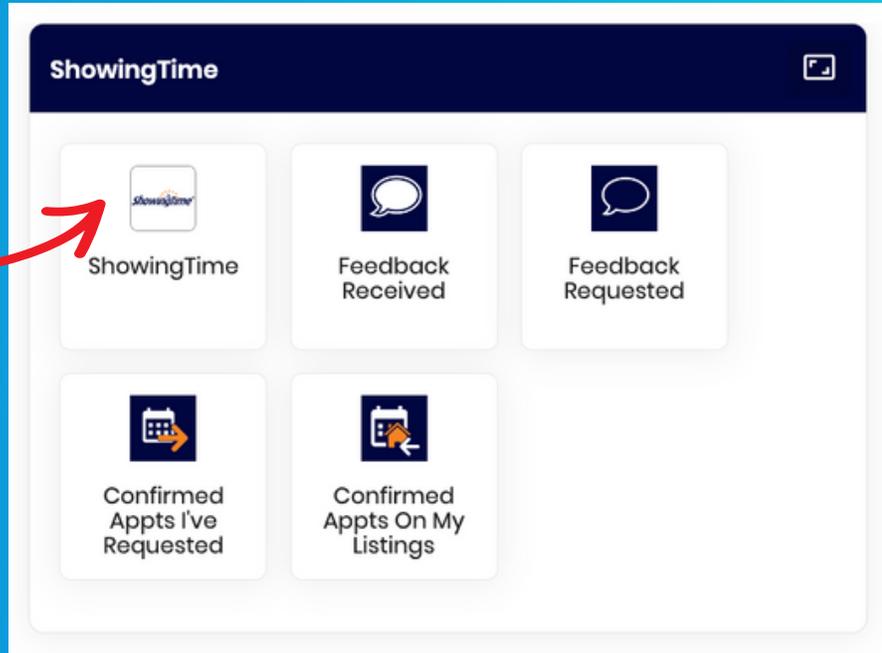
Save Changes to Profile? **Save Changes** Undo Changes

Don't forget to save your changes at the top of the page, and you're all set! Your listings will no longer be opted-in to ShowingTime.

## How to Opt-Out Your Listings on ShowingTime+ (Next Generation)

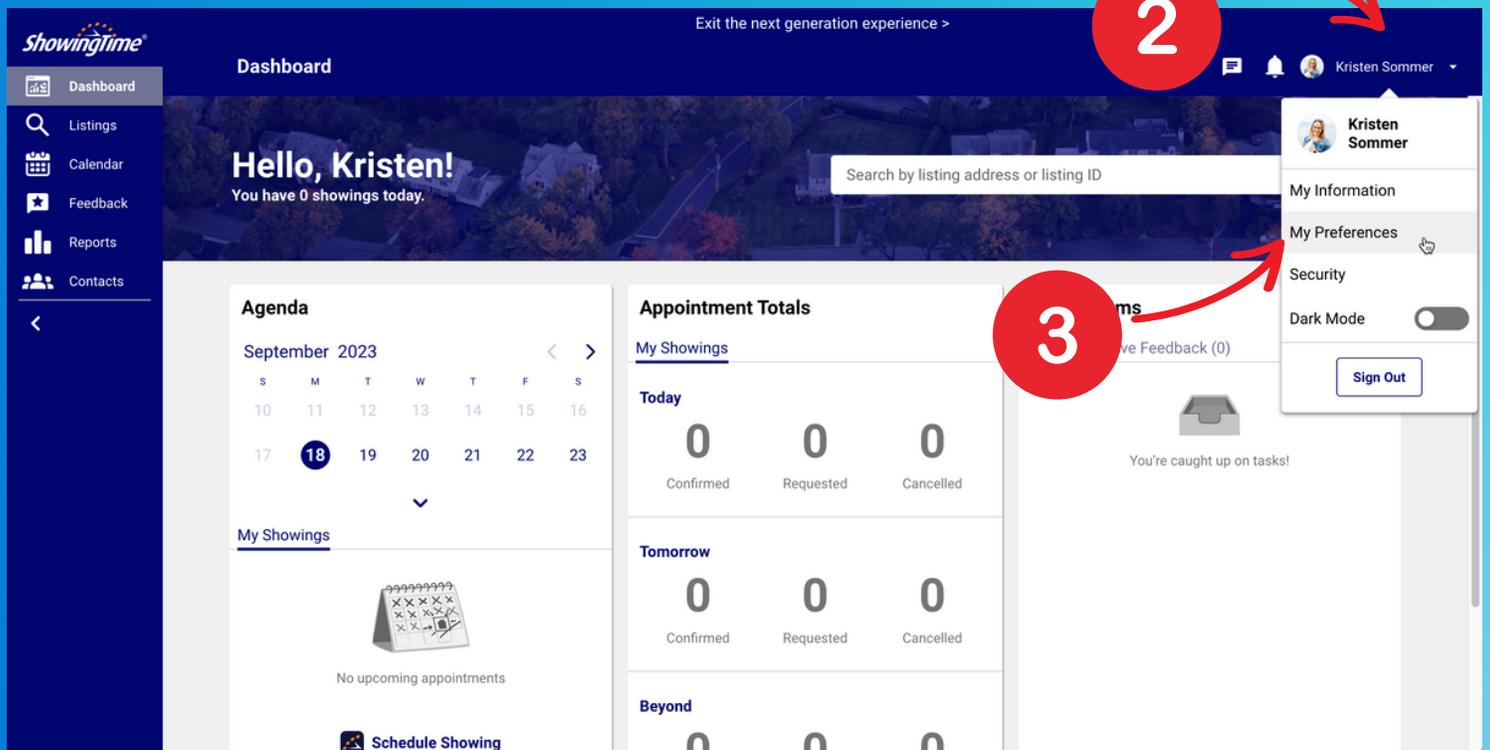
1

From the MLS Dashboard, locate the ShowingTime Module and click on the logo to enter your ShowingTime Dashboard.



From your ShowingTime Dashboard, click your name in the upper right corner, then select 'My Preferences'

2

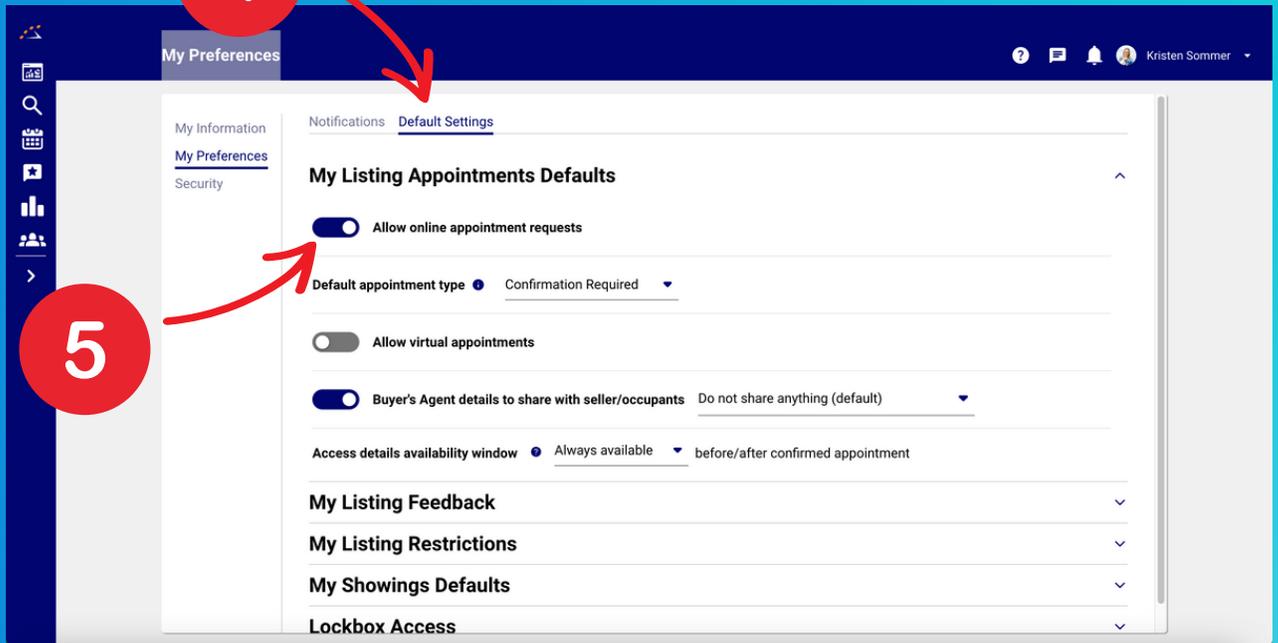


3

## How to Opt-Out Your Listings on ShowingTime+ (Next Generation)

4

From the 'My Preferences' page, select 'Default Settings'



5

Slide toggle off for 'Allow online appointment requests'

6

Don't forget to save your changes at the top of the page, and you're all set! Your listings will no longer be opted-in to ShowingTime.

