

Cross-Scheduling Showings Using ShowingTime

Agents seeking to show properties listed with another MLS may be able to utilize ShowingTime for scheduling rather than having to contact the listing agent or listing brokerage directly.

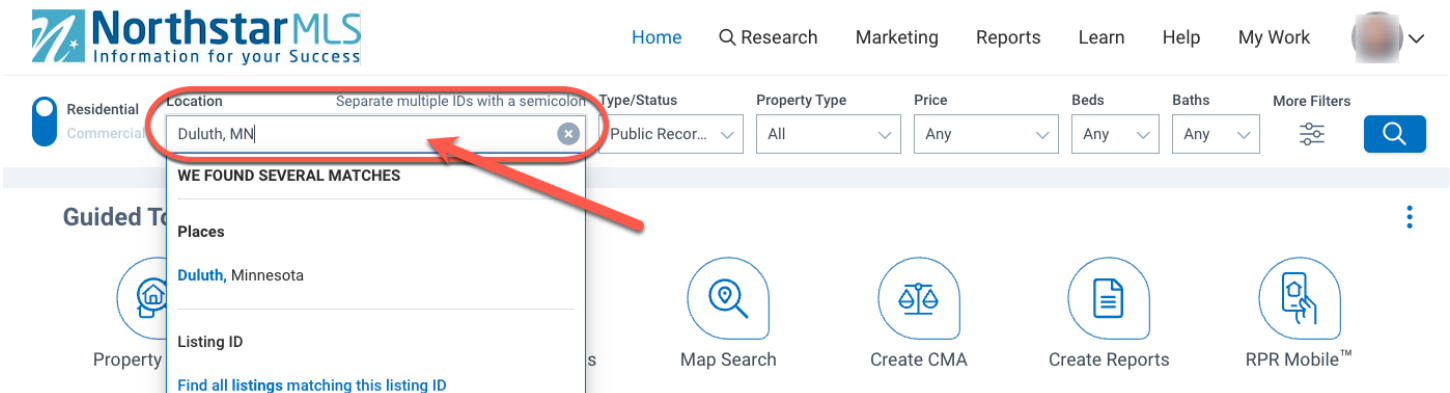
There are two ways an agent can do this.

1. Search for the listing using [Realtors Property Resource® \(RPR\)](#) and locate the ShowingTime link within the listing, if enabled.
 - Keep in mind that not all MLSs participate in data sharing with RPR and the listing may not be available in that platform. Some MLSs may share data with RPR, but do not use ShowingTime or have the ShowingTime feature enabled.
2. Search for the listing in your ShowingTime account using the street number/name, Listing ID, city or unit #.

If you are unable to locate the listing using either of these two methods, the listing is probably not available in ShowingTime and you will have to contact the listing agent or listing brokerage directly to schedule a showing.

Cross-Scheduling Showings in ShowingTime Using RPR

1. Log into RPR (<https://www.narrpr.com/home>) and search for the listing.



The screenshot shows the NorthstarMLS RPR search interface. The search bar contains the text "Duluth, MN" and is highlighted with a red circle and arrow. Below the search bar, a dropdown menu displays "WE FOUND SEVERAL MATCHES" and lists results, including "Duluth, Minnesota". The interface includes navigation tabs for Residential and Commercial, and various filter options like Location, Type/Status, Property Type, Price, Beds, and Baths.

- Once the desired property is located in RPR via address or map search, open the listing to view full details.

The screenshot displays the NorthstarMLS interface. At the top, the logo reads "NorthstarMLS Information for your Success". Navigation links include Home, Research, Marketing, Reports, Learn, Help, and My Work. Below the navigation is a search bar with filters for Residential/Commercial, Location (Duluth, Minnesota), Type/Status (Sales), Property Type (All), Price (Any), Beds (Any), and Baths (Any). The main content area shows a map search for 170 properties in Duluth, MN. A details panel is open for a property, showing a photo of a house, the status "Active / SFR", and specifications: 4 bd, 3 ba, 2,720 Sq Ft, and 0.65 Acres. A red arrow points to the "View Full Details" button in the details panel.

3. Scroll down to the section within the listing labeled “Additional Resources” on the right margin. If ShowingTime is displayed, you can click on that option and schedule a showing.

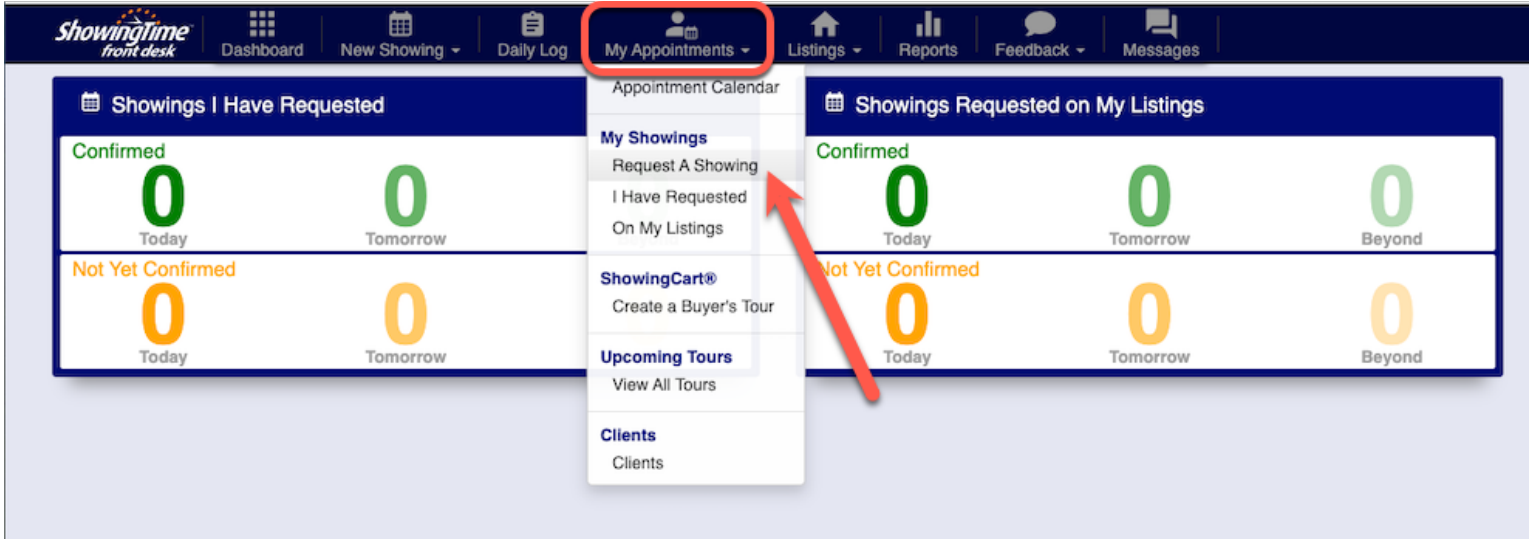
The screenshot displays a real estate dashboard with a blue navigation bar at the top containing tabs for Property Information, Map/Location, Market Trends, Refined Value, CMA, Neighborhood, and My Updates. A 'Create Report' button is visible in the top right. The main content area is divided into two columns. The left column, titled 'Property Facts', contains a table with four columns: Name, Public Facts, Listing Facts, and Your Changes. The right column, titled 'Additional Information', contains a section for 'Additional Resources' with several tool cards: Valuate, ShowingTime (highlighted with a red circle and a red arrow), ClimateCheck, and Risk Factor. Below this is a 'Listing Agent' section with fields for Agent, Lic. #, Office, Mobile, Phone, and E-Mail.

Name	Public Facts	Listing Facts	Your Changes
Property Type*	Single Family	Single Family	<input type="text"/>
Property Subtype	Single Family Residential	Y6P	<input type="text"/>
Bedrooms*	4	4	<input type="text"/>
Total Baths	4	6	<input type="text"/>
Full Baths*	3	2	<input type="text"/>
Partial Baths*	1	4	<input type="text"/>
Living Area (sq ft)*			<input type="text"/>
Building Area (sq ft)			<input type="text"/>
Lot Size*			<input type="text"/> acres <input type="text"/>
Lot Dimensions		see map	<input type="text"/>
Garage	Yes	Attached, Detached	<input type="text"/>
Garage (spaces)	0	4	<input type="text"/>
Pool	Spa or Hot Tub (only)	-	<input type="text"/>
Year Built*			<input type="text"/>

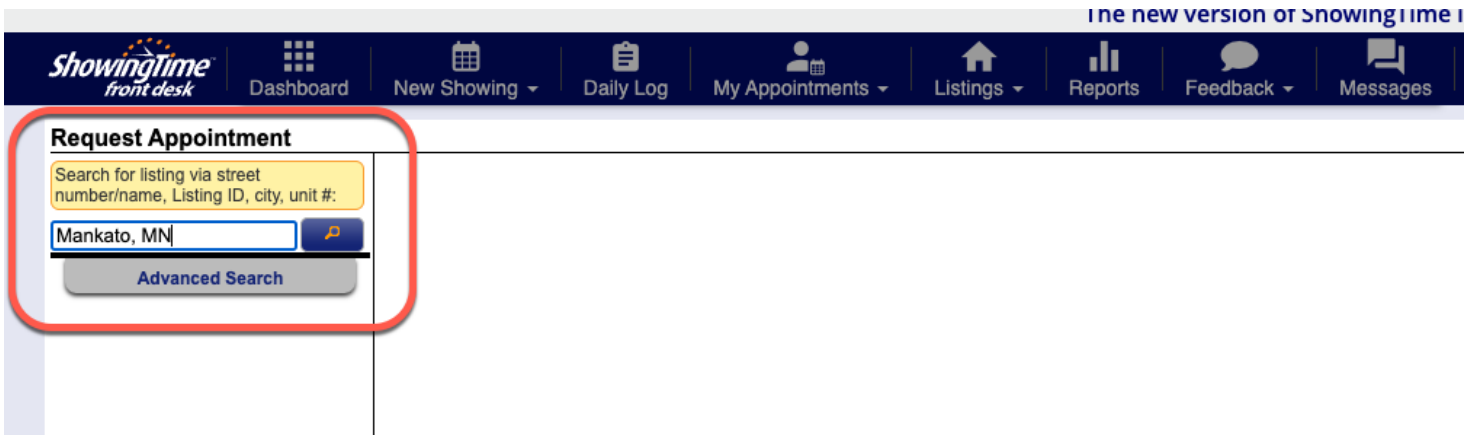
Cross-Scheduling Showings in ShowingTime (current system)

1. Log into your MLS system of choice ([Matrix](#), [Paragon](#), or [Flexmls](#)) and launch the ShowingTime application from the tools/resources/products menu or access ShowingTime right from the [NorthstarMLS Dashboard](#).

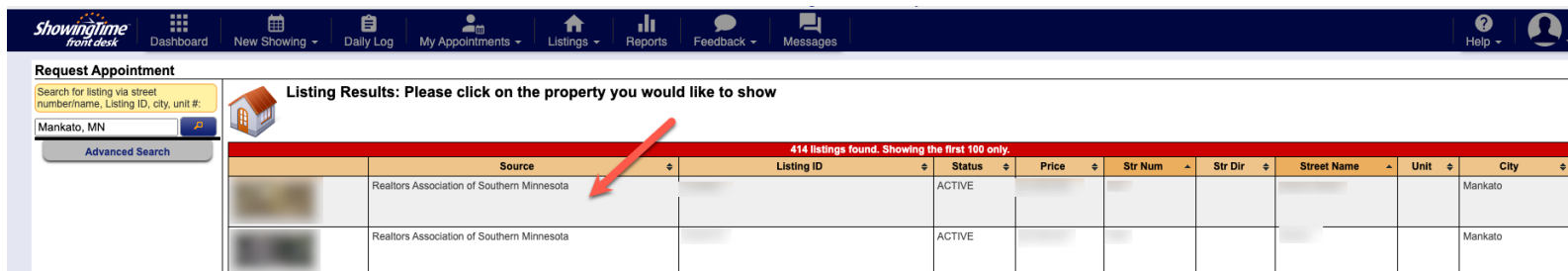
- In ShowingTime, hover over “My Appointments” and select “Request A Showing” from the dropdown menu.



- Use the search bar or the advanced search in the left margin to locate the desired listing.



- Click on the desired listing from the results list and schedule a showing.



New Activity Request - Mankato, MN 56001

Listing Details



Address: [Redacted]
Listing ID: [Redacted]
Price: [Redacted]
Status: ACTIVE
Appt Type: Appointment Required: Wait for confirmation
Min Appt Length: None
Max Appt Length: 2 hours
Appt Overlaps: This listing does not accept appointment overlaps.

[Send Message to Listing Agent\(s\) >](#)

My Profile



First Name: [Redacted]
Last Name: [Redacted]
Company: REGIONAL MLS OF MINNESOTA

Please send me appointment confirmations for this listing by:

Email: [Redacted]
 Phone Call: [Redacted]

By providing your phone number here and enabling Text Messaging, you agree to receive text messages from ShowingTime

Text Msg: [Redacted]



[Back](#)

[Schedule Single Showing](#)

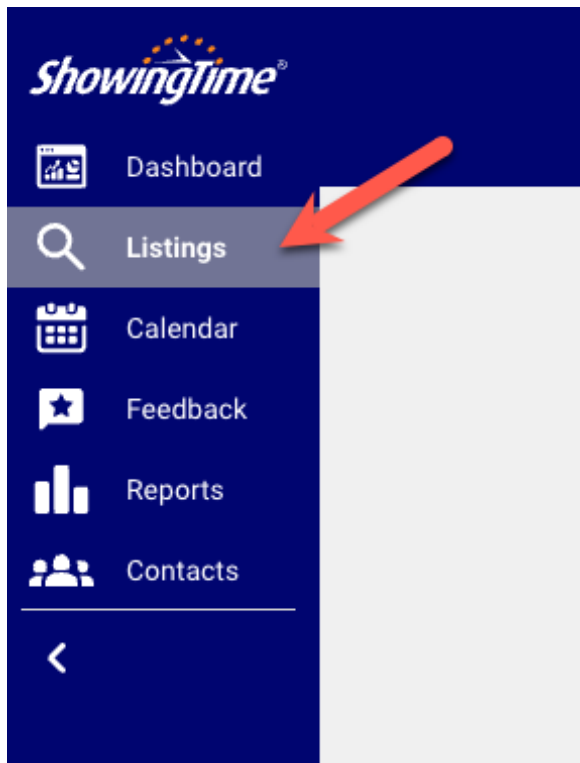
[Add to ShowingCart®](#)

Cross-Scheduling Showings in ShowingTime (Next Generation)

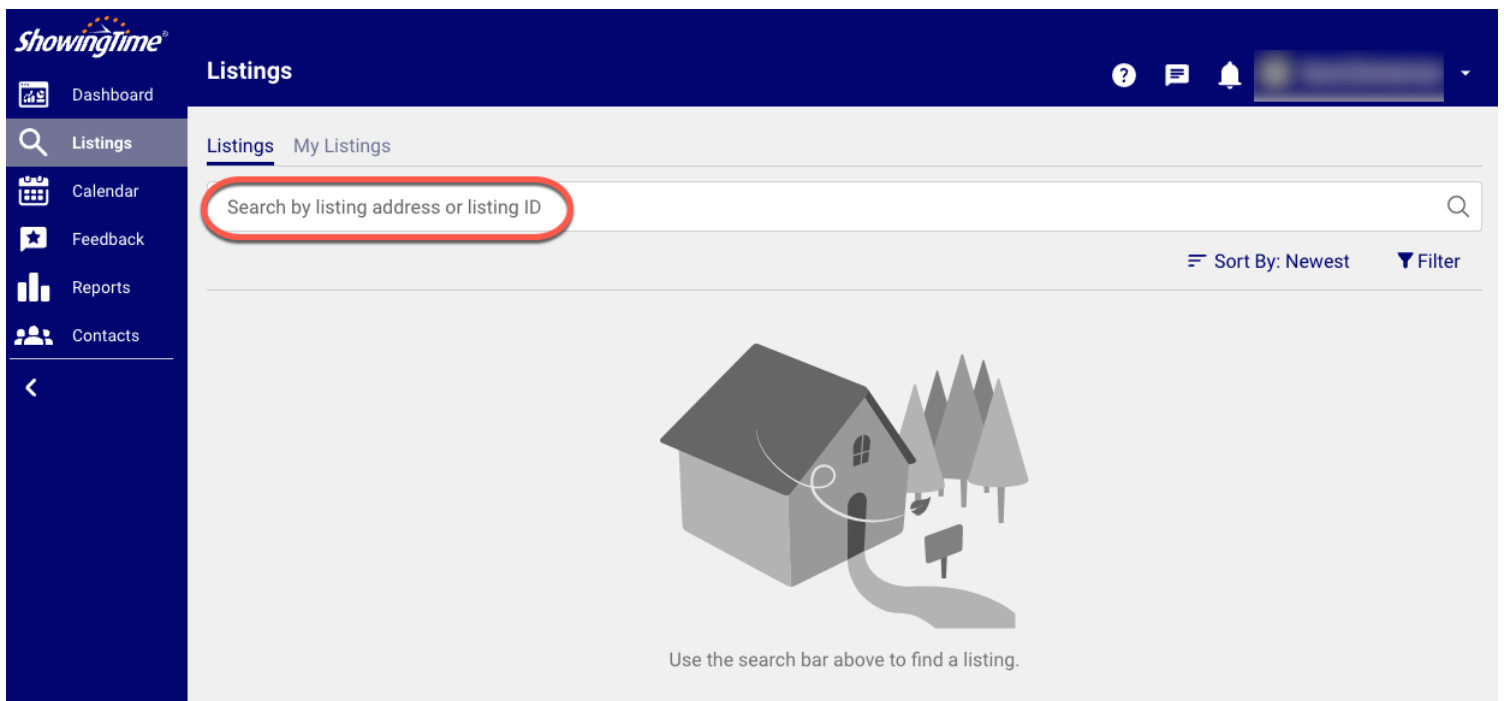
Steps for cross-scheduling showings for users of [ShowingTime Next Generation](#) include:

1. Log into your MLS system of choice (Matrix, Paragon, or Flexmls) and launch the ShowingTime application from the tools/resources/products menu.

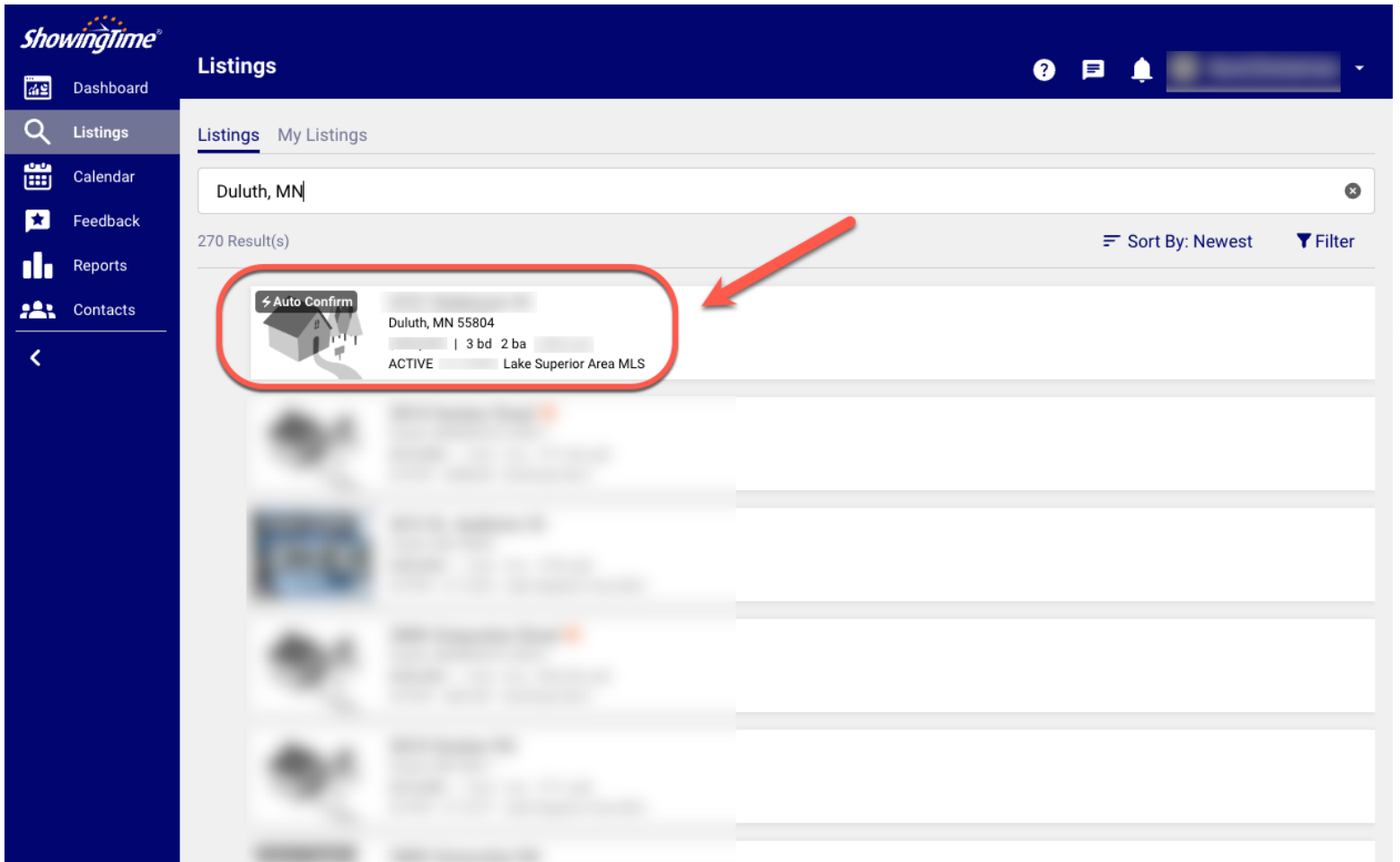
2. In ShowingTime Next Generation, click on listings in the left margin.



3. Use the search bar at the center to search for the desired listing.



4. Click on the desired listing from the results list and schedule a showing.



5. Click on "Schedule Showing".

The screenshot shows a real estate listing interface. At the top left, there is a dark blue header with the word "Listings" and a help icon. Below the header, the main content area is divided into two columns. The left column features a stylized illustration of a house with a dark roof and a chimney, with a small "Auto Confirm" button in the top left corner. Below the illustration, the address "Duluth, MN 55804" is displayed. A red circle highlights the "Schedule Showing" button, which has a red arrow pointing to it from the right. Below this button is a "Details" link. The right column shows a map of the area, with a red line indicating a route. Below the map, the text "3 bd 2 ba" is visible, followed by the word "ACTIVE". At the bottom right of the listing, there is a "Download PDF" link with a download icon.

Need Help?

If you have questions not covered in this guide, you may contact our Help Desk M-F, 8:00 to 5:00 at help@northstarmls.com or 651-251-5456 (1-877-251-5455 toll free).