



Steps for success and easy transition to BrokerBay Showing System

The [BrokerBay Showing System](#), owned and operated by Supra, will launch as a new Heartland MLS core offering on Nov. 29. The new platform will replace ShowingTime to schedule listings online from within the HMLS Matrix system. Follow these easy steps to claim your BrokerBay profile, setup Showing Defaults, setup Showing Instructions on your listings, and attend a training webinar to learn about the BrokerBay integrations in Matrix.

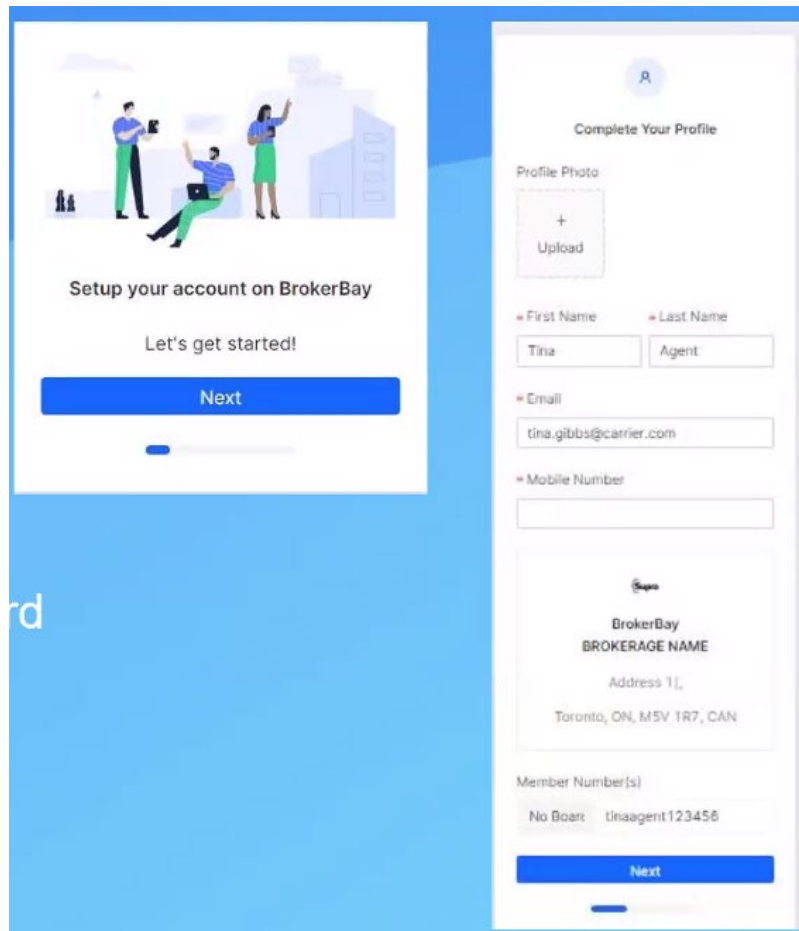
1. Claim your BrokerBay Profile

- ✚ For licensed Agents, Brokers and Office Managers, find the BrokerBay icon on the [Heartland MLS Dashboard](#) or Matrix External Links and click to access the activation process.



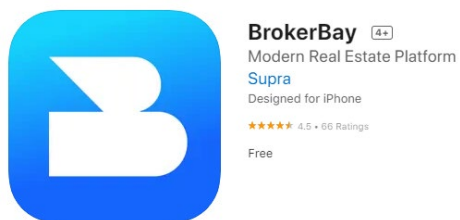


2. Review your Profile and Create a Password



🚩 Your username (email address) and password can also be used on BrokerBay's website, <https://www.brokerbay.com/> or the BrokerBay Mobile App.

[Apple App Store:](#)



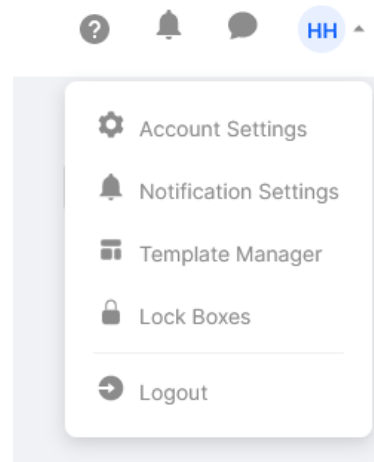
[Google Play Store:](#)



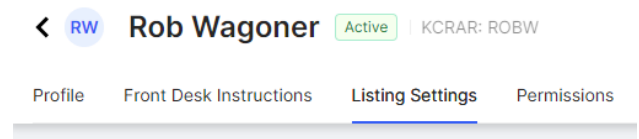


3. Setup Showing Defaults and Showing Instructions on Listings

📌 Navigate to the upper-right of the BrokerBay Dashboard and click the down arrow next to your initials and select Account Settings.

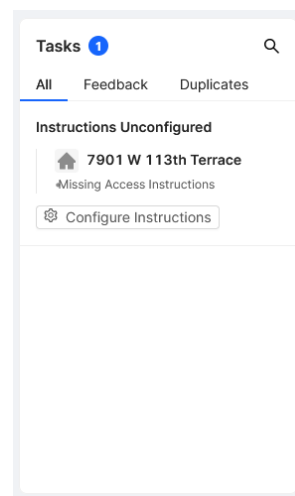


📌 Click on Listing Settings and complete your default settings that you would use on 80 percent of your listings. These defaults are now set for all new listing showing instructions, and you can then change these defaults on the 20 percent of listings that don't need the defaults



📌 Navigate back to the BrokerBay Dashboard and complete the Showing Instructions on the listings in your Tasks area by clicking Configure Instructions.

****Please Note, an Agent may purchase the call center option for \$15 per month for unlimited listings with no contract if there is a need for call center capabilities for the seller or agent.**





- ✚ For complete information on configuring showing instructions please watch this [3-minute how-to video](#).

4. Attend a BrokerBay Training Webinar to learn more

- ✚ [Register for Live Training Webinars for Heartland MLS Subscribers Here](#)

- ✚ If you can't attend one of the scheduled webinars, you can [watch a recorded webinar](#) or training webinars are ongoing after launch for anyone on Tuesdays and Thursdays @ 1:30 pm Central by [Registering Here](#).

5. BrokerBay options during Input of Listings

- ✚ Upon Input of new listings in Matrix you will now see the option to select a Showing Service, listing-by-listing on the Office Tab.

The screenshot shows the 'Office' tab in the Matrix software. The 'Showing Service' dropdown menu is highlighted with a red box and contains three options: 'BrokerBay' (selected), 'BrokerBay', and 'None'. Other fields visible include 'Listing Agent', 'Listing Agent 2', 'Additional Phones', and 'Listing Information'.

- ✚ Selecting **BrokerBay** (*default*) will turn on the showing link/icon for your listing in Matrix. Selecting None will turn off the showing link/icon for your listing in Matrix and should only be used if you are not using BrokerBay to facilitate showings. For either selection you will still need to fill out the Showings Co-op Contact field. If using BrokerBay online, simply type BrokerBay, or BrokerBay OL, or Online. If using a call center service, please type in that phone number.



When BrokerBay (default) has been selected in the ShowingService field, a small BrokerBay icon will appear in the single line display as well as the 360/Full display to click on for setting up a showing. If no BrokerBay icon is displaying, then None was selected in the ShowingService field and you'll want to next reference the Showings Co-op Contact field for further instruction / direction.

Previous	Next	1-2 of 2	Checked 2	All · None · Page	Display	Agent Single Line	at 25	per page										
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MLS #	St	Address	City	Subdivision	Area	Price	Beds	Baths	Floor Plan	L Ofc			
					2318725	ACT	4321 W Main Street	Oskaloosa	None	998	\$650,000	5	3.2	Bungalow	HMLS			
					2318724	ACT	1234 W Main Street	Oskaloosa	None	998	\$550,000	4	2.0	Bungalow	HMLS			

Actions Refine Save Carts

Email Print CMA Directions Stats Export Quick CMA 3-Up Comp Cloud CMA **BrokerBay**

Previous Next 2 of 2 Checked 1 All · None · Page Agent Single Line display Display 360 Property


1234 W Main Street, Oskaloosa, KS 66066 **Test Listing**

Listing Rooms Tax Photos History Units Parcel Map Flood Map Foreclosure

1234 W Main Street, Oskaloosa, KS 66066 L Price: \$550,000

MLS#: 2318724 Status: Active County: Jackson, KS

Residential
Area: 998 - Other Kansas Area



Sub: None	Type: SINGLE	CDOM: 1
Bed: 4	Half Bth: 0	DOM: 1
Above Grade Fin: 1,000	Source: Other	Total SF: 2,000
Below Grade Fin: 1,000	Source: Other	Source:
Lsz: 10,000 - Square Feet	Yr Blt:	Age: 76-100 Years
Lgl:		
FP: Yes	RP: No	CA: Yes
Maint Provided: No	Attached: No	Gar: Yes
		Bsmt: Yes
Direction Faces:		Brk ID: HMLS
		Agt ID: HMLS1

BrokerBay


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[Realist Property Full Detail](#)
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6. Scheduling Showings or Tours on Listings from Matrix

- Click on a BrokerBay icon  to be taken into the BrokerBay system to schedule a showing on a listing, or click on a few listings then the BrokerBay action bar button to start a tour of showings. [Detailed instructions on booking a showing are included in this short video.](#)

Other Resources Available

- Register for a webinar, view the FAQs, and read more about BrokerBay, all on the [Heartland MLS BrokerBay](#) landing page.
- [BrokerBay Knowledgebase and Help Center](#)
 - [How to Book a Showing](#)
 - [How to Add Showing Instructions](#)
 - [How to Process a Showing](#)
 - [How to Resend a Showing Notification](#)
 - [How Do I Pull a Report of Showing Activity](#)
 - [How Can I Collect Agent Feedback](#)
 - [How Can I Send Feedback Directly to My Client](#)
- BrokerBay Support is [available here](#) or connect with your Heartland MLS Help Desk at 913-661-1600 option 2 or via email at hmls@heartlandmls.com