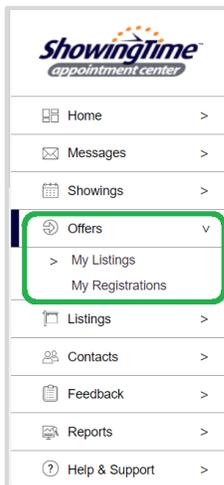


Offer Registration for Canada

Features Overview

- ✓ *Easily Submit & Manage Registrations*
- ✓ *Mobile & Desktop*
- ✓ *Form 801*
- ✓ *Auto-Count of Registrations*
- ✓ *Supports Offer Presentation*
- ✓ *Quickly Email all Buyer's Agents*
- ✓ *Convenient Email Templates*
- ✓ *Tracks all Registration Activity*

The Basics



- ✓ Offer Registration is a feature that is built within the normal ShowingTime platform on both mobile and desktop. Make sure you have the ShowingTime app on your phone and that your profile email is correct!
- ✓ Buyer's Agents can register online or you can quickly register them from your phone. You will get an automated email when a new offer is registered.
- ✓ My Listings shows you a summary view of registrations on each listing and My Registrations shows you all your registrations for all your listings. The most recent is always at the top so you don't miss anything.

Your Mobile Advantage



Listing Agents

You can easily manage all offer registrations on your listings right from your phone. You can view the Form 801 and quickly update the Offer Count and Offer Presentation Information for each listing.

Then you can email all buyer's agents in seconds with pre-populated buyer's agent groups and templates right from your phone.

Who Can Register An Offer?



Buyer's Agents

Can easily register their offer online, saving you lots of time. There are several ways they can access the registration form shown below.



Listing Agents

If a Buyer's Agent calls or emails you, you can quickly register their offer on mobile or desktop



Administrators

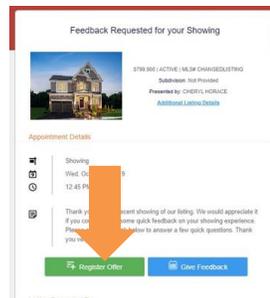
Depending on the office, a broker's staff can easily search listings and register offers for any listing.

How can Buyer's Agents Register on my Listing?

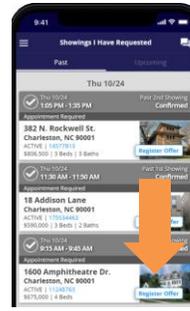
On their Schedule Showing Pop-Up



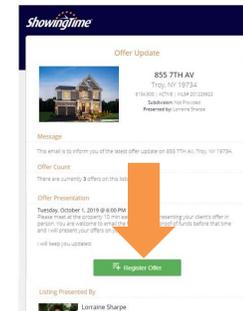
In Showing Confirmation & Feedback Emails



On their Past Showings



From emails you send from our system



Offer Registration Form

62 McBride Pl
 Kitchener, ON N2G 1K3

Offer Remarks
 Highest and best due by 4pm Fri, July 23. Please submit offers with proof of funds.

Registration Details
 Buyer's Agent: Marie Anderson
 marie.anderson@reimax.net
 416-845-8569
 Registration Date: July 24, 2019

Attach Form 801

Please let me know how many offers you have and when they will be presented.

By submitting this registration, I acknowledge that the above registration is a written offer and meets the requirements of REBA-2019.

SUBMIT

Any of the buttons above will open the Offer Registration Form for that listing

Step 1) Their name will pre-populate

Step 2) Add Form 801 (if needed)

Step 3) Add Comments

Step 4) SUBMIT

Their registration will automatically come in as **Pending**, waiting for you to validate and make **Active**

How do I Register an Offer on my own Listings?

My Listings on your Desktop

Listing	Last Registered	#Registrations	Offer Presentation	Action
898 Lemcke Rd London, ON N7T 8R7 ID: 32165987	Today Thu 10/31	1 Pending 3 Active	Sat 10/26 @ 10:30 PM Agents will meet at the pr...	[New Registration] [Refresh]
707 E Delmote Kitchener, ON N2A 0A6 ID: 512854215	2 Days Ago Tue 10/28	1 Pending 2 Active	Sat 10/26 @ 5:42 PM At property. Bring comple...	[New Registration] [Refresh]
7 HIALEAH DR Troy, NY 19734 ID: 201225115	A Week Ago Thu 10/24	0 Pending 2 Active	Not Scheduled Offers will be presented L...	[New Registration] [Refresh]
998 South Pickerington London, ON R7T 1E8 ID: 5649274	8 Days Ago Wed 10/23	1 Pending 2 Active	Sun 10/27 @ 9:30 PM Offers must be emailed to...	[New Registration] [Refresh]
8 COMBS RD Greenfield, NY 19734 ID: 201012076	14 Days Ago Thu 10/17	0 Pending 1 Active	Fri 10/25 @ 12:45 AM Email offers at least 10 mi...	[New Registration] [Refresh]

View Listing

11 Barnsdale Ave
Hamilton, ON L8L 2P7
Presented by **Andy Manter**
Keller Williams South Park

Offer Remarks (visible to all agents in the MLS)

Please email complete offers to
amanda.kline@kellerwilliams.com

Offer Presentation
Wednesday, 5/13/2020 @ 7:30 PM
No bully offers accepted. Meet at listing broker's office.

All Registrations Activity Log 1 Pending | 3 Active

Kathy Byrnes
Seltmate Select
22 Days Ago Wed 12/18
[Contact] Pending

Jill Adams
Keller Williams Ballantyne Area
23 Days Ago Tue 12/17
[Contact] Registration On/Off Active

Angie Dixon
Allen Tate Belmont
63 Days Ago Thu 11/7
[Contact] New Registration

Teresa Carson
Southern Homes of the Carolinas
45 Days Ago Tue 11/5
[Contact] Email Agents

Bill Allen
WEICHERT, REALTORS Rehan & As...
[Contact] Pending

Offer Registration Form

62 McBride Pl
Kitchener, ON N2R 1H3
Presented by **Phil Dunphy**
RE/MAX Homeward Bound

Offer Remarks
Highest and best due by 4pm Fri, July 23. Please submit offers with proof of funds.

Registration Details

Buyer's Agent Search Agent

First, Last Name or Agent ID

Registration Status Pending

Registration Date July 24, 2019

Attach Form 801

Comments

By submitting this registration, I acknowledge that the above registrant has a written offer and meets the requirement of REBBA 2002.

SUBMIT

Clicking any 'New Registration' button will open the Offer Registration Form for that listing

Step 1) Search Buyer's Agent Name

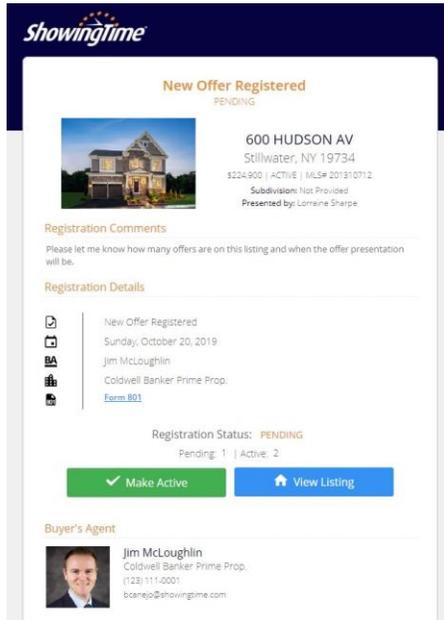
Step 2) Choose the Registration Status
-> Choose **Pending** if you still need to validate
-> Choose **Active** if you don't need to or have already validated their offer

Step 3) SUBMIT

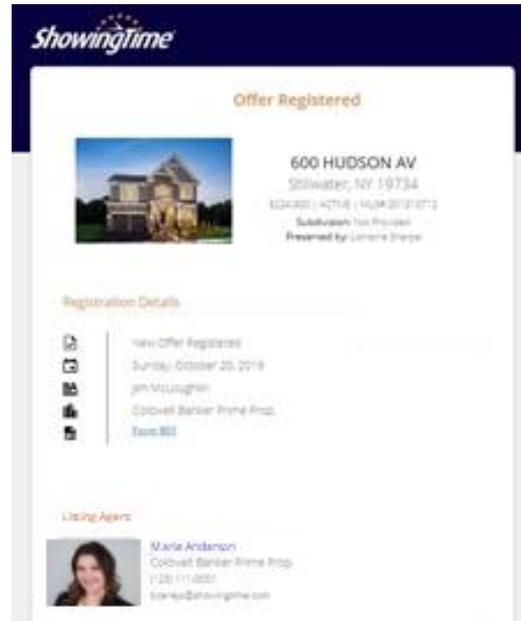


What happens after the registration form is submitted?

You get an email immediately



The Buyer's Agent gets a confirmation email



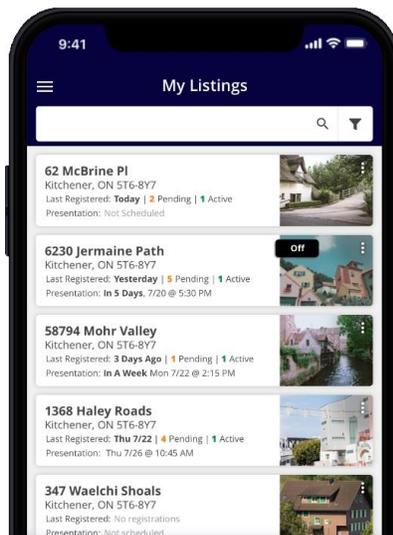
You can click to make it **Active**, or you can **View Listing** to see all registrations for that listing and send the update email

Buyer's Agents do not get any offer information in this email. You'll need to send the updated offer information to them.

The registration will appear in your account.

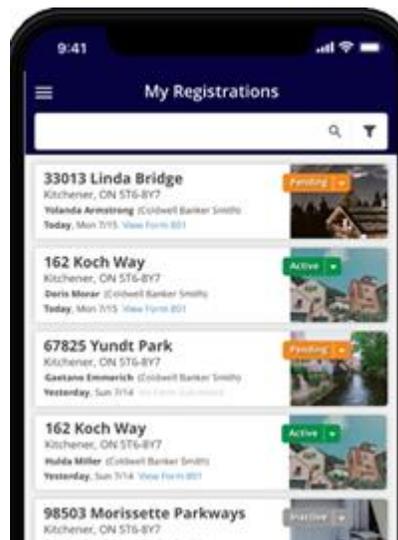
My Listings

That Listing will be at the top



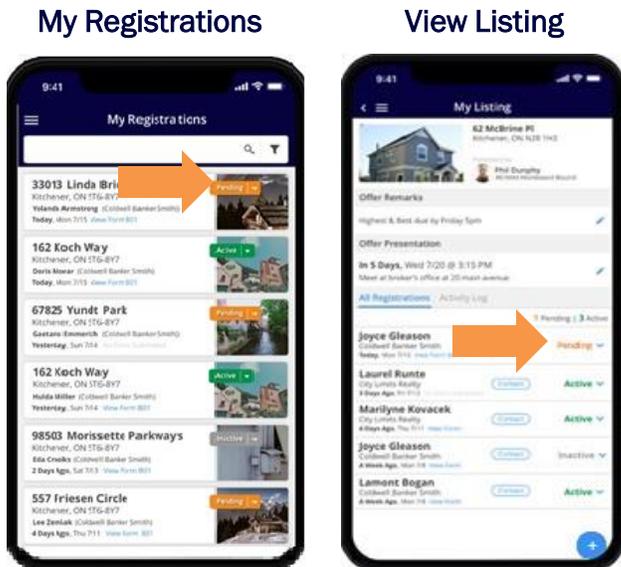
My Registrations

That registration will be at the top



What do I need to do as the listing agent?

#1 Update Offer Count by Changing the Status



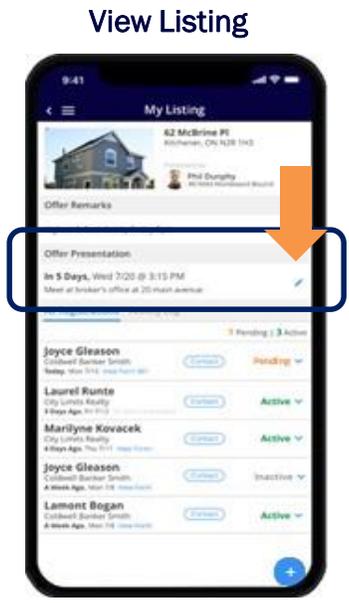
This is how you modify the Offer Count

Active = Included in 'Offer Count'
Pending = Does not count
Inactive = Does not count

1 Pending | 3 Active

Offer Count

#2 Update the Offer Presentation Information



This is how you modify the Offer Presentation information

Step 1) **Date/Time:** If there is a delayed presentation, set the date and time.

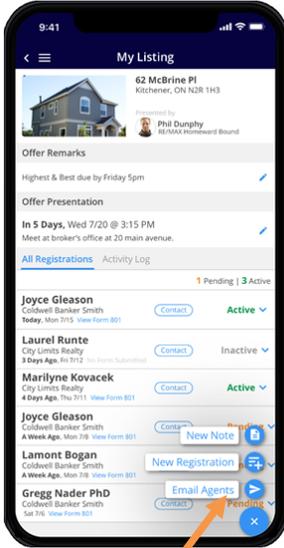
Step 2) **Comments:** Add important details on how and where offers will be presented and if you're accepting pre-emptive/bully offers.

You are now ready to email the Offer Count & Offer Presentation Information to Buyer's Agents!



#3 Email the Buyer's Agents

View Listing

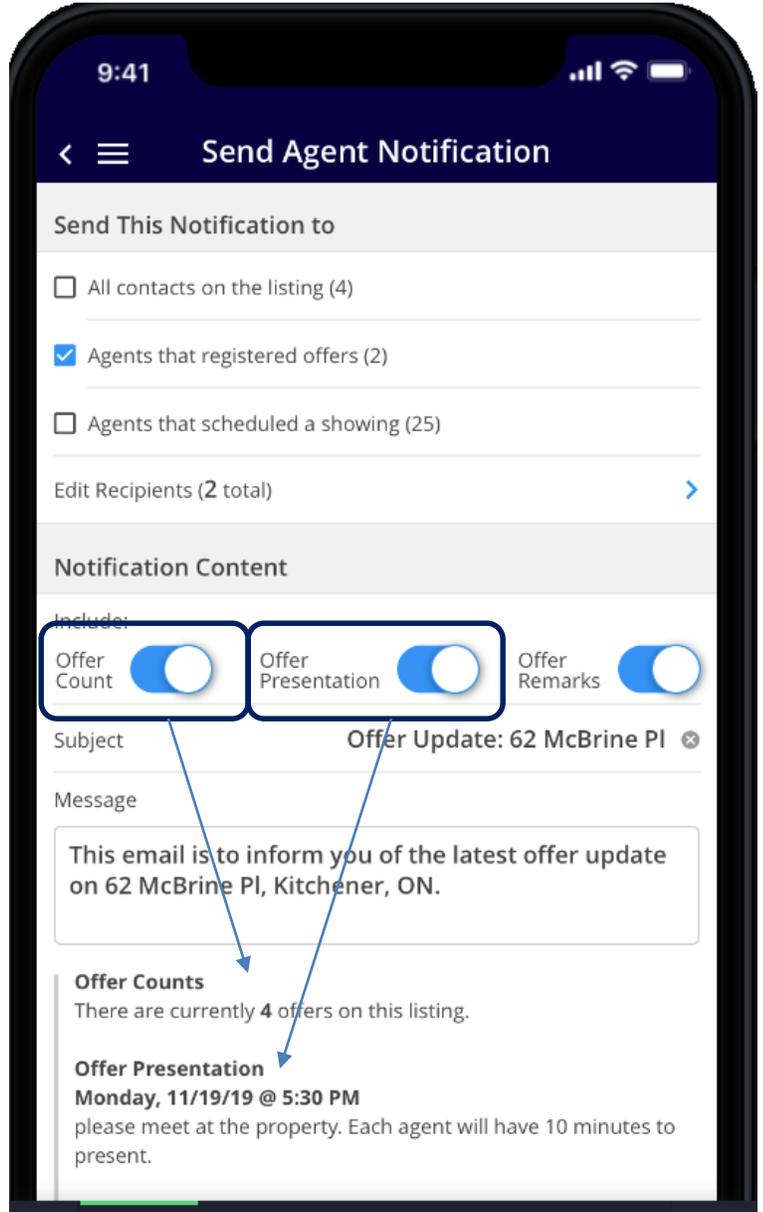


Step 1) Select Email Agents

Step 2) Choose Recipient Group(s)
- 'Agents that registered offers'
- 'Agents that scheduled a showing'

Step 3) Include Offer Information
Offer Count & Offer Presentation information will display below when selected.

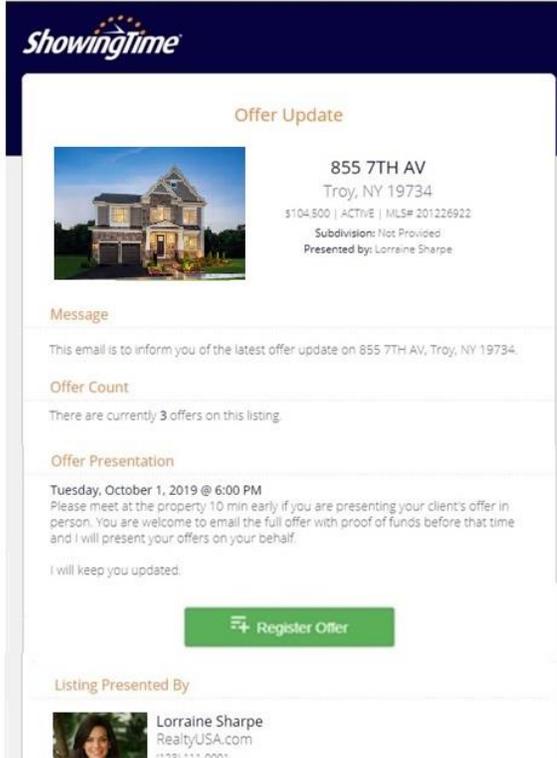
Step 4) Edit the Message and Send!



Congratulations!
That's all you have to do!



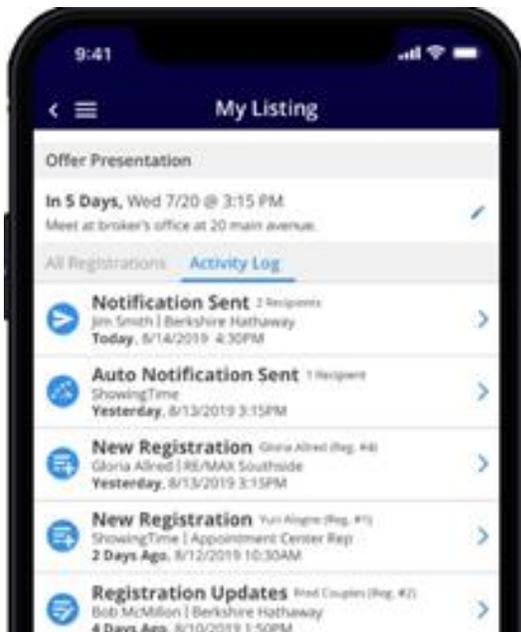
What will the Buyer's Agents receive?



This is what your email will look like to the buyer's agents

- ← Your Message
- ← The updated Offer Information you Selected
- ← Your Contact Information
- ← Buyer's Agents that have not registered yet will get a button for them to easily register.

What if I get audited?



Our Platform Automatically Logs All Activity

- Logs All Communications, Including Content & Recipients
- Includes Source, Date, Time, Edits, Status Changes, Notes Added

You can export a PDF of all activity for RECO audits

