SHOWCASE

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How to: Create Your Team Profile

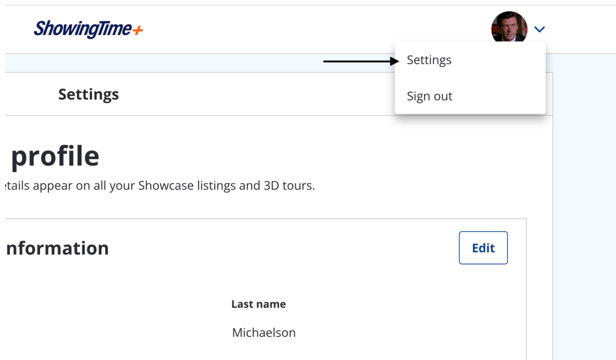
Instructions on how to set up your Team Profile and begin amplifying your listing exposure with Showcase.

Follow these steps to set-up and build your Team Profile. After you've set this up the first time, you can return to the Settings page within the ShowingTimePlus app to add members and update or delete any information.

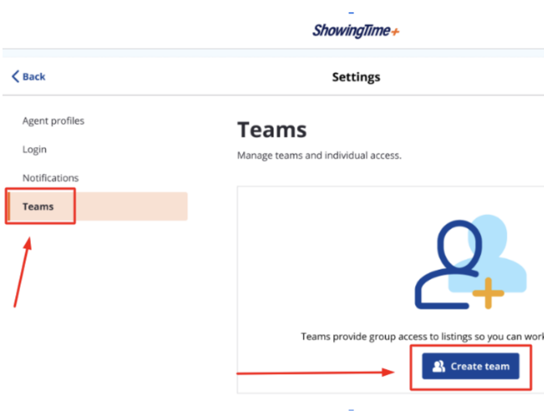
If what you're seeing on your screen doesn't match what's being covered in this article, please contact your sales representative for support.

Creating Your Team Profile

- Login at app.ShowingTimePlus.com
    - If this is your first time logging in, click **'password reset'** and you will be prompted to create a new password.
- Once you're logged in, find your agent icon in the top right corner.
    - Click the down arrow
    - Select **'Settings'**



- Once you're on your settings page, select **'Teams'**
    - In 'Settings', you can view your account information, team members profiles, and navigate between different Teams and Agent Profiles.
- To create a new team click **'Create Team'**



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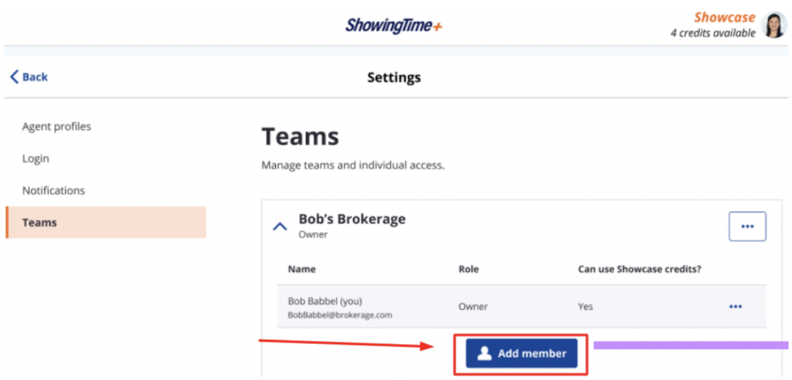
- As the team creator, you are now the 'Owner'
    - Add to your team by selecting **'Add Member'**



- Fill in your team members information including name, email, and role
    - Role:
        - **Coordinators** can manage the team, grant access to credits, and complete the same tasks as an owner.
        - **Members** can edit their profile, see the listings with the team, and use credits (if approved).
    - If you toggle on '**Allow Showcase credit usage'**, you can decide if the team member can order credits using your Showcase credits, the team credit card, or their personal credit card.
    - Once all fields are filled, select **'Create'**
        - This will trigger an email that will invite the new member to join the team.