Active Seller's Plan

How To Manage Showing Appointments



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ROYAL LEPAGE
REALTY PLUS
INDEPENDENTLY OWNED AND OPERATED, BROKERAGE

Active Seller's Plan

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WHO'S WHO IN LUXURY REAL ESTATE

ROYAL LEPAGE RED DIAMOND AWARD 2021

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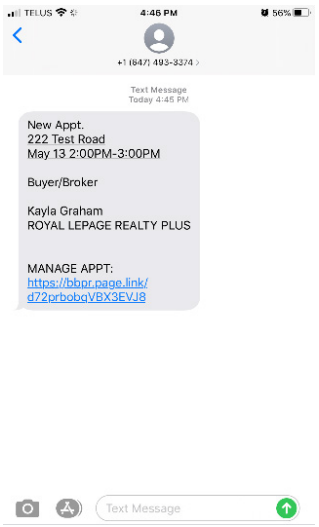
How To Manage Showing Appointments

(See digital copy for hyperlinks)

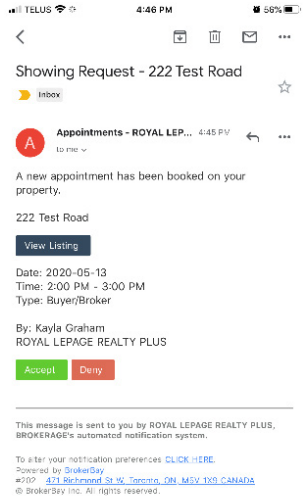
BROKERBAY

When a showing is requested for your property you will be notificed via SMS text message and/or Email.

Follow the Manage Appt link in the text message, it will take you to your Appointment Dashboard

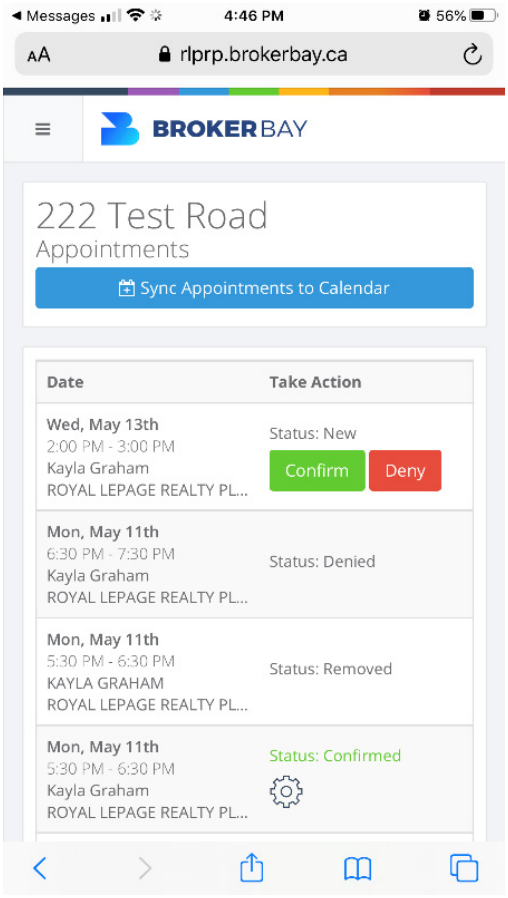


SMS Text Message



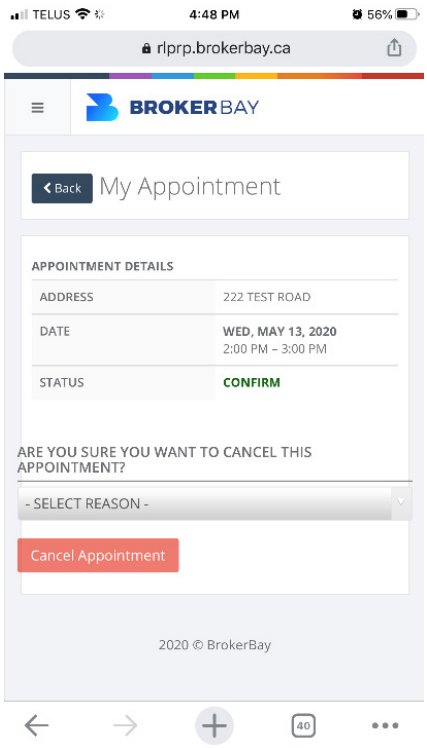
Email Notification

Appointment Dashboard



Use the **Green Accept** button to confirm the appointment, Use the **Red Deny** button to refuse the appointment, You will be redirected to confirm your response on a second menu

When declining the appointment, you will have the ability to enter a custom response for an administrator to process at our live Appointment Centre



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