Contra Costa Association of Realtors - Launch Day

This document highlights actions agents must be aware of on Contra Costa Launch Day (October 25th). As an agent, there are actions you will have to take on your profile to elect what showing service you will be using. ShowingTime will be removed from the Contra Costa MLS Resources on November 10th.

Please ensure you make these adjustments on October 25th, as they will affect your showing management software choice moving forward. If you need support in making these changes, please contact CCAR Support (support@ccartoday.com) or BrokerBay Support (support@brokerbay.com).

If you would like to learn more about how-to use BrokerBay, please refer to the recorded Agent Training video, or utilize our amazing Help Center Articles aimed at helping agents operate various parts of the platform.

How to Get Started with BrokerBay

Dear Members,

Welcome to BrokerBay - October 25th is the first day BrokerBay has become the core-offering for Showing Management tools from CCAR. Here is a list of actions you will need to take as an agent **On October 25th**:

1. Login through the Paragon MLS
2. Under Resources, 'MLS Tools/Services' in Paragon - select 'BrokerBay'. This will log you into your BrokerBay account.
   a. As a first time user, verify your cell phone number, email, and personal details, set up your password, and upload a headshot if wanted.
3. Configure your Showing Instructions for your active listings (here is a short video on how to do so)
4. Turn off your ShowingTime online Showings via the ShowingTime user dashboard - edit profile, Listing Agent - Showing Preferences, Allow Agents to Request Appointments Online = NO

5. Begin using BrokerBay to book showings, and manage showings on your property and harness the functionality of BrokerBay to accelerate your business. Download the Mobile App to unlock the full power of the system via Apple App Store or Google Play.

6. Your Listings will be automatically applied the BrokerBay booking action, as well as the Booking Icon. Appointments booked will be notified via email, SMS, or via a push notification on the BrokerBay mobile app.

How to Action Switch Back to ShowingTime

If you are not quite ready to switch over to BrokerBay, and would like some time to transition away from ShowingTime, there too will be actions you need to take on Tuesday Morning. Since BrokerBay is now the core offering from CCAR, all listings will be *defaulted to use BrokerBay on the listing level*. What does that mean for me?

1. If you would like to continue to use ShowingTime for the time being, log in to Paragon, and select Listings - then click 'Maintain Listing', scroll down and change Use Broker Bay = NO. This will remove the BrokerBay icon from your listing, and agents will no longer be able to book on this property with BrokerBay. **Note: you will have to do this for all active listings in Paragon.**

a. If you do not action the field change as an agent, you will be running two systems in parallel, and there are chances some appointment bookings can fall through the cracks. Please ensure if you are choosing to leverage either system that you take the appropriate action on launch day to avoid this scenario.

2. When November 11th rolls around, you will have to manually go back in and switch back the field to *Use BrokerBay = YES,* and you will begin to utilize the free and powerful offering of BrokerBay.