

flexmls Tip!

Maximize Your Effectiveness When Setting up a Subscription in flexmls With These Tips

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Don't get tripped up when setting up a Subscription in the flexmls system. Use these best practices to ensure listings are sent to your contacts- peaking their interest and increasing the chances of a future home purchase!

Here's how you do it:

1. Preview Mode:

Only turn on Preview Mode if you do NOT want your client to be sent listings. This feature will only send the listings to you, the agent, and you will need to approve which listings should be forwarded on to your Contact.

Edit Subscription

General Subscription Options

Subscription name: Subscription Christy Texas

1 Preview Mode: Off On

2 Send notification of new listings to: You (sender) Selected contacts
 Send me an email when a contact clicks the link

3 Contacts:

4 Schedule: Please choose a schedule for this subscription
 Weekly: Sunday Monday Tuesday Wednesday Thursday Friday Saturday | Clear days
 Monthly: 1st day of each month
 ASAP

View to send: 1-Waterfront

1-Waterfront: Body of Water, Property Type, Area, Sub-Area, School District, Days On Market, Total Bedrooms, Half Baths, Full Baths, Total Beds Above Grade, SqFt Above Grade, Total Fin SqFt All Levels, Listing Member

E-mail content

Templates: 1Contact New Listings

5 Subject: New Listings from Christy Pierangeli at GKAR

Body:

HTML Text

2. Notifications:

The default is set with all options turned on, or checked.

- If you do not wish to receive a copy of the email your Contact is being sent, uncheck the box labeled, "Send me an email when a contact clicks the link".
- If you do not wish to receive notifications when your Contact clicks to view the listings in the email they receive, uncheck the box labeled, "Send me an email when a contact clicks the link".

3. Contacts:

Hover your mouse pointer over the name of the Contact to verify that all of the email addresses display where you want the listings to be sent.

4. Schedule:

Select the frequency at which you want listings to be sent to the Contact. Keep in mind that the ASAP option will send one email per listing to your Contact because the email is generated as soon as a listing is entered into the MLS system that matches the Contact's Saved Search.

5. Subject:

Type the subject you would like to use every time listings are emailed to the Contact.

6. Body:

Be sure to enter a message to your client. Emails without content are more likely to be caught by junk or spam filters.