



## **NewHomeSourceProfessional.com and Showingnew.com/agentname Setup Instructions for Agents**

To set up your **FREE NHS Pro account** for an MLS Partner, **you MUST use the NHS Pro Link on the MLS Dashboard to create your account and use that link EVERY time to sign in.** Please contact our support team or your MLS if you do not know where to find the NHS Pro tool on your MLS site.

1. Login to New Home Source Professional.
2. Hover your mouse over the upper right hand corner where it says “Welcome Yourname”.
3. Click “My account”. Complete the profile. (First, Last name and Email, and Zip should be there already.)
4. Business Phone can be the main office or your direct line.
5. Mobile phone.
6. Name of your Brokerage, i.e. Keller Williams Realty, Remax, BHHS.
7. Check the box to receive weekly promotions. (you will want to know about FREE buyer incentives.)
8. Markets -you can leave blank or enter a default area for your search. (it doesn't limit your search in any way blank or not)
9. Check “keep me logged in” or not, SAVE! You should see a pop-up box that your personal information was saved.
10. Your account for the FREE AGENT ONLY search portal is complete! This site is where you will spend all your time!

Now set up your [www.Showingnew.com/agentname](http://www.Showingnew.com/agentname) **Agent-Branded free website to CAPTURE FREE LEADS** that has thousands of Listings for new homes! **It is public facing and is for CONSUMER USE ONLY.**

1. In the upper right hand corner of the page, hover over “Welcome name”.
2. Click “MyShowingNew.com site.”
3. Enter your missing information. (First, last name, email should already be there.)
4. Enter mobile phone, designations and broker name
5. Real estate license number, (do not include words, only numbers).
6. Enter your website, this turns your uploaded broker logo (#8 below) into a link to the website you type in this field. Hint: copy your website URL from the browser bar to ensure you include <https://...>
7. Upload your headshot. Hint: the + or – can be to resize your photo. Click the green box icon to complete the upload.
8. Upload your company logo. Hint: the + or – can be used to resize your logo. Click the green box icon to complete the upload.

NOTE: Many times, the photo or logo may not look right within the profile, but does look fine on your page, once you save it. Try it if you get stuck.

9. Upload a custom background for your site by clicking "Upload Home Page Background" or choose from one of our default background images
10. Footer Text is here for inserting links or pasting REQUIRED items from your state of license. (i.e. in Texas we must post a link on every consumer facing page with a specific state form). If you hover over the icons, you can bold "B", italic "I", underline U. You won't need the clean formatting icon, or the gear icon that erases everything in the footer text box, too often.
11. Write or paste a mini biography into the footer area and click Save.
12. Option – You can modify your URL, click the pencil icon to the right of your URL, [www.showingnew.com/agentname](http://www.showingnew.com/agentname). Replace firstnamelastname in the box and click Save. If you cannot save the new URL then you may have selected a URL already in use by another agent.
13. Your Agent Branded Capture Page [Showingnew.com/agentname](http://Showingnew.com/agentname) is complete and the system has created an individual URL. (Hint: you can edit ONLY the agent name portion.)
14. Scroll up and click on: [www.showingnew.com/agentname](http://www.showingnew.com/agentname), you should see your branded agent page with your photo and the logo for your office.

NOTE: While our system does not currently have a field for a Team name, or Team logo, you can get creative and use the agent name fields for the Team name, and upload a Team logo instead of a Brokerage one, **IF your Broker allows this! You must verify compliance with your real estate Broker and state regulator!**

**Remember, once you have your agent branded page set up, you don't need to go back there. You do need to drive traffic to it, of course. Put it everywhere on Social Media.**

We suggest adding your [www.showingnew.com/agentname](http://www.showingnew.com/agentname) link to the following (or anywhere you believe will get public exposure):

1. Your email signature
  2. Your existing website with the New Home Source Professional Search Widget
  3. Your social media profiles
  4. Your business card
- Post your [showingnew.com/agentname](http://showingnew.com/agentname) link to all your social media platforms at least once a month to remind people you are an agent who can assist you with new home construction.
  - Periodically post NHS Pro properties through Social Media – Facebook, Twitter and Pinterest are available to you on the Full Detail Page for any property.
  - Obtain the builder contact information from NHS Pro and visit the new communities in your area then share the details on social media with photos or videos. This one can be supplemented by sharing one of that builders properties on social media using NHS Pro a few days later.

PS If you have trouble with the photo or logo uploading, contact your office agent services, or the Team Leader. If that doesn't work, email me at [schambles@thebdx.com](mailto:schambles@thebdx.com).

Top producers are getting BUYER Leads by posting individual new homes directly to their Facebook business page from [newhomesourceprofessional.com/yourofficeName](https://newhomesourceprofessional.com/yourofficeName) account.