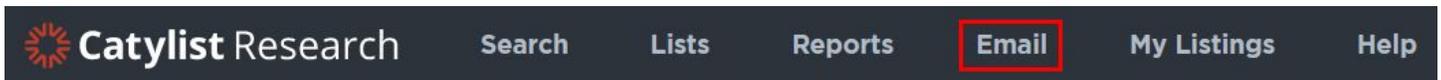# Sending Listing Broadcasts and Posting Needs/Wants
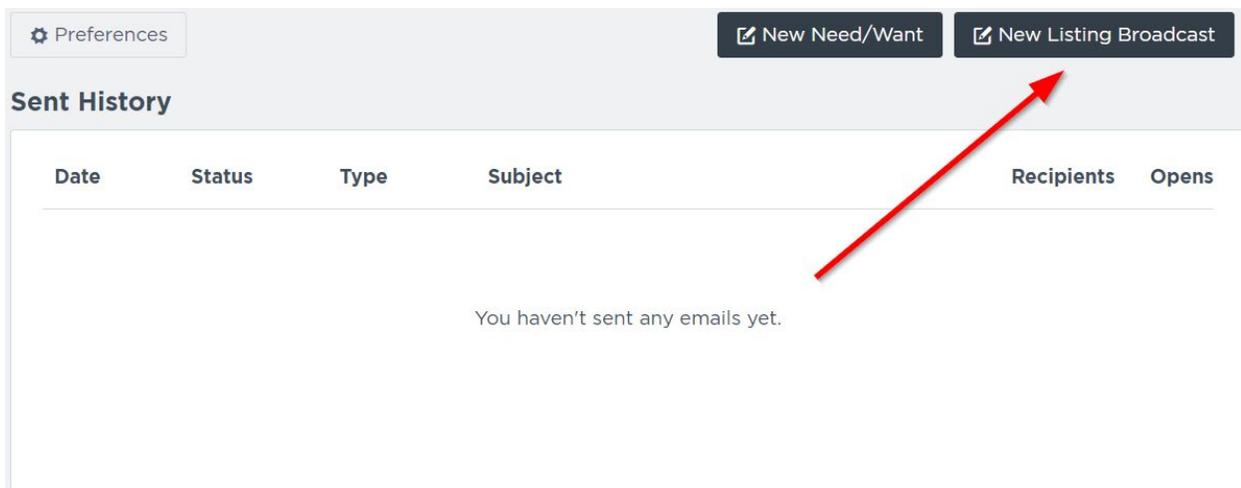
Sending Listing Broadcasts

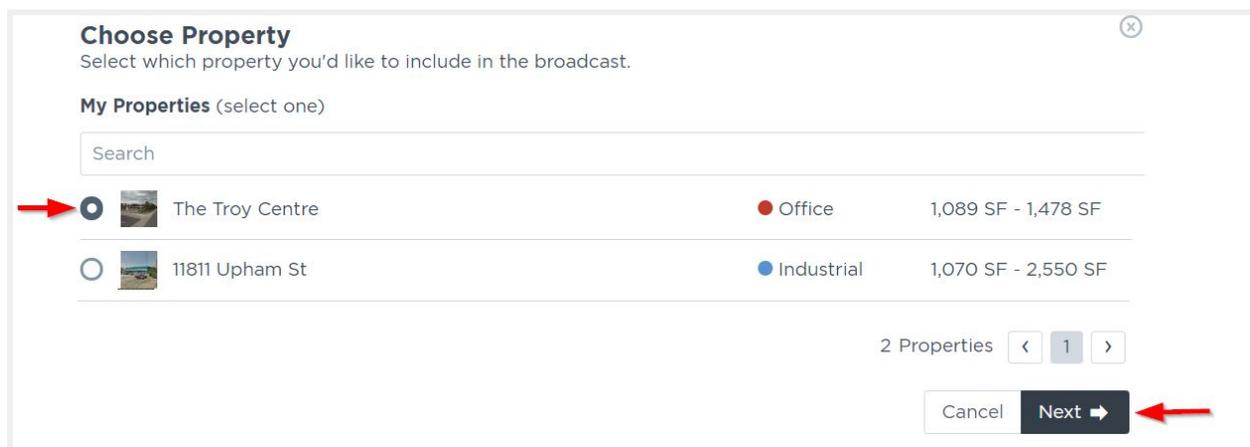Broadcasts are sent via email to members who have matching preferences.

To send an email broadcast for your listings, begin by logging into Catylist Research and selecting the "Email" tab

Then, click "New Listing Broadcast"

Select the property you wish to send a broadcast for, and click "Next."

Choose Listings & Flyers
Select which listings and flyers you'd like to include in the broadcast.

The Troy Centre	● Office	1,089 SF - 1,478 SF	

Listings (can select multiple)

☑	Floor 2, Suite 200	● Office For Lease	1,119 SF	$19.50 Annual/SF
☐	Floor 2, Suite 204	● Office For Lease	1,089 SF	$19.50 Annual/SF

Flyers (can select only one)

○ 2095 W. 6th Ave., Broomfiled, CO Troy Centre.Two.Page.Template.pdf   View

← Back   Cancel   Next ➡

Select the listing(s) you'd like to broadcast, as well as a flyer (if you've added one), and click "Next."

Note: You can send up to 5 listing broadcasts per day**.**

On the next page, you can customize the title and message for your broadcast.

Custom Information
Compose the custom title and message to include in your broadcast.

Title:

Office for Lease in Broomfield (1,119 SF)

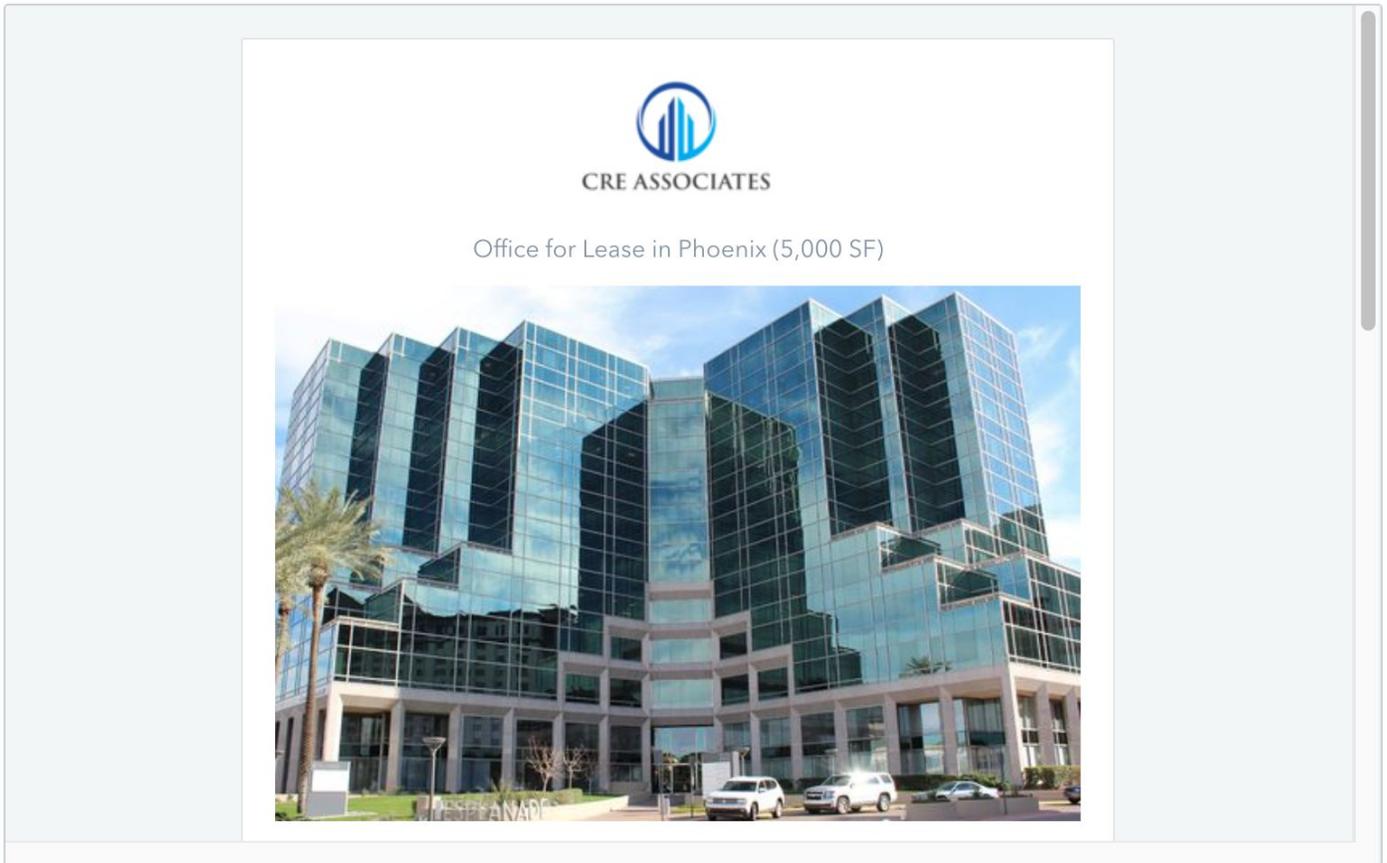Message:

-Building signage available
-2 common conference rooms available
-Open spacious restrooms w/ showers on both levels
-T-1, DSL & Comcast available
-On site management
-Just west of Hwy. 287, easy access

← Back   Cancel   Next ➡

On the last page, preview how your broadcast will look before it's sent. When you're ready, hit "Submit" to send it out.

Finish

Examine the preview and submit for distribution.

CRE ASSOCIATES

Office for Lease in Phoenix (5,000 SF)
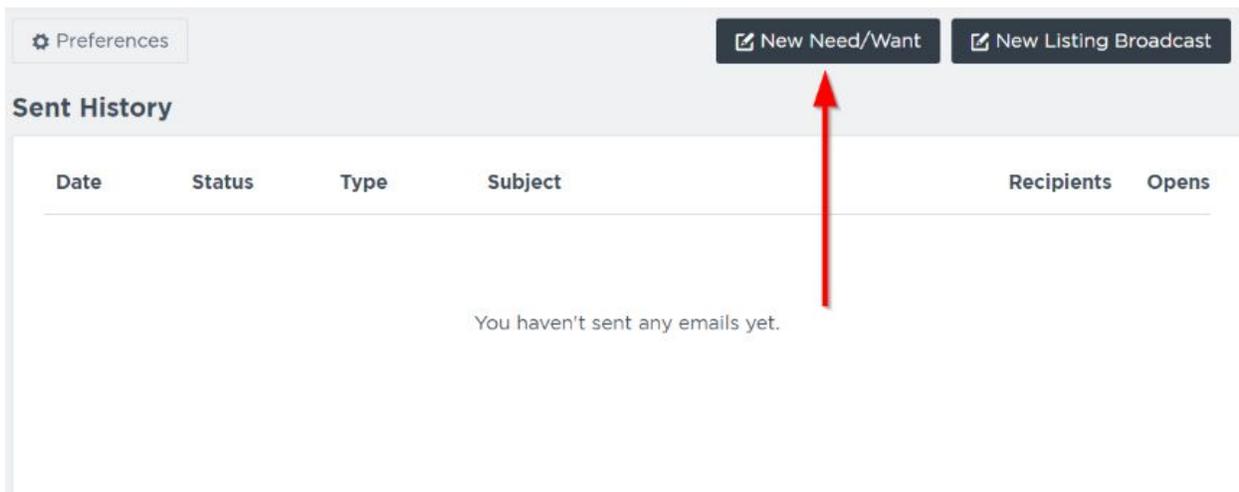
Back

Cancel   Submit

Posting Needs/Wants

Needs/Wants are properties that you (or your client) seek to purchase or lease. Needs/Wants will be broadcast via email to members who have matching preferences.

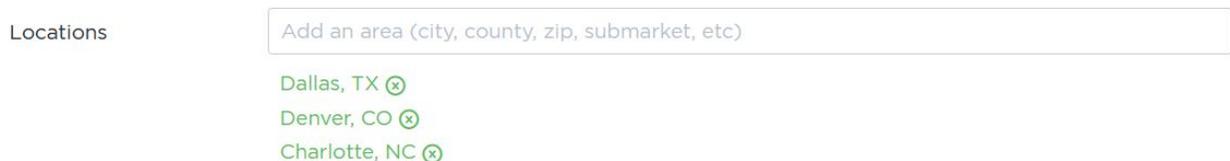To send a Need/Want, begin by logging into Catylist Research and selecting the "Email" tab

Next, click "New Need/Want"

On the next page you can enter the requirements you and/or your client are seeking. You'll be asked to enter:

- Sale, Lease, or either
- Property Type
- Target location(s)
- Title and description for your Need/Want

When your locations have successfully been added to your Need/Want, they'll appear below the locations field highlighted in green. If you wish to remove a location, just click the green "x" next to the location you wish to remove.

When you've finished entering your requirements, click "Submit" to send out your Need/Want. Shortly after submitting, you'll receive an email confirmation letting you know your Need/Want was sent successfully.
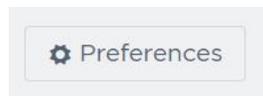

Email Preferences

Broadcast emails are sent to everyone whose email preferences match what's being distributed. You can adjust your preferences so you only get emails related to your selected locations and property types of interest.

To adjust your email preferences, begin by logging into Catylist Research and click the "Email" tab.

Next, click "Preferences"

On the following page you can enter your areas of interest, choose which property types you're interested in, and whether you prefer sale, lease, or both.

Click "Add" once you've entered your preferences, and they'll be saved automatically.

Areas and Types of Interest
Specify the location and property type combinations for which you'd like to receive broadcast email.

| Denver, CO | ● Industrial Sale or Lease | Remove |
| Denver, CO | ● Land Sale or Lease | Remove |

| Area of interest (city, county, submarket, etc) | Any Type ▾ | Sale or Lease ▾ | Add |