

## Attaching a Listing to a Current Listingbook Account

We have recently noticed that users are not taking full advantage of the benefits of associating listings with their Seller contacts in Listingbook. Follow these instructions if you have already added your Seller into Listingbook and would like to associate their respective listing to their account.

1. Go to your Client Manager and click on the seller's name.



The screenshot shows the Listingbook Client Manager interface. At the top, there are navigation links: Add A Buyer, Add A Seller, Create CyberCMA™, Switch Client Type, and Add Prospects. Below these are tabs for ACTIVITY, DIRECTORY, WEB ACCOUNTS, ASSIGNED PROPERTIES, CMA REPORTS, and OPEN HOUSES. A search bar is present with 'View All Clients' and 'Order by Last Login'. The main table lists clients with columns for Client Folder, Home Finder, Client Activity, Property Activity, and Last Login. A red arrow points to the 'Jack Elson' client name in the Client Folder column.

Client Folder	Home Finder	Client Activity	Property Activity	Last Login
<a href="#">Jack Elson</a>	45 New	7 New View All	1375 Bronson Road 49 New	6 days
<a href="#">Joanna Piscitelli</a>	8 New	View All		5 mos
<a href="#">Dave Fernandez</a>	11 New	View All		6 mos

2. Click on the Seller Services tab, then click Assign a Seller Property.



The screenshot shows the Seller Services tab in Listingbook. The 'Assign a Seller Property' link is circled in red. Below it, there are two options: 'Self-Assign' and 'Seller Purchasing'. A warning message is displayed on the left side of the page.

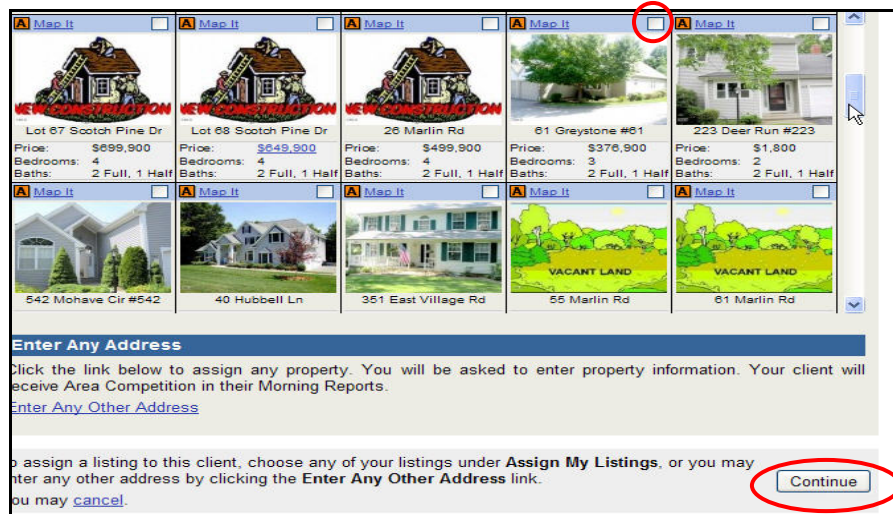
**Warning:** You have not given your client a Listingbook account. Until you give an account, Listingbook services will not be received. [Give Listingbook Account](#)

**Assign a Seller Property**  
Add a property to this client's Seller Properties.

**Self-Assign**  
Your seller can enter his/her address and receive updates on competition and activity. Address MUST match your listing(s)

**Seller Purchasing**  
Your seller can purchase a Featured Listing Promotion and advertise to potential buyers.

3. You will get a list of all of your current listings. Select the appropriate listing and click Continue.



The screenshot shows a list of current listings in Listingbook. The 'Continue' button is circled in red. The listings are displayed in a grid format with columns for listing details, including address, price, bedrooms, and baths. A 'Map It' button is visible for each listing. Below the listings, there is a section for 'Enter Any Address' and a 'Continue' button.

**Enter Any Address**  
Click the link below to assign any property. You will be asked to enter property information. Your client will receive Area Competition in their Morning Reports.  
[Enter Any Other Address](#)

To assign a listing to this client, choose any of your listings under **Assign My Listings**, or you may enter any other address by clicking the **Enter Any Other Address** link.  
You may [cancel](#).

**Continue**

4. If the following criteria are met, you are eligible for a free Featured Listing promotion:
  1. the property is a Single Family or Condo
  2. there are at least 50 prospects for it within the Listingbook community
  3. there is a valid email address entered for the Seller of the property

In this instance, you can now choose a phrase, such as New Listing, Price Reduced, etc., to be added to your listing during the promotion. Click Continue when finished. Your listing will now be promoted as a Featured Listing for the next 7 days.

The screenshot displays the Listingbook website interface for a property promotion. At the top, there is a banner for "Listingbook's Property Promotions Promote Your Properties Now!" with a "View My Listings" button. Below the banner is a navigation menu with options: Frontpage, Client Manager, Quick Search, Office Reports, Messages, Calendar, My Account, Help, and Logout. The main content area is titled "Assign Listing: Property Promotion" and features a "Congratulations!" message for the property at 211 Scribner Ave. The property image is shown, and a blue box highlights the text "Promote this listing FREE!". Below this, there is a paragraph explaining the promotion and a "Reason for promotion" dropdown menu with "None Given" selected, which is circled in red. There is also an unchecked checkbox for "No thanks, I don't want this listing promoted for free." and a "Continue" button. On the right side, there is a "Tip of the Day" sidebar with a "Learn More" button. The footer contains copyright information and a "Back to Top" link.