

# Subscribing People to Listing Announcements

While moving your people and their transactions through the Sales Flow, you may wish to send out announcements regarding Just Listed or Just Sold properties. Subscribing people to Listing Announcements will make this process much smoother.

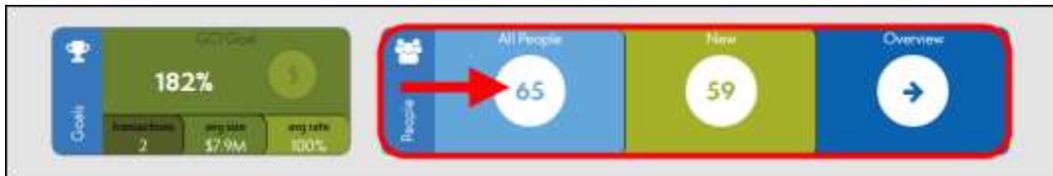
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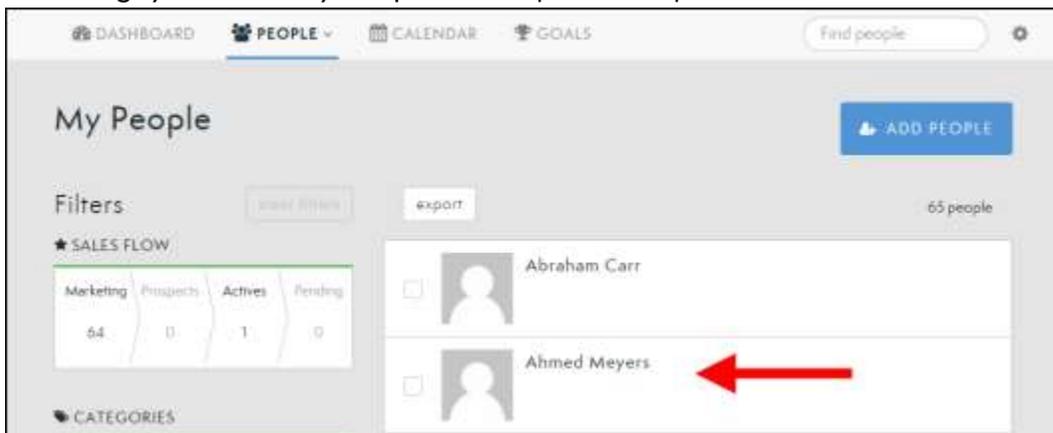
## Subscribing an Individual to Listing Announcements

To subscribe someone to Listing Announcements, follow the steps below:

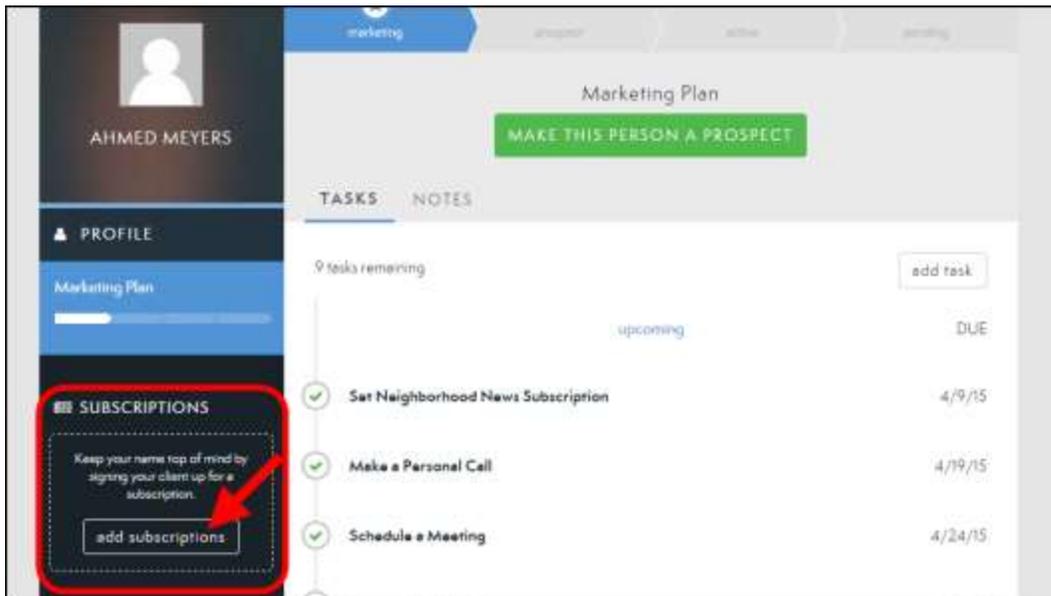
1. Sign into Moxi Works™/Moxi Engage™.
2. Click on All People screen in the People section (see below).



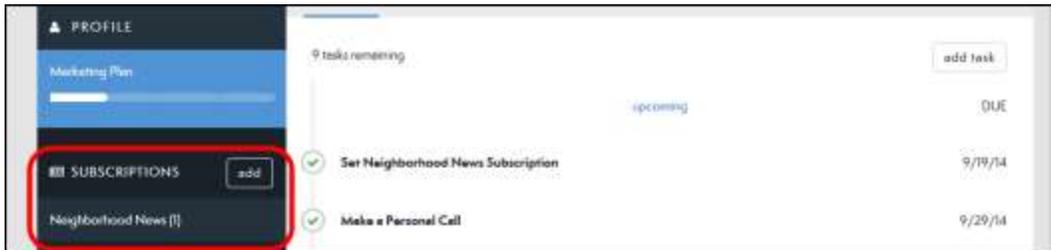
3. This brings you to the My People screen (see below).



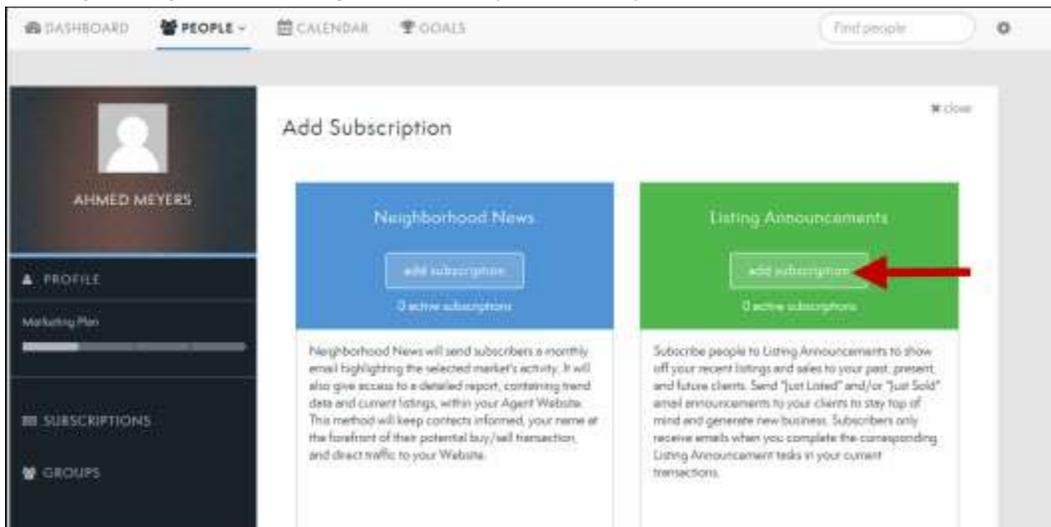
4. Select the person to whom you would like to subscribe Listing Announcements (see above, indicated by the red arrow). In this example, Ahmed Meyers is the client selected.
5. This brings you to the Profile Page for the selected person (see below).
6. Scroll down to the Subscriptions section (see below, circled in red).



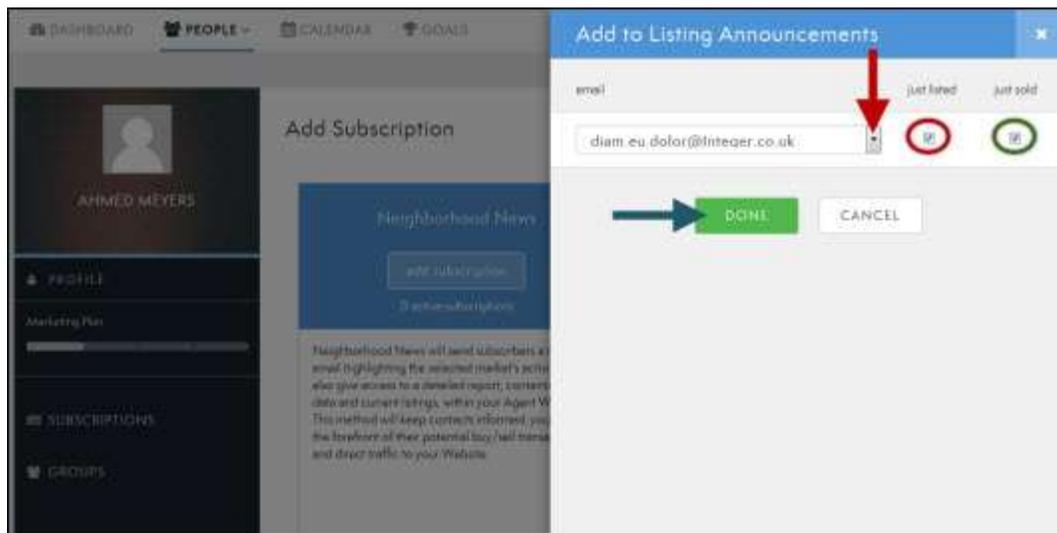
7. Click Add Subscriptions (see above, indicated by the red arrow).
  - a. NOTE: If you have already added a subscription, the active subscriptions will be listed here.(see below, circled in red).



8. This opens up the Subscriptions form (see below).



9. Click Add Subscription button within the Listing Announcements subscription (see above, indicated by the red arrow).
10. Select the Email Address to which you would like to send Listing Announcements too (see below, indicated by the red arrow).



- a. NOTE: If multiple email addresses exist in the person's profile, a drop-down menu allows you to select which email address you wish to use.
11. Select which announcements you would like this person to receive:
  - a. Just Listed: ??? (see above, circled in red).
  - b. Just Sold: ??? (see above, circled in green).
12. Click Done (see above, indicated by the blue arrow).

You have now subscribed an individual to Listing Announcements (see below).

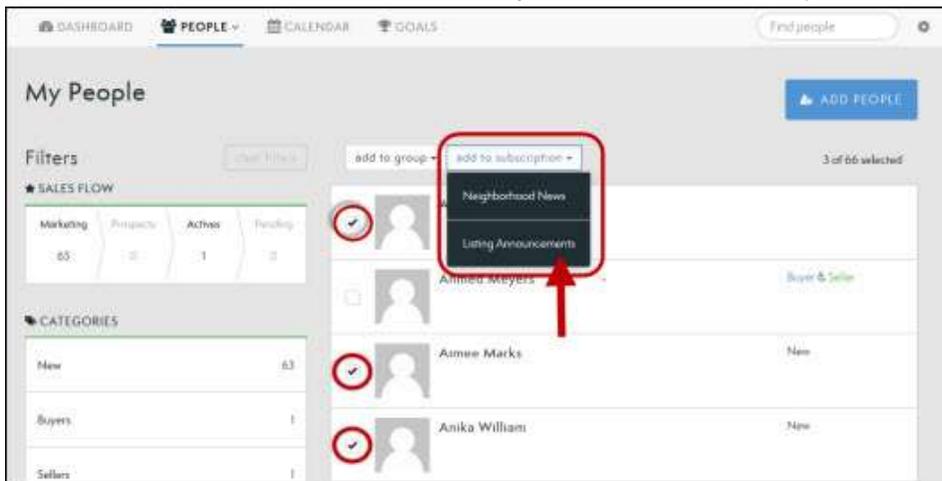
# Subscribing Multiple People to Listing Announcements

To subscribe multiple people to listing announcements, follow the below steps:

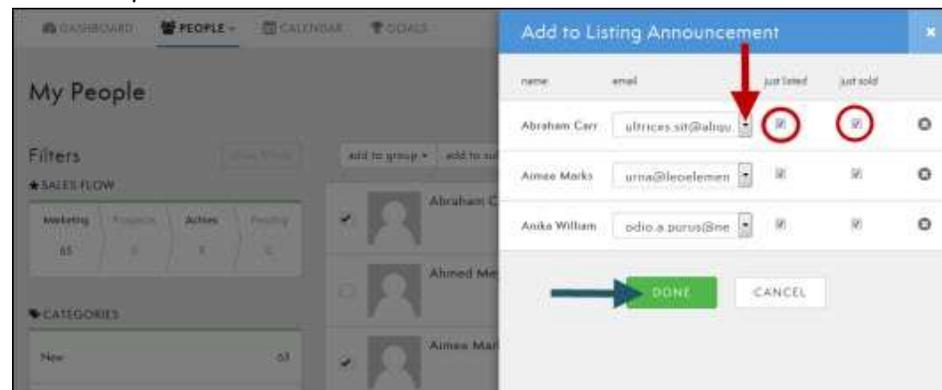
1. Sign into Moxi Works/Moxi Engage.
2. Click on All People in the People section (see below).



3. This brings you to the My People screen (see below).
4. Click the check box next to each name you wish to subscribe (see below, circled in red).



5. Click Add to Subscription (see above, circled in red).
6. Select the Listing Announcements (see above, indicated by the red arrow).
7. Select the Email to which you would like to send Listing Announcements (see below, indicated by the red arrow).



- a. NOTE: If multiple email addresses exist in a person's profile, a drop-down menu allows you to select which email address you wish to use.
8. Select which announcement you would like your people to receive (see above, indicated by the red circles).
  9. Click Done (see above, indicated by the blue arrow).

You have now subscribed multiple people to Listing Announcements.

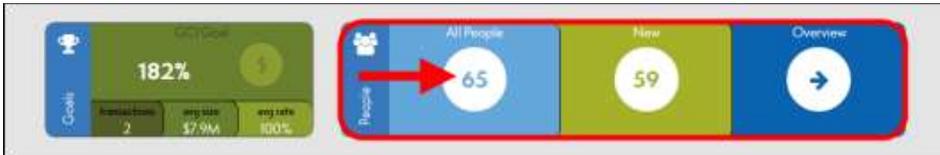
# Sending Your Listing Announcements

Now that you have signed up your people for Listing Announcements you are ready to send your Listing Announcements once you have a New Listing or when you have a Just Sold a listing.

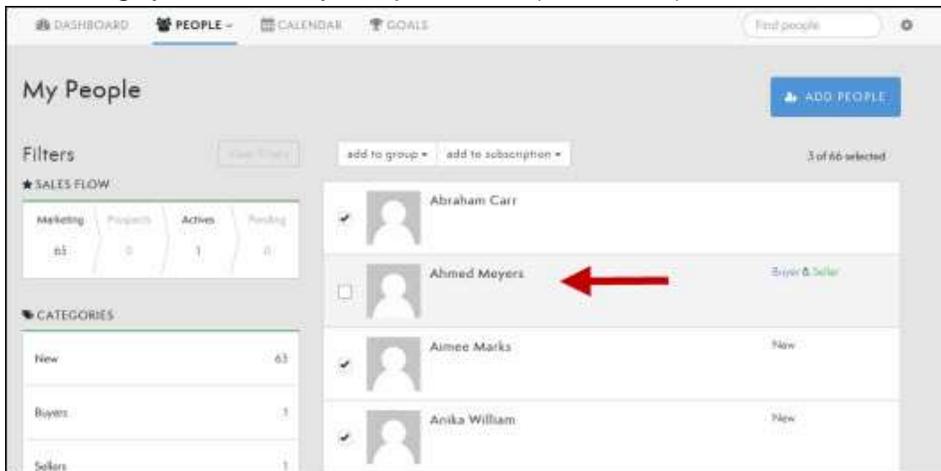
## Just Listed Email Listing Announcements

To send your just listed email listing announcements, follow the below steps:

1. Sign into Moxi Works/Moxi Engage.
2. Click on All People in the People section (see below).



3. This brings you to the My People screen (see below).



4. Select the person to whom you would like to email a Just Listed Email Listing Announcement (see above, indicated by the red arrow). In this example, Ahmed Meyers is the client selected.
  - a. NOTE: The person must be in the Active Zone with a transaction with an active MLS #.
5. This brings you to the Profile Page for the selected person (see below).

Navigation: DASHBOARD | PEOPLE | CALENDAR | GOALS | Find people

Progress: pending | progress | work | pending

**AHMED MEYERS**  
Buyer & Seller  
add transaction

**PROFILE**  
Ahmed Meyers - buyer  
Buyer  
Ahmed Meyers - seller  
Seller

**SUBSCRIPTIONS** add  
Listing Announcements (2)

**GROUPS**  
Use groups to organize your people  
add to groups

**Ahmed Meyers - seller**  
MOVE TO PENDING ZONE

TASKS | DETAILS | NOTES

29 tasks remaining | add task

Task	Due
Submit Paperwork	5/2/15
Mail Gift	5/2/15
Schedule Appointment	5/2/15
Create Property Prep-List	5/4/15
Schedule Staging	5/5/15
Schedule Photographer	5/5/15
Open Preliminary Title	5/5/15
Input Listing in MLS	5/5/15
Order Yard Sign	5/7/15
Create Flyers	5/13/15
Mail "Just Listed" Postcards	5/13/15
Deliver Key Box and Flyers	5/14/15
Send "Just Listed" Announcement Email	5/15/15

6. Scroll down until you find the task Send "Just Listed" Announcement Email (see above, indicated by the red arrow).
7. Click on the Task Name, not the check mark as this will display the task as complete and not open the task for you to complete (see below).

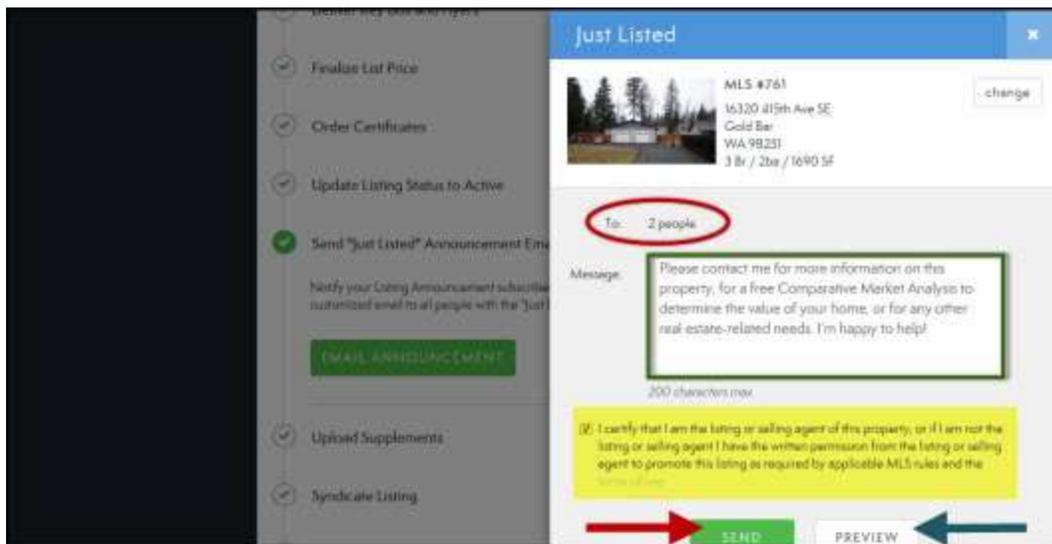
Send "Just Listed" Announcement Email 5/15/15

Notify your Listing Announcement subscribers that this listing is now on the market! Select the button below to send a customized email to all people with the "Just Listed" subscription sub-type.

**EMAIL ANNOUNCEMENT**

done edit more

8. Click on Email Announcement (see above, indicated by the red arrow).



9. The Just Listed form will open and you will need to fill out the following information:
  - a. Message: This is the message that will display in the email to all of your people you have selected to receive this type of Listing Announcement.
  - b. Certification: You must verify that you are the listing agent of this property or the selling agent (see above, highlighted in yellow).
    - i. NOTE: If you do not check this box, you will not be able to send out this listing announcement.
  - c. Send: If you are happy with the email, click on Send to send to all of your recipients.
    - i. NOTE: In the To section you can see how many people will receive this email (see above, circled in red).
  - d. Preview: You can choose to preview the email before it is sent to your clients.

You have now learned how to send a Just Listed Listing Announcement.

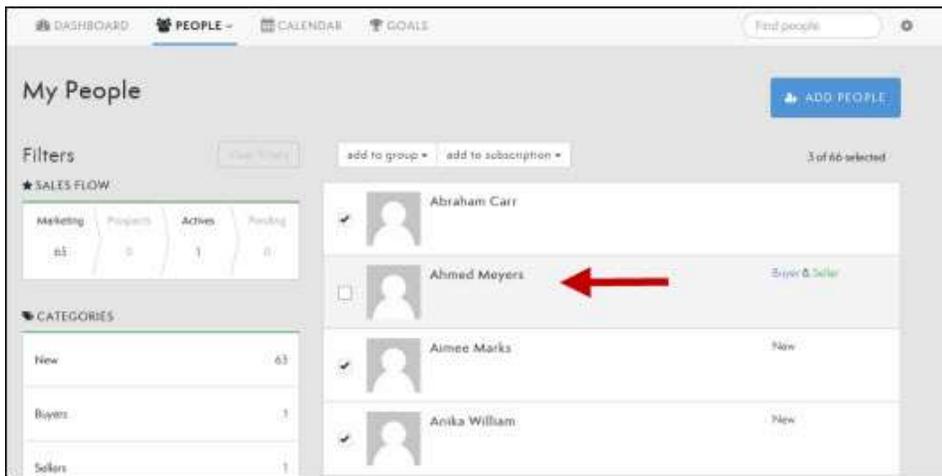
## Just Sold Email Listing Announcements

To send your just sold email listing announcements, follow the below steps:

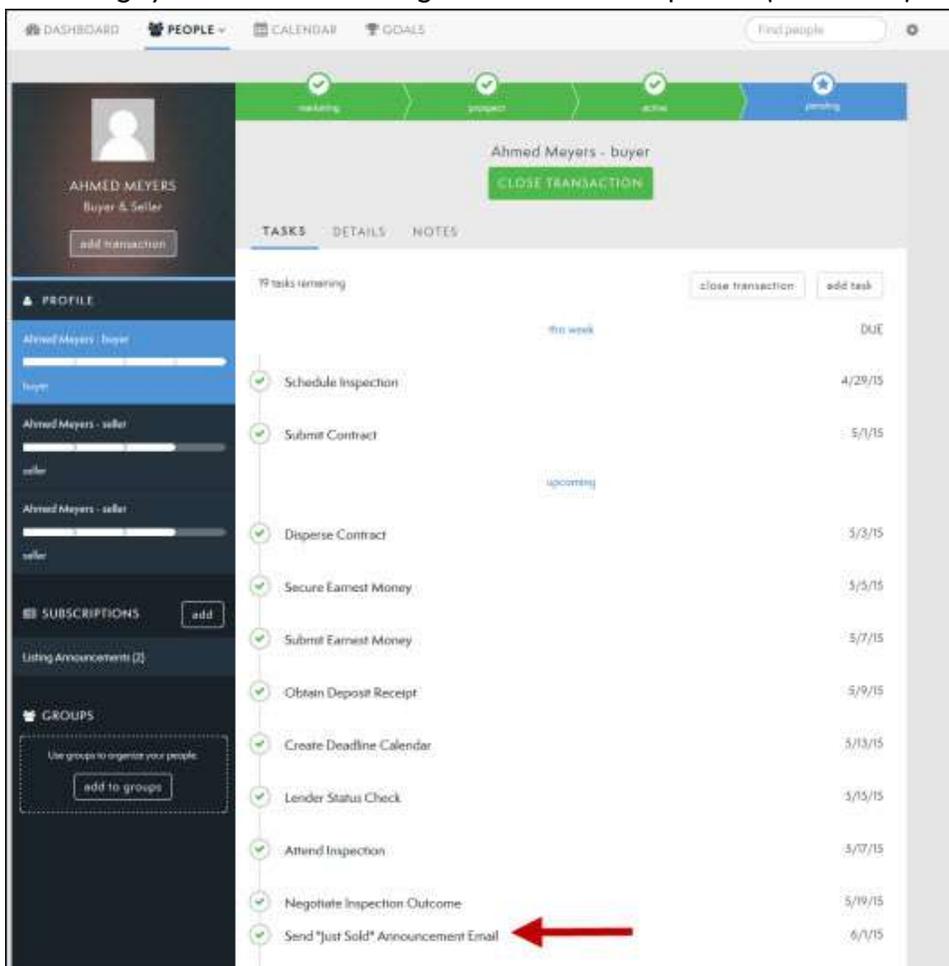
1. Sign into Moxi Works/Moxi Engage.
2. Click on All People in the People section (see below).



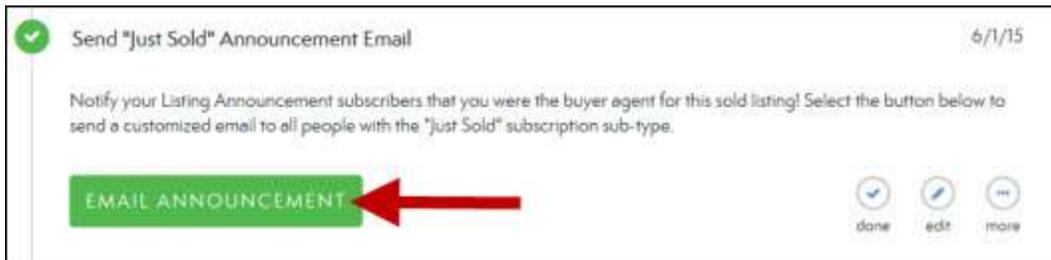
3. This brings you to the My People screen (see below).



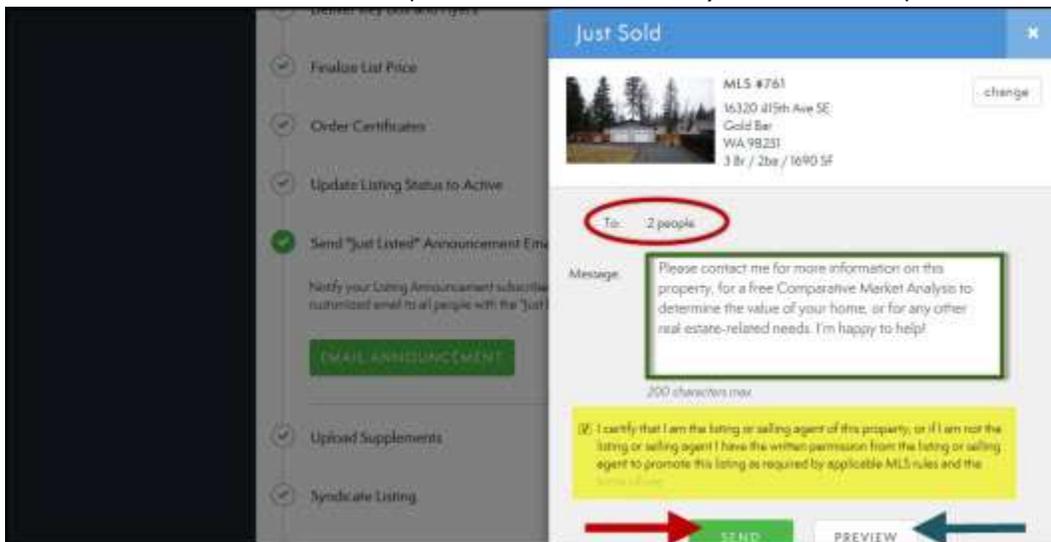
4. Select the person to whom you would like to email a Just Sold Email Listing Announcement (see above, indicated by the red arrow). In this example, Ahmed Meyers is the client selected.
  - a. NOTE: The person must be in the Pending Zone with a transaction with an active MLS #.
5. This brings you to the Profile Page for the selected person (see below).



6. Scroll down until you find the task Send "Just Sold" Announcement Email (see above, indicated by the red arrow).
7. Click on the Task Name, not the check mark as this will display the task as complete and not open the task for you to complete (see below).



8. Click on Email Announcement (see above, indicated by the red arrow).



9. The Just Sold form will open and you will need to fill out the following information:
- e. Message: This is the message that will display in the email to all of your people you have selected to receive this type of Listing Announcement.
  - f. Certification: You must verify that you are the listing agent of this property or the selling agent (see above, highlighted in yellow).
    - i. NOTE: If you do not check this box, you will not be able to send out this listing announcement.
  - g. Send: If you are happy with the email, click on Send to send to all of your recipients.
    - i. NOTE: In the To section you can see how many people will receive this email (see above, circled in red).
  - h. Preview: You can choose to preview the email before it is sent to your clients.

You have now learned how to send a Just Sold Listing Announcement.