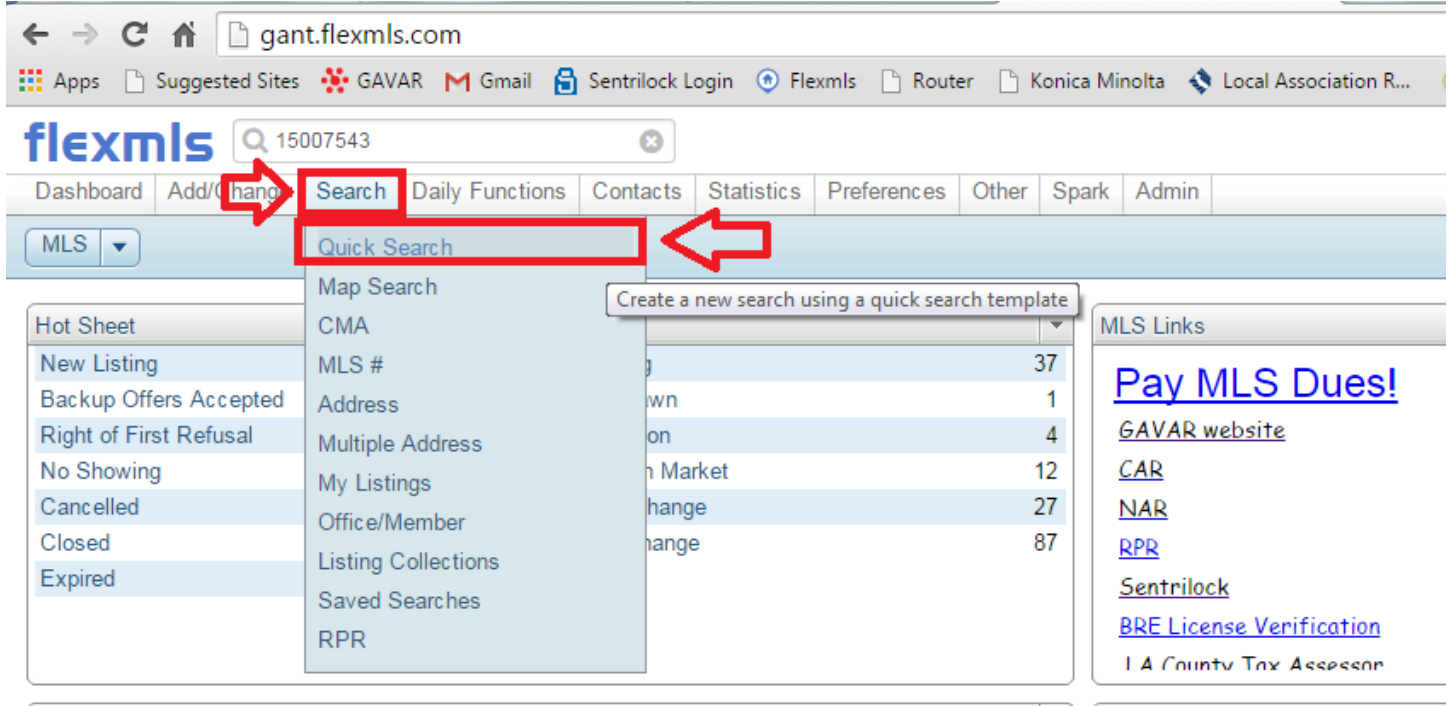


How to Setup Automatic Emails:

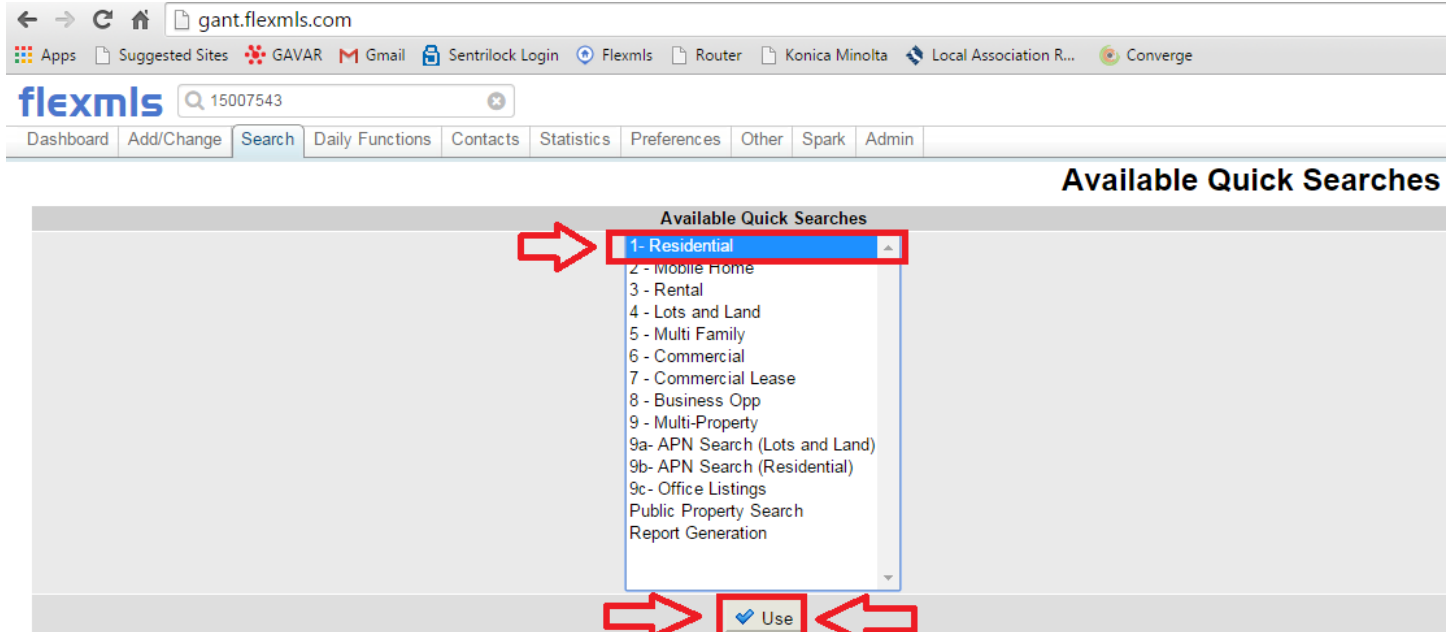
This Instructional guide is designed to show you how to quickly complete a set up for automatic emails.

Note: There are many ways to accomplish this. This guide shows you 1 possible way.

Step 1) Open a "Quick Search":



Step 2) Pick your listing type then hit "Next":



Step 3) Apply your filters, hit "Save", then hit "Save Search":

The screenshot shows the flexmls search results page. On the left, a sidebar contains various filters such as 'Status of Active', 'Property Sub-Type', 'Street #', 'Street Name', 'Current Price between 150,000 and 200,000', 'Area of 03 - Lancaster West', 'City of Palmdale, Lancaster', 'Zip Code', 'Year Built', '# Bedrooms of 3+', and 'Total Baths of 2+'. A large red arrow points from the filters towards the main content area. The main content area displays '35 listings matched your search' and provides options like 'View results in a list', 'Show listing details', 'See photos, videos, and virtual tours', 'Map the listings', 'Compare listings', 'Send Messages about listings', 'Save, E-mail or Print your listings', and 'Create a CMA or Export'. A 'Save Menu' overlay is visible in the top right corner, with a red arrow pointing to the 'Save Search' option.

Step 4) Fill in the necessary Information, then hit "Save and Add Auto E-mail":

The screenshot shows the flexmls search results page with the 'Save Search' dialog box open. The dialog box has fields for 'Save Type' (New/Existing), 'Search Name' (Example Auto Email), and 'Search Description' (This is an Example Auto Email. For Dino Biel, 3 Beds, 2 Baths, from 150-200k, Lancaster West). There are also radio buttons for 'Contact' (None/New/Existing) and a '+ Additional Search Options' section. A red arrow points from the search results area towards the dialog box. At the bottom of the dialog box, the 'Save and Add Auto E-Mail' button is highlighted with a red box and a red arrow.

Step 5) Select contacts to send Auto Emails to, Select how often you would like to send the emails, Create a personalized Email, then hit "Save":

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Dashboard Add/Change Search Daily Functions Contacts Statistics Preferences Other Spark Admin

1- Residential *work on behalf of a contact*

View Results: 35

MLS #, address or map overlay [Browse »](#)

- Status of **Active**
- Property Sub-Type
- Street #
- Street Name
- Current Price between 150,000 and 200,000
- Area of 03 - Lancaster West

01 - 110th W to I-5
02 - Antelope Acres/Rural
03 - Lancaster West
04 - Lanc Div to 90th E
05 - Lanc 90th E to SB
06 - Leona Vly & Lakes
07 - Ana Verde & Rit Ranch

[See All...](#) [Find via Map Areas...](#)

- City of Palmdale, Lancaster
- Zip Code
- Year Built
- # Bedrooms of 3+
- Total Baths of 2+
- Baths - Full
- Baths - 1/2
- Square Footage
- Lot Acres
- Lot SqFt
- Pool
- Spa
- Stories
- # of Garage Spaces

Add Auto E-Mail

General Prospecting Event Options

Event name: Event Example Auto Email

Preview Mode: Off On

Send notification of new listings to: You (sender) Selected contacts

Send me an email when a contact clicks the link

Contacts: [Add New Contact](#)

Schedule: Please choose a schedule for this prospecting event.

Weekly: Sunday Monday Tuesday Wednesday Thursday Friday Saturday | [Clear days](#)

Monthly: 1st day of each month

ASAP

View to send

1 - Residential

1 - Residential :
Area, Status Change Date, Cumulative DOM, Address, # Bedrooms, Total Baths, Square Footage, Lot SqFt, Year Built, Sale Type, Listing Member

E-mail content

Templates: You currently have no saved email templates

[Save as New](#)

Subject: New Listings Just for You!

Body

Spell Check

HTML

Text

Hello Dino!

Here are some new homes hitting the market just for you!
Take a sneak peak at your possible future home today!

Thank you,

|

[Save](#) [Cancel](#)

Step 6) Choose to email now or later, choose which listings to send:

- Congratulations! Your auto emails are set up, now simply decide if you would like to send an email now or later!

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Dashboard Add/Change Search Daily Functions Contacts Statistics Preferences Other Spark Admin

Example Auto Email *work on behalf of a contact*

View Results: 35

MLS #, address or map overlay [Browse »](#)

- Status of **Active**
- Property Sub-Type
- Street #
- Street Name

Search and automatic email saved. [x](#)

Would you like to:

- Email these listings now
- Choose listings to email
- Do not send listings now

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