



Entering a Coming Soon Listing

Entering a Coming Soon Listing for the first time can be tricky. Use this guide to remember the key points when adding it to the MLS.

1. When is a Coming Soon listing Required?

When you are going to be marketing a listing, but it is not yet Active in the MLS.

[Click here to see our Coming Soon FAQs](#)

2. What do I need to send to the Association/MLS Department?

All Coming Soon Listings require you to send the association a copy of your SELM (signed by your broker) and your listing agreement. These can be sent to mls@csmaor.com

3. Key points when entering your listing into Flex.

To add your Coming Soon Listing into Flex MLS the process is the same as a standard listing with a few items to remember below. Start by going to the Menu button—>Add Listing.

a. Changing status drop down from Active to Coming Soon

An important key point is changing the status to Coming Soon as the system defaults to Active. Use the drop-down menu on the Main Fields tab to change to Coming Soon Status.

The screenshot shows the 'Main Fields' tab in the Flex MLS interface. The 'Status' dropdown menu is open, showing options: 'Active', 'Active', and 'Coming Soon'. The 'Coming Soon' option is highlighted. A red tooltip message is visible: "Coming Soon Status can be found here if needed." Other fields like [Listing Date], [Expiration Date], and [Listing Price] are visible but not selected.

b. The importance of the start showing date and how it differs from the listing date

When you change the status to Coming Soon a new field pops up called Start Showing Date. This field is very important as it tells the system when to **automatically** change the listing to Active status. Once it changes to Active it cannot be corrected back to Coming Soon.

The screenshot shows the 'Main Fields' tab in the Flex MLS interface. The 'Status' dropdown is set to 'Coming Soon'. A new field, 'Start Showing Date', is now visible and populated with the date '2/26/2021'. Other fields like [Listing Date], [Expiration Date], and [Listing Price] are also visible.

How it differs from the listing date. The Listing Date is the start date of your contract, the Start Showing Date is the date that the MLS will automatically change your listing to Active. It is not until your listing is Active that you are allowed to do any showings.



How do you do that again ?

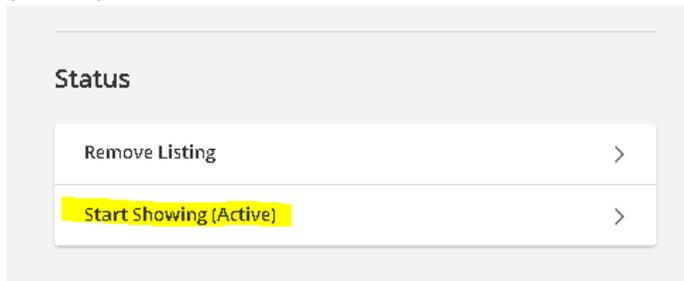
Quick & Easy, Visual Guides for Flex MLS

4. How do I extend my Coming Soon Listing?

To extend your Coming Soon listing, Edit your listing by going to your usual change listing screen and click listing information. Here you can change the Start Showing Date on the Main Fields tab. You must update it at least one date prior to the current date to ensure the system will see the change prior to rolling over the status.

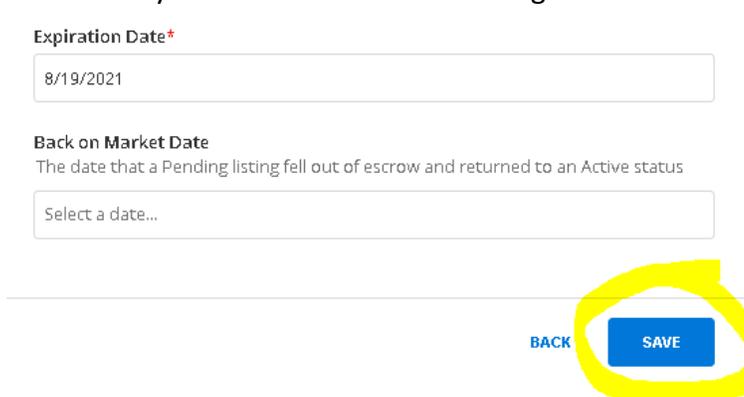
5. How do I change it to Active earlier than anticipated?

If you want to have your listing go Active earlier than planned but still on a future date, use the process above to change the Start Showing Date. If you want your listing to go Active immediately, Go to the change listing screen and this time look to the bottom under status and click Start Showing (Active).



The screenshot shows a 'Status' dropdown menu with two options: 'Remove Listing' and 'Start Showing (Active)'. The 'Start Showing (Active)' option is highlighted in yellow.

After you click Start Showing (Active) you will see the below. It often confuses people as it asks you for a Back On Market Date. You will however notice that it is not in red nor does it have a red asterisk. This tells you it is not required. Leave it blank and click Save. Your Listing will now immediately show as Active – New Listing.



The screenshot shows a form with two fields: 'Expiration Date*' with the value '8/19/2021' and 'Back on Market Date' with the placeholder text 'Select a date...'. Below the fields are 'BACK' and 'SAVE' buttons. The 'SAVE' button is circled in yellow.

6. What to do if your listing “accidentally” goes to Active before it is planned to do so?

Important! A Coming Soon to Active status change is a one-way street, meaning once it changes from Coming Soon to Active even our MLS team is **unable** to change it back to a Coming Soon status. For immediate entry issues (within 1 day of initial entry) contact the MLS department to discuss possible options for correction. For those listings that have been in Coming Soon for a longer length of time you will either need to place the listing to Hold Status (temporary release from showing) or have the listing Cancelled and re-listed. Please note cancelling and relisting involves having to do a new fully executed listing agreement.