

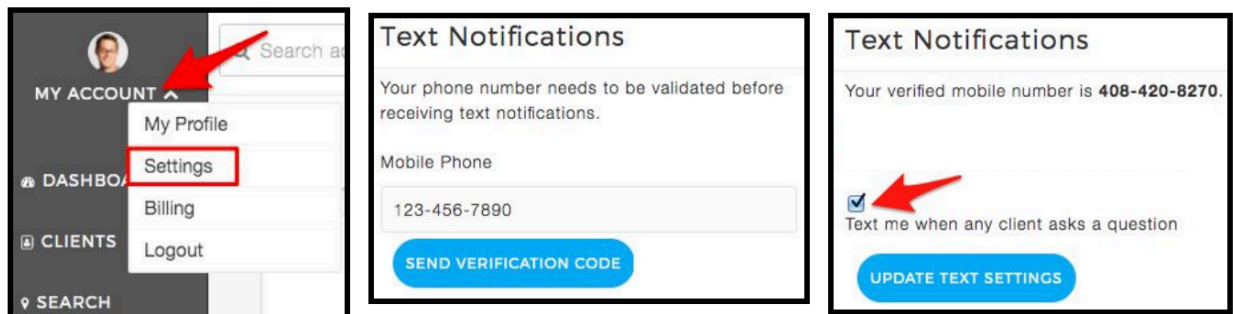
## Getting Started

### Access Your Account

Enter your email address and the password you created when you activated your account. If you don't remember, click the [Forgot?](#) link.

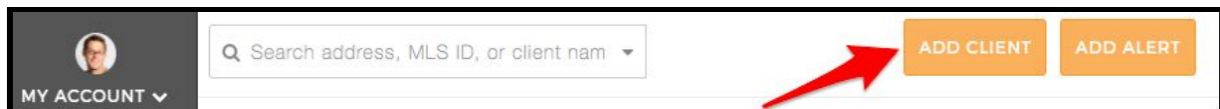
### Enable Text Message Notifications

Never miss an important client request. Click on [My Account](#) → [Settings](#). Enter your mobile phone number, then click [Send Verification Code](#). When the code arrives on your phone, enter it in the box and click [Verify](#). Then be sure to check the box to receive text notifications.



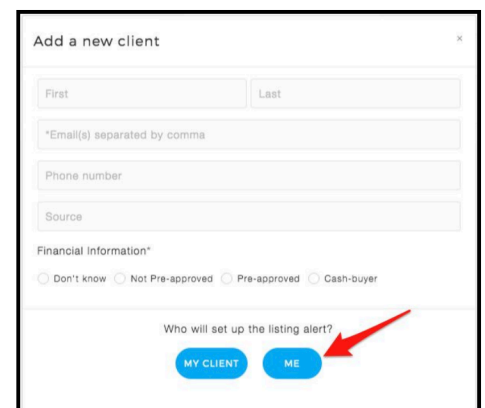
### Add a Client:

1. Click on the [Add Client](#) button towards the top right of the page:



2. Input your client's contact information. **Note:** You can put multiple emails separated by commas, and put both of their names in the First Name field.

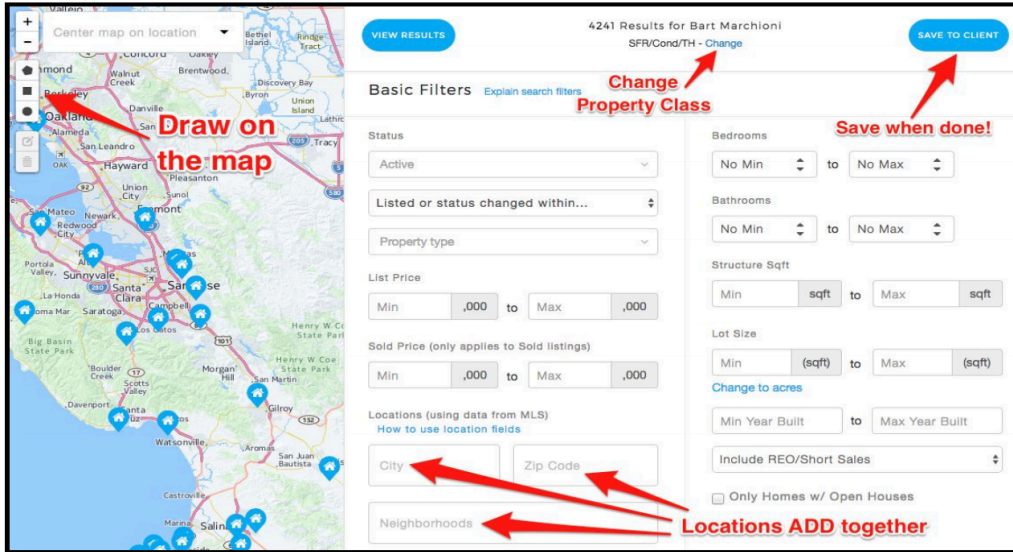
Next, decide whether *you* will create the listing alert, or if *your client* will create it themselves. We suggest choosing "Me" if you know your client's search criteria. Choosing "My Client" will guide them through a 3-step process to create their own alert, and you'll be prompted to customize a Welcome Message.



**Need help? Find FAQ's, videos, recorded webinars, and assistance importing clients & searches at [realscout.com/support](https://realscout.com/support). Or, email [support@realscout.com](mailto:support@realscout.com)**

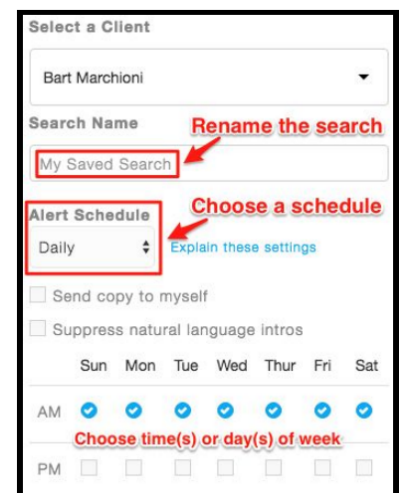
## Create a Listing Alert:

1. After selecting **Me** to create the Listing Alert, you will see a screen with a map on the left and the search criteria on the right. Enter your client's criteria to create the alert:

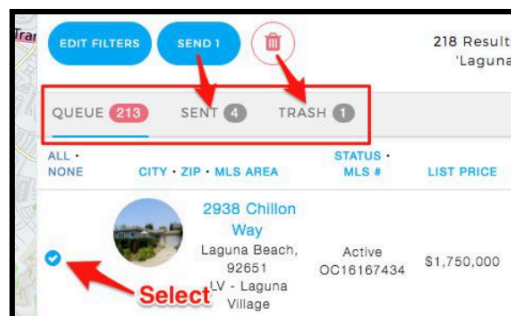


**Pro Tip:** Filter based on School Attendance Zones by using: [School & Location Boundaries](#)

2. Name the search and edit the alert schedule as needed:
  - A. **Hand-Picked** = Manual. You need to approve listings before they are sent (get your notifications ASAP or Daily)
  - B. **ASAP, Daily, Monthly** = Automatic. Listings are sent to your client as they come on the market.
  - C. Then click the blue **Save** button in the upper right



3. You'll now see the results list, where you can choose to send the current list, or manually choose individual properties to send — or trash the ones you don't want your client to see.



**Need help? Find FAQ's, videos, recorded webinars, and assistance importing clients & searches at [realscout.com/support](https://realscout.com/support). Or, email [support@realscout.com](mailto:support@realscout.com)**