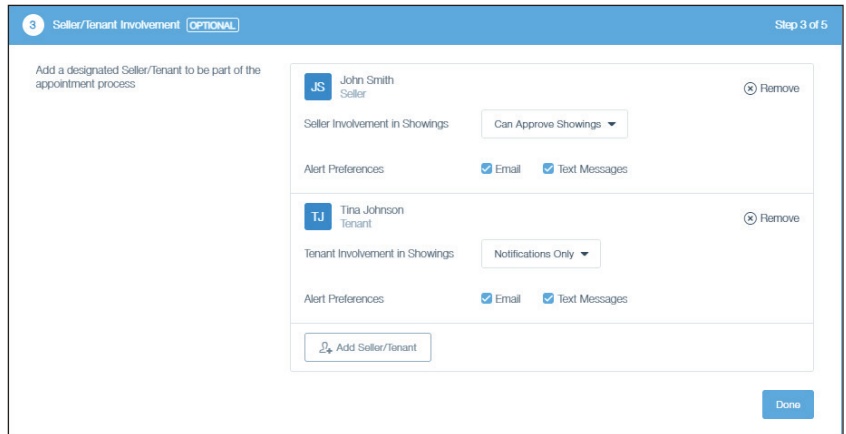# Set Up a Seller or Tenant to Approve Showings

Sellers and tenants can be added to listings in Aligned Showings. When a seller is added to a listing they can receive notifications of showing requests by email and text message, and approve or decline showing appointment requests. A showing request can be approved or declined by either the listing agent, a listing team member, or a seller/tenant.
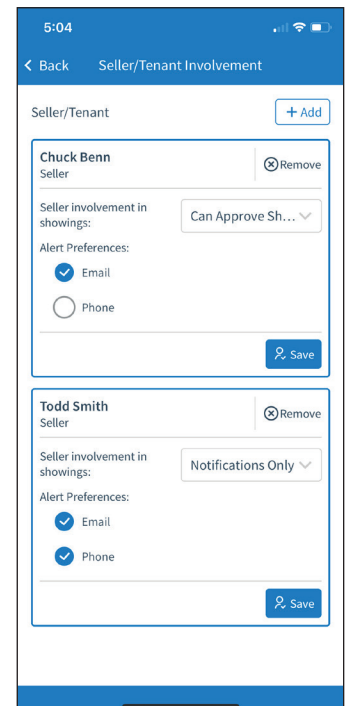
To add a seller/tenant to your listing in the Aligned Showings web application:

1. Login to Aligned Showings at alignedshowings.com.
2. Select **My Listings**.
3. Select the listing.
4. Select the **Edit** button next to SELLER/TENANT INVOLVEMENT.
5. Select **Add Seller/Tenant**.
6. Enter the name of the seller or tenant, then click **Invite New User**.
7. Enter the information and select **Add Person**.
8. Select the seller involvement: **Can Approve Showings**, **Notifications Only**, or **None**.
9. If the seller/tenant can approve showings or receive notifications, select **Email** and/or **Text Message** for alert preferences.
10. Select **Done** to save the seller/tenant.

To add a seller/tenant to your listing in the Aligned Showings mobile app:

1. Open the Aligned Showings mobile app.
2. Select **More** and then select **My Listings**.
3. Select the 3 dots and then **Listing Setup**.
4. Select **Seller/Tenant Involvement**.
5. Select **+ Add**.
6. Enter the name of the seller or tenant, then click **Invite New User**.
7. Enter the information and select **Next**.
8. Select the seller involvement: **Can Approve Showings**, **Notifications Only**, or **None**.
9. If the seller/tenant can approve showings or receive notifications, select **Email** and/or **Phone** for alert preferences.
10. Select **Add** to save the seller/tenant.

When a showing is requested, an email and/or text message is sent to any seller or tenant set to receive notifications or approve showings.

To approve or decline the showing request as a seller/tenant:

1. Open the showing request email or text message.
2. Select the **Click here** link. The appointment information is displayed on a web page outside of the Aligned Showings system.
3. Select **Approve** or **Decline**, then enter any showing instructions.