

Registering for Classes on Realcomp *Online*®

Realcomp has implemented an online class scheduler. In this module, you can register for classes, see what classes you have already taken or what you have scheduled in the near future,

After logging into Realcomp *Online*®, select “Schedule a class” from the Agent menu. A new window will open that will contain the class scheduling functions and a calendar.

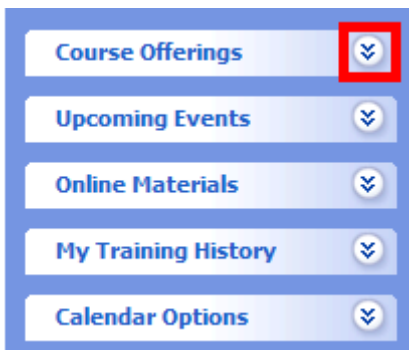
Registering for a Class

To register for an upcoming class, select the Registration tab at the top of the page. From the Course drop-down list select the desired class title. Once a course is selected the Class drop-down list will activate and that will provide the upcoming dates and times that this specific class is offered.



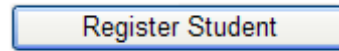
The screenshot shows the 'Realcomp Class Scheduler - Beta' interface. At the top, it displays the date 'Wednesday, March 30, 2011' and the user is logged in. The main navigation tabs are 'Calendar', 'Registration' (which is selected), 'Class Details', and 'Reports'. On the left side, there is a vertical menu with five items: 'Course Offerings', 'Upcoming Events', 'Online Materials', 'My Training History', and 'Calendar Options', each with a downward arrow. The 'Registration' section is titled 'Select a Class' and contains two dropdown menus. The first dropdown is labeled 'Course:' and is set to 'Realcomp Online® for New Subscribers'. The second dropdown is labeled 'Class:' and is set to '04/05/11 - Realcomp II LTD'. Below these dropdowns, the status is shown as 'This class is still accepting registrations.' in green text. Other details include 'Facility: Realcomp II LTD', 'Start Date: 4/5/2011 9:00:00 AM', 'Instructor: JANENE GARDNER', and '2nd Instructor: NANCY MADZIA'. A description at the bottom states: 'This course introduces new MLS Subscribers to the following Realcomp Online® functions: Listing Load-Data Entry, Searching, Reporting, Prospecting & E-mailing; as well as Realcomp's MLS Policies & Procedures and Rules & Regulations.'

If you need more information on what is covered in a specific class, go to the menu on the left and click the arrows next to Course Offerings to view all of the classes. Once the list is expanded, hover your mouse pointer over a class name to see a description or click the class name to get more details.



Your information will prefill from Realcomp Online at the bottom of the page. If you are registering for a class that your assistant will attend, please check the box for Assistant and enter their first and last name. If you and your assistant will both be attending, please register twice for the class (once for you and once for the assistant) so we have 2 seats reserved in class for you.

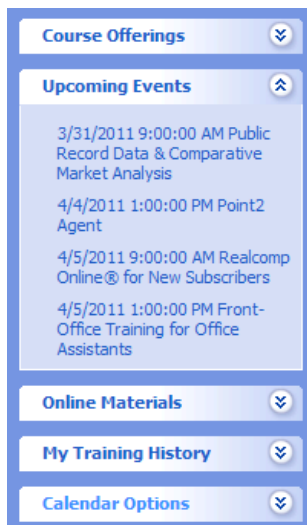
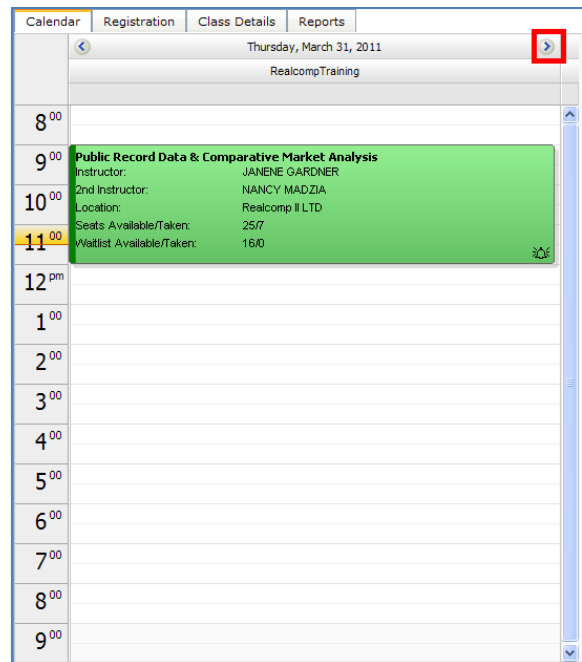
Click the Register Student button when the information is complete.



When you are finished, you can select the Class Details tab to see the date and time of the class, a description of the class and Realcomp's address with a link to a map, if needed.

Viewing Upcoming Classes

To see what classes are being offered next, view the calendar on the front page. Click the arrows to scroll through the days on the calendar and the classes for each day will display. If the box around the class information is green, then there are openings in that class. To register for a class click the class name and you will be taken to the Register page with that course, date and time already selected for you.



To see the classes for which you are already scheduled, click the arrow next to Upcoming Events.

To cancel a class, you must call Realcomp's Training Department or Customer Care at (866) 553-3430. If you cannot attend a class, please be sure to cancel it so you aren't subject to the \$37.50 no show fee.