

FREE TRAINING FOR MLS TECHNICAL CLASSES

Select "Training" on Realcomp.com

Realcomp Online® for New MLS Subscribers

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. 3 hours

Mon, Mar 1, 6:00p.m. - 9:00p.m.
Thur, Mar 4, 1:00p.m. - 4:00p.m.
Sat, Mar 13, 9:00a.m. - 12:00p.m.
Mon, Mar 22, 1:00p.m. - 4:00p.m.

Realcomp Online® Front-Office Training for Office Assistants

Realcomp Online® training designed for real estate office staff... this class includes training on Listing Load-Data Entry and other MLS functions related to the work performed by many Office Assistants. Realcomp understands your job is unique and for this reason, we've designed a class especially for you. 2 hours.

Mon, Mar 1, 1:00p.m. - 3:00p.m

Realcomp Online® Public Record Data & Comparative Market Analysis

Use Realcomp Online® to find land and tax information on single and groups of properties. Create address labels or download property address information for bulk mailing. Experience three unique ways to conduct a Comparative Market Analysis. 3 hours.

Thur, Mar 4, 9:00a.m. - 12:00p.m.
Mon, Mar 15, 6:00p.m. - 9:00p.m.
Thur, Mar 25, 1:00p.m. - 4:00p.m.

Online Forms

Realcomp has added several new and exciting services to our menu of member benefits including: 1) Enhanced Online Forms 2) Realcomp Mobile™, and 3) Showing Time's™ Showing Assist™. To learn how to use these new services and how they can benefit you in your business, be sure to register and attend this class! 2 hours.

Thur, Mar 11, 9:00a.m. - 12:00p.m.
Mon, Mar 29, 6:00p.m. - 9:00p.m.

Advanced Realcomp Online® - Search Techniques & Functions

Utilize advanced search methods, perform supplementary Prospecting features, explore various Report options and find agents & offices through "Agent Search". Learn about other helpful features such as Calendar, Contact Manager, Financial Reports and Reverse Prospecting. 2 hours.

Mon, Mar 15, 1:00p.m. - 3:00p.m.

Transaction Management

Learn to use the Transaction Desk™ Transaction Management system. Transaction Management adds additional features to your existing Instanet (Online Forms) account. Learn how to manage your transactions through online tools such as: calendar/appointment tracking, task/activity plans, contact participation, document storage, vendor/service order management, online document filing, and more. 3 hours.

Thur, Mar 11, 1:00p.m. - 4:00p.m.
Thur, Mar 25, 9:00a.m. - 12:00p.m.

GO GREEN! Go Paperless with Online Forms through Transaction Desk



Instanet's Transaction Desk is being used to Upload Disclosures to your listings for agents to view in Realcomp Online®, to Quickly Access Realcomp and Board/Association Forms, for Online Negotiations, Online Storage, and more. Sign up for the **Online Forms** class at www.realcomp.com. Click "Training" and "Register for a Training Course".

March 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Ofc Ast.-pm New Subscr.-pm 1	Point2-am 2	3	PRD/CMA-am New Subscr.-pm 4	Open Lab 5	6
7	Marketing-pm 8	Point2-pm 9	10	Forms-am Trans Mgt.-pm 11	12	New Subscr.-am 13
14	Search-pm PRD/CMA-pm 15	Point2-am Point2-pm 16	17	Picasa-am 18	19	20
21	New Subscr.-pm 22	Point2-am Point2-pm 23	24	Trans Mgt.-am PRD/CMA-pm 25	Open Lab 26	27
28	Appraisers-pm Forms-pm 29	Point2-am Point2-pm 30	31			

Expand your Marketing Reach with Realcomp

Discover Realcomp's many marketing tools to streamline your work, concentrate your efforts, and expand your reach! Whether your plans involve traditional or Internet marketing methods, Realcomp provides tools that can help you achieve results. Learn how to use: Realcomp Online® for researching, branding, advertising, farming, reverse prospecting, & more; social media and other free website resources for reaching consumers, and Point2 Agent tools for syndicating listings, creating your own personal website, and more! 3 hours.

Mon, Mar 8, 1:00p.m. - 4:00p.m.

Photo Editing Using Google's FREE Picasa Software

Using Google's FREE Picasa software, learn how to edit your photos once they've been scanned or imported into your PC, then learn how to create your own Marketing materials using these photos. 2 hours

Thur, Mar 18, 9:00a.m. - 12:00p.m.

Point2 Agent

Ensure that your listings are advertised virtually everywhere. Point2 agent eases the marketing burden for the real estate professional with listing syndication that's effortless, a world class website and much more. 2 hours.

Tue, Mar 2, 9:00a.m. - 11:00a.m.
Tue, Mar 9, 1:00p.m. - 3:00p.m.
Tue, Mar 16, 9:00a.m. - 11:00a.m.
Tue, Mar 16, 1:00p.m. - 3:00p.m.
Tue, Mar 23, 9:00a.m. - 11:00a.m.
Tue, Mar 23, 1:00p.m. - 3:00p.m.
Tue, Mar 30, 9:00a.m. - 11:00a.m.
Tue, Mar 30, 1:00p.m. - 3:00p.m.

Realcomp Online® for Appraisers

Appraisers learn to narrow searches geographically, find comparable properties in the MLS & Public Record Databases, and use the MLS Listing History module. 2 hours.

Mon, Mar 29, 1:00p.m. - 3:00p.m.

Open Lab

Bring your specific questions about ANY Realcomp topic. 2 hours.

Fri, Mar 5, 9:00a.m. - 11:00a.m.
Fri, Mar 26, 9:00a.m. - 11:00a.m.

Training Policy

The "No Show/No Call" policy requires notice 24-hours in advance if you have registered for a Realcomp training class and are unable to attend. Failure to cancel will result in a fine of \$37.50.



READ & WIN!

We've hidden an Agent ID in this newsletter. If you find it and it happens to be YOUR ID, call Realcomp's Customer Care Department at (866) 553-3430 by the end of this month and win a \$25 gas card. The winner could be you!



Realcomp Mobile® ... assist your customer ANYTIME...ANYWHERE (with your Internet-enabled cell or PDA.)

WWW.REALCOMPMOBILE.COM