

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, June 1, 6:00p.m. - 9:00p.m.
Thurs, June 4, 9:00a.m. - 12:00p.m.
Sat, June 13, 9:00a.m. - 12:00p.m.
Tues, June 16, 1:00p.m. - 4:00p.m.
Tues, June 30, 9:00a.m. - 12:00p.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, June 8, 1:00p.m. - 3:00p.m.
Mon, June 22, 9:00a.m. - 11:00a.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.

Tues, June 9, 9:00a.m. - 12:00p.m.
Mon, June 15, 6:00p.m. - 9:00p.m.
Thurs, June 25, 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

Tues, June 23, 1:00p.m. - 3:00p.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, June 1, 9:00a.m. - 11:00a.m.

Transaction Management

Learn to use the Transaction Desk™ Transaction Management system. Transaction Management adds additional features to your existing Instantet (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 faxing, and more. 3 hours.

Mon, June 8, 9:00a.m. - 12:00p.m.
Thurs, June 18, 1:00p.m. - 4:00p.m.
Mon, June 29, 6:00p.m. - 9:00p.m.

Learn to Attach Disclosures the New & Improved way in Realcomp's

Open Lab



Discover the new functions that have been added to the Manage Listings page in Realcomp Online®. Each function permits you to attach documents to your listings for agents to view. **Open Lab** class is held every other Friday and there is no need to sign up. Just walk in and bring your questions.

June 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Marketing Utilizing Realcomp Online®

Discover the many Marketing features built into the Realcomp Online® system to enhance your communication methods. From creating customized flyers tailored to your clients' specific needs to generating labels to target a specific area for a promotional mailing, Realcomp Online® contains multiple tools to help you bolster your Marketing efforts. 3 hours.

Tues, June 9, 1:00p.m. - 4:00p.m.
Mon, June 29, 9:00a.m. - 12:00p.m.

What's New at Realcomp?

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.

Tues, June 2, 9:00a.m. - 12:00p.m.
Thur, June 11, 1:00p.m. - 4:00p.m.
Thur, June 18, 9:00a.m. - 12:00p.m.
Mon, June 22, 6:00p.m. - 9:00p.m.

Freedom with Online Forms

The first portion of the "What's New at Realcomp" class. Offices who are interested in attending the "online forms" portion only of this class may do so by making special arrangements with Realcomp's Training Department. Topics covered include: how to start a transaction, create a quick-start group, attach forms to a transaction, automatically populate them, and more. 1.5 hours.

CALL TRAINING DEPT TO SCHEDULE AT (866) 553-3430 EXT. 4.

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, June 15, 1:00p.m. - 3:00p.m.

Open Lab

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

Fri, June 12, 9:00a.m. - 11:00a.m.
Fri, June 19, 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