

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

Sat, Aug 7, 9:00a.m. - 12:00p.m.
Mon, Aug 9, 6:00p.m. - 9:00p.m.
Thur, Aug 19, 1:00p.m. - 4:00p.m.
Tue, Aug 24, 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, Aug 23, 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.

Tue, Aug 3, 9:00a.m. - 12:00p.m.
Thur, Aug 12, 1:00p.m. - 4:00p.m.
Mon, Aug 23, 6:00p.m. - 9:00p.m.
Tue, Aug 31, 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, Aug 5, 9:00a.m. - 12:00p.m.
Tue, Aug 10, 1:00p.m. - 4:00p.m.
Mon, Aug 30, 6:00p.m. - 9:00p.m.

Advanced Realcomp Online® - Search Techniques & Functions

Utilize advanced search methods, perform supplementary Prospecting Reports, 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.

Thur, Aug 5, 1:00p.m. - 3:00p.m.
Tue, Aug 10, 9:00a.m. - 11:00a.m.
Mon, Aug 16, 1:00p.m. - 3:00p.m.
Thur, Aug 26, 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 faxing, and more. 3 hours.

Thur, Aug 19, 9:00a.m. - 12:00p.m.

Online Forms by Instanet can be accessed Anytime & Anywhere using Transaction Desk



Take greener measures by utilizing Online Forms! There are more than 150 FREE forms available to you. Online Forms make Online Negotiations and Contract Management simple. You can even upload disclosures to your listings for agents to view in Realcomp Online®! Sign up for the **Online Forms** class at www.realcomp.com. Click "Training" and "Register for a Training Course".

August 2010

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

No classes scheduled

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.

Mon, Aug 2, 1:00p.m. - 3:00p.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, Aug 17, 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.

No classes scheduled

Open Lab

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

Fri, Aug 13, 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