

MAY - 2008

COMPUTER / EDUCATION CLASSES

RESERVATIONS REQUIRED for ALL CLASSES

Burbank (818) 845-7643 * SRAR (818) 786-2110 (Ext 268) * Santa Clarita Valley (661) 299-2930

Add/Edit Listings Class covers how to Add and Edit listings.

<u>Lecture</u>	Monday 5 th	2:00pm – 4:00pm	SRAR Auditorium
	Thursday 8 th	1:00pm – 3:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34
	Friday 16 th	10:00am – 12:00pm	Burbank Association 2006 West Magnolia Blvd
	Monday 19 th	2:00pm – 4:00pm	SRAR Auditorium
	Wednesday 28 th	2:00pm-4:00pm	SRAR Auditorium
	Thursday 29 th	10:00am-12:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34

WyldFyre v7 Class covers how to search MLS Listings, Sort and Change Formats, Email, Modify Reports and more.

<u>Lecture</u>	Friday 16 th	1:00pm – 3:00pm	Burbank Association 2006 West Magnolia Blvd
<u>Hands-on</u>	Note: YOU MUST BRING YOUR SAFE MLS TOKEN - YOU MUST KNOW BASIC WINDOWS		
	Tuesday 6 th	10:00am – 12:00pm	SRAR Lab

Tempo Web Searches Covers how to get Comps, New Listings, Search by Map, Email Reports and other useful tips.

<u>Lecture</u>	Thursday 1 st	2:00pm – 4:00pm	SRAR Auditorium
<u>Hands-on</u>	Note: YOU MUST BRING YOUR SAFE MLS TOKEN - YOU MUST KNOW BASIC WINDOWS		
	Tuesday 6 th	5:00pm – 7:00pm	SRAR Lab

WINForms Training Learn how to use the features and functions of Electronic Transaction Forms

<u>Lecture</u>	Monday 12 th	2pm – 4pm	Winforms Desktop	SRAR Auditorium
	Tuesday 13 th	2pm – 4pm	Winforms Online	SRAR Auditorium

MLS Rules “How to Avoid Paying Assessments” This class covers Accuracy of Information, Expiration, Extension, and Renewal of Listings. Mandatory Submission, Exempted Listings, and much more.

<u>Lecture</u>	Wednesday 14 th	2:00pm – 4:00pm	SRAR Auditorium
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***NEW PinPoint Maps** Simplifies mapping process by incorporating Aerial Photography, MLS Data & Tax information. Now all three functions can be done from one mapping program.

<u>Lecture</u>	Wednesday 7 th	1:30pm – 3:30pm	SRAR Auditorium
	Thursday 8 th	10:00am – 12:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34
	Thursday 8 th	1:30pm- 3:30pm	Burbank Association 2006 West Magnolia Blvd

Listing Book This class will give an overview of Listing Book, an online communication, search and client servicing system that allows you to manage and deliver an unprecedented level of service to your clients.

<u>Lecture</u>	Thursday 15 th	9:00-11:00am	SRAR Auditorium
	Thursday 22 nd	10am – 12pm or 2pm – 4pm	SRAR Auditorium

***NEW Realist Tax Data** Learn various ways to search tax data, create labels, get demographic & school data and other useful function.

<u>Lecture</u>	Wednesday 21 st	2:00pm – 4:00pm	SRAR Auditorium
	Thursday 22 nd	10:00am – 12:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34
	Thursday 22 nd	2:00pm-4:00pm	Burbank Association 2006 West Magnolia Blvd

***NEW Beyond Basic WyldFyre** Includes Hotsheet, Search Updates, Tour Date, Additional Formats, Timed Downloads, etc.

<u>Lecture</u>	Monday 19 th	1:00pm – 3:00pm	Burbank Association 2006 West Magnolia Blvd
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*** NEW Beyond Basic Tempo Web Searches** This class will include Search by Map, Hotsheet, Tour Date, Custom Search, Reports and more.

<u>Lecture</u>	Thursday 29 th	1:00pm – 3:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34
	Friday 30 th	1:00pm – 3:00pm	SRAR Auditorium
<u>Hands-on</u>	Note: YOU MUST BRING YOUR SAFE MLS TOKEN - YOU MUST KNOW BASIC WINDOWS		
	Tuesday 20 th	5:00pm – 7:00pm	SRAR Lab

eN CMA Covers how to create customized CMA reports. High impact reports/presentations blend MLS property data and neighborhood information. Branded with your name, photo, and company logo, they establish you as the authority figure.

<u>Lecture</u>	Monday 19 th	10:00am – 12:00pm	Burbank Association 2006 West Magnolia Blvd
	Wednesday 28 th	10:00am – 12:00pm	SRAR Auditorium

Prospecting Email Alerts & Client Gateway Class covers how to set up Automatic Email Alerts and how to set up the Client Gateway (website) for clients to receive property reports.

<u>Lecture</u>	Tuesday 13 th	10:00am – 12:00pm	SRAR Auditorium
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Lunch & Learn “Guerilla Marketing for the Digital Realtor” Rob Baumgardner from Realty Tech will be here to give a presentation on Internet Marketing, How to drive more traffic to your website using FREE methods online, Email Marketing, Increased Leads, Identifying trends of your online consumers and more.

<u>Lecture</u>	Thursday 15 th	11:30am-1:00pm	SRAR Auditorium
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\$5.00 CASH or CHECK if payment is received by close of business Monday May 12th

\$10.00 CASH or CHECK if payment is received after close of business Monday May 12th

For more info or help with downloading the flyer with registration form, call Vince at (818) 947-2268