

AUGUST – 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 4 th	2:00pm – 4:00pm	SRAR Auditorium
	Wednesday 6 th	10:00am – 12:00pm	Burbank Association 2006 West Magnolia Blvd
	Wednesday 13 th	10:00am-12:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34
	Monday 18 th	2:00pm – 4:00pm	SRAR Auditorium
	Thursday 28 th	10:00am-12:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34
	Friday 29 th	10:00am 12:00pm	Burbank Association 2006 West Magnolia Blvd
WyldFyre v7	Class covers how to search MLS Listings, Sort and Change Formats, Email/ Modify Reports and more.		
<u>Lecture</u>	Tuesday 5 th	2:00pm -4:00pm	SRAR Auditorium
Tempo Web Searches	Covers how to get Comps, New Listings, Search by Map, Email Reports and other useful tips.		
<u>Lecture</u>	Thursday 7 th	2:00pm-4:00pm	SRAR Board Room
	Wednesday 13 th	1:00pm-3:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34
	Monday 25 th	1:30pm-3:30pm	SRAR Auditorium
	Friday 29 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		
	Wednesday 27 th	5:00pm – 7:00pm	SRAR Lab
WINForms Training	Learn how to use the features and functions of Electronic Transaction Forms		
<u>Lecture</u>	Friday 22 nd	1:00pm - 3:00pm	Winforms Online SRAR Auditorium
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>	Monday 11 th	10:00am – 12:00pm	SRAR Auditorium
	Thursday 28 th	10:00am – 12:00pm	SRAR Auditorium
*NEW Beyond Basic WyldFyre	Includes Hotsheet, Search Updates, Tour Date, Additional Formats, Timed Downloads, etc.		
<u>Lecture</u>	Wednesday 6 th	1:00pm – 3:00pm	Burbank Association 2006 West Magnolia Blvd
	Tuesday 12 th	2:00pm – 4:00pm	SRAR Auditorium
<u>Hands-on</u>	Note: YOU MUST BRING YOUR SAFE MLS TOKEN - YOU MUST KNOW BASIC WINDOWS		
	Monday 25 th	5:00pm-7:00pm	SRAR Lab
* 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 28 th	1:00pm – 3:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34
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>	Tuesday 19 th	2:00pm – 4:00pm	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>	Friday 15 th	1:00pm – 3:00pm	SRAR Auditorium
*NEW Doc Central & MLS Office	Doc Central is an intuitive program that enables you to share and manage all of your documents online safely and securely. MLS Office –Manage your contacts, your showings, your schedule, your emails and your communications, in one easy to use program.		
<u>Lecture</u>	Wednesday 20 th	1:00pm-4:00pm	SRAR Auditorium
	Thursday 21 st	9:00am – 12:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34
	Thursday 21 st	1:30pm – 4:30pm	Burbank Association 2006 West Magnolia Blvd
*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 27 th	10:00am-12:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34
	Wednesday 27 th	2:00pm – 4:00pm	SRAR Auditorium
NEW Advanced Listing Book Training	Learn: how to create your CyberCMA, how to create your Buyer Package, how to Use Listing Book to get more listings, leverage your Listing Book Business Builder Website and e-Mail prospecting into more leads and business!		
<u>Lecture</u>	Monday 11 th	2:00pm- 4:00pm	SRAR Auditorium
	Thursday 28 th	2:00pm – 4:00pm	SRAR Auditorium
rDESK	This class will demonstrate how to activate your rDESK account and base applications for creating Flyers , CMAs , Buyers Tours, Neighborhood and School Reports Etc.		
<u>Lecture</u>	Wednesday 27 th	5:00pm – 7:00pm	SRAR Auditorium