

# APRIL – 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 14 <sup>th</sup>	2:00pm – 4:00pm	SRAR Auditorium
	Friday 25 <sup>th</sup>	10:00am – 12:00pm	Burbank Association 2006 West Magnolia Blvd
	Monday 28 <sup>th</sup>	2:00pm – 4:00pm	SRAR Auditorium
	Wednesday 30 <sup>th</sup>	10:00am – 12:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34

#### **WyldFyre v7** Class covers how to search MLS Listings, Sort and Change Formats, Set up Client Updates, Set up Auto Email, and more.

<u>Lecture</u>	Wednesday 9 <sup>th</sup>	10:00am – 12:00pm	SRAR Auditorium
<u>Hands-on</u>	Note: YOU MUST BRING YOUR SAFE MLS TOKEN - YOU MUST KNOW BASIC WINDOWS		
	Wednesday 2 <sup>nd</sup>	2:00pm – 4:00pm	SRAR Lab
	Tuesday 15 <sup>th</sup>	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>	Tuesday 1 <sup>st</sup>	10:00am – 12:00pm	SRAR Auditorium
<u>Hands-on</u>	Note: YOU MUST BRING YOUR SAFE MLS TOKEN - YOU MUST KNOW BASIC WINDOWS		
	Thursday 3 <sup>rd</sup>	10:00am – 12:00pm	SRAR Lab

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

<u>Lecture</u>	Wednesday 9 <sup>th</sup>	10am – 12pm	<b>Winforms Online</b>	Burbank Association 2006 West Magnolia Blvd
	Wednesday 23 <sup>rd</sup>	10am – 12pm	<b>Winforms Online</b>	SRAR Auditorium

#### **MLS Alliance** Overview of the Alliance features – Search participating MLS's in California, Reports, Integration with eNeighborhoods MLS Marketing suite.

<u>Lecture</u>	Thursday 10 <sup>th</sup>	1:00pm – 3:00pm	SRAR Auditorium
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#### **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>	Thursday 17 <sup>th</sup>	1:00pm – 3:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34
<u>Hands-on</u>	Note: YOU MUST BRING YOUR SAFE MLS TOKEN - YOU MUST KNOW BASIC WINDOWS		
	Wednesday 16 <sup>th</sup>	10:00am – 12:00pm	SRAR Lab

#### **NEW 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>	Tuesday 8 <sup>th</sup>	10am – 12pm & 2pm – 4pm	Santa Clarita 20655 Soledad Cyn. Rd. 34
	Friday 18 <sup>th</sup>	10am – 12pm & 2pm – 4pm	SRAR Auditorium

#### **NEW rDesk** This class will demonstrate how to activate your rDESK account and base applications for creating Flyers, CMAs, Buyer's Tours, Neighborhood and School Reports and web documents.

<u>Lecture</u>	Wednesday 23 <sup>rd</sup>	1:00pm – 3:00pm	SRAR Auditorium
	Tuesday 29 <sup>th</sup>	1:00pm – 3:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34

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

<u>Lecture</u>	Friday 25 <sup>th</sup>	1:00pm – 3:00pm	Burbank Association 2006 West Magnolia Blvd
	Wednesday 30 <sup>th</sup>	1:00pm – 3:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34
<u>Hands-on</u>	Note: YOU MUST BRING YOUR SAFE MLS TOKEN - YOU MUST KNOW BASIC WINDOWS		
	Tuesday 22 <sup>nd</sup>	10:00am – 12:00pm	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>	Wednesday 9 <sup>th</sup>	1:00pm – 3:00pm	Burbank Association 2006 West Magnolia Blvd
	Thursday 17 <sup>th</sup>	10:00am – 12:00pm	Santa Clarita 20655 Soledad Cyn. Rd. 34
<u>Hands-on</u>	Note: YOU MUST BRING YOUR SAFE MLS TOKEN - YOU MUST KNOW BASIC WINDOWS		
	Tuesday 22 <sup>nd</sup>	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>	Thursday 10 <sup>th</sup>	10:00am – 12:00pm	SRAR Auditorium
<u>Hands-on</u>	Note: YOU MUST BRING YOUR SAFE MLS TOKEN - YOU MUST KNOW BASIC WINDOWS		
	Wednesday 16 <sup>th</sup>	5:00pm – 7:00pm	SRAR Lab

#### **Lunch & Learn** “5 Strategic Ways To Succeed In Today's Challenging Market ” Speaker: Louis Rinn President of Megapolitan Mortgage.

\$5.00 CASH or CHECK if payment is received by close of business Monday April 14<sup>th</sup>

\$10.00 CASH or CHECK if payment is received after close of business Monday April 14<sup>th</sup>

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