

Gresham September 2010



RMLS™ AND ASSOCIATION CLASSES

Arrange fees and registration through your association for the classes below.
EMAR 503-667-1211

Date	Class	Time
9/02-Thu	RMLS <i>WEB</i> FAST TRACK	10:00am-1:00pm
Watch out. This one is for experienced web surfers only. At an accelerated rate, we'll cover searching for listings, search results, and e-mailing to clients, hot sheets, prospecting, creating flyers, CMAs and Toolkit features.		
9/02-Thu	RMLS™ LISTING LOAD	2:00pm-4:00pm
Learn how to contribute your own information to the RMLS <i>web</i> database. We 'll cover adding & modifying listings, relevant rules, tips & tricks, and uploading photos.		
9/9-Thu	SUPRA KEY & LOCKBOX MANAGEMENT	10:00am-11:30am
This class will teach you everything you need to use your eKEY Palm software to its fullest potential. You will see how to access showing activity, listing information, roster information, send messages, provide feedback, and even open a lockbox or two. Be sure to bring your key with you to class.		
9/9-Thu	RMLS <i>WEB</i> CMA & STATISTICS	1:00pm-2:30pm
Want to be the expert in your market area? Want to better explain pricing to your clients? In this class we 'll show you how to get the statistical and comparable data you need to do just that. We 'll use the RMLS <i>web</i> Statistical module to examine MLS Areas for trends and the CMA (Comparative Market Analysis) module to search for comps to create a customized report which stands apart from the rest.		
9/16-Thu	INTRO TO MS WORD \$	10:00am-12:00pm
Looking to learn how to create great looking documents? Look no further. Our Basic MS Word class will start you off with creating a basic document and then kick it up a notch by teaching you to format text and paragraphs, add tables and insert graphic elements. We'll even teach you how to share your documents by creating labels or mastering mail merge.		
9/16-Thu	INTRO TO MS EXCEL \$	2:00pm-4:00pm
Tired of doing all the dirty work yourself? Make MS Excel do it for you. From crunching numbers to organizing information, we'll give you the basic skills to make Excel work for you. We'll teach you how to navigate your way through the program so that you can select and enter data, modify worksheets and workbooks and perform calculations.		
9/23-Thu	RMLS <i>WEB</i> CMA & STATISTICS	2:00pm-3:30pm
Want to be the expert in your market area? Want to better explain pricing to your clients? In this class we'll show you how to get the statistical and comparable data you need to do just that. We'll use the RMLS <i>web</i> Statistical module to examine MLS Areas for trends and the CMA (Comparative Market Analysis) module to search for comps to create a customized report which stands apart from the rest.		
* 1-hour break		\$ Fee assessed for this class

RMLS Computer Training Schedule

Recommended for New Subscribers

RMLS™ Orientation
RMLS*web* or RMLS Fast Track
RMLS*web* Listing Load
RMLS*web* CMA & Statistics

September 2010

S	M	T	W	T	F	S
			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		

Classes held at:
East Metro Association
of REALTORS®
1217 NE Burnside #603
Gresham, OR 97030
503-667-1211

New RMLS™ Class!
RMLS™ Updates

RMLS™ MULTIPLE LISTING SERVICE