



Gresham

February 2012

Classes held at:

East Metro
Association of
REALTORS®

1217 NE Burnside
#603
Gresham, OR
97030
503-667-1211

We can come to
your office and
conduct any of
these classes!
Call:
503-236-7657
for details.

RMLS™ AND ASSOCIATION CLASSES (Preregistration Required - 503-667-1211)

Date	Class	Time
2/02 - Thu	RMLSweb Fast Track	10am 1pm
2/02 - Thu	RMLSweb Listing Load	2pm 4pm
2/09 - Thu	RMLS™ Updates	10am 11:30am
2/09 - Thu	RMLSweb CMA & Statistics	1pm 2:30pm
2/16 - Thu	Intro to MS Outlook \$	10am 1pm
2/16 - Thu	Intro to MS Publisher \$	2pm 4pm

February 2012

\$ Fee Assessed
(Register through your local
Association office).

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			

RMLS™ TRAINING COURSE DESCRIPTIONS

RMLSweb Fast Track: 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, and toolkit features.

RMLSweb Listing Load: Learn how to contribute your own information to the RMLSweb database. We'll cover adding & modifying listings, relevant rules, tips & tricks, and uploading photos.

RMLS™ Updates: RMLS™ Updates will give you a first hand look at the latest enhancements to RMLSweb and other RMLS™ services.

RMLSweb CMA & Statistics: 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 RMLSweb 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.

Intro to MS Outlook: Some people are calling it the Too Much Information Age - which is all the more reason to be able to handle all this fast-paced data. Microsoft Office Outlook 2007 is the personal administration program that helps you manage your time and information more effectively. In our Outlook 2007 class you will learn how to create and organize your email messages, contacts and appointment calendar, all in one program.

Intro to MS Publisher: Make flyers! Or labels! Or postcards! Building on basic MS Office skills with Publisher, we'll see how to create publications from scratch and then see how to use Publisher's templates for quick and professional flyers.