

MLS and zipForms 6 Training

Get the most out of your membership and boost your bottom line by mastering these important tech tools!

MLS PART 1 – Tuesday, September 14, 2010

9:00 a.m. to 12:00 p.m. (8:30 Registration)

The Buyer's Agent – Learn how to modify your agent profile, manage contact information, and conduct a search that meets clients' needs and desires. You will also learn how to set up Auto Prospecting, save searches, print and e-mail reports, and a few other tips and tricks to keep your buyers happy and your digital information accurate.

MLS PART 2 – Friday, September 17, 2010

1:00 a.m. to 4:00 p.m. (12:30 Registration)

The Listing Agent – Learn how to prepare a CMA Package and then enter and revise your listings. Find out how to add photos and comments to your listings. You will also learn how to use Reverse Prospecting, and how to add your listings to Caravans and Open Houses while exploring additional listing tips and tricks.

zipForms 6 – Monday, September 20, 2010

9:00 a.m. to 12:00 p.m. (8:30 Registration)

Automatically populate transaction information into all of your forms using the cover sheet. Learn the basics of using zipForm 6, save time with transaction and checklist Templates, create custom clauses that can be used over and over again, learn to import and export transactions, and find out about using electronic signatures, the fastest way to get your contracts signed.

Cost Per Class: \$25.00

Please Reserve Your Space

Call Joy at (760) 346-5637 E-Mail joy@cdaronline.com



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INSTRUCTOR:
Keith J. Roberts



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