New Agents Suggested Classes

- **Agent Essentials**
  - Description: In this course, you will be introduced to the various products and services that will help you effectively navigate your real estate career. Whether you are a new real estate professional, getting back into the business from a break, or just need a refresher on CRMLS-related basics, this is the course for you. You will learn how to perform search techniques, print and e-mail listings, set up client information in the CRMLS Matrix platform, and much more.

- **Searching 101**
  - Description: In this course, you will learn how to quickly find the listings you want to see using the CRMLS Matrix platform. Learn how to search for listings, use a map search, email and print properties, and more.

- **Engaging Clients with Matrix**
  - Description: Learning how to properly set up the features provided in CRMLS Matrix will help improve your engagement and relationships with clients. Manage client information in CRMLS Matrix to your benefit. In this class, we will cover the following topics:
    - How to set up contacts
    - How to set up auto emails for clients to receive new listings that match their criteria
    - How to preview your client's emails to see what listings they have received
    - How to view and manage a customer and agent portal
    - How to set up saved searches and favorite searches

- **Managing Listings in Matrix**
  - Description: Learning how to input and modify your listings is critical to your professional success. Gain the confidence you need to properly conduct your business and avoid CRMLS rules violations. In this course, you will learn:
    - How to add and modify a listing
    - How to add, modify, and delete images
    - How to add, modify and delete a supplement
    - How to create an Open House
    - A review of CRMLS Rules and Regulations
    - An understanding of the expectation CRMLS has of its users

- **Creating a CMA in Matrix**
  - Description: Being able to create a Comparative Market Analysis (CMA) presentation for your clients and potential clients is one of the most important competencies a real estate professional can demonstrate. In this class, we will educate you on the following:
    - How to create/save/modify a CMA presentation
    - How to create a buyer and seller net sheet
    - How to use Map Search
    - Keyword search techniques

- How to search by date

- **CRMLS Mobile Solutions**
  - Description: The CRMLS Mobile Solutions class will provide you with an overview of CRMLS's mobile offerings. Learn your options for accessing the CRMLS platform via your mobile device to search for listings and access your contacts, saved searches, carts, and hot sheets. Subjects include:

    - How to search for listings
    - How to access your contacts and saved searches
    - Additional apps like ShowingTime and Share My App

- **Compliance & Top 5 Violations**
  - The MLS Rules & Regulations are necessary to protect your rights as a real estate professional and preserve the accuracy of MLS data. But no one wants to receive a citation for an MLS rules violation. This course reviews the top five most common rules violations to enhance agents' understanding of the system, and provides helpful tips on how to avoid these common mistakes than can result in citations.

I would also suggest this link to our online webinar video's so they may view them anytime.

https://www.youtube.com/user/CRMLSTV/videos

For inquiries, contact CRMLS Customer Care at 800-925-1525 or 909-859-2040. Customer Care hours are Monday-Friday 8:30am - 9:00pm and Saturday and Sunday 10:00am - 3:00pm.