

Online Training Class Descriptions

Please visit MREDIllc.com to view complete schedule, find training manuals & register for classes **OR** call MRED to register at 630-799-1439

Class Name/ Length	Content Covered
Agent Setup – Your Place to Start 45 min	This Online Training class covers how to change your password, Search & Report Defaults, Agent Resumes & Bio in connectMLS™, Agent photos & office logos, and setting up assistants.
The Key to Successful Listing Management 1 hour	This Online Training class covers setting defaults for listing entry, uploading documents, creating flyers, view/manage listings, changing status of a listing, reverse prospecting and listing activity.
Tips & Tricks – Going Beyond Listing Entry 1 hour	This Online Training class covers add/edit defaults, a guide to relational fields, how to get missing info added to tables, how to avoid a fine notice, QC form, Status Change, Broker Authorization Form and how to delete a draft.
Map Searching 45 min	This Online Training class covers Map Searching (Radius, Rectangle, Polygon), Resetting Maps-What this does, Driving Directions, Tour/Open House Searching (then include driving directions), Optimized Routing and Map Coordinates.
Custom Reports – A powerful tool 45 min	This Online Training class covers creating reports, available fields by property type, setting custom reports as default and sorting results.
Hotsheets & Exporting Results 45 min	This Online Training class covers creating a search, exporting (Downloading) results, Export Format and Advanced Hotsheet from Search tab
In Depth Prospecting 45 min	This Online Training class covers Prospect manager (in-depth), e-mail groups, tracking (Favorites/Maybe/Not Interested), home page messages, modifying notification templates, prospect expiration & extension and CAN/SPAM information.
Beyond the Comps 1 hour	This Online Training class covers using search tools, display tools, personalization tools, summary reports, area market survey, market statistics reports and market share reports.
Personalize Your CMA 1 hour	This Online Training class covers customizing your CMA using the customizing report tab within the CMA worksheet to create custom cover pages, bios/resumes, cover letters, templates, add new sections and more.
Realist® Part 1 – Beyond Taxes, Mortgage and Sale Price 1 hour	Part 1 of this 2 part online series of Realist®. Topics covered include accessing Realist® from connectMLS™, setting up your preferences, overview of the Realist® main page, setting up your My Search forms using attributes, searching, saving searches, viewing results, the property detail report and printing labels.
Realist® Part 2 – Beyond Taxes, Mortgage and Sale Price 1 hour	Part 2 of this 2 part online series of Realist®. Topics covered include using the Realist® map (including drawing tools, boundaries, property and sales information, market trend map overlays, points of interest, and driving directions), Realist® reports (including review of preferences of reports, emailing and printing).
AgentMetrics™ – Market Trends at a Glance 1 hour	This Online Training class covers how an agent can create market trends and conditions reports through AgentMetrics™ to include with your listing and new buyer presentations.
AgentMetrics™ – The Key to the Market / Market Players 1 hour	This Online Training class covers how an agent can create market share reports to spotlight your office and company in your listing/new buyer presentations. It also contrasts a clear graphical view of a new listing's pricing compared to the market and allows the user to define a pricing window for more detailed information such as absorption and comparisons to other sold /active listings in the same market.

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<p>CloudCMA – You Decide How to Market 1 hour</p>	<p>This Online Training class covers how to access the free online report generator product Cloud CMA provided through MRED, which allows agents to quickly and easily create CMA Reports, Property Reports & Buyer Tours.</p>
<p>Goomezee – Marketing the Mobile Client 1 hour</p>	<p>Goomezee is a comprehensive mobile marketing and lead generation system that lets you create or order sign riders with text message codes associated to your property. When a consumer see the sign & texts your code, they will receive information and photos of your property and you will get the lead information!</p>
<p>FIND-realtor.com for Realtors[®] 1 hour</p>	<p>Find is a specialized application that gives MRED customers fast, flexible and easy access to the real estate professional's version of Realtor.com. It features a powerful natural language processor so you can do property searches with simple typed requests like "condo in Chicago with deck". It has other great reports and features that make it an excellent complement to the existing tools and resources MRED customers already have.</p>
<p>Infosparks 1 hour</p>	<p>Class will go over how to use Infosparks. Infosparks is a housing market research tool designed specifically for ease of use, fast analysis and simple sharing.</p>
<p>Share My Listings Widget 1 hour</p>	<p>This class will introduce you to MRED's very own Share My Listings widget! Learn how you can easily share your listings on top social media sites such as Facebook, Twitter, Craigslist and MORE! IMPORTANT: This class does not train on how to USE social media sites or on HOW to create a Facebook Business page. A training video is available at www.mredllc.com for a quick tutorial on creating a Facebook business page.</p>
<h2>Vendor Hosted Webinars</h2>	
<p>ListingbookAI – Let Your Clients Do the Driving 1 hour</p>	<p>These online classes are hosted by the creators of Listingbook AI. Classes range from introductions to more in depth classes about working with buyers in Listingbook. For questions about registering or for assistance joining a Listingbook AI webinar contact Listingbook AI at 1-866-353-3456.</p>
<p>RPR (Realtors Property Resource) 30min-1hour</p>	<p>These webinars on various topics within RPR are hosted by RPR specifically for MRED members. Topics range from RPR Basics to advanced RPR functions. For questions about registering or for assistance joining a RPR webinar contact RPR at (877) 977-7576.</p>
<p>DPR (Down Payment Resource) 30min-1hour</p>	<p>Live webinars held every month hosted by the creators of Down Payment Resource cover topics ranging from the basic use of DPR to using DPR to help "Serving those who serve: The growing military housing opportunity" As with other vendor hosted webinars, for questions about registering or for assistance joining a DPR webinar contact DPR at info@downpaymentresource.com</p>