



MRED Training Class Descriptions

To register visit www.MREDllc.com or call MRED to Register 630-799-1439.

All Classes Require: MRED membership, keyboard & mouse skills, familiarity with Internet, & you have already logged into MRED connectMLS™ system using your agent ID and password provided to you.

Class Name & Length	Content Covered	Recommended Prerequisites & Follow-up Classes
MLS Launching Pad 3 hours	Are you a new user of connectMLS™? Do you need to understand the fundamentals of connectMLS? This is the class to start with! It is your launching pad for success!	This is the class you should take before taking any other connectMLS™ class. Follow-up online class: Agent Set Up-Your Place to Start
Your Keys to Successful Marketing 2 hours	Be complete, correct, concise and clear. Go beyond filling out a listing input form and learn how to effectively market your listings through connectMLS™. Understanding how to market your property starts with listing entry.	We recommend taking MLS Launching Pad before you take this class. Follow-up online classes: The Key to Successful Listing Management & Tips and Tricks-Going Beyond Listing Entry
Advanced Searching 2 hours	Are you tired of digging through the thousands of homes for sale in connectMLS™, searching for just the right one for your buyer? Register for MRED's Advanced Searching class and learn shortcuts and tips to efficiently narrow your search results and walk out of this training a searching genius.	We recommend taking MLS Launching Pad & Your Keys to Successful Marketing before you take this class. Follow-up online classes: Map Searching, Custom Reports-A Powerful Tool, Hotsheets & Exporting Results
Automated Prospecting & Farming 2 hours	Do you know how to set up an automated search for your client? Do you know how to create a webpage for your clients? Let the MRED Trainers walk you through step-by-step setting up your clients to receive a personalized webpage where they can view searches, messages, flyers and CMA's prepared by you for them. Learn how connectMLS™ will help you effectively manage your clients and prospects.	We recommend taking MLS Launching Pad, Your Keys to Successful Marketing and Advanced Searching before you take this class. Follow-up online classes: In Depth Prospecting
CMA-Making the Most of Comparables 2 hours	Looking for a customizable CMA program? Look no further, connectMLS™ has what you need. Whether you are working with a seller or a buyer, getting the price right the first time is essential. The CMA tool can help you create a customized, professional CMA report that is complete with comparables and market statistics.	We recommend taking MLS Launching Pad, Your Keys to Successful Marketing, Advanced Searching and Automated Prospecting before you take this class. Follow-up online classes: Beyond the Comps & Personalize Your CMA
Digitally Tracking your Transactions – Paperless Organization 2 hours	Transaction Management made simple. Find it all in the transaction manager of connectMLS™, where you can upload disclosures and documents, keep track of transaction milestones, add service partners, and view activity on a listing. All of this can be done to eliminate paper waste and unnecessary waiting periods while waiting for faxes and mailings. Invite your client to be a part of the transaction, show them how well organized and professional you are by using this intuitive tool.	We recommend taking MLS Launching Pad, Your Keys to Successful Marketing, Advanced Searching and Automated Prospecting before you take this class.
Realist® The Cornerstone of Successful Real Estate 2 hours	Class covers accessing Realist® from connectMLS™, setting up Realist® preferences(including report options), using My Region, searching from My Search (including editing form attributes, saving, and viewing results), navigating the Realist® map, printing labels, creating, viewing, emailing and printing reports (i.e. Property Detail, Comparables, Market Trends, Neighbors, Neighborhood Profile & Assessor Map) and MORE!	We recommend taking MLS Launching Pad, Your Keys to Successful Marketing, Advanced Searching and Automated Prospecting before you take this class. Also available as online classes Realist Part 1 & 2- Beyond Taxes, Mortgage and Sale Price



MRED Training Class Descriptions

To register visit www.MREDllc.com or call MRED to Register 630-799-1439.

All Classes Require: MRED membership, keyboard & mouse skills, familiarity with Internet, & you have already logged into MRED connectMLS™ system using your agent ID and password provided to you.

Class Name & Length	Content Covered	Recommended Prerequisites
Infosparks & SMyL Widget 2 hours	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. Additionally, 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.	Registrants should have advanced knowledge of connectMLS™ as well as be familiar with social media sites and it is recommended that you already have a Facebook Business Page
One on One with an MRED Expert 1 hour	The MRED One on One is a one-hour session where an agent can sit one-on-one with a trainer and go over any questions/topics regarding connectMLS™. *A registrant cannot schedule more than 1, one-hour session in a day. *Registrants must call 630-799-1439 to schedule a time, the time is dependent upon availability. *Sessions are either morning OR afternoon, this is dependent on what time the classroom is booked for that particular day & location.	A lab day should be taken: 1. After you have taken most of the connectMLS™ hands on training classes to wrap up any lingering questions. 2. If you have a specific questions you would like answered by a trainer in person. 3. If you have a difficult time following a trainer in a class room setting.

Tips:

- MRED recommends following the suggested prerequisites list.
- The content covered in the hands on classes is not the same content that is covered in the online classes. Exceptions to this, are the Realist® classes, in which the same content is covered in both hands on or online formats.