



TRAINING SCHEDULE

DATE	VENUE	COURSE	TIME
Nov. 13	John A. Logan College 700 Logan College Rd Carterville, IL 62918 Building F Room F119	Core Class	8:30am – 10:30am
		Listing Input & Maintenance	10:30am – 11:30am
		Quick CMA, CMA Preference Wizard & CMA Module	12:00pm-2:30pm
		Collaboration Center Buyer/Seller Side	2:30 - 4:30 pm
Nov. 14	Rend Lake College 468 North Ken Gray Parkway, Ina, IL 62846 Coal Mine Training Center Room 107	Core Class	8:30am – 10:30am
		Listing Input & Maintenance	10:30am – 11:30am
		Quick CMA, CMA Preference Wizard & CMA Module	12:00pm-2:30pm
		Collaboration Center Buyer/Seller Side	2:30pm - 4:30pm
Nov. 15	Egyptian Board of REALTORS® 1306 N. Atchison Ave Marion, IL 62959 Suite A Classroom	Appraiser Training	8:30am – 10:00am
		Core Class	10:00pm- 12:00pm
		Mapping Functions	1:00pm - 2:00pm
		Quick CMA, CMA Preference Wizard & CMA Module	2:00pm - 4:30pm
		Core Class	4:30pm– 6:30pm

Please register for courses on the EBOR Web Portal <https://ebrportal.ramcoams.net/>

DATE	VENUE	COURSE	TIME
Dec. 3	John A. Logan College 700 Logan College Rd Carterville, IL 62918 Building H Room H127	Core Class	8:30am – 10:30am
		Listing Input & Maintenance	10:30am – 11:30am
		Quick CMA, CMA Preference Wizard & CMA Module	12:00pm-2:30pm
		Collaboration Center Buyer/Seller Side	2:30pm - 4:30pm
		Core Class	4:30pm– 6:30pm
Dec. 4	Rend Lake College 468 North Ken Gray Parkway, Ina, IL 62846 Coal Mine Training Center Room 107	Core Class	8:30am – 10:30am
		Home Snap Pro	10:30am – 11:30am
		Quick CMA, CMA Preference Wizard & CMA Module	12:00pm-2:30pm
		Core Class	2:30pm – 4:30pm
		Appraiser Training	4:30pm – 6:00pm
Dec. 5	John A. Logan College 700 Logan College Rd Carterville, IL 62918 Building H Room H127	Core Class	8:30am – 10:30am
		Listing Input & Maintenance	10:30am– 11:30am
		Quick CMA, CMA Preference Wizard & CMA Module	12:00pm-2:30pm
		Collaboration Center Buyer/Seller Side	2:30pm- 4:30pm
Dec. 6	Rend Lake College 468 North Ken Gray Parkway, Ina, IL 62846 Coal Mine Training Center Room 107	Core Class	8:30am – 10:30am
		Listing Input & Maintenance	10:30am – 11:30am
		Quick CMA, CMA Preference Wizard & CMA Module	12:00pm-2:30pm
		Collaboration Center Buyer/Seller Side	2:30pm - 4:30pm



PARAGON TRAINING COURSE DESCRIPTIONS

Appraisers– How Appraisers use Paragon – Property Searches & Reports – 1.5 hours

Searches – We will create an appraiser Default Search and see how to save a Search. We will look at how to enter data into the different search fields, a Map Search, Feature Searches and advanced Search functions.

Results – We will create an Appraiser Default Spreadsheet with sorted results. We will look at the Market Conditions Report that satisfies the statistics required by Fannie Mae Form 1004 MC & Freddie Mac Form 71 and other property reports that provide good appraiser data. We will also see how to export data out of Paragon for appraiser 3rd Party programs.

Core – Essentials, Searches, Results – 2.0 hours

Searches – We will look at how to enter data into different search fields, a Map Search, Feature Searches and Advanced Search functions. We will see how to customize a Search, Save a Search and finding Saved Searches. Also Hot sheet Search, Manual Hot sheet Search and setting a Default Hot sheet Search that drives the Auto Hot sheet Search.

Results – We will look at how to work with a Spreadsheet: Filtering, Sorting, Customizing & Saving. We will also look at emailing and printing results to the agents' prospects and the types of Property Reports available to them and how to make them a favorite. We will look at how agents can SIMPLY customize property reports to give their clients the data they need for their property transaction(s).

Preferences Setting for Searches and Results – We will review how the agent can setup their Preferences for Searches and Results for what was just demonstrated.

Collaboration Center – Buyer and Seller Side Portals - 1.5 hours

We will explore what Buyers will see when their agent sets them up for Collaboration Center; how to upgrade a prospect from simple Email Notification to Collaboration Center; how to setup a brand new prospect for Collaboration Center; run the Preference Wizard for Collaboration Center.

We will assign a Listing to a Contact and enable the Daily or Weekly report emailed automatically sent to the Seller based on Agent and Prospect viewing of their property.



PARAGON TRAINING COURSE DESCRIPTIONS

Quick CMA & CMA Presentation Packet – combines two CMA classes into one class – 2.5 hours

We will explore how to create a Quick CMA without using the CMA module. In 5 to 10 minutes, an agent can have a Comps Report (using select reports) ready to print or email to their Seller. There is a handout showing this work flow.

We will review what a complete CMA Presentation Packet looks like; run the CMA Preference Wizard; run the CMA module Wizard to create a complete CMA Presentation Packet; generate and review the just completed CMA Presentation Packet.

Listing Input & Maintenance – Adding & Maintaining Listings – 1.5 hours

We will see where to find Listing Input forms in MLS Documents; add a New listing and show how to find the listing in your tax database; we will Map the listing and show how to map any property; partially save a listing showing error trapping for missing Partially Saved Required field data; adding listing images; adding Associated Docs (Disclosures); how to email the Seller information about their property and printing a file copy of the listing.

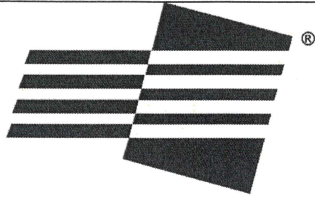
We will continue to add data, attempt to save the Listing again showing missing required field data error trapping; explore the Select an Action button for published listing for easy Listing Maintenance.

Mapping Functions – Mapping in Paragon – 1.0 hours

We will explore how to map a Listing and Geocode the Listing; how to do a Map Search; how a Prospect can use Map Search in their Collaboration Center created Search.

Homesnap PRO – look and see – 1.0 hours

This class will give you a quick look at what you can do with Homesnap PRO – Paragon's strategic partner for Smartphone functionality.



CRS Data

TRAINING SCHEDULE

DATE	VENUE	COURSE	TIME
Dec. 4	Rend Lake College 468 North Ken Gray Parkway, Ina, IL 62846 Coal Mine Training Center Room 107A	CRS Tax Suite Course	9:00am – 11:00am
		CRS Tax Suite Course	12:00pm – 2:00pm
		CRS Tax Suite Course	2:30pm – 4:30pm
Dec. 5	John A. Logan College 700 Logan College Rd Carterville, IL 62918 Building H Room H128	CRS Tax Suite Course	9:00am – 11:00am
		CRS Tax Suite Course	12:00pm – 2:00pm
		CRS Tax Suite Course	2:30pm – 4:30pm

COURSE DESCRIPTION

MLS Tax Suite by CRS Data integrates seamlessly into your MLS and gives you current tax data, detailed maps and robust features on all browsers and devices. Why should I attend a CRS Data Tax Suite training session?

Be one of the first to join us to learn:

- How to log on from your MLS
- Auto Populate your listings using tax to save time
- Use the maps to uncover powerful information with layers and more layers of data
- Tips and tricks to search for property data
- Find comparable properties sold through your MLS and NOT sold through your MLS including FSBOs quickly, evaluate them effectively and give clients professional presentations.
- Personalize reports for your clients and prospects
- Find and create prospect lists and labels

