# Webinar Training Course Descriptions

Below you will find available training classes offered at RMLS and registration procedures.
If you have any questions please contact our Help Desk at 503.872.8002 or toll-free at 1.877.256.2169 outside of Portland.

## How to Register for a Class

To register for a webinar class, log into RMLS*web*, select **Toolkit** from the navigation menu and then **Training Registration**. From there, follow the prompts to select your preferred class date and time.

## Class List

- Agent Orientation (Required)
- Navigating RMLS Rules
- Utilizing RMLS*web* Statistics
- RPR Basics **CE OR**
- Third-Party Tools Overview
- Tips and Tricks for Principal Brokers **CE OR**
- Deep Dive into RMLS*web* Search
- Appraiser Orientation (Required)
- RMLS*web* CMA Overview **CE OR**
- Listing Load Overview
- Aligned Showings Overview
- Paragon Training Topics*
- Remine Overview **CE OR**
- SentriLock Essentials

*Note regarding Continuing Education (CE):*

*Most of the webinars do not qualify for CE in Oregon except where noted.*
*None of the webinars qualify for CE in Washington.*

**Only available as Virtual One-on-One*

# REQUIRED CLASSES

## Agent Orientation

**An introduction to all things RMLS for new agents!**

Agent Orientation covers a wide variety of topics to help new agents get acclimated to RMLS, including:

- Description of RMLS services
- Tour of RMLS*web*
- Additional class recommendations
- Rules and Regulations overview
- Basics of SentriLock

This **orientation class must be completed within 30 days** of joining RMLS.

## Appraiser Orientation

**An introduction to all things RMLS specific to appraisers!**

Appraiser Orientation covers a wide variety of topics to help new appraisers get acclimated to RMLS, including:

- Description of RMLS services
- Basics of SentriLock
- Rules and Regulations overview
- Additional class recommendations

This **orientation class must be completed within 30 days** of joining RMLS.

# RECOMMENDED CLASSES

## RMLS*web*

### Deep Dive into RMLS*web* Search

**In-depth search and customization tools to yield the best results.**

Deep Dive into RMLS*web* Search will demonstrate the most productive methods for searching in RMLSweb including:

- Effective use of search criteria
- Prospecting profiles with auto-email
- Powerful mapping tools
- Customization and navigation

### Listing Load Overview

**Create efficient listing entry and management**

The Listing Load Overview class guides you through creating and managing listings, focusing on key aspects of the process, including:

- Property research
- Listing types
- Frequently used options
- Tax record research
- Important required fields
- Managing / editing status and details

### Navigating RMLS Rules

**Review recent changes to RMLS rules, regulations, and policies**

In this class, we will review any recent changes to the RMLS rules, regulations, and policies. We will also discuss some common rule violations, why they occur, and how you can avoid them.

### RMLS*web* CMA Overview

**Provide pricing strategy with confidence**

Want to be an expert in your market area? Hope to better explain pricing to your clients? RMLS*web* CMA Overview demonstrates the process and benefits of creating a Comparative Market Analysis in RMLSweb. This class will address:

- Subject property research
- Recommended price options
- Advanced comparable searching
- Listing packet creation

## Tips and Tricks for Principal Brokers

**Be the best boss you can be**

Tips and Tricks for Principal Brokers will help you to be an effective leader and understand how your role provides unique access and requires additional responsibility in the RMLS system. You'll learn about:

- Accessing / viewing office listings
- RMLS Rules and Regulations
- Market share reports
- Important subscriber forms

## Utilizing RMLS*web* Statistics

**Leverage statistics to suit your needs**

Utilizing RMLS*web* Statistics demonstrates the variety of ways market stats and data can be generated to make you the expert in your market area. This class will cover:

- Predefined stats and graphs
- Custom market trends
- Accessing market inventory
- Exporting data

# Third Party

## Aligned Showings Overview

Aligned Showings is a scheduling management platform that allows you to easily and efficiently manage property showings.

This class will provide:

- Scheduling, contact and calendar management, and route navigation
- Customized survey feedback
- Tips and tricks on how to utilize exciting new functions such as client scheduling approval

## Paragon Training Topics

***Note: these classes are available via Virtual One-on-One or as a custom class for your office.***

- **Paragon Overview:** Learn Paragon essentials! We will enter property search criteria, create a map search, review advance search functions, discuss intelligent analytics, and provide useful report customizations and tools. We will see how to customize and save searches. You will learn Paragon's spectacular Collaboration Center for enhanced notifications between the broker and the client and how to use your mobile device for Paragon through Paragon Connect.
- **Paragon for Appraisers:** Learn Paragon essentials for appraisers! We will enter property search criteria, create a map search, review advance search functions, discuss intelligent analytics, and provide useful report customizations and tools that you will use as an appraiser. Learn how to export data from Paragon for your third-party software. Review the Market Conditions report required by Fannie Mae, and much more!

- **Paragon Collaboration Center:** Are you looking for something more than email links sent out to your clients? You may be interested in learning about the Paragon Collaboration Center. Learn how to set up your clients as contacts in Paragon, as well as setting them up to receive auto-notifications when new properties match their search criteria. Utilizing this site will allow your clients to communicate with you, designate the listings as Favorite, Possible, or Reject, and create folders to organize, track listings, and much more.
- **Paragon Connect:** Want to use Paragon to access RMLS data on the go? Use Paragon Connect to do searches, manage contacts, see hotsheets, and much more in a mobile platform.
- **Paragon CMA:** When winning the listing requires more than a quick CMA, you may want to learn about a Paragon CMA presentation. Learn how to add your subject property, find comparable properties, make adjustments, customize your page layout, and make a perfect selection of reports for your seller.

## Remine Overview

**Tap into your farming markets' potential**

Our Remine Overview class demonstrates how you can combine consumer and property data to create targeted marketing campaigns to generate new client leads. Remine delivers actionable intelligence that can focus your marketing campaigns to find the most qualified leads. We'll cover:

- Dynamic data layers
- Marketing material templates
- Homeowner / tenant contact
- Property data AVMs

## RPR Basics

**Discover the gold mine of real estate data**

RPR Basics provides a tour of the NAR-sponsored tool, demonstrating the vast amount of data available to you. Through RPR, agents have access to valuable data such as:

- MLS, tax and mortgage history
- Market valuation statistics
- Extensive client property and market reports
- Property transfer history
- Local and national demographics

## SentriLock Essentials

**Access the real estate power at your fingertips**

SentriLock Essentials will cover all aspects of using the SentriLock app and managing lockboxes, including:

- Lockbox access
- Granting lockbox access
- Listing management
- Additional security

# Third-Party Tools Overview
**Explore your RMLS*web* toolkit**

Third-Party Tools Overview delivers a breakdown of the strengths, use strategies, and tips for all the third-party software tools available to your through RMLS. This class will help you decide which tools work best for your business by demonstrating:

- Product strength and utility
- Relative advantages
- Client benefits

Document #: **1721**
Revision Date: **12/3/2024**
Pages in File: **5**
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