

# Webinar Training Course Descriptions

Below you will find instructions for using this tool. 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.

## Class List

Note regarding CE (Continuing Education):

*Most of the following webinars do not qualify for CE in Oregon except where noted.*

*None of the following webinars qualify for CE in Washington.*

- Agent Orientation (Required)
- Searching and Prospecting in RMLSweb
- Clear Cooperation 8.0 and Coming Soon Clarified!
- Homesnap **CE OR**
- Navigating and Customizing Search Results
- REALTORS Property Resource® (RPR) Basics **CE OR**
- RMLS 3rd Party Tools
- Tips and Tricks for Principal Brokers
- Appraiser Orientation (Required)
- Comparing Your CMA Options
- RMLSweb CMA Overview
- RMLSweb Listing Load Overview
- Paragon Training Topics\*
- Remine **CE OR**
- SentiLock Essentials
- Utilizing RMLSweb Statistics

*\*Webinar, via Virtual One-on-One*

## REQUIRED CLASS

### Agent Orientation

**\*\*\*REQUIRED for New Subscribers and those returning after a 12 month or longer absence\*\*\***

You will be treated to a wide variety of topics to help you get acclimated to all things RMLS has to offer, including, overview of RMLSweb's search features, where to add a listing and where to find help if you need it. We will also discuss what other classes or webinars you may want to take and how to sign up. Lastly, we will cover some of the pertinent Rules and Regulations, discuss SentiLock. **2 hours**

*\*Failure to attend Orientation within 30 days of joining RMLS may result in a reduction in access level to RMLSweb until Orientation has been completed.\**

### Appraiser Orientation

**\*\*\*REQUIRED for New Appraiser Subscribers \*\*\***

You will be treated to a wide variety of topics to help get you acclimated to all things RMLS has to offer, including search and mapping features, exporting listing data, SentiLock and other topics. **1 hour**

*\*Failure to attend Orientation within 30 days of joining RMLS may result in a reduction in access level to RMLSweb until Orientation has been completed\**

# Recommended Classes

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## Searching and Prospecting in RMLSweb

Learn how to use all the search options in RMLSweb. From a simple Quick Search to a comprehensive Advanced MLS Search. We will give you tips and tricks for finding the properties you need without getting properties you don't. In addition, you will Learn how to use one of the most powerful tools in RMLSweb, Prospecting/Prospect Profiles. Prospecting is an automated "Advanced Search" allowing you to enter custom criteria to match your buyer's needs and wants. RMLSweb can automatically email your client with new property matches. This class will also demonstrate Reverse Prospecting where the Seller's Broker can proactively find profiles set up by Buyer's Brokers that match the criteria of the property they have listed. [1 hour](#)

## Comparing Your CMA Options

You will see an overview of the 4 primary CMA tools available through RMLS including the RMLSweb CMA, Homesnap, Remine and RPR. We will demonstrate use cases for these CMA products and the strong points of each. This is not an in-depth tutorial on these tools, but rather a comparison of how each functions and what the final reports look like. [1 hour](#)

## Clear Cooperation 8.0 and Coming-Soon Clarified!

Still have questions on RMLS Coming Soon-No Showing status, Authorization to Exclude from MLS and Public Marketing Addendum? There has been a plethora of information that RMLS has been providing regarding the Clear Cooperation MLS 8.0 change but it is easy to still be confused. Join us for this class to simplify these topics. [1 hour](#)

## RMLSweb CMA Overview

Want to be an expert in your market area? Want to better explain pricing to your clients? In this class we will show you how to get the comparable data you need to do just that. We will use the CMA (Competitive Market Analysis) module to search for comps to create a customized report which stand apart from the rest. (Often taken along with Utilizing RMLSweb Statistics). [1 hour](#)

## Navigating and Customizing Search Results

The Search Results screen in RMLSweb contains a tremendous amount of information that sometimes may even go unnoticed if one doesn't know where to look. This webinar will explore all of the features that make up the Search Results screen: layout, links, buttons, Help text. We'll explore the various kinds of additional information available, such as tax, history and map data. Did you ever wish the Search Results screen in RMLSweb had the kind of data you really need, instead of what is presented? Not having to open up every Agent Full report for a particular piece of information, when it can be in the Search Results automatically? It can – by designing your own report. In this webinar we will review the step-by-step procedure for setting up a custom report which can be saved for repeated use. And you can design as many as you wish. [1 hour](#)

## Homesnap

Learn how to access real-time comprehensive, agent-only MLS data for your business through Homesnap. By learning how to utilize the tools available to agents and consumers in Homesnap, agents can increase their productivity, maximize their efficiency and impress their clients while managing their business on the go. [1 hour CE OR](#)

## RMLSweb Listing Load Overview

Become an expert using the Listing Load module by attending this overview webinar. Learn all of the improved workflow aspects of the new module including auto-save and how to use the integrated Tax Record search to get your new listing off to a great start! [1 hour](#)

## 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, 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 thru Paragon Connect.
- **Paragon for Appraisers:** Learn Paragon Essentials for Appraisers! We will enter property search criteria, create a map search, review advance search functions, 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 3rd 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.

## REALTORS Property Resources® (RPR) Basics

Learn how this free NAR-sponsored tool will provide you with up-to-the-minute, comprehensive RMLS data and dynamic analytics to produce reports that will impress and inform even your most demanding clients. [1.5 hours CE OR](#)

## Remine

Remine combines consumer data and property data onto a single platform that delivers actionable intelligence to real estate agents. Remine can help you to focus your marketing campaigns and find only the most qualified leads for potential sellers and buyers. Whether you are farming your neighborhood or working with investors, Remine can help you target key opportunities in seconds using its interactive map and data-based layers. [1 hour CE OR](#)

## RMLS 3rd Party Tools

This session will provide an overview of all the 3rd party tools RMLS provides and what you have at your fingertips for FREE! What are they? What are their strengths? How can they help with client relationships? Can I farm for business myself? This class can help you decide which tools will work best for your business. [1 hour](#)

## SentriLock Essentials

This class will teach you the essentials about the SentriLock system. When this class is complete, you will know how Bluetooth® works with the lockbox, be able to understand SentriKey™ and SentriConnect® apps, access properties, view access logs, customize lockboxes, and understand your back up options. **30 minutes**

## Tips and Tricks for Principal Brokers

- *Prerequisite: Must be a Principal/Managing Broker to take this class.*

You are a Principal/Managing Broker, so what does that mean in RMLSweb? You have access to a variety of important tools with this access level, plus you need to be knowledgeable about RMLS Rules & Regulations. Learn how to make listing changes for anyone in your office, and how to run market share reports for your agents or office. Which documents should you use when agents join our leave the office? Discover the important rules you need to be aware of to insure your office runs smoothly.

**1.5 hours**

## Utilizing RMLSweb Statistics

Want to be the expert in your market area? In this class we'll show you how to get the statistical data you need to do just that. We'll use RMLSweb statistical modules to examine MLS areas for trends that will help you become more knowledgeable about your market area. (Often taken along with Utilizing RMLSweb CMA Overview). **1 hour**

## How to Register for any of the above

To register for any of the above, log into RMLSweb, navigate to the Toolkit and select Training Registration. From there you can follow the prompts to select your webinar date and time.



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