

Registration Form For Realtracs Courses

RealTracs I

Prerequisite	Course Length	CE Credit	Description
None	3 hours	3 hours	Designed to assist agents in getting to know the RealTracs system. This class is perfect for the experienced agent who needs a refresher course on the in depth, time saving processes RealTracs has to offer.

Intro – Components that make up the RealTracs system and how to utilize them; **Listing Input/Amendment Forms** – Learn how to complete and use Listing Input and Amendment Forms; **Add a New Listing** – Learn how to input a new listing into the MLS database for all users to search; **Media Page** – Learn how to add and edit photos, hyperlinks, virtual tours and documents on your listings; **Edit an Existing Listing** – Change information on existing listings, including listing status. Also, learn how to copy an existing listing to avoid reentry of listing data; **Open House** – Create ads for your listings on RealTracs public website using the open house search feature at no charge to you; **Copy Photos** – Copy photos to new listings from your existing listings to save duplication and time; **Ad Builder** – Learn how to save time on duplicate entry by placing ads for local media vendors through RealTracs Ad Builder; **Rules and Regulations** – Learn about important MLS rules regarding time period stipulations for entering and editing data on a listing. Also, receive important information that affects what content you may include in your listings; **Personal Settings** – Setting up personal defaults on the homepage and My Page; **Roster** – Search for offices, other users and edit your own roster listing; **Quick Search** – Learn how to perform effective searches and how to get more specific results utilizing the wild card and the exclusion options. Learn the different functionalities of navigation buttons such as check all listings, narrow listings, email listings, sorting results, archive searches, and revising searches; **CMA** – Create a Comparative Marketing Analysis report.

RealTracs II

Prerequisite	Course Length	CE Credit	Description
RealTracs I	2 hours	2 hours	Designed to enhance your current knowledge of the core RealTracs system. This class introduces advanced tools to assist you in getting everything you need from RealTracs.

Mapping – Learn to search using mapping (geo-coded properties); **Custom Saved Search** – Learn to create your own search using every available field in the system and then save the template for future use; **Tax Data Searches and Plat Maps** – Learn to effectively locate properties and use information found in CRS County Tax system, including plat maps; **Reports** – Use the following RealTracs System Reports: Hot Sheet, Days Back, Open House, Agent Inventory and Productivity and Archive; **Custom Reports** – Learn to customize and sort your search results to fit your clients needs; **Flyer Wizard** – Learn how to easily create and quickly print listing flyers.

RealTracs Plus

Prerequisite	Course Length	CE Credit	Description
RealTracs I	2 hours	2 hours	Designed to teach two of our more advanced processes. Users can learn how to create a more detailed presentation-style CMA and how to utilize our automatic listing notification system for buyers.

CMA Wizard – This exciting RealTracs system feature provides you with the ability to create multi-page custom CMA reports. Title pages, individual property comparisons, client photos, comments and special analysis pages are provided for you to create a report that meets your client's specific needs. CMAs can be stored for each client, revised and emailed at any time; **Home Page Quick Links** – Learn how to get to your buyers list and other RealTracs features quickly from the home page; **Signature File** – Create one master signature file for use when emailing notes to contacts and emailing listings to clients; **Buyer Auto-Notification** – Learn how to set up a buyer on manual or automatic notification; **Edit Contact Categories** – Learn how to add your own categories for easy organization of your contacts.

Realtracs Staff / Broker

Prerequisite	Course Length	CE Credit	Description
Office Administrator or Broker Permission Level	2.5 hours	0	Designed to assist office staff and brokers with listing management as well as detail reporting.

Quick Search – Learn how to perform effective searches utilizing the wild card and the exclusion options. Learn the different functionalities of navigation buttons such as check all listings, narrow listings, email listings, sorting results and revising searches; **Forms** – Learn how to print listing input and amendment forms as well as other helpful RealTracs forms; **Adding a new listing** - Learn how to input a new listing into the MLS database for all users to search; **Edit an existing listing** - Change information on your existing listings including listing status. Also learn how to copy an existing listing to avoid reentry of similar data; **Media Page** - Learn how to add and edit photos and hyperlinks on your listings; **Copy Photos** - Copy photos to new listings from your existing listings to save duplication and time; **Open House** - Create ads for your listings on our public website via the open house search at no charge; **Ad builder** - Learn how to save time on duplicate entry by placing ads for local media through RealTracs Ad Builder; **Rules and Regulations** - Learn about important MLS rules regarding time period stipulations for entering and editing data on a listing, as well as important information that affects what content you may include in your listings; **Broker Reports** – Inventory, Agent Performance, Listing Detail, Market Penetration and Office Performance; **Staff Tools** - Learn how to manage special permissions, check a property log and edit your company roster, log and login color schemes.

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Realtracs Tax

Prerequisite	Course Length	CE Credit	Description
RealTracs 1	2 hours	2 hours	In depth study of the integrated Courthouse Retrieval Tax System.

Tax Search – Learn to effectively search by owner name, address, etc; **Property Report** – View warranty deeds, building footprints, mortgage information, and other items; **Comparables** – Understand and use the automated comparables report; **Maps** – Navigate through and use aerial, topographical, flood and directional maps from the tax reports; **Subdivision** – Find subdivision characteristics and sales data; **Labels and Exporting** – Learn how to search on a geographic area and print address labels or export data for use in other applications.

RealTracs Web Mail and Spam Management

Prerequisite	Course Length	CE Credit	Description
RealTracs 1	2 hours	0	Thorough lesson on RealTracs web-based email program and internal spam management system.

Settings – Learn how to create your personal signature file, automatic responder message and use many other personal settings; **Address Book** – Create new contacts as well as groups containing multiple contacts; **Composing New Mail** – Learn how to use the HTML toolbar, attach documents, spell checker, and many other features; **Subfolders** – Learn to create custom folders and organize your mail; **Reading New Mail** – Learn how to use the many new options available when responding, organizing, and reading new mail; **Spam Management** – Understand daily spam quarantine emails, how to mark messages as spam and prevent legitimate mail from being quarantined.

Realtracs Statistics

Prerequisite	Course Length	CE Credit	Description
RealTracs I & II	2 hours	2 hours	Designed to assist agents in creating and performing statistical searches and creating custom reports needed to analyze the results.

Activity Report – Learn how to search area statistics back to 1997; **Statistics Button** – Learn how to use this option from Quick Search, Custom Search and the listing results pages to more detailed statistical reports; **Research Statistics** – Learn how to use the Custom Search and Custom Report features to do in-depth research on specific listing data for selected reporting periods. Learn how to easily view, sort and/or download this data to Excel spreadsheet formats. **Note: Due to the more advanced nature of the material covered we recommend a solid**

(YOU MUST BE AN ACTIVE SUBSCRIBER REALTRACS TO ATTEND ANY OF THE ABOVE COURSES)

REGISTRATION FORM (Please complete):

Name of Course: _____ **Date:** _____ **Time:** _____

Name: _____ **Company:** _____

Mobile #: _____ **TREC License #:** _____

Email Address: _____

Classes are held at the:

Middle Tennessee Association of REALTORS®

311 Butler Drive

Murfreesboro, TN 37127

Fax your completed registration form to MTAR at 615-893-2250

or toll free 1-877-893-2250 or give us a call at 615-893-2242 / toll free 1-877-893-2242

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