

MetroList®

Unleash The Power! FALL METROLIST TRAINING SCHEDULES

All Classes Held at the Yolo A.R. Offices 449 Elm Street in Woodland
Must Register via MetroList (see instructions below)

Wednesday, August 10th - Find @ 9 am & Realist @ 1 pm

Find Workshop Find by REALTOR.com, is a professional data application exclusively for REALTORS that allows MetroList Participants and Subscribers the ability to access all REALTOR.com data and county tax records in one single database. Find includes nearly 4 million active listings, over 90 million property records, nationwide school and neighborhood information, local amenity locations/information, and more. Find is included **FREE** with your MetroList subscription. This two and a half hour hands-on workshop allows you the opportunity to learn tips on searching, mapping, reports and more. Please bring your own laptop to join this workshop

Realist.com- In this course you will gain essential information about Realist, the property tax record database available through Prospector. Learn how search property tax records in all California counties with 8 unique search capabilities including; Address, Street, Owner Name, Phone Number, Assessor Parcel Number, Realist Map and Foreclosure Activity. In addition, you will learn how to create/analyze search results, assessor maps, neighborhood profiles and also create **FREE** mailing labels.

Wednesday, September 14th - Prospector One @ 9 am & Prospector Two @ 1 pm

Prospector – Course One: Prospector Course One is a three hour lecture style training that will cover the basic aspects of the Prospector system. This training is a great introduction into searching, emailing, and viewing listings. Our experienced trainers will provide a detailed overview of how to log on, set your preferences, navigate the Home Page, modify your profile, search listings, and utilize the mapping features, among many other tasks. This is a highly recommended course for all subscribers!

Prospector – Course Two (Prerequisite: Prospector One): The Prospector Course Two is the second three hour lecture style training that covers many of the advanced topics within the Prospector MLS system. To get the most out of Prospector, Course Two training is packed with powerful information and tools to help you use all the advanced features Prospector has to offer. From conducting comprehensive property searches to auto prospecting and Comparative Market Analysis; you must take this course to stay competitive. *{Like Prospector Course One, this is a highly recommended course for all subscribers!}*

Wednesday, October 12th – Auto Prospecting @ 9 am & Realist @ 1 pm

Auto Prospecting Workshop: This workshop will walk you through the process of setting up your clients into Prospectors automated emailing system. You will gain knowledge on how to set up contacts, the differences between using auto-prospecting or auto-prospecting with Client Portal enabled, managing your contacts and how to utilize your Contact Manager. This two and a half hour hands-on workshop allows you the opportunity to not only learn about our automated emailing system, but will also take you through how to utilize Prospectors mapping features. Please bring your own laptop to join this workshop.

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Wednesday, November 9th: - Prospector One @ 9 am & Prospector Two @ 1 pm

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You Must Register For Training Online - To register, log onto Prospector and in the **Single Sign-On** module select the **Training/Events** icon. Select **Register for Training, Seminars and Events** link, and register for your class. Registering online is fast and easy.

Questions?	Training Department
	MetroList Services, Inc Office - 916.922.7584 Fax - 916.922.1835 email - training@metrolist.net

Wednesday, December 14th -Realist @ 9 am & Find @ 1 pm

Realist.com- In this course you will gain essential information about Realist, the property tax record database available through Prospector. Learn how search property tax records in all California counties with 8 unique search capabilities including; Address, Street, Owner Name, Phone Number, Assessor Parcel Number, Realist Map and Foreclosure Activity. In addition, you will learn how to create/analyze search results, assessor maps, neighborhood profiles and also create **FREE** mailing labels.

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