

Broker Office Training Menu

**Sessions available in-person or Virtually*

**20-30 min Micro Classes also available to cover a smaller selection of topics*

**Also available in Spanish*

Visit Rworld.com/brokers or contact BrokerConcierge@Rworld.com for more Information & to Request a Complimentary Session!

Onboarding Practices for Brokers & Admins:

Course designed to assist Brokers and Office Staff with administrative office functions as they apply to Membership on the State and Local level, while incorporating tips and best practices for successful agent onboarding. Live demos of Rworld.com, My Realtor Dash, and the Broker Resource page are also covered.

MLS classes:

Matrix

- Matrix 100: Adding/Editing Listings
- Matrix 101: Basic Search Techniques
- Matrix 200: Advanced Search Techniques
- Matrix 201: Reviewing Search Results & Saving Searches
- Matrix 300: OneHome Consumer Portal, Contacts, & Your Information
- Matrix 301: Prospecting Techniques
- Matrix Maximized: Advanced Tools & Features
- Personalizing Your Matrix: Creating Your Agent Webpage

FlexMLS

- FlexMLS: Dashboard, Customizations, and Gadgets
- FlexMLS: Adding/Editing Listings
- FlexMLS: Basic Search Techniques and Collections/Subscriptions
- FlexMLS: Advanced Search Techniques, Mapping Tools/Overlays, and Stats

Mobile Solutions Classes:

**Taught separately*

- MLS Touch (Matrix Mobile App)
- FlexMLS Pro (Flex Mobile App)
- Remine Mobile
- Photofy

Mastering the CMA (Matrix & FlexMLS):

Learn techniques and methods on creating a Comparative Market Analysis and calculating Market Value Ratios using MLS and Public Record data.

Save Time with Supra & ShowingTime

For beginner & intermediate users, discover the peace-of-mind that Supra brings to your listed properties. In addition, see how ShowingTime adds convenience to managing showings for both Listing and Buyers Agents.

My Realtor Dash Tour:

Take a deep dive into the My Realtor® Dash to discover the tools and resources available to give your business a boost. Session covers new Tech Benefits, Leadership Opportunities, and so much more!

iMapp:

- Understanding the Tax Roll
- Mapping Functions
- Prospecting: Foreclosures, Expired Listings, Creating Call & Mailing Lists/Labels
- Finding Comparables (CMA)
- Opportunity Zones

Keep it Legal & Keep your Commissions – 2CE:

Course designed to provide up-to-date knowledge of MLS Rules and Regulations, Professional Standards/Arbitration, and best practices to stay in compliance with Code of Ethics and avoid conduct violations and fines (2 Specialty CE Credits)

Transaction Desk & AuthentiSign:

Course designed to help agents manage their real estate transactions and contacts; as well as completing electronic signing sessions through AuthentiSign (FREE Member Benefit).

Form Simplicity:

e-sign function requires Ultimate Edition

Course offered to help agents manage all their real estate forms, contracts, transactions, and contacts, as well as electronic signing through DocuSign.

MLS Advantage:

Learn how to navigate this enhanced MLS platform through Florida Realtors® that provides access to all available property listings from all participating MLS systems throughout the state of Florida in a single property search.

Realtors® Property Resource (RPR):

This exclusive NAR program allows you to search for properties, perform comparative market analyses, create and send branded reports, and view local market trends.

Remine Pro:

Learn to master this robust prospecting platform that combines all the listings in your market area with nationwide tax data to farm neighborhoods, search public records, and engage with customers to give them an extensive frontend MLS experience (FREE Member Benefit).

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