

# MLS Academy for Professional Success

## Get a quarter of MLS fees for free!

Navigate through our 6 course curriculum to receive the MAPS certification and your free quarter of MLS fees! Course selection is designed to give students a comprehensive knowledge base of the various MLS applications available to them. All of these courses are instructor led, free to MetroTex MLS subscribers and are available through virtual live stream from our GoToWebinar Channel. Email [mls@dfwre.com](mailto:mls@dfwre.com) upon completion.

*You must attend the 5 required courses then choose one of the 2 elective courses.*

*You are eligible to earn your MAPS credit one time only.*

**Participants have 12 months to complete the following; you must attend all 5 required courses to earn the certification:**

### **Advanced Matrix MLS**

- Discuss the Home Page Widgets
- Perform Detailed Searches
- Editing the Grid
- Working with the Hotsheet
- Saving Searches

### **Accessing Property Tax Info**

- Searching property records by various criteria: Bank Owned, Multiple Address, Exemption & Zoning Codes
- Produce Mailing Labels & saving Custom Searches

### **Intro to RPR**

- Search local areas and within the U.S.
- Search by map
- Statistical reports
- Community information

### **Client Management**

- Setup Personal Branding Settings
- Setup Prospect Defaults
- Create Auto Emails for prospects
- Add/Maintain Prospects
- Create Searches for Prospects

### **Managing Your Listings**

- Learn the importance of the Input Sheets
- Understanding the rules concerning photos in MLS
- Understanding the various stages of a listing and the deadlines for revising and adding information
- How to add, revise & load photos and virtual tours
- Supra Key & lockbox information

**You must also complete one of the following 2 elective courses below to complete your certification:**

### **ZipForm Online**

- How to Setup your Account
- Create and Maintain Transactions
- Create Templates to Save Time
- How to e-Mail Forms and Print Blank Forms

### **Intro to Instanet**

- Upload documents to your listings
- Create Transactions and Templates
- How to send off for digital signatures
- How to send off for digital signatures

Register for MLS classes at [www.mymetrotex.com](http://www.mymetrotex.com) or for more information contact the MLS Department at (214) 540-2755 or email [mls@dfwre.com](mailto:mls@dfwre.com)