

MLS ACADEMY FOR PROFESSIONAL SUCCESS

WANT A FREE QUARTER OF MLS?

Complete our 6-course curriculum to earn the MLS Academy for Professional Success (MAPS) certification and enjoy a free quarter of MetroTex MLS! These courses give you a comprehensive knowledge base of the various MLS applications available. All courses are free for MetroTex MLS members and available via GoToWebinar livestream. After you finish, reach out to us at mls@metrotex.com for your certification and free MLS access.

Complete the 5 required courses and 1 of the 2 elective courses.

To be eligible for this one-time MLS credit, you must be a MetroTex MLS member.

You have 12 months to earn the MAPS certification.
To start, complete the 5 required courses:

Advanced Matrix

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

Client Management

- Setup Prospect Defaults
- Create Auto Emails
- Add/Maintain Clients
- Create Searches

Accessing Property Tax (Realist)

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

Managing Your Listings or Listing 101

- 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

Intro to RPR

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

And don't forget to complete 1 of the 2 elective courses:

ZipForm

- Create and Maintain Transactions
- Create Templates to Save Time
- How to send off for digital signatures

Intro to Instanet

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



Register for MLS classes at www.calendar.metrotex.com. For more information, contact MetroTex MLS at 214-540-2755 or mls@metrotex.com.