

# MLS ACADEMY FOR PROFESSIONAL SUCCESS

## EARN YOUR FREE QUARTER OF MLS & YOUR MAPS BADGE

To qualify for this one-time MLS credit, you must be a MetroTex MLS subscriber and complete all 6 required courses (one for each topic) within 12 months.

These courses give you comprehensive knowledge on how to navigate MLS tools with confidence. They're free for MetroTex MLS subscribers and offered in person, virtually, and on demand.

Topic	What You Will Learn	Course Options (complete one course per topic)
<b>Realist</b>	<ul style="list-style-type: none"> <li>• Search Property Records</li> <li>• Market Trends</li> <li>• CMA Tools</li> <li>• Mailing Labels and exports</li> </ul>	<b>Accessing Property Records</b> (In-Person 3 CE) <b>Realist Tax - Intro and Use</b> (In-Person 2 CE) <b>Unlocking Realist</b> (On-Demand 3 CE)
<b>Advanced Matrix</b>	<ul style="list-style-type: none"> <li>• Speed Bar &amp; Map Search</li> <li>• Stats</li> <li>• Market Watch</li> <li>• Hot Sheets</li> <li>• CMA in Matrix &amp; Cloud CMA</li> </ul>	<b>Advanced Matrix</b> (In-Person 3 CE) <b>Pro-Tools</b> (On-Demand 3 CE)
<b>Client Management</b>	<ul style="list-style-type: none"> <li>• Add/Manage Contacts</li> <li>• Auto Emails</li> <li>• OneHome Client Portal</li> <li>• Concierge Mode</li> <li>• Reverse Prospecting and Hit Counters</li> </ul>	<b>Client Management</b> (In-Person 3 CE) <b>Prospecting Clients</b> (In-Person 2 CE) <b>Client Success Systems</b> (On-Demand 3 CE)
<b>RPR</b>	<ul style="list-style-type: none"> <li>• Property Details</li> <li>• AVM vs. RVM®</li> <li>• Creating Reports</li> </ul>	<b>Introduction to RPR</b> (In-Person 3 CE) <b>RPR Essentials</b> (On-Demand 2 CE)
<b>Listing Management</b>	<ul style="list-style-type: none"> <li>• Data Input Forms</li> <li>• Listing Input</li> <li>• Status Changes</li> <li>• Syndication</li> <li>• Photo Uploads</li> </ul>	<b>Listing 101: The Nuts &amp; Bolts</b> (In-Person 2 CE) <b>Managing Your Listings</b> (In-Person 3 CE) <b>Managing Your Listings</b> (Webinar no CE)
<b>Transactions</b>	<ul style="list-style-type: none"> <li>• Digital Transactions Step-by-Step</li> <li>• Connect MLS Info</li> <li>• Uploading Docs</li> <li>• E-signing</li> </ul>	<b>zipForm® Plus</b> (In-Person 3 CE) <b>zipForm</b> (Webinar no CE)  <b>Introduction to Instanet</b> (In-Person 3 CE) <b>Intro to Instanet</b> (Webinar no CE)

After you complete your MAPS courses, email [mls@metrotex.com](mailto:mls@metrotex.com) to receive your certification and free MLS quarter.

Questions? Call 214-637-6660 x1 or email [mls@metrotex.com](mailto:mls@metrotex.com).

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