



# MLXchange Training Registration Form



The following MLXchange Training sessions are taught by CTMLS at the Midd-Shore Service Center. This FREE training is beneficial for all REALTORS that would like to utilize more of the tools and functions that the system has to offer. Work with greater ease and efficiency.

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
March 1	10:00am - 12:00pm	MLX PRO Client Management
March 1	1:00pm - 2:30pm	CMA

## CLASS DESCRIPTIONS

**Basic I:** This course is designed as a very basic introduction to MLXchange. This class will concentrate on beginner functionality. The agent will learn how to move around the system. Topics discussed include homepage navigation, managing clients, simple searching and Hotsheet.

**Basic II:** This course is designed for the more seasoned agent that has an established comfort level with the basic functions of the MLXchange system. Topics reviewed will include all search functionality including emailing listings, prospecting and a heavy concentration the MLXchange Mapping component. *Prerequisite Basic I.*

**Advanced:** This course is designed to familiarize the agent with the customization tools within MLXchange. Topics covered include adding listings, editing listings, tax searching, template manager, column manager and personal settings. *Prerequisite Basic I & II.*

**CMA:** This course is designed to take an agent through a complete CMA analysis using the CMA Wizard and also includes providing the agent the ability to create and learn how to customize their own CMA. *Prerequisite Basic I & II.*

**Report Writer:** This course concentrates on customizing your own MLXchange print report. The Report Writer functionality will allow you to create your own personalized print and email report views in MLXchange. Class limited to 6 participants. *Prerequisite Basic I & II.*

**MLX PRO Client Management:** This is an overview of MLXchange Professional Client Management features. Agents will learn how to provide their clients with their own webpage, view their clients' webpages (which includes what the clients will see), learn how to communicate with their client on their webpage, and how to email casual clients not listed in their client manager. This course will also demonstrate the use of messages/scheduler.

**Website Builder:** This course will instruct the agent on how to build their agent website and manage pages on their website. Agents will learn how leads are generated onto their homepage by demonstration.

**YES! I would like to register for MLXchange Training. \*\*Midd-Shore collects a \$10.00 deposit for each course and returns the deposit when you arrive for the class. The \$10.00 deposit will only be charged if you do not attend.**

Please complete and fax to: (860) 395-3317 or send to: MSAR, 222 Old Boston Post Road, Old Saybrook, CT 06475.

### PLEASE PRINT CLEARLY

Name: \_\_\_\_\_ Office: \_\_\_\_\_

Session(s) Registering For: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*\* Card Type:    Visa                      MasterCard                      AmEx

Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_

Card Verification Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_  
(Visa & MC 3-digits/AmEx 4-digits)

Signature: \_\_\_\_\_

OR \*\*Check # \_\_\_\_\_ enclosed, for a total of \$ \_\_\_\_\_ .