

MRED Training: Where should you start?

Midwest Real Estate Data, LLC offers a variety of training options for your office. We highly recommend taking advantage of these free training opportunities so that you and your agents can get the most out of MRED and the systems we provide.

HANDS-ON CLASSES & CUSTOM OFFICE TRAINING:

MRED recommends starting with our hands on training classes to learn the basics of connectMLS™ and Realist® tax records. An agent can take these classes by registering for a hands-on class via www.MREDLLC.COM which are held at a local Realtor® Association or you can schedule to have an MRED trainer come to your office and provide custom office training for ten or more of your agents on any MRED product or class topic. Register for hands-on classes by logging on to www.MREDLLC.COM and clicking on training. To inquire about or schedule a custom office training call MRED training department at 630-799-1439. Topics for hands-on classes should be taken in numerical order as follows:

| Class Name | Class Length | Content Covered |
|---|--------------|--|
| MLS Launching Pad (LEVEL 1) | 3 hrs | MRED services & Association services, Listing input sheets, MRED Rules & Regulations, Basic connectMLS™ functions/features, basic searching, Printing/Emailing, Hot Sheets, mredllc.com, and overview of other training courses. |
| Your Keys to Successful Marketing (LEVEL 2) | 2 hrs | Preparing a listing input sheet, MRED rules & listing entry, entering a new listing, auto-populating a listing, price change, loading photos, tour/open house entry |
| Advanced Searching (LEVEL 3) | 2 hrs | Field types, setting search defaults, advanced search options, add/remove field, viewing property matches, Report types, Summary stats, printing, Map searches, setting up a client web page, E-mailing, Saving a search |
| Automated Prospecting & Farming (LEVEL 4) | 2 hrs | Adding a client, Features on My Client search screen, creating saved searches, the client web page, prospect manager-overview, notification settings, prospect options/defaults |
| Realist® The Cornerstone of Successful Real Estate (LEVEL 5) | 2 hrs | Class covers accessing Realist® from connectMLS™, setting up Realist® preferences(including report options), using My Region, searching from My Search (including editing form attributes, saving, and viewing results), navigating the Realist® map, printing labels, creating, viewing, emailing and printing reports (i.e. Property Detail, Comparables, Market Trends, Neighbors, Neighborhood Profile & Assessor Map) and MORE! |
| CMA-Making the Most of Comparables (LEVEL 5) | 2 hrs | Where to start a CMA report, Seller's CMA worksheet, Adjustments, Buyer's CMA, Customize reports, using the CMA report. |
| Digitally Tracking Your Transactions-Paperless Organization (LEVEL 6) | 2 hrs | The Listing Agent, Transaction Manager screen, adding clients as participants, service partners, adding a document, buying side, client's side, service partner's side. |

ONLINE TRAINING CLASSES:

MRED also provides 16 different **Online Training Classes**, which cover **additional topics** not discussed in hands on classes as well as additional MRED products such as cloud CMA and AgentMetrics™. Our online classes are live and can be taken from your home or office. To view a complete description of online classes available log on to www.MREDLLC.COM and click on Training or call the MRED training department at 630-799-1439.

TRAINING VIDEOS:

MRED offers a library of training videos to supplement our training classes. These videos provide training on products such as Showing Assist™, Chicago Condos online, RETechnology™, cloud CMA, AgentMetrics™, Realist®, Short Sale Assistance Desk and MRED's Share My Listings widget. These training videos can be accessed on demand by logging on to www.MREDLLC.COM, clicking on training, and then clicking training videos.

MRED Training Department
Phone: 630-799-1439
Email: training@mredllc.com