

## CLASS DESCRIPTIONS

### **THE BASICS OF PARAGON (1.5 HRS)**

A mandatory class for all new members and open to all seasoned agents that would like to review the basics. Get an overview of your MLS with an emphasis on Search.

### **AGENT TOOLKIT (2 HRS)**

This seminar-style class discusses all of the tools that come with your membership. Take this class right after you become a member and retake it annually to discover newly added tools.

### **PARAGON LISTING INPUT (1.5 HRS)**

Got a signed listing agreement and need to enter the property into Paragon? Learn how to start the input process, submit the listing, and upload property pictures and associated documents. Most importantly, learn how to avoid MLS violations.

### **PARAGON AUTO EMAIL INS AND OUTS (1.5 HRS)**

Learn how to turn your listing searches on Paragon into listing alerts for your clients.

### **CLOUDCMA (1.5 HRS)**

Once you master how to find listings using Search by Map on Paragon, create a professional presentation using CloudCMA's CMA. Use CloudCMA to generate buyer tours, property reports, and flyers.

### **WORKING WITH NEIGHBORING MLS SYSTEMS (1.5 HRS)**

Learn how to search or list a property in San Francisco, North Bay, and Central Valley.

### **MLS MOBILE APPS (1.5 HRS)**

Discover Apple and Android Compatible apps like Homesnap, Mobile RPR, and Real Safe Agent, all designed to help you and your business.

### **RPR – SELLER REPORT (1 HR)**

This 60-min class focuses only on RPR's Seller Report. This Report will help you stand out in your listing appointment. The more details you capture about the property's condition and enhancement, the more equipped you will be to determine the property value using RPR's Refined Value Tool.

### **FIND™ (1 HR)**

FIND (developed by N.A.R) is property-centric. You can search all residential listings (for sale, for rent and recently sold) and property profiles (off-market) within the U.S.

### **GETTING STARTED WITH RPR® (1.5 HRS)**

RPR®, one of the most innovative benefits included in your NAR membership. It delivers on-the-go access to an all-encompassing real estate data platform, is available exclusively to REALTORS®, and is available for no additional cost. In this seminar-style class, you will be introduced to the data sets and professional reports on RPR® and assisted in creating your account.

### **INTRO TO ZIPFORM® PLUS (1.5 HRS)**

Save time in the future by learning how to use zipForm® Plus. Understand the difference of Transaction and Template as well as the value of using Cover Sheet or the Parties Tab. Please register and create your account on C.A.R and bring your login credentials to class.

### **ZIPLOGIX® DIGITAL INK® (1.5 HRS)**

Your digital signature software within zipForm® at no extra cost. Learn how to send signing invitations for PDF's and forms.

### **ADVANCED ZIPFORM® PLUS (1.5 HRS)**

This class goes beyond the basics, exploring all the buttons on the Transaction home page. This class is fast-paced and designed for those familiar with the software.

### **MOBILE ZIPFORM® MOBILE ON TABLET (1 HR)**

This class is similar to Intro to zipForm® Plus; instead of using a computer, you will be using your mobile device (tablet is highly recommended) to create a Transaction and Template.

### **MAP & CMA TOOLS (1.5 HRS)**

Learn about all of the CMA tools that are available to you and participate in a workshop to explore these tools with assistance and guidance.