

Registration form....

(Name)

(Office)

(Phone)

(E-Mail Address)

***FREE - Technology Training**

(select those desired):

InnoVia Overview 9:00-11:00 am (*free)

- January 26 April 4
 March 2 May 2

CMA 2.0 9:00-10:30 am (*free)

- February 3 April 27
 March 17 May 26

Prospecting Manager & Buyer Match 9:00-10:30 am (*free)

- January 31 April 25
 March 10 May 18

Authentisign 9:00-10:30 am (*free)

- February 2 April 18
 March 16 May 16

TransactionDesk - 9:00-10:30 am (*free)

- January 24 April 20
 February 28 May 11
 March 28

(Please see cancellation policy)*

**Classes may be cancelled or rescheduled
if a minimum number of registrations
are not received.**

**Classes are also available
via webinar on a limited basis.
Please contact Cathy Wagner at
cwagner@caaronline.com for
webinar information.**



3149 Robbins Road
Springfield, IL 62704

Phone: 217-698-7000
Fax: 217-698-7009
www.SeeHouses.com

Your Real Estate Technology Advantage Center



2017 WINTER & SPRING TECHNOLOGY TRAINING SCHEDULE



**CAPITAL
AREA REALTORS®**

3149 Robbins Road
Springfield, IL 62704

Class Notes

- Classes will be held in the Association's classroom at 3149 Robbins Road
- Pre-registration is required for all classes.
- Classes may be cancelled or rescheduled if a minimum number of registrations are not received.

Skills Required:

- It is important that students are comfortable using a computer and able to navigate freely within a windows environment.

Cancellation Policy:

*You may cancel your registration by providing twenty-four (24) hours advanced notice to the Association. Any individual not providing the necessary twenty-four (24) hour notice **will be billed \$25.** This cancellation policy applies to all classes regardless of whether or not there was a registration fee to begin with.*

Please contact CAR if you have a disability and may require special accommodations in order to fully participate in this course.

Classes are also available via webinar on a limited basis. Please contact Cathy Wagner at cwagner@caaronline.com for webinar information.

InnoVia Overview

(Internet-based MIS Program)

This session covers the basic functionality of the InnoVia system including shortcuts and the latest enhancements including:

- Login
- Alias Feature
- Browser Optimizer
- My InnVia Desktop
- Agent Profile
- Hotsheet
- Links
- Bulletin Board
- Adding & maintaining listings
- Searching
- Printing
- Emailing
- Map based search
- Fix Your Map
- Attaching documents
- Tax information
- Open Houses
- Reports

CMA 2.0

Come and learn about all of the new Comprehensive CMA 2.0 enhancements! Some of the new features are listed below.

- Use a listing as a subject property
- Add selected listings as comps to an existing CMA
- Sortable one-liners
- PDF Archive of previously created CMAs
- New CMA Displays
- Photo Gallery
- Upload your own documents to the CMA presentation
- Add attachments to listings
- Select a subject property from MLS search
- Map comps page and radius search
- Increased field size for résumé, marketing plan and testimonials
- Modify font colors and presentation borders
- More staff tools for setting default adjustment values and disclaimers

Prospecting Manager & Buyer Match

The Buyer Match tool is a powerful program that allows an agent to see how many potential buyers have been entered into InnoVia, with criteria matching the listings in their inventory.

- Setting up and managing prospects
- Modifying prospects
- Emailing prospects

Prospect Manager has received exciting new upgrades including:

- Upgraded Interface
- Choose the frequency of the auto emails: Monthly, Weekly, Daily, or ASAP!
- Group tool to assign, organize, and manage groups of prospects
- Upgrade Prospect Cart
- And More!

Authentisign Brings a New Level of Convenience to Document Signing

Now you don't have to scramble all over town and coordinate multiple schedules to simply get legal signatures on your real estate documents. It's not only a time saver for you, your clients will appreciate the convenience as well. It's easy, legal, and the new way of doing business. FHA approved and ESIGN compliant, Authentisign uses "drop and drag" technology, allowing you to create "signing blocks" in three easy ways:

1. Add the signers to your document
2. Add the document
3. Mark where the signatures should go

That's it! The system will then automatically route the documents, gather the signatures and distribute the fully executed document(s) when all the signers have signed.

TransactionDesk - NEW VERSION

- Setting up and customizing your account and transactions
- Branding your account
- Quick start groups
- Transaction Templates