Registration form….

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(Office)

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(E-Mail Address)

PARAGON TRAINING CLASSES
Tuesday July 16, 2019
(select those desired):

Search Results
☐ July 16, 9:00 a.m.-10:30 a.m.

Enhanced Mapping Functions
☐ July 16, 11:00 a.m.-Noon

Collaboration Center with Xtras
☐ July 16, 1:30 p.m.-3:00 p.m.

Appraisers and Paragon
☐ July 16, 3:30 p.m.-5:00 p.m.

PLEASE NOTE:
Classroom space is limited and registrations will be accepted on a first come first serve basis.

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BLACK KNIGHT
PARAGON

PARAGON TRAINING CLASSES
Wednesday July 17, 2019
(select those desired):

Quick CMA & CMA Presentation Packet
☐ July 17, 9:00 -11:30 a.m.

Home Snap Pro
☐ July 17, 12:30 - 1:30 p.m.

Contacts Module Comprehensive
☐ July 17, 2:00 –3:30 p.m.

Pricing with a Strategy
☐ July 17, 4:00 - 5:00 p.m.

CAPITAL AREA REALTORS®
3149 Robbins Road
Springfield, IL

[THESE CLASSES ARE LIVE IN CLASSROOM - NOT HANDS ON TRAINING]

Results – This class focuses on Search Results

- **Results** – We will look at how to work with a Spreadsheet: Filtering, Sorting, Customizing & Saving. We will also look at Emailing & Printing Results to the agents' prospects and how to add a listing to Listing Carts.
- **Available Reports** – We will also look the Property Reports available to them and how to make them a Favorite.
- **Property Report Customization (Field Swapping)** – We will look at how agents can SIMPLY customize property reports to give their clients the data they need for their property   transaction(s).
- **Preference** – How to setup the Search Results functionality just demonstrated.

Enhanced Mapping Functions – Learn how to use Mapping in Paragon.

- We will explore how to map a Listing in Listing Input & Maintenance and GeoCode their Listing.
- We will explore how to do a Map Search.
- We will explore how a Prospect can use Map Search in their Collaboration Center created Search.

Collaboration Center with Extrsa

We will focus just on Collaboration Center – Buyer and Seller Side Portals

- **Collaboration Center** – This segment focuses on Collaboration Center – **Buyer Side Portal**
  - ∗ We will explore what Buyers will see when their agent sets them up for Collaboration Center.
  - ∗ We will see how to upgrade a prospect from simple Email Notification to Collaboration Center.
  - ∗ We will see how to setup a brand new prospect for Collaboration Center.
  - ∗ We will add a listing to a Listing Cart and enabled it for Agent Picks in Collaboration Center.
  - ∗ We will explore how an Agent can Enable their Prospects to create their own searches in Collaboration Center.
  - ∗ We will see how an Agent can Disable their Prospect from creating Searches in Collaboration Center.
  - ∗ We will see how an Agent can invoke Agent Preview for their Picky Buyers that want the Agent to screen all listings before they go to Collaboration Center.
  - ∗ We will run the Preference Wizard for Collaboration Center.
- **Collaboration Center** – This segment focuses on Collaboration Center – **Seller Side Portal**
  - ∗ We will assign a Listing to a Contact and enable the Daily or Weekly report Emailed automatically sent to the Seller based on Agent and Prospect viewing of their property.

Appraisers & Paragon – How Appraisers use Paragon – Property Searches and Reports an Appraiser would use.

- **Searches** – We will create an Appraiser Default Search and see how to Save a Search. We will look at how to enter data into the different search fields, a Map Search, Feature Searches and Advanced Search functions (Equals, Does Not Equal, Includes, Does Not Include, Starts With, Does Not Start With, Contains, Does Not Contain and Date Ranges).
- **Results** – We will create an Appraiser Default Spreadsheet with sorted results. We will look at the Market Conditions Report that satisfies the statistics required by Fannie Mae Form 1004 MC & Freddie Mac Form 71 and other property reports that provide good appraiser data. We will also see how to export data out of Paragon for Appraiser 3rd Party programs.

Quick CMA and CMA Presentation Packet – This class combines the 2 CMA classes into 1 class.

- **Quick CMA** – We will explore how to create a Quick CMA without using the CMA module.
  - ∗ In 5 to 10-minutes, an agent can have can have a Comps Report (using select reports) ready to Print or Email to their Seller. I have a handout showing this work flow.
- **CMA Presentation Packet** using the CMA module
  - ∗ We will review what a complete CMA Presentation Packet looks like.
  - ∗ We will run the CMA Preference Wizard.
  - ∗ We will run the CMA module Wizard to create a complete CMA Presentation Packet.
  - ∗ We will generate and review the just completed CMA Presentation Packet.

Homesnap PRO – look and see – Not available for webinars

- This class will give you a quick look at what you can do with Homesnap PRO – Paragon's strategic partner for Smartphone functionality.

Contacts Module Comprehensive – NOT Collaboration Center

- We will explore the functionality when agents click the Contacts banner button. We will explore Add A Contact, View/Manage a Contact, Groups, Reverse Prospecting and Sent Emails.
- Using the Contacts Module Wizard, we will investigate Contact Activity Dashboard, Contacts Information, Adding a Search (gateway to Collaboration Center – Buyer Side), Listing Cart (gateway to Collaboration Center – Agent Picks), Associate a Listing (Collaboration Center - Seller Side), More Information and Contact Summary.
- We will finally look at the functionality at the top of the Customer Spreadsheet (Dashboard) for Add a Contact, Delete a Contact, Import Contacts, Export Contacts, Print a Roster and Print Mail Labels.

Pricing with a Strategy

- We will use Reverse Prospecting and Subject Properties to find buyer pools. This technique can be used for listing appointments to set the initial listing price of a property and when price reductions are needed. A CMA helps the agent tell the seller the relative price for their home based on the market, but it does not tell the seller what price point the buyers are at for their home. Pricing with a Strategy enables the seller to be an informed participant in their home's pricing.