

Registration form....

(Name)

(Office)

(Phone)

(E-Mail Address)

***FREE - Technology Training**
(select those desired):

InnoVia Overview 9:00-10:30 am

- January 18
- February 15

Prospecting Manager 9:00-10:00 am

- January 31
- February 28

Authentisign 9:00-10:00 am

- January 29
- February 26
- March 28

TransactionDesk - 9:00-10:30 am

- January 24
- February 22
- March 19

(* Please see cancellation policy)

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

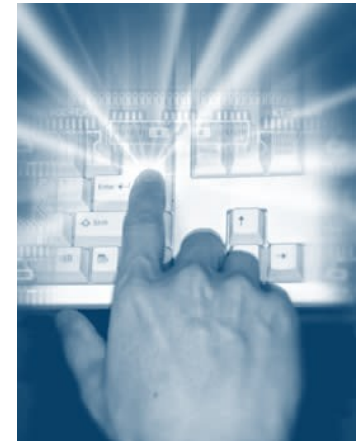
**Classes are also available
via webinar.
Please contact Cathy Wagner at
cwagner@caaronline.com for
webinar information.**



3149 Robbins Road
Springfield, IL 62704

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www.SeeHouses.com

Your Real Estate Technology Advantage Center



2019 WINTER 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.

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

Prospecting Manager

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 E-SIGN 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

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