MⅩT METROTEX Association of REALTORS®

MLS ACADEMY FOR PROFESSIONAL SUCCESS

WANT A FREE QUARTER OF MLS?

Complete our 6-course curriculum to earn the MLS Academy for Professional Success (MAPS) certification and enjoy a free quarter of MetroTex MLS! These courses give you a comprehensive knowledge base of the various MLS applications available. All courses are free for MetroTex MLS members and available via GoToWebinar livestream. After you finish, reach out to us at **mls@dfwre.com** for your certification and free MLS access.

Complete the 5 required courses and 1 of the 2 elective courses.

To be eligible for this one-time MLS credit, you must be a MetroTex MLS member.

You have 12 months to earn the MAPS certification. To start, complete the 5 required courses:

Advanced Matrix
- Discuss the Home Page Widgets
- Perform Detailed Searches
- Editing the Grid
- Working with the Hotsheet
- Saving Searches

Client Management
- Setup Prospect Defaults
- Create Auto Emails
- Add/Maintain Clients
- Create Searches

Accessing Property Tax (Realist)
- Searching property records by various criteria: Bank Owned, Multiple Address, Exemption & Zoning Codes
- Produce Mailing Labels & saving Custom Searches

Managing Your Listings or Listing 101
- Learn the importance of the Input Sheets
- Understanding the rules concerning photos in MLS
- Understanding the various stages of a listing and the deadlines for revising and adding information
- How to add, revise & load photos and virtual tours
- Supra Key & lockbox information

Intro to RPR
- Search local areas and within the U.S.
- Search by map
- Statistical reports
- Community information

And don't forget to complete 1 of the 2 elective courses:

ZipForm
- Create and Maintain Transactions
- Create Templates to Save Time
- How to send off for digital signatures

Intro to Instanet
- Upload documents
- Create Transactions and Templates
- How to send off for digital signatures

Register for MLS classes at **MyMetroTex.com/events**. For more information, contact MetroTex MLS at 214-540-2755 or **mls@dfwre.com**.

MAPS CERTIFICATION