



## NORTH SAN DIEGO COUNTY ASSOCIATION OF REALTORS®

# TEMPO 5.0 TRAINING –2010

All classes held at: 906 Sycamore Avenue, Suite 104, Vista, CA 92081

## May

### Lectures

To sign up for this FREE training register online [www.nsdcar.com](http://www.nsdcar.com) under education, call NSDCAR (760) 734-3971 or email [education@nsdcar.com](mailto:education@nsdcar.com). Registrations recommended, walk-ins please call in advance to confirm date and time of class.

\*Assistants must have written authorization from their Broker/Agent to attend these lecture classes.

#### May 3

**9:00am - 11:00am Custom Searching** - This course will provide you with the skills to create custom property searches as well as map searches. You will learn how to run and save the search, plus how to print and email the property reports.

**11:15am – 12:15pm Specialized Searching & Hot Sheets** - This course will teach you how to create specialized searches, such as when you want to include or exclude short sale properties, or are looking for a specialized property such as bank owned, horse property, fixer-upper or gated communities. You will also learn how to run a hot sheet to find out the changes in status, price, etc., for listings in a particular area.

**12:15 - 1:15pm Lunch on your own**

**1:15pm – 2:15pm Personal Defaults** - This course teaches you how to set up personal defaults for customized screens and reports to come up as a default, and to choose favorite reports to be at the top of the reports list.

**2:30pm – 4:30pm Prospecting With Client Gateway** - Client Gateway is a Tempo 5 feature that allows an agent to create customized websites using a prospect's search criteria. This course is designed to assist an agent to create custom searches, which are the foundation of Client Gateway. Course topics include creating Prospect Defaults and the Client Gateway website, as well as how to monitor the Client Gateway on an ongoing basis.

#### May 10

**9:00am - 11:00am CMAs** - This course will teach you how to create a Comparative Market Analysis (CMA), which is used to help sellers determine the value of their home. You will learn how to create a Quick CMA, plus go through the steps of the CMA Wizard to create a multiple CMA, including a Net Sheet.

**11:15am – 12:15pm Add/Edit & Broker Tours** - In this course you'll learn how to easily add or edit your listings, as well as how to quickly view your listing inventory information. You'll also learn how to enter your listing in for a Broker Tour as well as how to search for upcoming Broker Tours.

**12:15 - 1:15pm Lunch on your own**

**1:15pm- 2:15 pm Property Panorama (free virtual tours)** - In this course you will learn how to use the free Property Panorama virtual tour software to take photos of your listing and have stitch them together for 360 degree visuals of each room as well as the exterior of the listing. You'll also learn how to load the virtual tour into your listing in Tempo, as well as other Internet sites available to the public.

**2:30pm-4:30pm Custom Reports** - Learn how to create your own customized 1-line per property reports or full page reports by copying an existing report and modifying the copy by adding and deleting fields. These can be saved and applied to any search results. You will also learn how to edit reports to be included as part of your CMA Presentation Library, which can be used as a template for future CMAs.

-see page 2 for additional classes-

## May 17

**9:00am- 11:00am      Realist Tax** - This course will teach you how to use Realist Tax within Tempo to obtain tax information for a specific property and how to export that data for marketing purposes. Course topics include Realist tax searches, farming, viewing assessor parcel maps, and printing labels. You will also learn how to use the Realist map search and how to do a CMA using tax data.

**11:15pm- 12:15pm      Realist Map & Value Map** - This course will teach you how to use the Realist Map to do a search of the Realist Tax database, with the ability to add additional criteria after the map is selected. You will also learn how the Realist Value Map can be used for an automated valuation of a property, a feature that is also available to you for free for your website.

**12:15 - 1:15pm              Lunch on your own**

**1:30pm – 3:00pm      Tips & Tricks** - This course will focus on teaching Tempo tips to ensure you use Tempo effectively and efficiently. This will include how to open multiple Tempo windows on your computer, how to bring up your last search (even if you didn't save it), and how to create driving directions. You will also learn how to use the shared identities feature in Tempo to get help on your listing maintenance from a team member, assistant or fellow agent when you're not available.

**3:15pm – 4:30pm      Mobile MLS Access - Wireless Application Protocol (WAP)** - This course will teach you how to use your Internet-enabled cell phone to search listings through the Mobile MLS system.

## Computer LAB

Computers are provided in our lab. Pre-Registration Required. To sign up for this FREE training (due to limited seating, limited to NSDCAR MLS members only), register online [www.nsdcar.com](http://www.nsdcar.com) under education,

**PREREQUISITES FOR THESE LABS: Attend the first two all day lectures. Attendees must have their agent MLS number and password and token when attending the LAB.**

DESCRIPTION: Personal Preferences and Defaults/Tempo Basics, Prospecting with Client Gateway, CMAs, Add/Edit Listings, Property Panorama

**Friday, May 21              9am to 4:30pm (hour lunch break on your own)**