



North San Diego County Association of REALTORS®
Presents

Broker and Office Manager

LAB Training



Learn NSDCAR's Newest Member Benefit !

RELAY™ is the online transaction management system that helps brokers, salespersons and teams streamline the way they do business.

In this interactive class you will actually register as the site administrator. You will be setting your office up, adding agents and using your office checklist.

Please bring a listing file as you will be creating a real transaction in the second half. This includes inputting contact information, learning how to receive faxed and emailed documents, reviewing transaction status email notifications, reviewing the notes and history fields, and creating a CD for the client.

Date:
Tuesday, Sept. 23, 2008

Time:
11am—4pm*

Location:
906 Sycamore Ave., Vista,

Fee:
**\$45 NSDCAR Members
* includes lunch**

Instructor:
**Gwynne Hodge,
REALTOR®, Certified
RELAY™ Trainer**

Your paid reservation reserves your seat. To Register Fax to (760) 734-3976 or mail to NSDCAR, 906 Sycamore Ave, Ste 104, Vista, CA 92081 or register online www.nsdcar.com under education

Name _____ NSDCAR Member # _____

Company _____ Phone _____

Address _____ City _____ Zip _____

Fee due \$ _____ Check Payable to NSDCAR Credit card (Visa, M/C, AMEX and Discover accepted)

_____ Exp _____ Signature _____

As a matter of policy, NSDCAR does not endorse or promote the products and services of presenters. Cancellation Policy: Refunds issued only if notification is received 3 business days prior to class. NSDCAR reserves the right to cancel or reschedule any program. Walk-ins please call ahead to confirm. Code: 1702

**NSDCAR Phone: 760-734-3971
www.nsdcar.com**