



**Marinette County Board of Realtors  
MLS, Inc.**

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**New Agent Training Form**

**MLS Training Tutorials**

Per Section 16 of the MCBOR MLS Rules And Regulation, the following MLS Orientation Training is Required.

**New Agent - Requirements**

- Registered with the DSPS under a current Participant of the MLS.
- Filed an application for Realtor status and membership to a Board/Association. Verification needed.
- Is a REALTOR - Member of a current board (or) Has Filed for Membership & Has a Provisional Membership.
- MLS New Agent Application has been filled out by the Participating Broker and filed with the MLS.
- Review of MLS Rules & Regulation provided by Participating Broker.

**REQUIRED MLS TUTORAL TRAINING- All New Members**

Tutorials are located on the Metro MLS website: <http://www.metromls.com/>  
Click on Member Support, then FLEXMLS Video Library. All of these videos can be found on this page.  
There are additional videos, but the ones below are required for training.

**Dashboard: Approximately 5 Minutes Required to Complete**  
\_\_\_\_\_ How to Create and Customize a Dashboard

**Add/Change: Agents with Broker Load Access Required Only 37 mins**

- \_\_\_\_\_ Introduction to Listing Policy *\*\* This video does not depict the rules of the Marinette MLS*
- \_\_\_\_\_ How to Add a New Listing- Part 1
- \_\_\_\_\_ How to Add a New Listing- Part 2
- \_\_\_\_\_ How to Add a New Listing- Part 3
- \_\_\_\_\_ How to Add a New Listing- Part 4
- \_\_\_\_\_ How to Edit a Listing (Change)
- \_\_\_\_\_ How to Complete a Listing (Incomplete)
- \_\_\_\_\_ How to Copy a Listing (Copy)
- \_\_\_\_\_ How to Upload Listing Photos

**Search: This section will take about 1 hour and 15 mins to complete**

- \_\_\_\_\_ How to Use Full Search
- \_\_\_\_\_ How to Use Saved Search
- \_\_\_\_\_ How to Use Map Search
- \_\_\_\_\_ How to Search by Address
- \_\_\_\_\_ How to Search by Multiple Address
- \_\_\_\_\_ How to Search by MLS Number
- \_\_\_\_\_ Navigating the Search Results Screen- Part 1
- \_\_\_\_\_ Navigating the Search Results Screen- Part 2
- \_\_\_\_\_ Navigating the Search Results Screen- Part 3

- \_\_\_\_\_ Navigating the Search Results Screen- Part 4
- \_\_\_\_\_ Navigating the Search Results Screen- Part 5
- \_\_\_\_\_ Using Listing Collections
- \_\_\_\_\_ How to Search by History
- \_\_\_\_\_ My Listings
- \_\_\_\_\_ My Office Listings
- \_\_\_\_\_ Office/Member
- \_\_\_\_\_ Quick Launch Bar

**Schedule/Messages: 5 Minutes**

- \_\_\_\_\_ My Messages

**My Market: 5 Minutes**

- \_\_\_\_\_ Hot Sheet

**Tax Info: 5 Minutes**

- \_\_\_\_\_ Tax Information

**Preferences: 27 Minutes**

- \_\_\_\_\_ My Profile
- \_\_\_\_\_ My Views
- \_\_\_\_\_ My Quick Searches
- \_\_\_\_\_ My Map Overlays
- \_\_\_\_\_ General Preferences
- \_\_\_\_\_ Default Map

**Using Maps in FlexMLS: 1 Hour**

- \_\_\_\_\_ Full Search Map Tab
- \_\_\_\_\_ Search Results Map Tab
- \_\_\_\_\_ Edit Search > Map Search
- \_\_\_\_\_ FlexMLS Maps
- \_\_\_\_\_ How to Define a Square/Rectangle on a Map
- \_\_\_\_\_ How to Define a Circle (Radius) on a Map
- \_\_\_\_\_ How to Define a Polygon on a Map
- \_\_\_\_\_ How to Edit/Remove Search Shapes
- \_\_\_\_\_ How to Search in Radius of an Address on a Map
- \_\_\_\_\_ Using Driving Directions
- \_\_\_\_\_ Creating Map Overlays
- \_\_\_\_\_ Using Map Overlays

**Contacts: 10 Minutes**

- \_\_\_\_\_ How to Add a Contact
- \_\_\_\_\_ How to Edit a Contact
- \_\_\_\_\_ Using Contact Management

**Miscellaneous: 10 Minutes**

\_\_\_\_\_ Customizable Menu

\_\_\_\_\_ How to Upload a Document to a Listing

**Training is to Be Completed within 30 Days of receiving MLS ID/Sign On  
By signing below you are verifying that the above training is complete.**

Agent

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Broker

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Broker here by confirms the above training and review of the Rules & Regulations for new agent.)