



**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.)