

SBAOR Computer Training Classes December 2009

- All classes are \$20 & are held from 1-3 pm in the Computer Training Room, unless otherwise noted.
- Classes must be paid for in advance in order to guarantee a spot.
- The fee is good only for the specific class date registered for.
- Cancellations received at least 24 hours in advance of the class will be refunded.
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FLEX Basic Training *** - Learn the Basics of using your FlexMLS software. Once a month.

Instructor: Gary Woods – Wednesday, December 2nd

FLEX Advanced Training *** - Learn how to set up Automatic Emails & use the Flex CMA program. Once a month.

Instructor: Carol Kruckenberg – Monday, December 7th

Mail Merge – Produce mailing labels, envelopes & your own form letter using title company data or your own mailing list with Outlook.

Instructor: Gary Woods – Wednesday, December 9th

PhotoShop Elements - Learn how to touchup your photos, replace the background of your pictures, add text & composite your shots into an impressive grouping great for flyers. Instructor: Gary Woods – Monday, December 14th

ZipForms Training - We'll look at both ZipForms Desktop & Online. Learn techniques to streamline your use. We will create a Listing Packet & learn to speed up entry of info. Once a month.

Instructor: Carol Kruckenberg – Thursday, December 17th

***** NEW MEMBER FREE CLASS POLICY:** New MLS members will receive **one FREE Basic & one FREE Advanced FLEX** class, if taken within 6 months of joining. You must pay for the class in advance. When you attend the class as scheduled, you complete a rebate form to get your money back. No refunds if you miss class without 24 hours notice to the MLS office.

To register for a class please go to our website: www.sbaor.com