Advanced Topics for St. Augustine.

Here are topics and times for each class.

Tuesday 10/7

8:30a – 10a

* Contact Manager in depth
	+ Adding a Contact or Prospect
	+ Setting up an auto saved search
	+ Setting up auto notifications – link to listings emails
	+ Setting up Client Connect Portal with auto notification for customers
	+ Client Connect Preferences wizard
	+ Navigating the Manage Contacts screen
	+ 1 ½ hour class

10:30a – Noon

* Preferences and customizing
	+ Preferences wizard
	+ Agent Image upload
	+ Logo Image upload
	+ Email signatures and shortcuts
	+ Search and results preferences and options
	+ 1 ½ hour class

Lunch Break

1:30p – 2:30p

* Mobile for Smart Phone
	+ Accessing the site
	+ Navigation
	+ Searches
	+ Results – Pictures, data, map, emailing
	+ Preferences
	+ 1 hour class

3:00p – 4:30p

* CMA presentation package and the simple, essential CMA.
	+ CMA presentation wizard
	+ 1 ½ hour class

Wednesday 10/8

8:30a – 10a

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	+ CMA presentation wizard
	+ 1 ½ hour class

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