

## Bright Training Classes Coastal Association of REALTORS®

Bright MLS is excited to offer training classes to help you get to know the Bright system. All Bright classes are free, but registration is required.



**1. Account & Settings (45 Minutes):**

Set up your website and report branding. Learn how to keep your contact and billing information up-to-date and find help and support.

**2. Search, Customize Displays & Reports (1 Hour):**

Effectively run searches, save custom search criteria, customize how the results display and reporting.

**3. Emailing Listings & Collaborative Features (1 Hour):**

Set up an auto email and learn how to use advanced collaborative features like Concierge Mode, Reverse Prospecting, Portal Notifications and more.

**4. Managing Saved Searches (1 Hour):**

Make frequently run searches easier to access, efficiently produce market updates, and monitor listings without re-running searches through the use of carts.

**5. Manage Your Listings (1 Hour 15 min):**

Take this class to learn everything you need to know about how to enter new listings in the Bright system.

**6. Creating CMAs (1 Hour):**

Research, build, and customize a comparative market analysis from start to finish, including some additional resources that can be valuable additions to your CMA toolkit.

**7. Hands-on Training Workshops (2 Hours):**

Walk through how to set the Bright system to fit your personal needs and save you time. Bring your laptop, and credentials as we set-up default search & displays, email settings, and more!

**8. NEW! Running Reports (1 Hour):**

Learn the various reports available to you, including agent, client and financial reports, along with the benefits. Review how to set up and print reports, and how to create custom reports.

**9. NEW! Streamline Your Showings with ShowingTime (45 Mins):**

Discover how you can use this showing appointment tool to save time, generate more showings and help you sell your listings more efficiently.

## Upcoming Classes

Register by logging into [BrightMLS.com/Training](https://BrightMLS.com/Training)

**CAR:** 314 Franklin Ave #106, Berlin, MD 21811

**Ocean City Convention Center:** 4001 Coastal Hwy, Ocean City, MD 21842

**Wicomico Civic Center:** 500 Glenn Avenue, Salisbury, MD 21804

Date	Time	Class Name	Location
<b>June 25</b>	10:00 a.m.	Managing Your Listings	Wicomico Civic Center
	11:30 a.m.	Create CMAs	Wicomico Civic Center
	1:30 p.m.	Running Reports - <b>NEW!</b>	Wicomico Civic Center
<b>June 27</b>	10:00 a.m.	Search, Customize Displays & Report	OC Convention Center
	11:30 a.m.	Emailing Listings & Collaborative Features	OC Convention Center
	1:30 p.m.	Managing Saved Searches	OC Convention Center
<b>June 27</b>	9:30 a.m.	Running Reports <b>NEW!</b>	Online
	11:00 a.m.	Create CMAs	Online
	5:30 p.m.	Emailing Listings & Collaborative Features	Online
<b>June 28</b>	10:00 a.m.	Search, Customize Displays & Report	Wicomico Civic Center
	11:30 a.m.	Emailing Listings & Collaborative Features	Wicomico Civic Center
	1:30 p.m.	Managing Saved Searches	Wicomico Civic Center
<b>July 2</b>	10:00 a.m.	Create CMAs	Online
	11:30 a.m.	Running Reports - <b>NEW!</b>	Online
	1:30 p.m.	Account & Settings	Online
<b>July 9</b>	10:00 a.m.	Create CMAs	CAR
	11:30 a.m.	Running Reports - <b>NEW!</b>	CAR
	1:30 p.m.	Account & Settings	CAR
<b>July 11</b>	10:00 a.m.	Search, Customize Displays & Report	Online
	11:30 a.m.	Emailing Listings & Collaborative Features	Online
	1:30 p.m.	Managing Saved Searches	Online
<b>July 16</b>	10:00 a.m.	Search, Customize Displays & Report	CAR
	11:30 a.m.	Emailing Listings & Collaborative Features	CAR
	1:30 p.m.	Managing Saved Searches	CAR
<b>July 18</b>	5:30 p.m.	Streamline Showings w/ShowingTime - <b>NEW!</b>	Online
<b>July 19</b>	10:00 a.m.	Hands-On Clinics	CAR
	1:00 p.m.	Hands-On Clinics	CAR
<b>July 23</b>	10:00 a.m.	Manage Your Listings	CAR or Webinar Online
	11:30 a.m.	Streamline Showings w/ShowingTime - <b>NEW!</b>	CAR or Webinar Online
	1:30 p.m.	Create CMAs	CAR or Webinar Online
<b>July 26</b>	10:00 p.m.	Hands-On Clinic	CAR
	1:00 p.m.	Hands-On Clinic	CAR



**Have a question? Contact Customer Support**

Monday – Friday 8:00am - 8:00pm  
 Saturday – Sunday 9:00am - 6:00pm  
 1-844-55-BRIGHT (1-844-552-7444)