Earn More and Save More with a Contact Management System & Going Paperless

ORRA Institute of Technology

Increase your productivity and your chances for success

The key to increasing your conversion rate is meeting your customers' needs. Learn how to use a contact relations management system to respond to leads at the right time and in the right way. Then, explore tips, tricks and tools to going paperless. Together, you will learn how to increase your chances for short and long term success.

After this course, you will understand...

- Contact relations management
- Lead management
- Prospecting – Internet
- Drip e-mail versus active engagement
- The good & bad of being digital/paperless
- How to pick the right devices, software, and tools to go paperless
- How to properly and safely run a paperless business
- The laws and risk management factors of being paperless

January 15, 2014

1:30 p.m. - 3:30 p.m.
Check-in begins at 1:00 p.m.

Orlando Regional REALTOR® Association
1330 Lee Road, Orlando, FL 32810

ORRA Members: $20; Non-ORRA Members: $35
On-site add $15

Business casual attire requested for education programs. Registration options and policies on reverse.

Course provided by Real Estate Technology Institute

Course eligible for credit towards ORRA Institute of Technology Certification (OITC).

Instructor

Craig Grant, "The Real Estate Tech Guru," is the founder of The Real Estate Technology Institute and EasyRealtySites.com, two companies that focus on creating mutually beneficial, no risk/high reward websites and educational partnerships with many associations and companies. Mr. Grant is the past chair of the Florida REALTORS® Education & Technology Committee, a former member of the GRI Task Force, and a GRI and CE instructor.

Orlando Regional Realtor® Association

ORRA Institute of Technology Certification (OITC)

The ORRA Institute of Technology Certification (OITC) for agents and brokers is designed around real estate industry specific technology disciplines which provide the competencies REALTORS® need to thrive in the today's market place.

These disciplines will create a strong technology foundation to enable REALTORS® to conduct business within the technology driven society that has impacted the real estate industry locally, nationally, and globally.

ORRA Institute of Technology Certification (OITC) candidates must complete the 17 required courses, 2 elective courses, and the online Microsoft Office Outlook, Word, Excel and PowerPoint training through AtomicTraining.com to receive certification.

For more information regarding program courses and fees, please contact education@orlandorealtors.org.

Learn more at www.orlandorealtors.org

Orlando Regional REALTOR® Association

Register today

Register me for **Earn More and Save More with a Contact Management System & Going Paperless** on Wednesday, January 15, 2014.

❑ ORRA member – $20   ❑ Non-ORRA member – $35
(member of other REALTOR® association or licensed salesperson of ORRA Broker member)

❑ ORRA member on-site – $35   ❑ Non-ORRA member on-site – $50

Attendee Name _____

Member Number _____

Phone (_____) _____-_____

E-mail _____

Payment Method:

❑ Check # _____ (Payable to ORRA)
❑ Broker Account (ORRA members only. Broker approval required.)
❑ VISA   ❑ MasterCard   ❑ American Express   ❑ Discover

Credit card # _____   Expiration _____/_____

Credit card charge signature OR broker signature for broker approved account charge _____

Initial _____   ❑ I agree to the terms of the cancellation and attendance policy referenced below.

Special disabilities accommodated with advance notice.
Courses not open to the general public unless otherwise noted.

Policies

CANCELLATIONS/NO-SHOWS
$25 fee for free classes or forfeiture of registration fee for cancellations within 3 days of course date or for no shows.

ATTENDANCE
To receive CE credits for any Continuing Education course, participants must:
1. Be physically present for the entire program from beginning to end;
2. Sign any/all morning or afternoon attendance sheets; and
3. Refrain from using cell phone and e-devices except during designated break times.

LOCATION
Orlando Regional REALTOR® Association, 1330 Lee Road, Orlando, FL 32810
(unless otherwise noted on the front of this form)

CONTACT US
Phone: 407.513.7268   Fax: 407.513.9120   E-mail: education@orlandorealtors.org