

# MANDATORY NEW MEMBER ORIENTATION

All REALTOR® applicants will be required to complete the new member orientation **within 60 days** of their join date. The orientation class is only offered at the Association headquarters, and includes lunch. The cost of the course is included in your application fee.

**Classroom Time:** New Member Orientation is held from 9:00 AM to 1:00 PM. Registration is required. You are responsible for reserving your seat for the orientation you wish to attend. Reservations are on a first come first served basis. Registration for any scheduled orientation closes two business days prior to the class. If you have made a reservation and find you are unable to attend, email [membership@dfwre.com](mailto:membership@dfwre.com) at least 48 hours prior to the course for cancellation. **If you have made a reservation and do not attend or cancel your reservation, you will be charged a cancellation fee of \$25.00.**

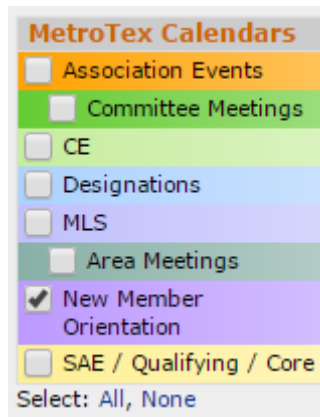
**Why must I attend?:** As a real estate professional, it is critical that you know about your professional trade organization and the many ways it can assist you in your business. Along with the many benefits, educational programs and resources that are available to members, the networking and business building that you can achieve by attending the orientation and other Association events more than pays for the cost of your annual membership.

Statistics show that early engagement leads to a higher level of knowledge and understanding about the industry, its practices, and the critical rules and regulations that govern your activities as a real estate professional. This in turn leads to fewer TREC and MLS complaints, and a more conscientious effort to practice in a professional and ethical manner.

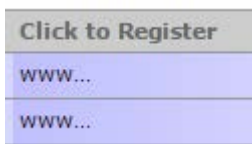
Class Location: **Dallas:** Training Room 1 (Second Floor) - 8201 N. Stemmons Freeway, Dallas, TX 75247  
Located on the West service road of Highway 35E between Empire Central and Mockingbird exit.

## New Member Orientation Registration Steps

- After submitting your application, please allow 48 hours for your member record to be set up in our system. At that time, you may schedule your Orientation.
- Register for New Member Orientation at <http://www.trumba.com/calendars/metrotex>
- Filter the calendar to display New Member Orientation only



- In the **Click to Register** column, click on the registration link next to your preferred date. Your Logon ID is your 7-digit license number and your initial password is metrotex.



- After you have successfully completed your registration, you will receive a confirmation email immediately; and a reminder email with course materials 2-5 days prior to your orientation date.

## MANDATORY MLS TRAINING INFORMATION

MLS services are contingent upon completion of the **Intro to Matrix MLS Course**.

This course can be completed in a hands on computer lab environment or it can be completed online. You are responsible for registering for the MLS training in one of the following two ways:

1. MLS training courses are scheduled regularly throughout the month, after you have applied for membership you can register for the hands on training using MetroTex ESERVICES at [www.mymetrotex.com](http://www.mymetrotex.com) OR by contacting the MLS Department at 214-540-2755 OR 817-796-5350.

**OR**

2. If you prefer to take the MLS Training Online, the 1 hour webinar: INTRODUCTION TO MATRIX is available for viewing at [www.mymetrotex.com](http://www.mymetrotex.com) . You can find this webinar by clicking on the Tools & Resources Link, then click on the Technical Support Link, scroll down to the video and press play.

For questions please contact us at: [membership@dfwre.com](mailto:membership@dfwre.com) 214-637-6660 (Dallas) or 817-796-5400 (Grapevine)