

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. The cost of the course is included in your application fee.

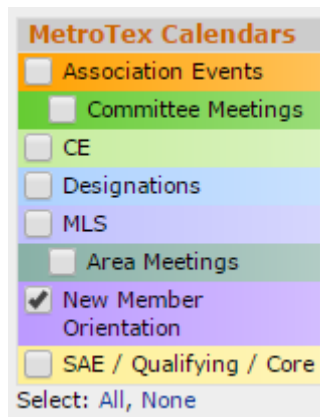
Why must I attend?: As a real estate professional, it is critical that you know about your professional trade organization and the many ways it can assist you in your business. Along with the many benefits, educational programs and resources that are available to members, the networking and business 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.

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 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 \$50.00.**

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.

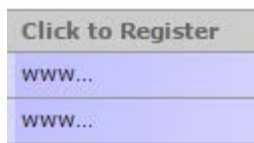
New Member Orientation Registration Steps

- 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



The image shows a screenshot of the 'MetroTex Calendars' filter menu. It features a list of categories with checkboxes: Association Events (orange), Committee Meetings (green), CE (light green), Designations (light blue), MLS (light blue), Area Meetings (grey), New Member Orientation (purple, checked), and SAE / Qualifying / Core (yellow). At the bottom, it says 'Select: All, None'.

- 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.



The image shows a 'Click to Register' button with two registration links below it, both starting with 'www...'.

- 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**. You have two options in which to satisfy the training requirement for MLS services. This course can be completed in a hands-on computer lab environment on specific training dates, or you can complete it at your leisure by viewing a one hour on demand webinar. You are responsible for registering for the MLS training in one of the following two ways:

1. **The hands-on MLS training courses** are scheduled regularly throughout the month. After you have applied for membership you may register for the hands on training via MetroTex eSERVICES at www.mymetrotex.com
Or you can contact an MLS Coordinator at 214-540-2755 OR 817-796-5350 who can assist you in registering for a specific course.

To register on MetroTex eServices, go to www.mymetrotex.com and click on Account Access at the top left of the homepage. Log in to your eServices account and click on the **MetroTex Course Calendar and Registration** Link found under the **Education and Training** section. Look for the **MLS-Intro Matrix MLS** course and click on the title to register. Click on the **Proceed to Register** box and follow the instructions to register.

OR

2. **Take the MLS Training via a 1 hour on demand webinar:** [Get started here](#)

Keep in mind that all MLS training courses are FREE to all MetroTex MLS subscribers. After you view this webinar, if you feel you need more training, simply use the instructions above to register for the hands on course.

Once you have completed one of the two training options above, contact the MLS Department at mls@dfwre.com or 214-540-2755 to receive your MLS password and login instructions.

For a copy of the quarterly MLS Fee sheet, click here: [MLS Quarterly Fee Sheet](#)

Want to earn a FREE quarter of MLS fees?

Ask about the M.A.P.S. certification courses. By navigating your way through our 6 course curriculum, you will receive your MLS Academy for Professional Success (M.A.P.S.) certification and get a quarter year of MetroTex MLS fees for free! Course selection is designed to give students a comprehensive knowledge base of the various MLS applications available to them. All of these courses are free to MetroTex MLS subscribers and are all approved for TREC CE credit (TREC provider #0011). Click here for the [Maps flyer](#)