



# GREATER MLS

A service of the Greater Metropolitan  
Association of REALTORS®

## GREATER MLS: ADVANCED LISTINGS

BEYOND THE BASICS: ADVANCED LISTINGS IN THE GREATERMLS

### MANAGE A LISTING FROM BEGINNING TO END AND EVERYTHING IN BETWEEN

This class focuses on all things listings and covers how to comp a property to win the listing, as well as all the steps needed to list a home in from beginning to end. We'll walk through entering a listing from the start and cover a few MLS rules along the way to ensure you meet MLS listing requirements. We'll also review how to set your preferences so you never miss a listing expiration date, make listing edits and status changes, add and manage photos and media, access listing forms, make your listings stand out, and how to track your listing marketing efforts to provide ultimate stats to your seller.

#### YOU WILL LEARN HOW TO:

- Search comparables
- Create a CMA
- Access listing documents
- Gain knowledge about required listing fields
- Add photos and media
- Add a listing to ShowingTime
- Attach a SentriLock lockbox to a listing
- Track listing performance via ListTrac

#### LOCATION

Virtual Zoom Meeting

Zoom Link will be sent  
1 day prior to class.

#### DATE/TIME

July 8, 2025 | 12pm-2pm

#### COST

FREE to Members and  
Non-Members



GreaterMLS classes are brought  
to you and presented by The  
Greater Metropolitan Association  
of REALTORS®.

248.478.1700  
support@gmaronline.com  
www.gmaronline.com