

CTM eContracts

Interactive Real Estate Contracts

**CE Credit
Available!**

Advanced Training Class

Date: 02/08/2018

Time: 1:30 PM – 3:30 PM



**Our goal is to save you time and to help make you more efficient for your clients!
We invite you to bring your questions!**

What you will learn and review:

- Utilities and Personal Settings Defaults
- Client Database (Management System)
- Creating and Using Parent Contract Templates
- Creating Transaction Master Templates
- Creating and Using Custom Addendums
- Moving Docs from Misc. Contracts Folder to a Transaction
- Hiding & Deleting Clients, Transactions and Contracts
- Organizing Your Transactions
 - Updating Your Transaction Status
- Inspection Objection Features
- Working with a Non-eContracts Transaction
- Docs Management System
 - Using the PDF Signature Technology
- Replace Buyer's Agent in Contract to Buy and Sell
- Copy & Duplicate Locked Contracts
- Update Email Address when Client info Changes
- How to Add Buyer's Name to all Disclosures at Once
- Recreating Original Disclosures
- Updating Deadline Dates from a Counterproposal or an Amend/Extend
- Working with Team Members/Transaction Coordinators

Why you should attend this NEW Advanced Class:

Learn about our Newest Features and Enhancements Including:

- Sync your Dates & Deadlines with Outlook, Google Calendar & iCal
- Co-Listor/Co-Buyer Transactions
- Assign a Single Transaction to another agent who is using eContracts

We now offer CE Credit:

- CTMeContracts classes are approved for 2 hours of Real Estate Continuing Education (CE Credits).
- All of our classes are FREE, unless you would like to receive the CE Credit.
The cost for 2 hours of CE Credit is \$20 per agent.

Location: PAR Office

2220 Kachina Dr. Pueblo, CO 81008

Sponsored By: IMortgage

RSVP:

To register for this or another class, please go to www.CTMeContracts.com and click on Training-Classes. When you have located the course, click on the blue [Register for This Class](#) link.

Questions:

Please call CTMeContracts at (303) 233-1918 ext.203