CONVERSION UPDATE #3 January 29, 2025

CONVERSION TIME-LINE

REGISTRATION/ ACTIVATION PERIOD
Tuesday, January 28, 1:00pm through Friday, January 31, 1:00pm

- On Tuesday January 28th, at 1:00 pm, all ECRAR NAVICA MLS users should have received an email from safemls@safemls.net. This email contained information on how to register/activate your new MLS portal through MATRIX. ==You will have 72 hours to register/activate your account.== If you do not activate your account within 72 hours (by 1:00pm on Friday January 31), you will need to contact the Elmira-Corning Association of REALTORS at 607-562-7035 for the email to be regenerated.
- Need help with the registration process? See our **Step by Step How to Guide to Enrolling in the Member Portal (ECRAR)** .
- Once you have completed the registration/activation process and want to log into the MATRIX MLS system. Go to https://portal.mynysmls.com/ *(bookmark this address, as this will be how you access the MATRIX MLS system)* and enter your new credentials that you set up during the registration/activation process.
- Please remember this is a work in progress. You may notice that listings have not converted in perfect form. They hope to have most of these issues corrected before the cutover in February.

PARALLEL PERIOD
January 28th through February 17th

- All users should register to attend at least one training session *(see pages 4-5 for details)*
- Listings now appear in MATRIX (view only)
- All new listings are to be added in NAVICA during parallel period
- Changes to existing listings are to be made in NAVICA during parallel period
- **Your current listings and Planning for New Listings**-Consider printing a copy of all your Active and Under Contract Listings from NAVICA and filling out a MATRIX input form for these listings. If you take any new listings before the 19th of February, we suggest that you complete a MATRIX input form as well. This will ensure that you have all you need when you update existing listings and add new listings in MATRIX after the cutover date.
- This is the time for users to take care of their branding in MATRIX
  - Log into Matrix, Click on **My Matrix**, **Your Name** (top right), **Settings** and then **My information** to set up a Header and Footer to be used on your reports, CMA cover sheet, Email Signature, Agent Web Page (if you need one) and One Home Profile (for your emailed properties).

o Next, update your branding that will show in OneHome Emails (what your client sees when you email them, in the MLS Touch Mobile app and the MLS Client app if you share from MLS Touch) your clients can have their own app too that shows less info than what you see. In Matrix click on My Matrix, Your Name (top right), then Manage Branding. There is a video tutorial on this page if you need assistance.

<mark>NAVICA WILL BECOME VIEW ONLY</mark>
February 18th

- NAVICA will become view only (February 18-March 30th)
- <mark>**MLS USERS WILL NOT BE ABLE TO ADD OR EDIT LISTINGS IN NAVICA OR MATRIX FROM 8AM ON FEBRUARY 18TH THROUGH MID DAY ON FEBRUARY 19TH!**</mark>
- Showing Manager will be permanently disabled

NO SHOWING MANAGER SERVICE PRODUCT AVAILABLE AT THIS TIME
February 18th through March 4th

- **During this time agents will not have access to a showing manager service. To schedule listing appointments agents will need to contact the listing agents directly.**

FINAL CUTOVER
February 19th sometime midday

- From this point forward all new listings will be added in MATRIX
- From this point forward all listings will be edited in MATRIX

NAVICA MLS WILL DISAPPEAR
March 31, 2025

- Users will no longer have access to MLS through NAVICA
- Users need to keep their login and password for the NAVICA system. The Elmira Corning Association of REALTORS will continue to use the NAVICA system for the following:
  - Pay ECRAR dues
  - Calendar of Events
  - Invoices
  - Rosters (including affiliate members)
  - News & Events
  - Links
  - Documents
  - Membership Email

NEW SHOWING SERVICE PRODUCT
March 4th
- Training for this new SentriKey Showing Service product will be provided to our members virtually, via Zoom on Thursday, February 27th at 10:00am. SentriKey will be sending the information regarding the training session directly to our members. There is only one training session being offered, but it will be recorded and posted.
- On March 4th ECRAR members will have access to the SentriKey Showing Service.

MISC.

- **WHY SO MANY AREA FIELDS…HOW DO THEY WORK?** MLS rules for the NYS Alliance of MLS's (and NY DOS) dictate that **all listings must be listed in the municipality where property taxes are paid**- we use the Area/NYSWIS Code for that rule which matches the first 6 digits when you import listing data from public records. Please note that Corelogic is still trying to map some of these from NAVICA.
    - **Area/NY SWIS Code-** This is the SWIS (Statewide Information System) code for every city, town and village in NY and is the same as the Municipality field in NAVICA.   Ex. **Horseheads-Village-073401**
    - **Town/City –** Every single parcel will have a Town or City. Ex. **Horseheads.**
    - **Village-**Some parcels are also in a Village within a Town. Ex. Horseheads-Village
    - **Postal City- This is the same as the City field in NAVIA** and is the name of the Post Office for a zip code and will contain "approved" postal cities per the USPS for each zip code.
    - **In the above example, the TaxID would start with 073401 when imported into a new listing.**

- **PROPERTY TYPES-**(MATRIX Property Types are a bit different compared to NAVICA)
MATRIX property types are:
    - **Single Family Residential**
    - **Condo or Townhouse**
    - **Multifamily 2-4 units**
    - **Multifamily 5+ units**
    - **Commercial (For sale, for lease or both)**
    - **Lots, Land, Farms and Seasonal**
    - **Residential Rentals**
    - **NYAMLSs allows Mobile and Manufactured Homes that are on leased land in this MLS in Single Family Residential.**

- **STATUSES- Learn more about <mark>Matrix Statuses</mark>** (Matrix Statuses are a bit different compared to NAVICA).
  - **A-Active** Property available to be shown, no signed contract exists, with the exception of a contract with the Contingency of a property to sell. Note-These are to be identified in the Showing Instructions as "Contingent upon sale of a property".
  - **C-Continue to Show** Property available to be shown, contract exists, both parties have signed, waiting for contingencies to be fulfilled. Will expire on expiration date.
  - **U-Under Contract** Property is not to be shown, contract exists, both parties have signed, waiting for contingencies to be fulfilled. U-will not expire on expiration date.
  - **P-Pending** Contract exists, all contingencies met, except financing and is waiting for closing. P-will not expire on expiration date.
  - **S-Closed Sale** Property Closed/Rented
  - **T-Temp off Market** Property temporarily unavailable, should be back on market
  - <mark>**W-Withdrawn** -**Property no longer on the market but contract still exists; cannot be listed by any broker until expiration date. W-listings will expire on the expiration date. *If contract between listing broker and seller no longer exists, please reclassify as Expired.*   PLEASE READ THE MATRIX STATUSES DOC FOR MORE INFORMATION.**</mark>
  - **X-Expired** Property expired, can be listed by another brokers.

- **CONTACTS FROM NAVICA-**will come over to MATRIX if they have an email address assigned to it. If you had Saved Searches or Prospect Searches saved in NAVICA you will need to recreate those in MATRIX. Learn more here or attend an upcoming class.

- **MATRIX TOOLS-**There is a MATRIX Tools tile in your new portal which provides all types of assistance as well as videos for training from 1 minute to 3 hours in length and a Forms tile which includes access to the new data input forms.

TRAINING

We will be offering several training sessions to our members. These training sessions are free. We will be offering LIVE, in-person sessions as well as live virtual sessions via Zoom. Reservations are required for the in-person sessions, as space is limited. No reservations are required for the Zoom sessions. We will also offer 1-hour virtual drop-in sessions via zoom. No reservations are required for these virtual sessions.

LIVE IN-PERSON TWO-HOUR SESSIONS BEING HELD AT THE ASSOCIATION OFFICE

RESERVATIONS ARE REQUIRED – SPACE IS LIMITED

To register for one of these 8 sessions please reply to this email srose@elmira-corningrealtors.com .
In your email, please state your name and the time slot you wish to attend.

- Thursday, January 30, 1:00pm-3:00pm (BROKERS and ADMIN)
- Thursday, January 30, 5:00pm-7:00pm
- Friday, January 31, 9:30am-11:30am
- Friday, January 31, 12:30pm-2:30pm
- Tuesday, February 11, 1:00pm-3:00pm
- Tuesday, February 11, 4:00pm-6:00pm
- Wednesday, February 12, 10:30am-12:30pm
- Wednesday, February 12, 1:30pm-3:30pm

LIVE VIRTUAL TWO-HOUR SESSIONS VIA ZOOM

NO RESERVATIONS ARE REQIRED

THE SAME ZOOM LINK WILL BE USED FOR BOTH 2-HOUR SESSIONS AS WELL AS THE SEVEN 60-MINUTE DROP-IN SESSIONS (feel free to join as many virtual sessions as you wish)

- Thursday, February 6, 2:30pm-4:30pm *(this session will be recorded and reposted)*
- Thursday, February 20, 9:30am-11:30am

Time: This is a recurring meeting Meet anytime
Join Zoom Meeting
https://us06web.zoom.us/j/81507096584?pwd=1qKeLovYpsrXdZLqkBDbquPUmgRBc6.1
Meeting ID: 815 0709 6584
Passcode: 800922

60 MINUTE VIRTUAL DROP-IN SESSION VIA ZOOM *(talk with GRAR and ECRAR staff if you have any questions or just want to hear what others are asking.)*

NO RESERVATIONS ARE REQUIRED

- Thursday, February 20, 2:00pm-3:00pm
- Friday, February 21, 29:30am-10:30
- Monday, February 24, 4:00pm-5:00pm
- Wednesday, February 26, 1:30pm-2:30pm
- Friday, February 28, 9:30am-10:30am
- Tuesday, March 4, 4:00pm-5:00pm
- Thursday, March 6, 9:30am-10:30am

Time: This is a recurring meeting Meet anytime
Join Zoom Meeting
https://us06web.zoom.us/j/81507096584?pwd=1qKeLovYpsrXdZLqkBDbquPUmgRBc6.1
Meeting ID: 815 0709 6584
Passcode: 800922

MATRIX FORMS AND HELPFUL DOCS

Below are links to the current MATRIX input forms and helpful docs. *(Note-the Alliance will be releasing updated input forms sometime soon, but probably not before our conversion date.)*

- Single Family (RES)
- Condo/Townhouse
- Multi-Family (2-4 Units)
- Multi-Family (Apt 5+ Units)
- Commercial/Industrial
- Lots, Land, Farm, Camps
- Glossary of Data Input Form Fields
- Change/Sold Form
- How Status Changes Work in NYS MATRIX
- Auto Email Facts

MLS Rules & Regs- Below is a link to what will be our New MLS Rules and Regs. The highlighted sections reflect a major change that we are trying to draw your attention to.

- Rules and Regs

We will continue to keep you updated as more information becomes available.

Elmira-Corning Regional Association of REALTORS
Member Service/Education Coordinator**: 607-562-7035**
3338 State Route 352, Corning, NY 14830
Visit us on the web www.elmira-corningrealtors.com