



Paragon Data Input Class

SEE BELOW FOR COURSE DESCRIPTION

- PREREQUISITES:** • Access to and creating MLS Listings. • Understand how to (Search, Email, & use other Paragon functions.)
- DATE:** Call RAM at 873-8585 to confirm dates and class availability before registering.
- LOCATION:** 441 Ala Makani Place, Kahului (off Dairy Road, behind McDonald's)
- COST:** **Free** (limited to 8 students per class)
- REGISTRATION:** RAM must have a sufficient number of students registered to hold classes & reserves the right to cancel a class due to low registration. Refunds will be given accordingly.
- CANCELLATION:** Cancellations made four business days prior to class will receive a full refund; no refunds will be made thereafter. Registrations received after the cancellation deadline is not eligible for refund.
- BE PREPARED:** Be sure RAM has your correct email address. Have all necessary User ID's & Passwords available before class. **PLEASE** be on time! Because of the limited time to present the material, students more than ten minutes late for hands-on training will **NOT** be allowed in class; however, will receive a 50% credit.

SIGN & DATE affirming that you have read & accept the Cancellation Policy

Signature _____ **Date** _____

Date	Paragon Data Input Class Registration is Free
Thursday, June 07, 2012	<input type="checkbox"/> 8:45 a.m. - 11:30 a.m.
Tuesday, July 17, 2012	<input type="checkbox"/> 12:45 p.m. - 3:30 p.m.
Thursday, August 02, 2012	<input type="checkbox"/> 8:45 a.m. - 11:30 a.m.
Tuesday, September 18, 2012	<input type="checkbox"/> 8:45 a.m. - 11:30 a.m.
Thursday, October 04, 2012	<input type="checkbox"/> 8:45 a.m. - 11:30 a.m.
Monday, November 05, 2012	<input type="checkbox"/> 8:45 a.m. - 11:30 a.m.

Print Name _____ Day / cell phone _____

E-mail address _____

Office Name _____ Office phone _____ Fax _____

PARAGON DATA INPUT COURSE DESCRIPTION

- Hands-on course with one person per computer.
- Designed for those who will be entering & maintaining Paragon listings. **(Level 4 access or higher)**
- Topics to include: Understanding data fields (Required & Available), How/Why these apply to MLS Rules, Using Condo Templates, Into Tip, and Q/A.

Questions? Call RAM at 873-8585

REALTORS® Association of Maui, Inc., reserves the right to reschedule or substitute instructors; reschedule or cancel an event due to insufficient registration; and dismiss disruptive students from the classroom.