

Starting Out Stellar

Course Notes



Welcome to Stellar MLS and Starting Out Stellar! This course provides all new subscribers with an introduction to Stellar MLS, several of the products and resources associated with your MLS subscription, as well as demonstrates the initial set-up of the MLS system, Matrix, so that you can begin working right away!

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Required Education

To help ensure that you can begin taking advantage of your MLS subscription benefits right away, all new subscribers are required to complete the following classes within sixty (60) days of joining Stellar MLS:



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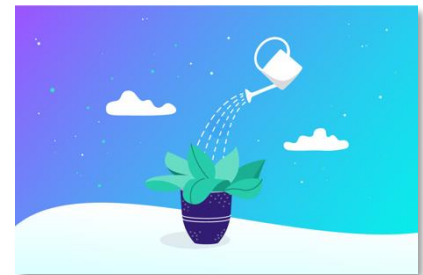
MLS Basic



MLS Compliance

Once all required MLS courses are complete within those initial 60 days, the only on-going education requirement is a course titled **Compliance Refresh**.

Compliance Refresh provides an overview of important changes to the MLS Rules and Regulations in addition to various compliance reminders. ***This course is due every two (2) years for all Stellar MLS subscribers.***



Compliance Refresh

Email reminders will be sent when required MLS education courses are coming due, but please do not wait until the last minute to complete them to avoid MLS account suspension.

If your MLS account gets suspended for not completing any of the required MLS education courses on time, a reinstatement fee will also apply.

One More Thing...

If part of your business will involve adding and modifying listings in the MLS, you would also need to take the **MLS Adding and Editing Listings** course. Once complete, it is then your broker* who activates your Add/Edit access in Matrix, not Stellar MLS.

The MLS Adding and Editing Listings course becomes available in the Stellar MLS University Catalog **after** you complete MLS Compliance.



MLS Adding and Editing Listings

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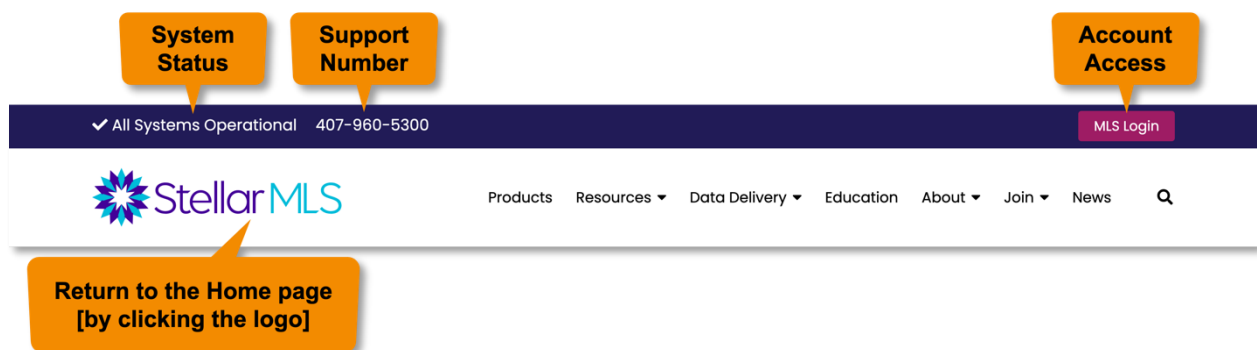
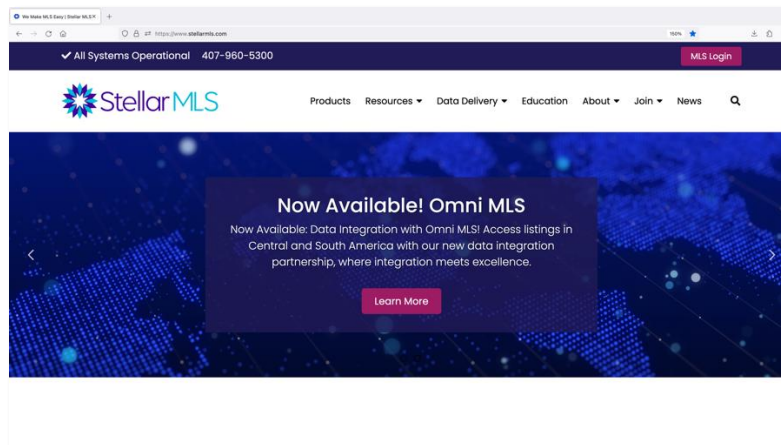


****If you are the broker of your firm, the MLS Adding and Editing Listings course becomes part of your required MLS education and needs to be completed within the first 60 days of joining Stellar MLS.***

Stellar MLS Website Tour

There are many resources available before ever logging in to your MLS account. In this section, we will introduce a few of the key features of the Stellar MLS website including where to find information about Stellar MLS and the products and resources associated with an MLS subscription, where to download MLS forms, as well as how to contact the Stellar MLS Support Team if needed.

<https://www.stellarmls.com/>



Along the top of the Stellar MLS website, the current system status, Support Team phone number, and login button are displayed. The system status will update with any important notifications about system performance but most often appears as “All Systems Operational”.

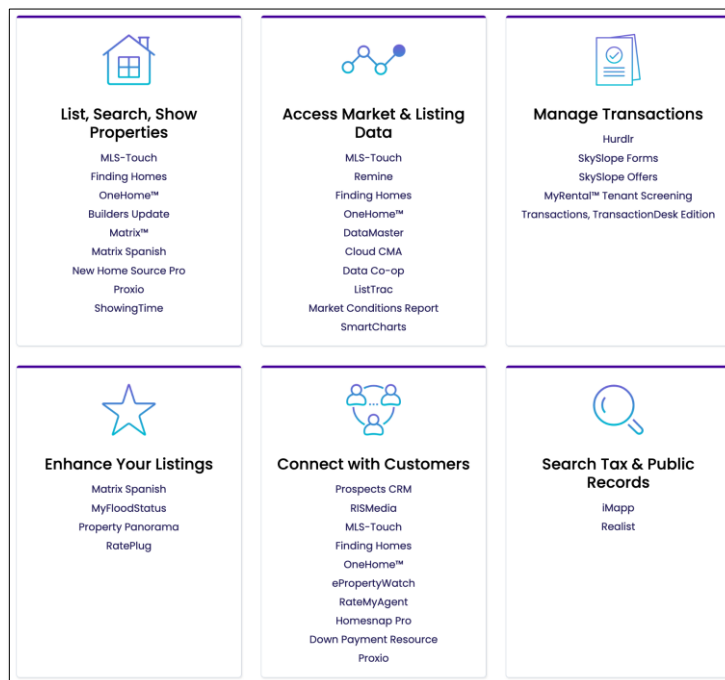
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To the right of the Stellar MLS logo are a series of menu options and tabs. Below is a summary of each:

Products

Dozens of products and services, seamlessly integrated with Stellar's impeccable data, are available as part of your MLS subscription. Click **Products** to access a page displaying the current suite of tools, grouped by activity. Each reference is a hyperlink to a page with more information about that particular product.



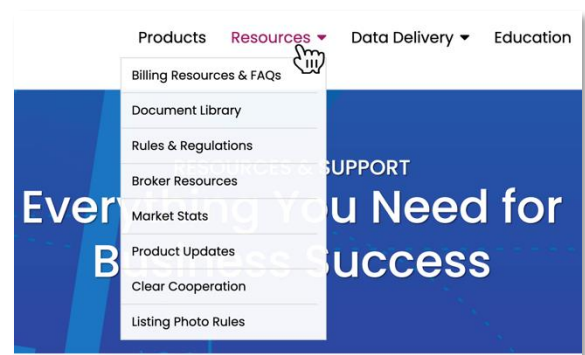
ref: August 2023

Resources

Hover your pointer over **Resources** to display a menu containing a variety of options and select any area of interest from the list.

Click **Resources** to display six primary sections:

- Billing Resources & FAQs
- Document Library



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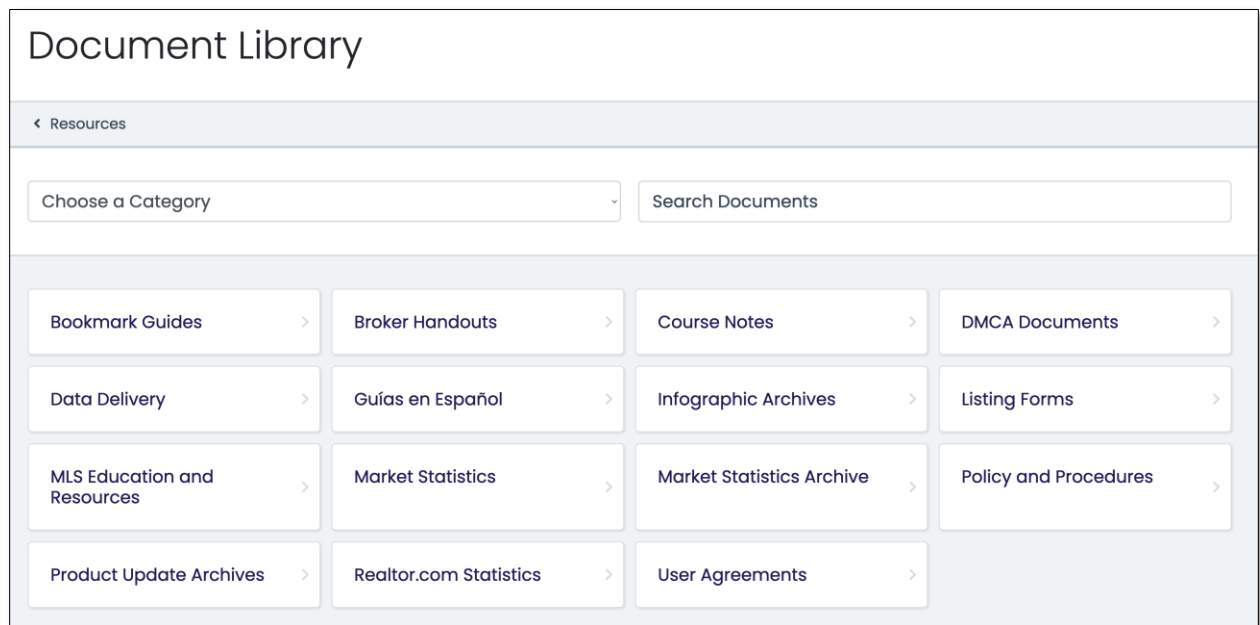
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- Rules & Regulations
- Product Updates
- Market Stats
- Broker Resources

Pro Tip

Found under **Resources**, open the **Document Library** to access Listing Forms, Course Notes (also available in the Stellar MLS University), downloadable market statistics, and more!



ref: August 2023

Data Delivery

At Stellar MLS we believe that brokers, in partnership with their agents, know best how to use MLS listing data for their businesses. Our role at Stellar MLS is to make the data delivery process as easy as possible for brokers and agents who want to display listings on their websites and for brokers who want to distribute listings to third party websites. Visit the Data Delivery menu to explore Stellar MLS data delivery options.

There is also a section within the Data Delivery menu that contains information about both Data Sharing and Integrations...

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Stellar MLS embraces out-of-state data shares and integrations, as they provide an extended referral network for our customers.

In terms of data sharing, Stellar MLS customers have access to expanded inventory and referral opportunities in both Georgia and Alabama. This provides local brokers and agents with direct access, in real-time, to reliable listing data from each other's markets and listing information can be accessed directly from within Matrix!

In addition, Stellar MLS's international data integration partnership with Omni MLS allows customers to access listings in Central and South America, further expanding inventory and referral opportunities!

Stellar MLS is committed to providing you with secure and reliable data, to learn more be sure to visit the Data Delivery tab!



Education

The Stellar MLS University is your online resource for MLS classes, educational materials, and training. Click the **Education** tab to be taken to the landing page for the Stellar MLS University to learn more.

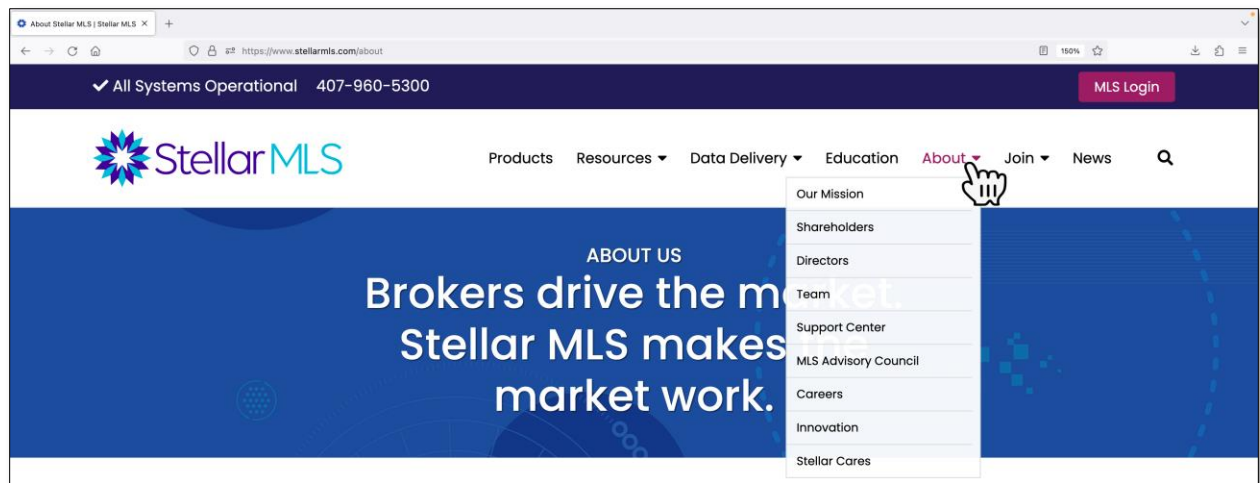
Remember that all the classes offered by Stellar MLS are included as a part of an MLS subscription! In addition to required education for new subscribers and the Compliance Refresh course, Stellar MLS provides dozens of elective courses to help you get the most from the expansive suite of products and resources associated with your subscription!

About

Headquartered in Altamonte Springs, FL, Stellar MLS is Florida's largest Multiple Listing Service and the third-largest MLS service nationwide. Click **About** to learn more or hover your pointer over the tab to display a wealth of information from which to choose.

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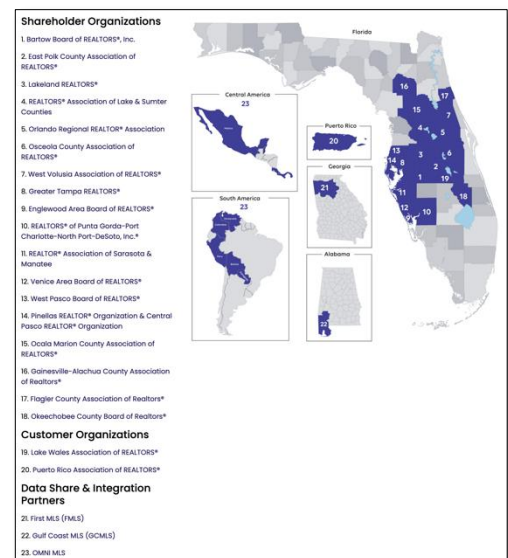
A primary goal of Starting Out Stellar is to provide an overview of Stellar MLS and help make sure you know how to get MLS support when needed. Please take a moment to review two of the sections found within the **About** menu: *Shareholders* and *Support Center*.

Shareholders

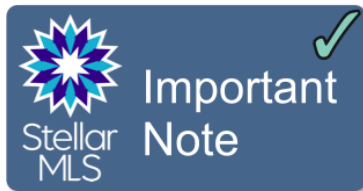
The [Shareholders](#) page contains information about Stellar MLS Shareholders, Customer Organizations, Data Share & Integration Partners, as well as coverage maps.

The map of Florida highlights the primary Stellar MLS coverage area however listings outside of the shaded areas are allowed when entered by a participant/subscriber of Stellar MLS and/or in accordance with the Stellar Rules and Regulations.

Be sure to visit the [Shareholders](#) page periodically for the most up-to-date display of areas denoting access to real-time listing data as part of your MLS subscription!



ref: August 2023



Stellar MLS Shareholder and Customer organizations span both **Florida and Puerto Rico**, and although you may access listing data in both locations, keep in mind that each **have different real estate licensing requirements**.

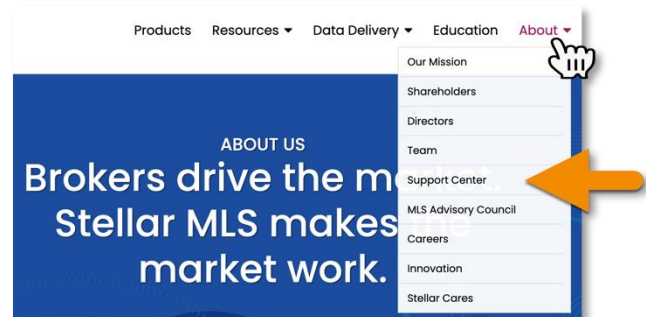
If you are a Florida real estate licensee and wish to conduct real estate business in Puerto Rico (or vice versa) you would need to follow the proper licensing procedures.

As mentioned previously however, providing local brokers and agents with direct access, in real-time, to reliable listing data from other markets not only expands inventory, but provides excellent **referral opportunities!**

Support Center

Stellar MLS is here to assist you! The most helpful resource we offer is the expertise of our team. Contact us at 800-686-7451 if you're having trouble, have a question or concern, or just need to talk it through with a real person.

Hover your pointer over the **About** tab and then select *Support Center* from the drop-down menu to access contact information, hours of operation, email addresses, and even live chat when you need assistance with any MLS product or service!



Stellar Central Workspace

MLS Account Log In

Log in to your MLS account by selecting the **MLS Login** button near the upper-right of the [StellarMLS.com](https://www.stellarmls.com) website.

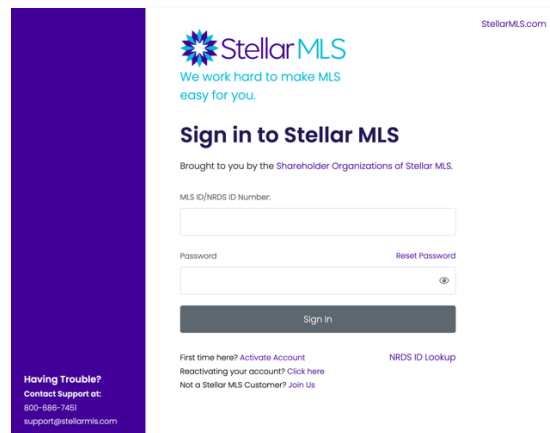
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Account Access

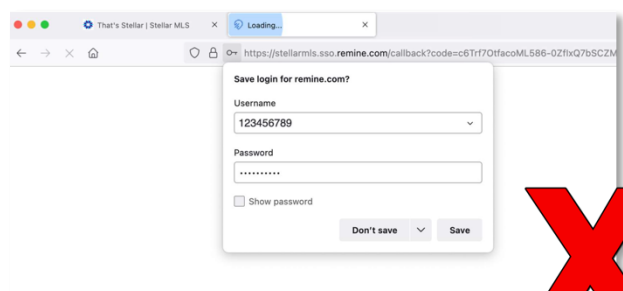
If prompted, enter your MLS ID and password:



Your login credentials are stored **automatically** for your convenience.

Depending on your browser settings, you may be asked if you would like to save your password, this is **NOT** necessary!

NOTE: If you are using a shared computer or access your account from a device that is not your own, be sure to **log out** of the system at the end of your MLS workday!



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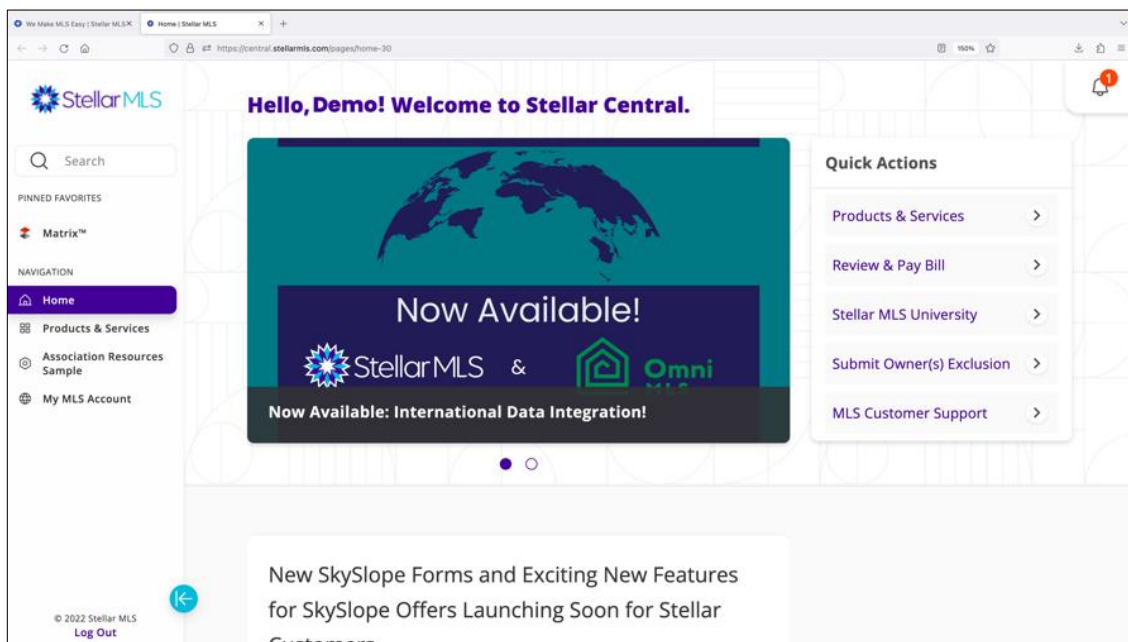
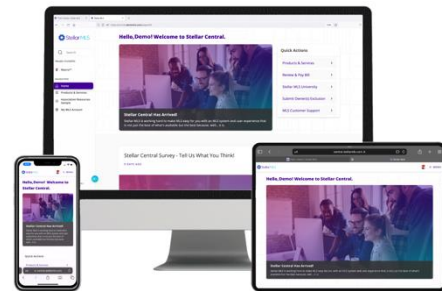
Course Notes



After successfully entering your MLS ID and password, you are taken to **Stellar Central**. Stellar Central is where you can begin and end your MLS workday and the place to access all your subscription benefits, including Matrix.

This modern and intuitive **workspace** makes navigating your MLS benefits and resources easy! You can access Stellar Central through any modern web browser either on your desktop or laptop computer, a tablet, or even a smartphone.

Because of its responsive design, Stellar Central adapts to the screen size of the device you are using to both work and appear great!



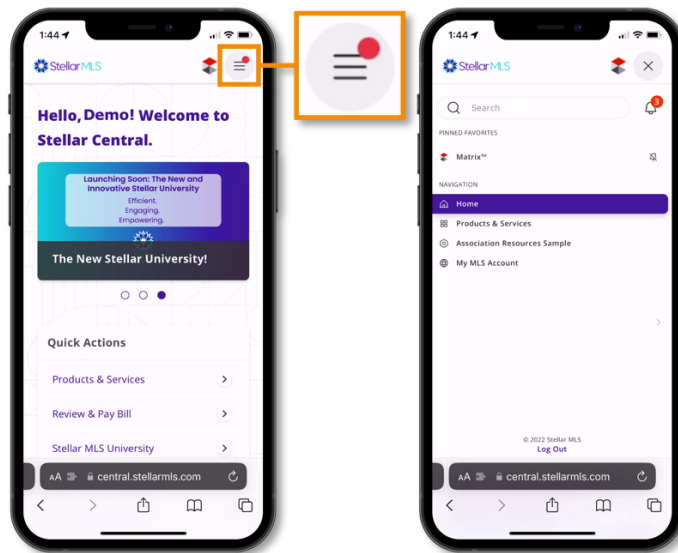
The display above is of the Stellar Central **Home** page. Its modern and responsive layout contains a main navigation area along the left of the screen, spotlight posts and an MLS newsfeed down the center, a Quick Actions pane with links to various resources, as well as a notification bell that can keep you up-to-date with important MLS information to the right.

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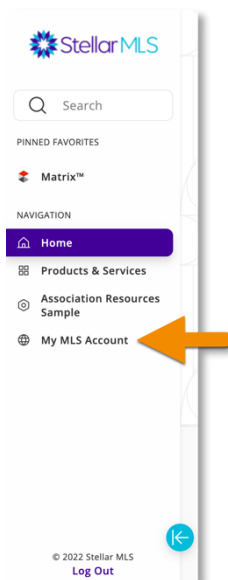
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If using a mobile device, click the three-line menu in the upper-right of the screen to access the navigation options.



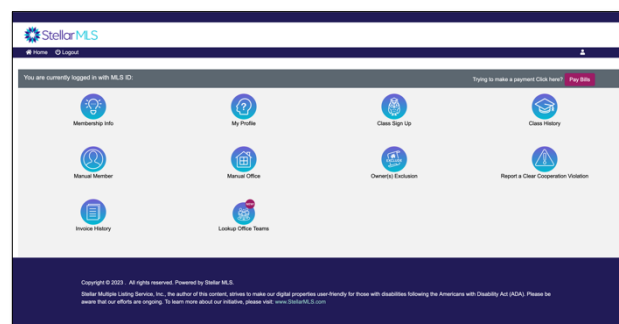
Customer Portal



Select **My MLS Account** from the navigation area of Stellar Central to open your Customer Portal. The portal contains information about your MLS membership (including required education due dates), the ability to file an Owner(s) Exclusion (if applicable to your business), access to your MLS profile, and more.

Portal views do change depending on account type. For instance, the principal broker of an office will have additional buttons displayed versus those shown for an MLS subscriber from their office.

In this course, we will spotlight two buttons that all subscribers have available:
Membership Info
and **My Profile**.

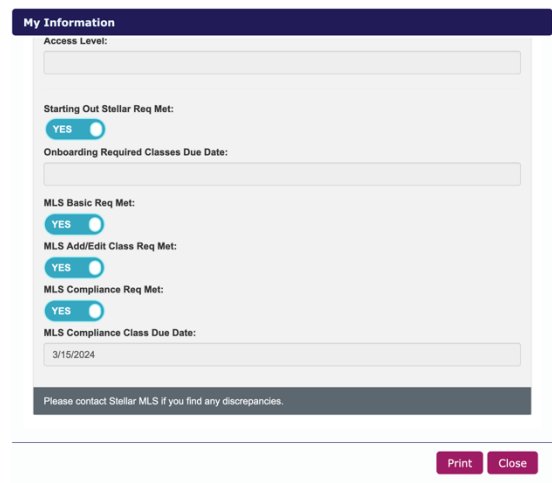


Membership Info



Click the Membership Info button to view your contact information on file with Stellar MLS. Once the pop-up window opens, **scroll down** past your contact information to view the completion status of required MLS education during onboarding along with important dates associated with required MLS courses.

Although new subscribers will find the date that their MLS education courses must be completed during onboarding, all subscribers can return to this view anytime to check the date when their Compliance Refresh course is due. Remember that Compliance Refresh is due for all subscribers every two years after completing MLS Compliance during onboarding and the MLS Adding and Editing Listings course is only required when applicable to your business.



The screenshot shows a 'My Information' pop-up window with the following fields and values:

- Access Level: [Empty text box]
- Starting Out Stellar Req Met: YES (checked)
- Onboarding Required Classes Due Date: [Empty text box]
- MLS Basic Req Met: YES (checked)
- MLS Add/Edit Class Req Met: YES (checked)
- MLS Compliance Req Met: YES (checked)
- MLS Compliance Class Due Date: 3/15/2024

At the bottom of the window, there is a note: "Please contact Stellar MLS if you find any discrepancies." and two buttons: "Print" and "Close".

Although reminder emails are sent when required classes are coming due, the Membership Info display of your portal will always be available to help keep you in-the-know!

My Profile



While investigating the resources of Stellar Central, please take a few minutes to fill out your MLS customer profile and be sure to select the **Save My Profile** button at the bottom of the form to save your changes.

Completing your profile helps us deliver the most relevant MLS news to you for your real estate business and determine which MLS products and services are most useful to our customers.

Your profile information stays within your MLS record. We do not share or sell your agent profile information with any third parties, at any time.

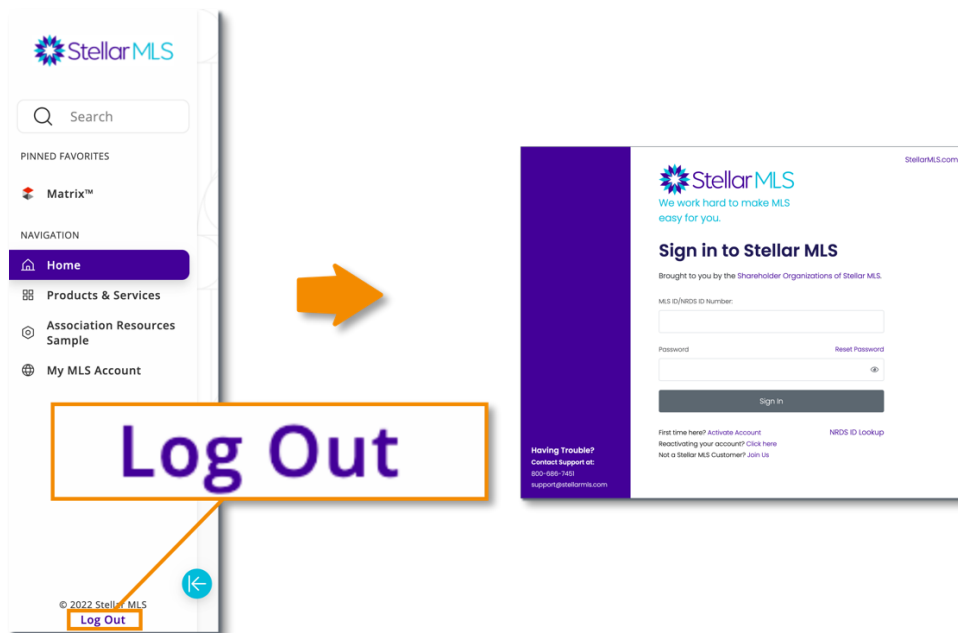
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Remember that once you sign in and access Stellar Central, your MLS ID and password will be **automatically** saved so you do not need to re-enter them on your next visit. If you are using a shared computer, or wish to fully sign out of the system, simply click the **Log Out** link in the Main Navigation section of Stellar Central at the end of your MLS workday.

Be sure to wait until the Stellar MLS sign in page is displayed again to make sure that you are fully signed out of the system.



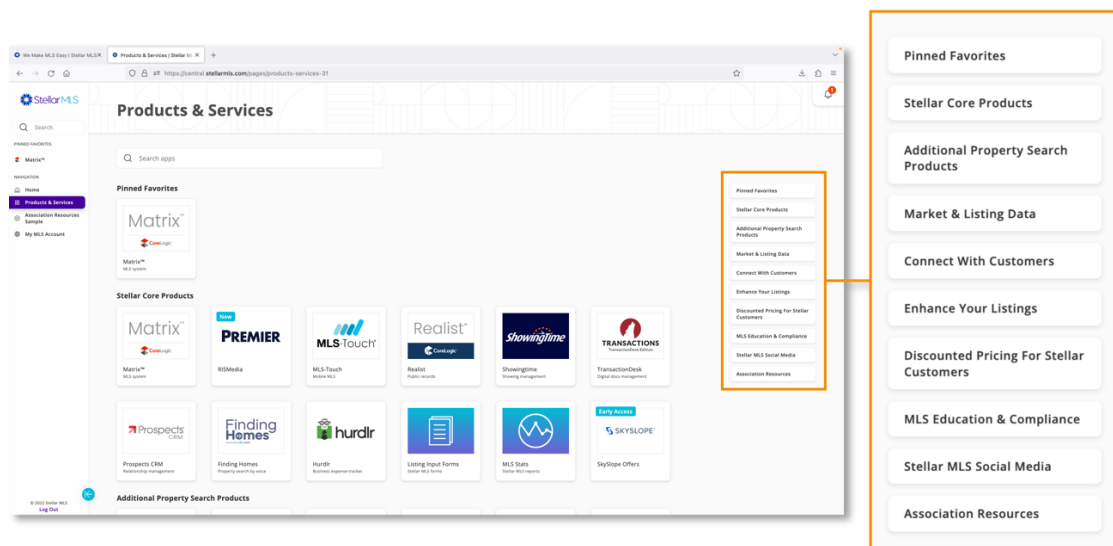
Account Log Out

Products & Services

Access tools and resources associated with your MLS subscription from the **Products & Services** page of Stellar Central. Everything on the Products & Services page has been grouped into categories so that you can quickly find what you need.

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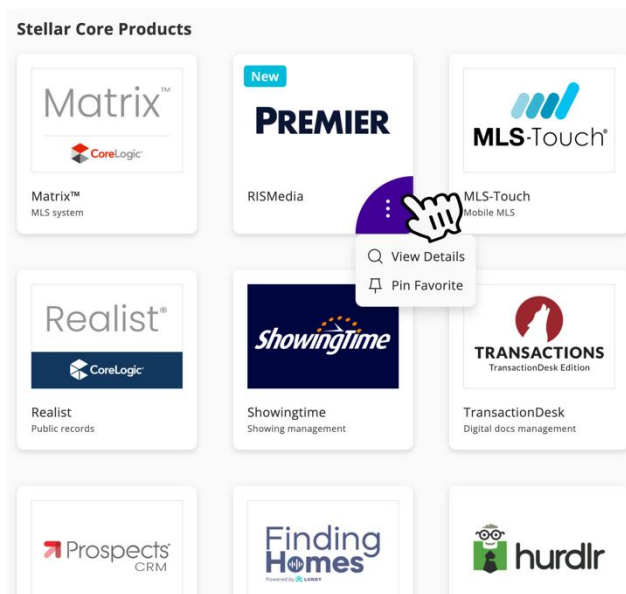


List of Categories

What is that item?

As you investigate the Products & Services page, hover your pointer over any of the individual items and click the three dots that appear in the lower-right corner to reveal an options menu.

Click **View Details** and a pop-up window will display information about that product or service!



Spotlight of Matrix Integrations

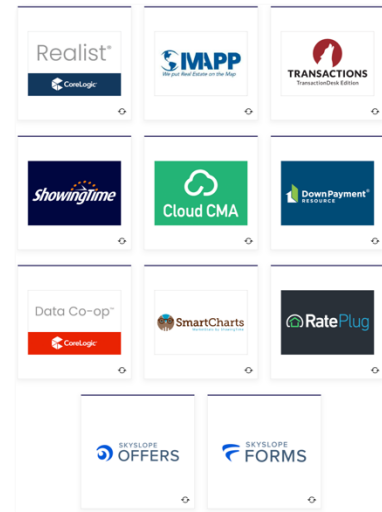
There are certain products shown here on the Products & Services page that are also directly integrated with Matrix listings. Access them here from the Products & Services page or, when viewing search results in Matrix, listing data, such as the property address, can be automatically plugged in to quickly get more information from a particular product or service about that listing!

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Below is a brief overview of those products spotlighted in the Starting Out Stellar online course that have direct integration with listings displayed in Matrix:

- Realist®
- iMapp
- TransactionDesk
- ShowingTime
- CloudCMA
- Down Payment Resource
- Data Co-Op
- SmartCharts
- RatePlug
- SkySlope Offers
- SkySlope Forms



Realist is a tax and public records database that can pull information from all 67 counties in Florida and has information on virtually every parcel in Florida. Realist can be used to look up property information in the public records, run comps, verify flood zones and ownership, view market statistics, create mailing lists and labels, and much more.



iMapp is another option for MLS subscribers to access tax and public record data, and although similar in functionality to Realist mentioned above, iMapp is from a different vendor and has a different interface. iMapp too is feature-packed and pulls information from all 67 counties in Florida and on virtually every parcel in Florida.



Lone Wolf Transactions (TransactionDesk Edition) is an online file management system. You can access a variety of residential, commercial, and property management forms, auto-populate those forms from a listing or from the tax records, send them out for digital signatures through Authentisign*, and maintain cloud-based files.

*Note: Stellar MLS customers receive a discount for unlimited digital signings with Authentisign. If interested in subscribing to Authentisign as part of your business, be sure to check out current pricing when convenient.



ShowingTime automates the process for setting and requesting showing appointments. Listing agents can use ShowingTime to securely inform selling agents of access entry codes and showing instructions while also tracking showing requests.

When a selling agent requests an appointment through ShowingTime, both the listing agent and the seller(s) can receive notifications. ShowingTime allows agents to quickly request showing appointments without having to play phone tag and can even prompt for feedback once the showing has completed in addition to a variety of other functions.



Cloud CMA can be used to compile personalized CMA (Comparative Market Analysis) Reports as well as create CMA slideshow presentations and marketing materials for a listing such as buyer reports, property reports, and flyers.

Be sure to join the Stellar MLS Training Team for a Cloud CMA class!



Roughly 80% of the listings in Stellar MLS may be eligible for one or more down payment or closing cost assistance programs and Down Payment Resource (DPR) is a great tool to assist agents in identifying those programs for which a property might qualify.

When shown, select the button displayed in Matrix to automatically enter the property address for quick access to DPR information on a particular listing.



Data Co-op pulls together a wide variety of reports from both multiple listing data as well as Tax Records. There is a Data Co-op link in each Matrix listing and searches can be conducted from within Data Co-op for unlisted properties as well.



SmartCharts integrates residential MLS statistics into an easy-to-present format. The basic version is included as part of an MLS subscription and pulls residential stats for the entire MLS. There is also a Pro version (for an extra cost) that runs gauges, charts, and reports for more customized markets. HTML code is available to display stats on an agent's web page and to automatically refresh them as well.



Through RatePlug, agents can send customers flyers on a listing with mortgage options from up to 3 preferred lenders. This tool is included for agents, but lenders pay a licensing fee to participate. RatePlug is compliant with disclosure laws and can be a valuable tool for residential agents working with buyers who may leverage financing.



Manage offers efficiently and equitably with SkySlope Offers, an offer management platform that makes it easier than ever to compare, organize and communicate about listing offers in one place. When enabled on a listing, a link to SkySlope Offers appears within the listing details display!



SkySlope Forms allows quick formatting of digital forms, the ability to assemble documents and forms into reusable templates, and send forms to your customers for digital signatures with the click of a button.

Although not displayed alongside listing data inside Matrix, there are two other products spotlighted in Starting Out Stellar that can leverage MLS data and are included as part of your Stellar MLS subscription benefits: MLS-Touch and Prospects CRM.

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MLS-Touch is a premium mobile app that keeps you connected to listings and engaged with leads and customers from wherever you are. Available on Google Play and the Apple App Store.

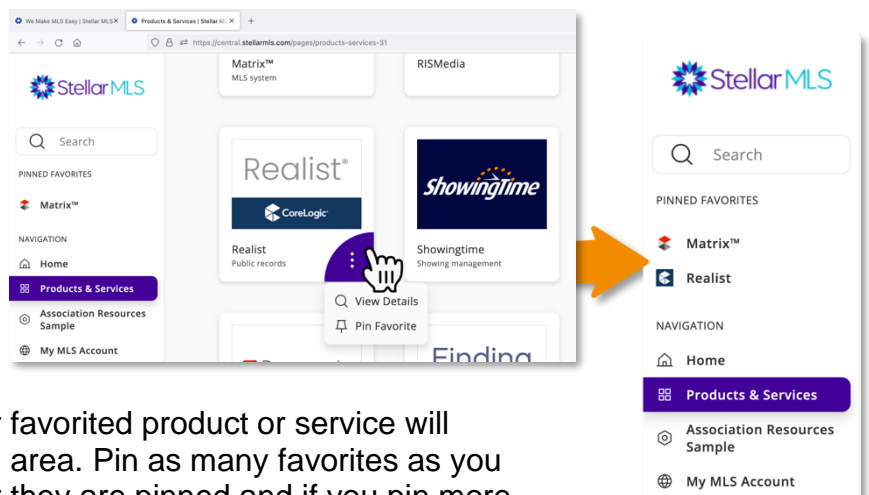


Prospects CRM is an outstanding customer relationship manager and helps you build relationships and stay top-of-mind with your sphere, prospects, and past customers.

Pinning Favorites

Interested in customizing the Stellar Central workspace? Place your most-used products and services within the main navigation area of Stellar Central by using the Pin Favorite option while on the Products & Services page!

Hover over any item, select the three-dot menu, then **Pin Favorite**.



Your screen will refresh, and your favorited product or service will appear within the main navigation area. Pin as many favorites as you like! Favorites appear in the order they are pinned and if you pin more than five (5), a button appears in the main navigation area to show or hide the full list.

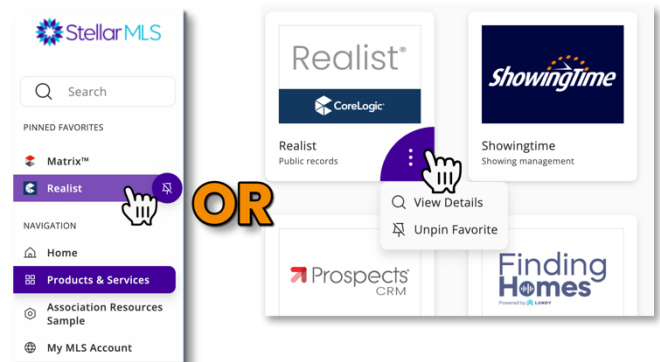
By default, all subscribers have Matrix pinned for convenience.

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To unpin a favorite, hover over the item either in the main navigation area until the unpin icon appears or return to the Products & Services page and access the three-dot menu once again.

On the Products & Services page, favorites will be displayed in the top category (Pinned Favorites) as well as the original category.

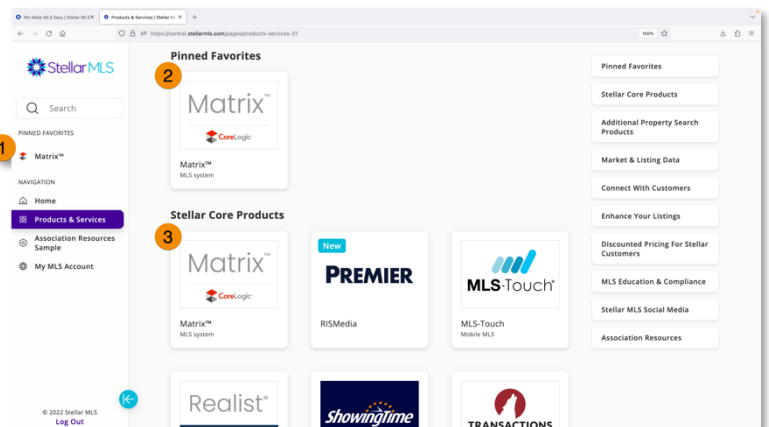


Matrix Information

With Matrix, all Stellar MLS subscribers have access to the most powerful multiple listing service platform in the business and it is important that everyone have a baseline for using the system. Before taking the next class required for all new subscribers, MLS Basic, this section of Starting Out Stellar will demonstrate how to brand the system so that information sent to customers showcases you and also includes an introduction to navigating the system to help ensure you can maximize your time in MLS Basic!

Once logged in to your MLS account, access Matrix from your Stellar Central workspace. A link to open Matrix can be found within Pinned Favorites (1) or after opening the **Products & Services** page of Stellar Central.

Unless you unpinned Matrix as a favorite, it can be found in both the Pinned Favorites category (2) and Stellar Core Products (3).



Click any of these links to open Matrix.

Once Matrix opens, the Home page is displayed and contains your Matrix Dashboard, a series of navigation menu options, and more. Although some features of the Dashboard will be more relevant during the MLS Basic course and once you begin using Matrix, it is important to note that its display can be customized to your preferences.

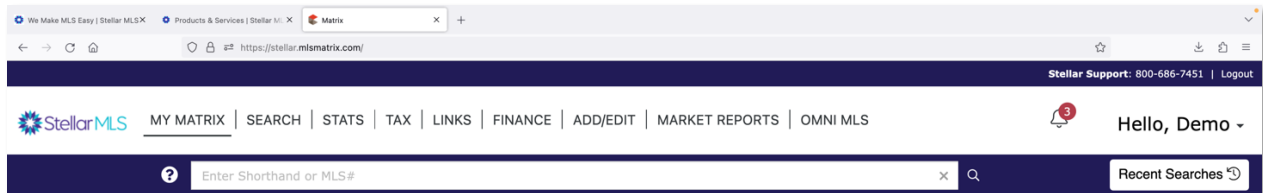
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For now, our focus will be on the main navigation menus along the top of the page, customizing the Dashboard display, reviewing the Notifications Timeline, and branding Matrix with your contact information.

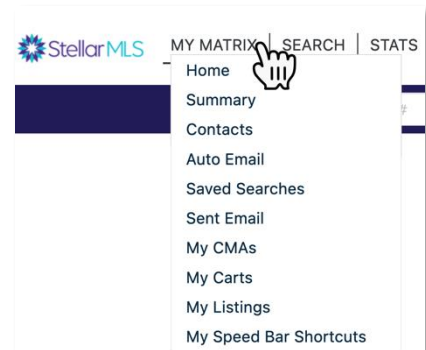
Main Navigation Menu Options



While working in Matrix, if you wish to return to the Home page, simply select the Stellar MLS logo. Think of the Stellar MLS logo as a convenient “reset” button!

MY MATRIX

To the right of the Stellar MLS logo is the MY MATRIX menu. Hover your pointer over the words MY MATRIX to display a variety of options. This menu is where you will find links to add/manage contacts, access your saved searches, auto emails, and more. If you have added something to Matrix, it can most likely be accessed under MY MATRIX.



Next is a quick overview of the remaining menus along the top of Matrix:

SEARCH

Hover your pointer over SEARCH and then select a property classification (such as Residential, Vacant Land, etc.) from the drop-down list to open a specific search form.

Pro Tip When you first begin using Matrix, you may not find a particular form immediately available in this menu. Not to worry, as you open and use various search forms, the drop-down menu will quickly begin to fill up.

To view all available search forms in Matrix, either select "More..." from the drop-down menu or click directly on the word **SEARCH**. Additional search forms include Agent,

Office, Team, Open House, Property History (in the MLS), and even a basic Public Records search to locate property information via tax records.

STATS

Stats allows you to analyze market trends and activity based on a particular property type. Be sure to join the Stellar MLS Training Team for additional classes to learn more about this powerful feature!

TAX

The TAX menu has direct links to open both Realist and iMapp as well as a Public Records search within Matrix. As a reminder, both Realist and iMapp are tax and public records databases that contain information on properties in all 67 counties in Florida and are a benefit of your Stellar MLS subscription.

LINKS

LINKS opens a page of helpful weblinks to various online resources. Some links will navigate you to Stellar MLS benefits or services while others lead to third-party resources that may be helpful in your business.

FINANCE

The FINANCE menu contains a variety of financial calculators as well as financial worksheets including a Seller's Estimated Net Proceeds and Buyer's Closing Costs template.

ADD/EDIT

If part of your business will be adding and modifying listings in the MLS, the ADD/EDIT menu is a way to access those functions in Matrix.

NOTE: *Certain options will not be available until a subscriber takes the MLS Adding and Editing Listings class and subsequently receives authorization from their broker.*

MARKET REPORTS

This tab contains on-demand reports for items such as market share, inventory counts, and home sales.

Note: *The use and/or display of MLS data must adhere to all [Stellar Rules and Regulations](https://rules.stellarmls.com) [<https://rules.stellarmls.com>]*

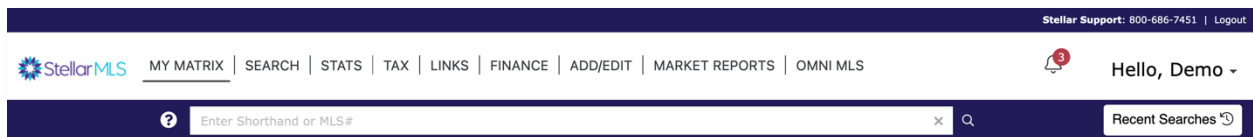
OMNI MLS

As mentioned in a previous section of this course, subscribers to Stellar MLS have access to data shares and data integrations as part of their MLS subscription. The **OMNI MLS** tab will allow access to listings within the Omni MLS database.

Unlike a data share that allows listing data to be viewed alongside listings entered in Stellar MLS, the international data integration partnership between Stellar MLS and Omni MLS allows customers to access listings in areas of Central and South America through Omni MLS directly. A separate EULA is required to be acknowledged when you first access Omni MLS and selecting the tab will then open the Omni MLS Matrix interface in a new tab or browser window.

Recent Searches

Below your name near the upper-right of Matrix is the Recent Searches button. Select it and a flyout panel appears containing the last fifty (50) searches conducted over the past seven (7) days. If you view the search results for the 51st search, the oldest entry is removed. Haven't been working in Matrix for a full seven days? The list will be blank.



Select any recent search shown in the list to view listings that currently match the original search criteria.

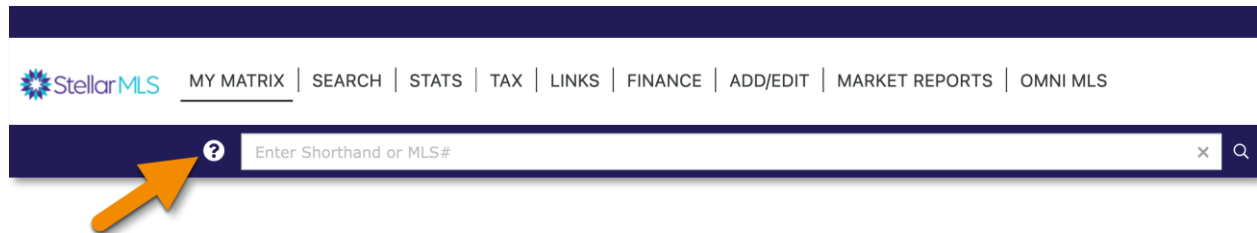


Speed Bar

To the left of the Recent Search button, and available anywhere in Matrix, is the Speed Bar. The Speed Bar is a multipurpose searching tool that can be used to search from any screen in Matrix by entering either shorthand or shortcuts. Learn more about these options by selecting the help icon and by joining the Stellar MLS Training Team for additional classes!

Starting Out Stellar

Course Notes



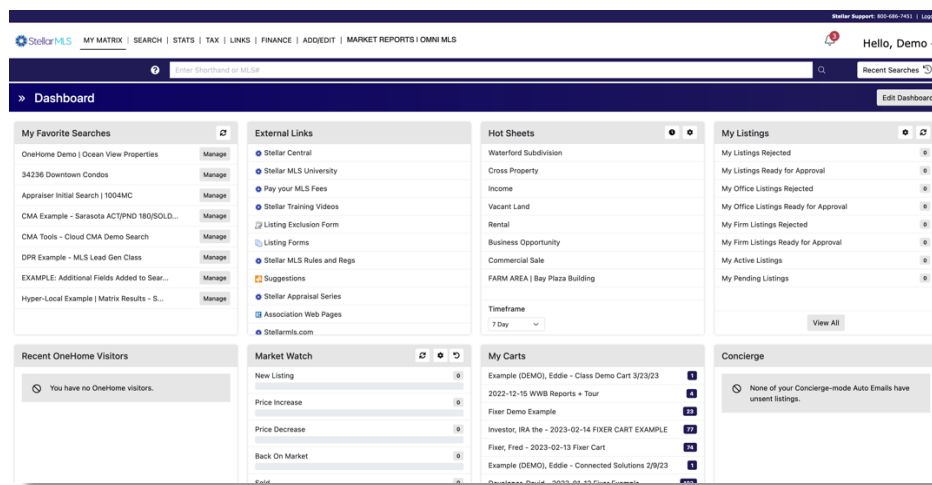
Speed Bar Help Icon

Pro Tip

A great use for the Speed Bar is to quickly look up a particular MLS number. Just add the MLS number into the Speed Bar and type the return/enter key on your keyboard or select the magnifying glass icon to the right of the entry field. With a valid MLS number entered, Matrix will immediately display the matched listing bypassing the need to open a particular listing search form.

Dashboard Widgets

Below the Speed Bar you will find many different panels of information on the Matrix Home page. These are called widgets and each displays either information based on MLS data, links to items you've added to Matrix such as up to 10 of your favorite saved searches, or links to help you get the most out of the system and its integrations.



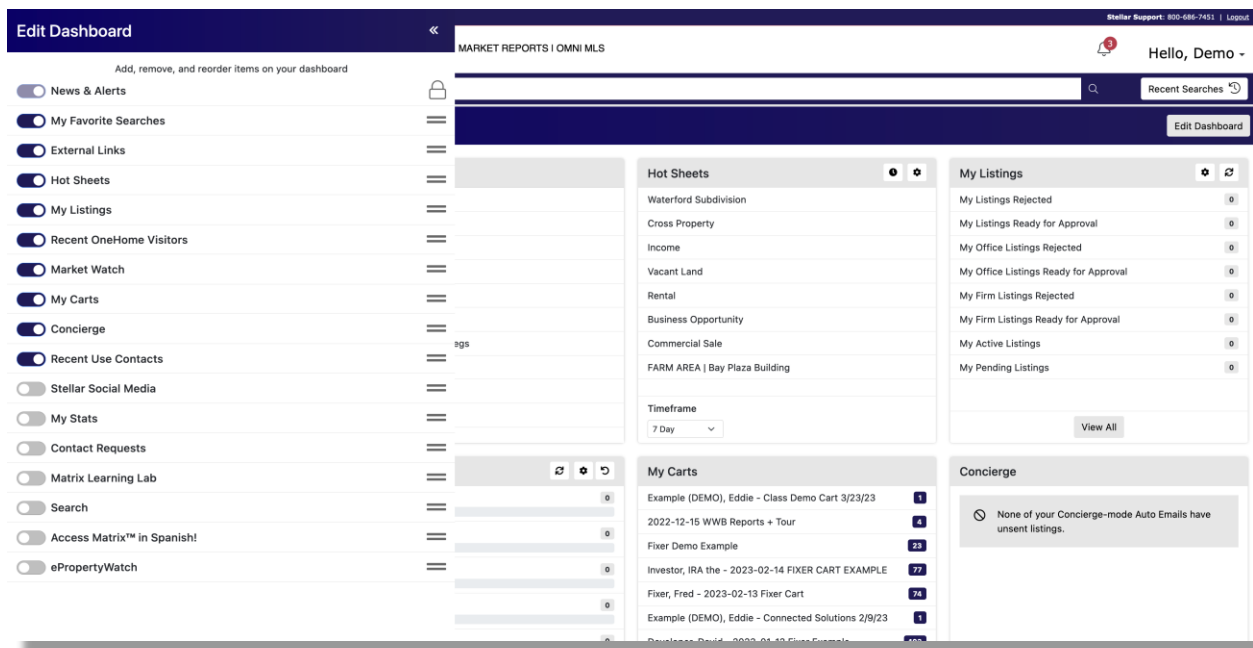
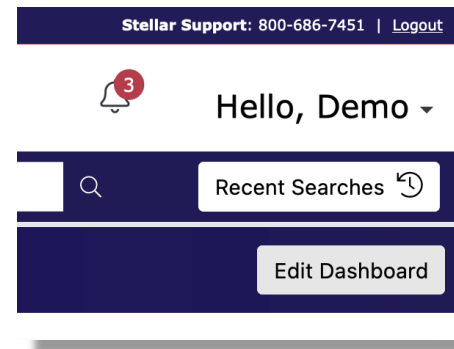
As you work with Matrix more and more, these Dashboard widgets will quickly begin to populate with useful information and some can even be customized to display MLS information for your particular market area (join the Stellar MLS Training Team for other classes to learn even more!).

Starting Out Stellar

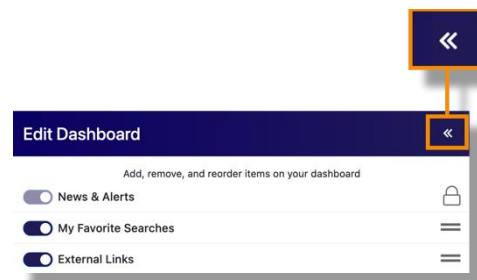
Course Notes

Add, remove, and reorder items on your dashboard by clicking the **Edit Dashboard** button near the upper-right of the screen.

The Edit Dashboard flyout panel appears showing the list of available widgets. With the exception of News & Alerts which is locked at the top and only appears on the Dashboard when it has information to display, you may toggle visibility on/off using the switch to the left of the widget name and reorder the widgets by dragging the two-line handles to the right.



When finished customizing the display, click the left-pointing arrows to hide the Edit Dashboard panel.

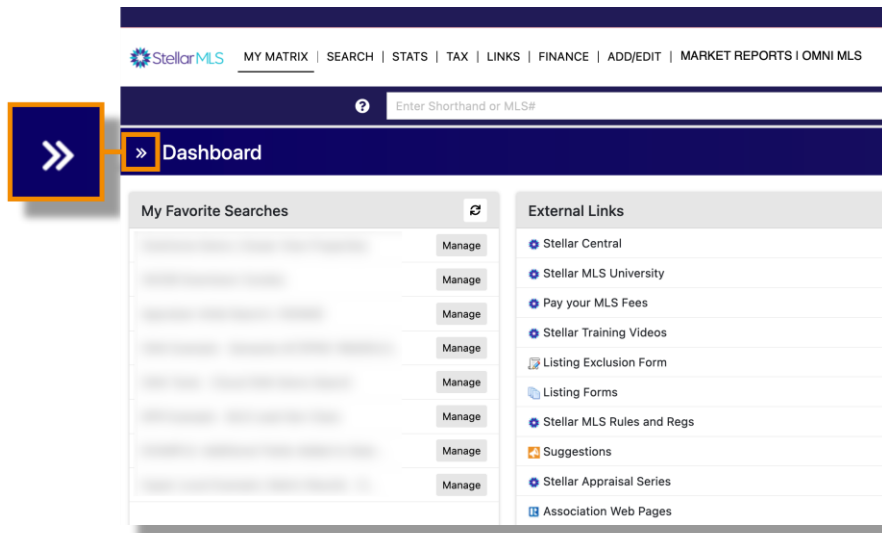


Starting Out Stellar

Course Notes

Notification Timeline

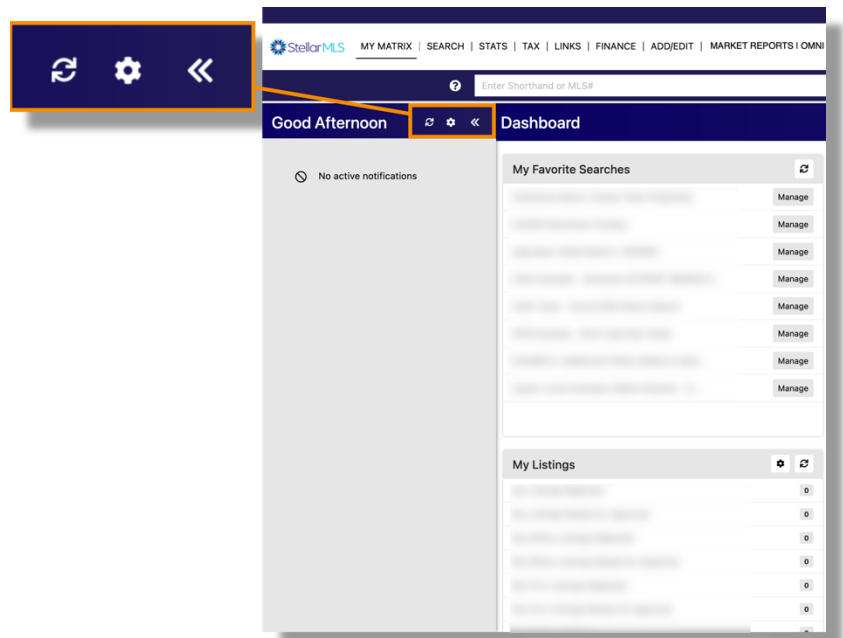
When viewing the Matrix Home page, to the left of the word Dashboard there is a set of arrows. Clicking the arrows will open the Notification Timeline.



When you first open Matrix, the Notification Timeline will automatically be open for your convenience. Click the arrows to show or hide the panel.

The Matrix Notification Timeline is able to keep you up-to-date with information based on your customer's activities as they interact with the listings you email them from Matrix.

The three symbols shown to the right of the greeting allow you to refresh the timeline, change your display preferences (the gear icon), and hide the panel by clicking the left-pointing arrows.



Starting Out Stellar

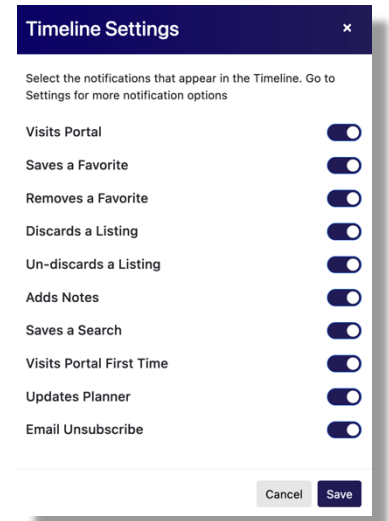
Course Notes

Click the gear icon to customize Timeline Settings. Review each option and toggle on/off those notifications that would be applicable to your business.

The image on the right displays various options available.

But what about receiving notifications if you are away from Matrix? Within the Timeline Settings window, notice the reference that reads: *Go to Settings for more notification options.*

Although the setup of additional notifications will be covered in the MLS Basic class, be confident knowing that Matrix makes it easy for you to stay up-to-date with your customers' activity and offers email, text, and daily summary notifications that can be configured to alert you when you are away from Matrix!



Timeline Settings options

Agent Branding Set-Up in Matrix

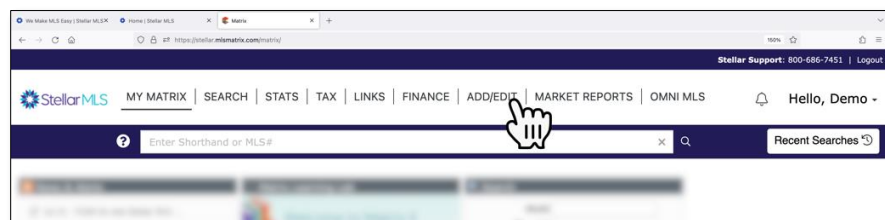
If preparing reports and/or sending listing information to customers is part of your business, it is important that you first brand Matrix with items such as your agent photo and email signature. You may also add your agent photo to Matrix so that it appears within the MLS Agent Roster that is viewable by other Stellar MLS subscribers.

Please be sure and complete your branding before attending the MLS Basic course.

MLS Agent Roster

Adding your agent photo to the MLS Agent Roster is easy:

1. Select Add/Edit from the Matrix navigation menus

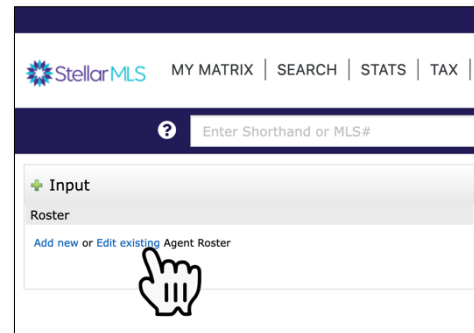


Starting Out Stellar

Course Notes

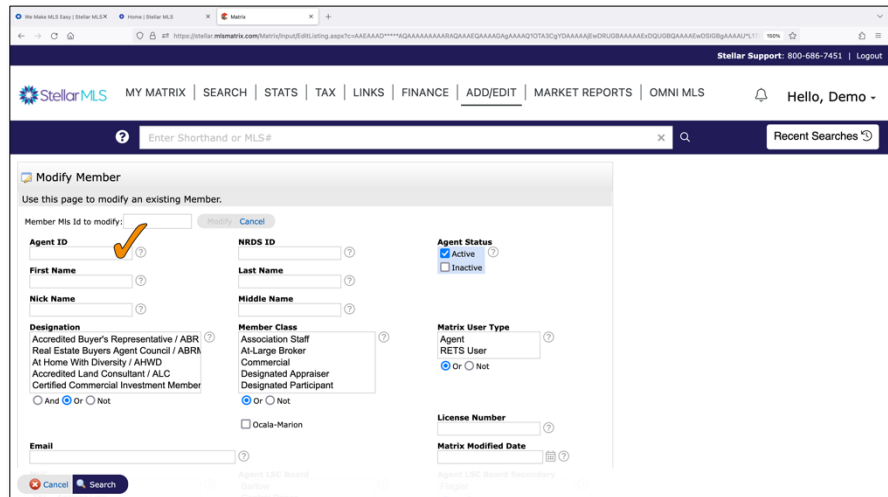


2. Choose **Edit Existing** from the Input > Roster panel

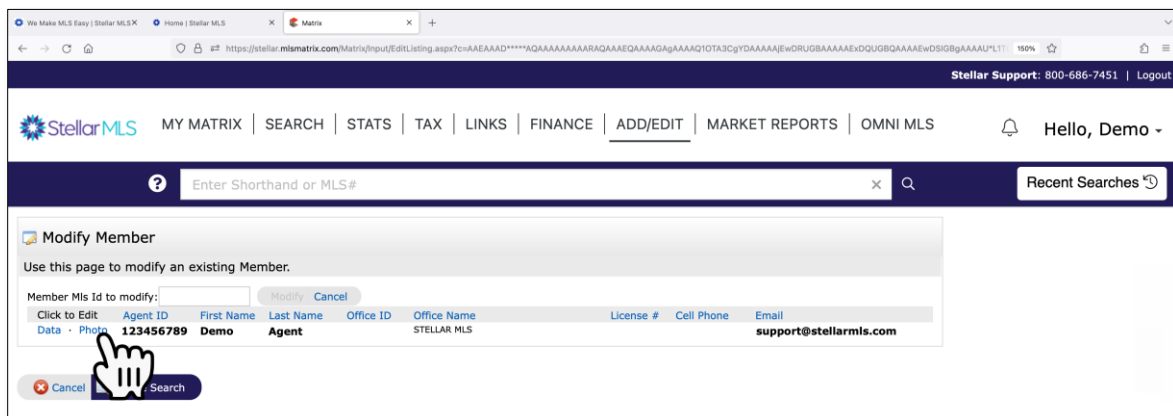


3. Enter your MLS ID* in the **Agent ID** field, then select **Search**

*you may also search by First Name, Last Name, etc. if needed



4. Select **Photo**

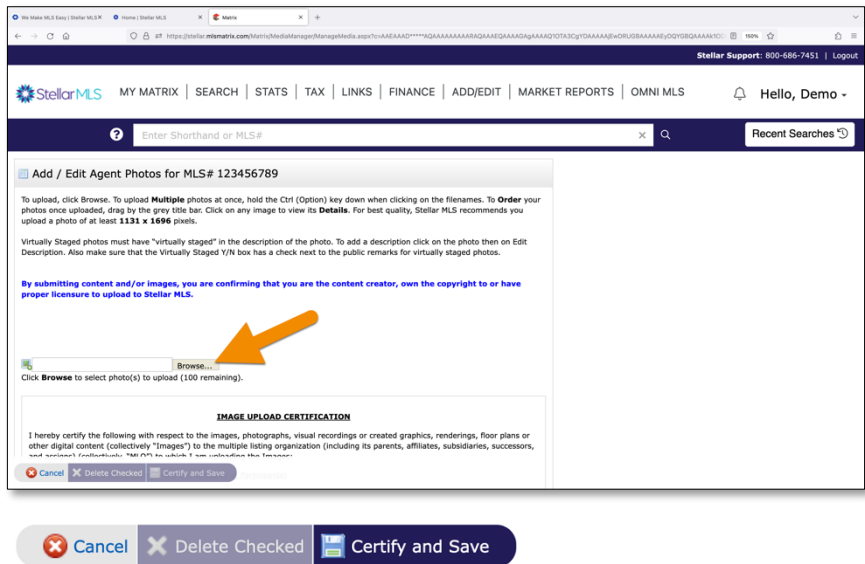


Starting Out Stellar

Course Notes

5. On the page that follows, select the **Browse** button then upload your agent photo from your computer.

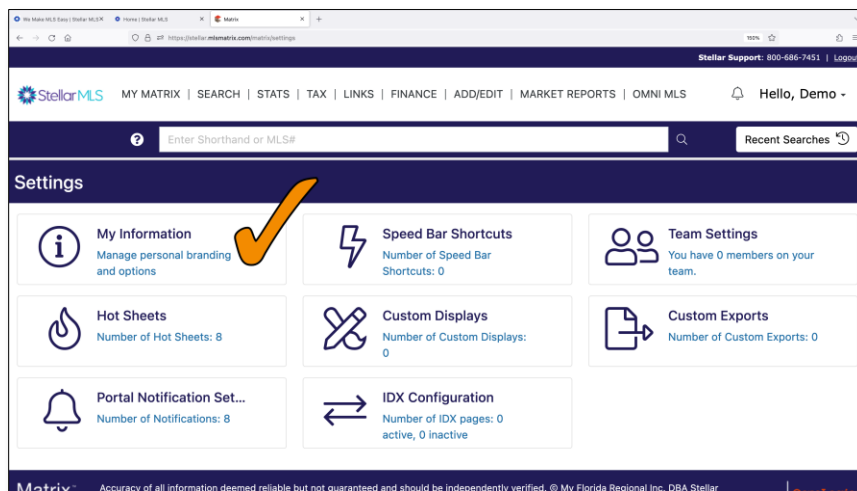
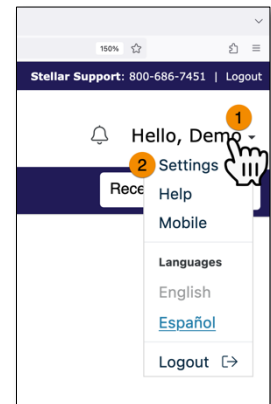
When finished, select the **Certify and Save** button.



Personal Branding

To access personal branding and options in Matrix, begin by clicking your name near the upper-right corner, then Settings from the drop-down menu.

On the page that follows, select the link in the **My Information** section that reads “Manage personal branding and options”.



Starting Out Stellar

Course Notes



With the My Information section open, there will be a series of six (6) tabs to customize. The recommended method is to complete each tab from left to right, beginning with **Information**.



Information

The **Information** page allows you to manage the personal information displayed by Matrix and is initially populated from what is on file with your REALTOR® board or association. Although you may override the information that is grayed out, it is important to note that doing so will not update your membership record. Should you notice something out-of-date, please be sure to contact your board/association directly as changes they make will populate back to your Stellar MLS customer record and, in turn, Matrix.



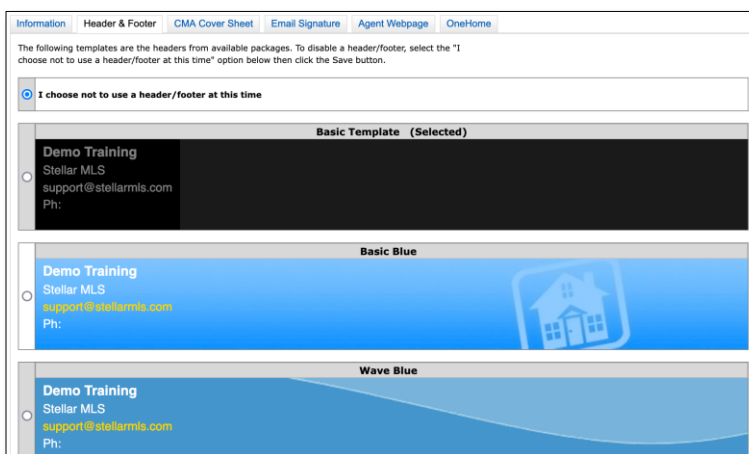
Some fields on the Information page are not populated from your membership record. For instance, if you have a Tag Line (i.e. Slogan) that is used for your business, you may enter it in the field provided.

If any changes are made on the Information tab, be sure to select the **Save** button near the lower-left of the screen before continuing on to the next tab.

Header & Footer

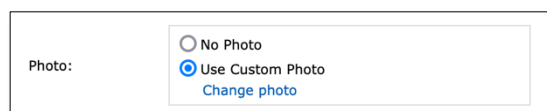


Use this page to customize the Header displayed on printed displays and reports as well as the Matrix agent webpage. During setup, you can select from a library of standard banner images or choose to upload your own. Pick any banner image from the list, then select the **Preview** button found in the lower-left of the screen to save.



With a banner selected, additional options on the Header & Footer tab are displayed.

To add an agent photo to the banner, select the “Use Custom Photo” radio button, then browse for and upload an image from your computer.



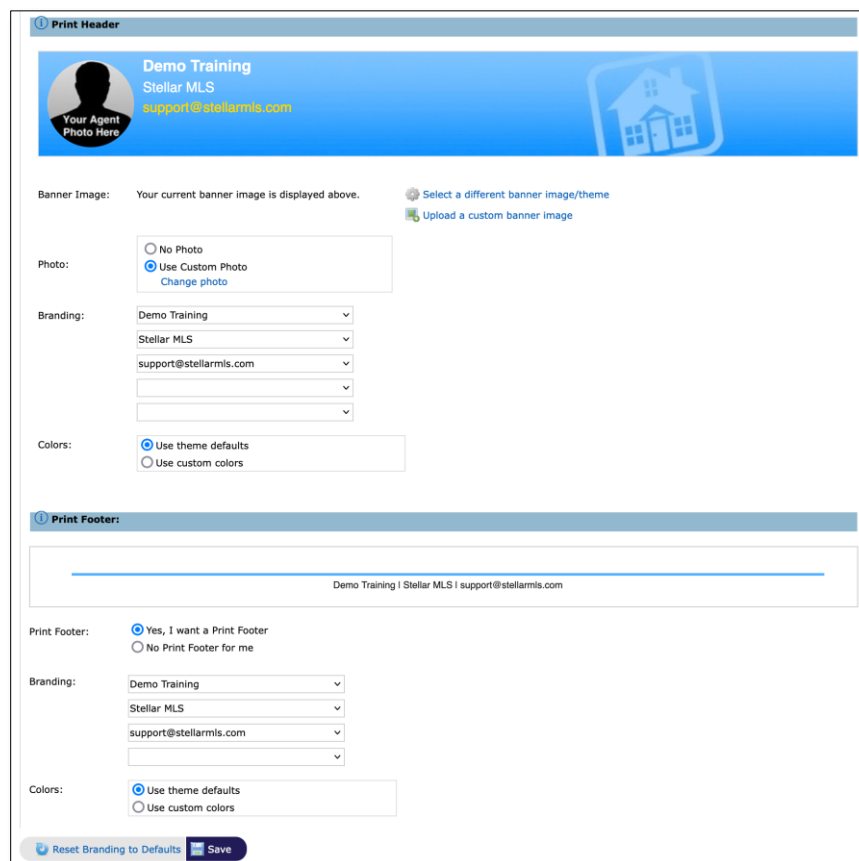
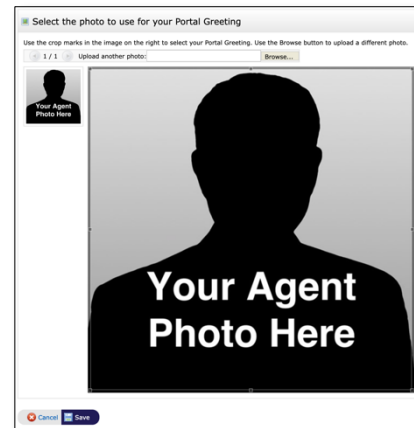
Starting Out Stellar

Course Notes


Size and position adjustments can be made, and once the image appears as desired in the small preview box, select the **Save** button.

Display up to five (5) text-based entries on your banner by selecting details from the Information page contained within the drop-down menus in the Branding section.

If desired, you can also choose to display a Print Footer using this same method.



Print Header

 Demo Training
Stellar MLS
support@stellarmis.com

Banner Image: Your current banner image is displayed above. [Select a different banner image/theme](#)
[Upload a custom banner image](#)

Photo: No Photo
 Use Custom Photo
[Change photo](#)

Branding: Demo Training
Stellar MLS
support@stellarmis.com

Colors: Use theme defaults
 Use custom colors

Print Footer:

Demo Training | Stellar MLS | support@stellarmis.com

Print Footer: Yes, I want a Print Footer
 No Print Footer for me

Branding: Demo Training
Stellar MLS
support@stellarmis.com

Colors: Use theme defaults
 Use custom colors

[Reset Branding to Defaults](#) [Save](#)

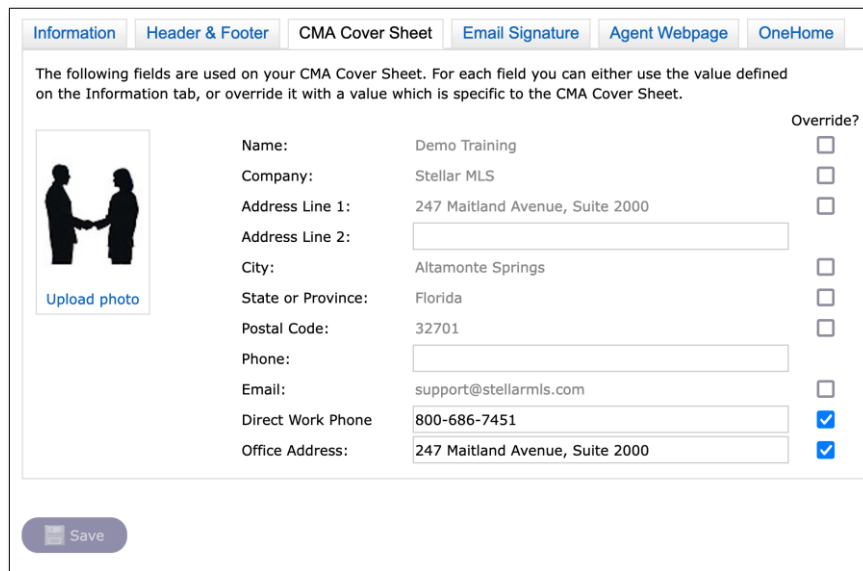
Pro Tip

The information, banner, and photo selected during initial setup can always be changed in the future, so you are not locked in. Experiment and find what works best for you and your business then return in the future should updates be needed!


CMA Cover Sheet



If part of your business will involve creating comparative market analysis reports in Matrix, be sure to complete the CMA Cover Sheet page. Review your contact information and choose a photo to display. You can reuse the photo uploaded on the Header & Footer page or select a different photo from your computer using the same method described previously.



The following fields are used on your CMA Cover Sheet. For each field you can either use the value defined on the Information tab, or override it with a value which is specific to the CMA Cover Sheet.

		Override?
 Upload photo	Name: Demo Training	<input type="checkbox"/>
	Company: Stellar MLS	<input type="checkbox"/>
	Address Line 1: 247 Maitland Avenue, Suite 2000	<input type="checkbox"/>
	Address Line 2: <input type="text"/>	
	City: Altamonte Springs	<input type="checkbox"/>
	State or Province: Florida	<input type="checkbox"/>
	Postal Code: 32701	<input type="checkbox"/>
	Phone: <input type="text"/>	
	Email: support@stellarmls.com	<input type="checkbox"/>
	Direct Work Phone: 800-686-7451	<input checked="" type="checkbox"/>
	Office Address: 247 Maitland Avenue, Suite 2000	<input checked="" type="checkbox"/>

Email Signature



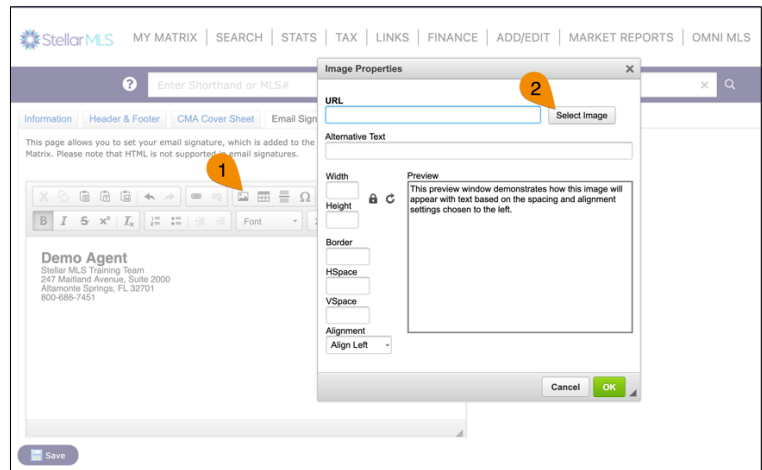
It is important to make sure that your email signature is setup in Matrix before sending information out to customers from the system. Cut and paste an existing signature from another email program and/or enter your desired contact information in the area provided. When entering text, use the toolbar to format your email signature as desired.

Starting Out Stellar

Course Notes

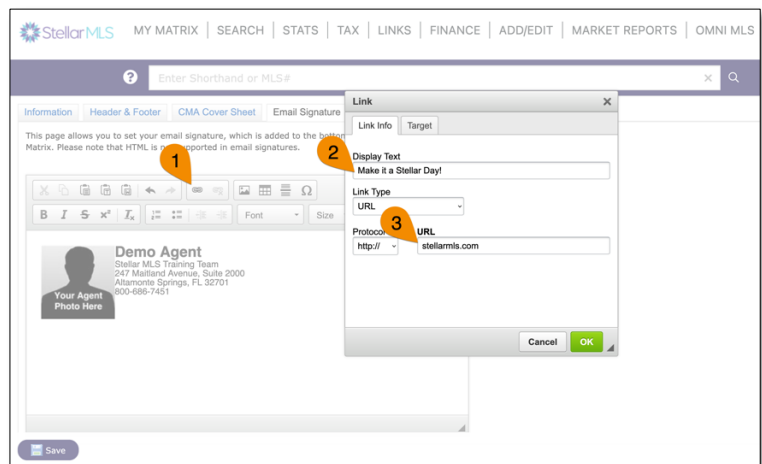
To add a photo to your email signature, click to the left of the first line of text. With the insertion point blinking at that location, choose the Image icon (1) from the top row of the toolbar.

A dialog box pops up with a button that reads “Select Image” (2). Choose that button and Matrix will display the photo(s) you uploaded on the Header & Footer page and CMA Cover Sheet page (if applicable). Select the image, then the OK button.



To add a hyperlink to your email signature, place your cursor where you would like the link to appear and choose the chain link icon (1) from the top row of the toolbar.

Enter your Display Text (2), then enter the desired URL that should open when the text is clicked (3). Select the **OK** button to return.

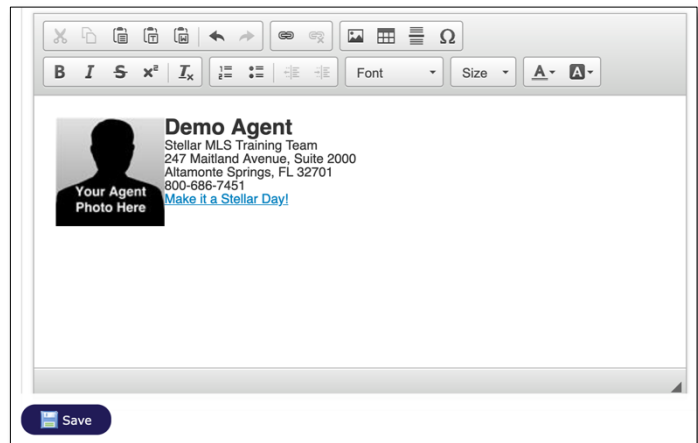


Starting Out Stellar

Course Notes



Once your signature appears as desired, select the Save button in the lower-left corner.



Agent Webpage



Matrix offers a basic webpage that can be enabled on the **Agent Webpage** tab. To learn more about the Agent Webpage, be sure to join the Stellar MLS Training Team for additional classes! To complete the initial setup of Matrix branding for this course however, we will move directly over to the OneHome tab.

OneHome™

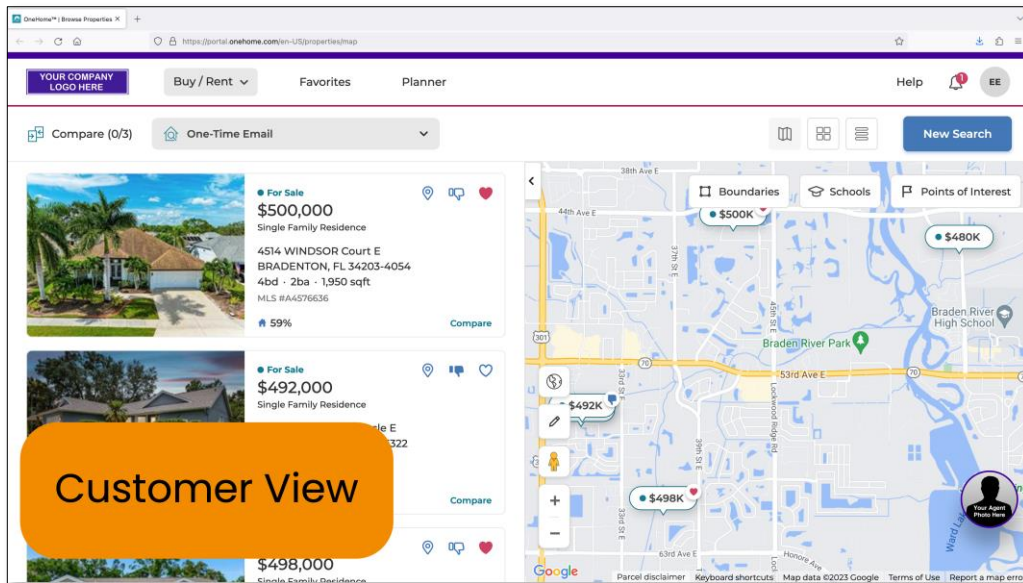
OneHome™ is an online portal allowing your customers to interact with the listings you email them from Matrix and will be covered in more detail as part of the MLS Basic course.

In the meantime, make sure that before you begin emailing listings to your customers from Matrix that you complete your OneHome branding so everything points back to you!

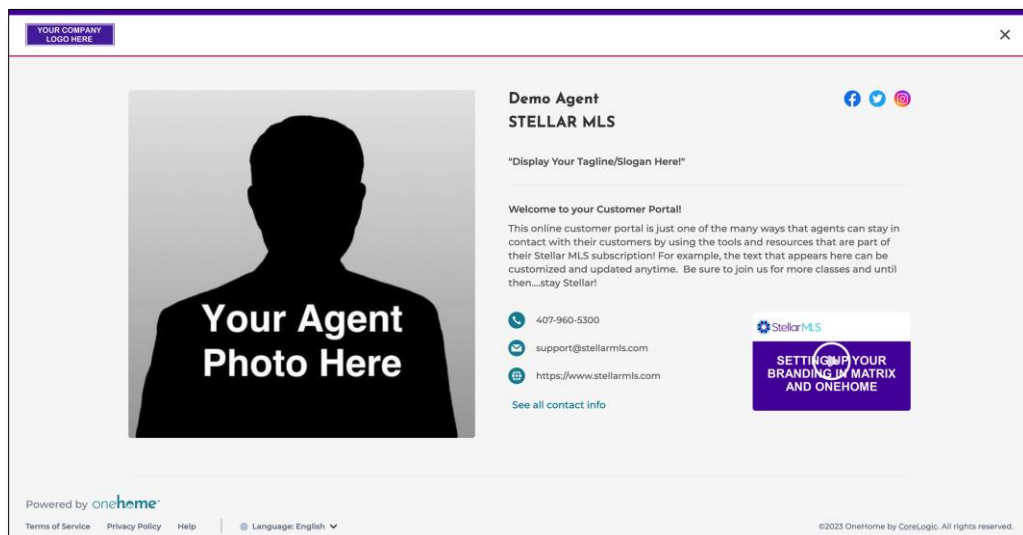
An example of how branding could appear to customers when visiting OneHome is below:

Starting Out Stellar

Course Notes



OneHome™ - Customer View of Emailed Listings



OneHome™ Agent Profile

Starting Out Stellar

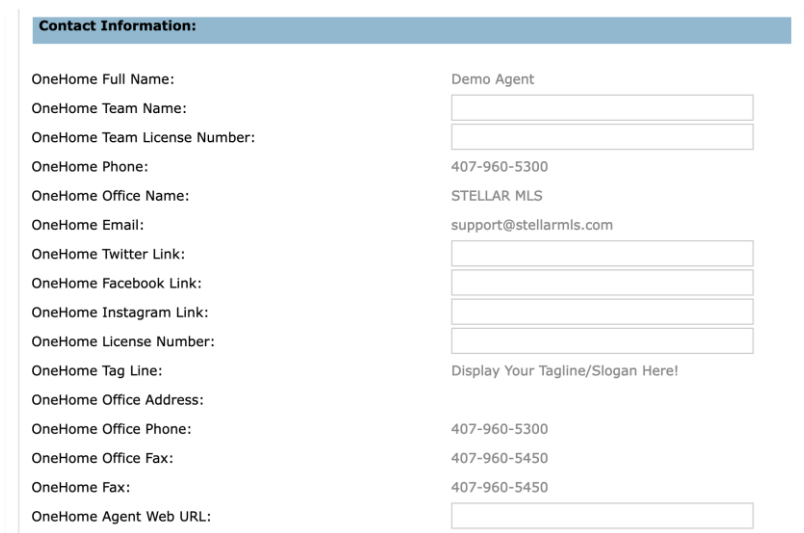
Course Notes



The OneHome tab in Matrix provides three sections for you to customize most of the information displayed in the system*. Complete everything that applies to your business and remember that you can always return and update the information if needed.



Section 1: Agent Photo



Section 2: Contact Information, (includes Social Media Links, & Agent Web URL)

Starting Out Stellar

Course Notes

Profile Content

Title:	<input type="text"/>	English
	<input type="text"/>	Español
		English
Content:	<input type="text"/>	Español
	<input type="text"/>	
Video Link:	<input type="text"/>	

NOTE: Support for YouTube and Vimeo only.

Section 3: Profile Content

**Note: If you wish to add your authorized company logo and brand colors to OneHome, those features are completed through either Prospects CRM or the mobile app, MLS-Touch. Join the Stellar MLS Training Team for classes on both products to learn more!*

Starting Out Stellar

Course Notes



Starting Out Stellar – Next Steps...

After completing a short quiz as the final module of Starting Out Stellar, three versions of the MLS Basic course (in both English and Spanish) will appear in the Stellar MLS University Catalog within approximately **ten minutes**.



Options include a self-paced, on demand version that can be taken immediately as well as instructor-led courses available either as in-person or webinar-based sessions. If you choose instructor-led training, please be sure to **enroll and start** the appropriate course so that you may then **register** for the session you would like to attend.

Reminders:

To avoid account suspension and a reinstatement fee, please be sure to complete all required MLS education courses by the due date (preferably well before!). These include your new subscriber required education within the first 60 days of joining Stellar MLS and then also applies to the Compliance Refresh course that is due every two years thereafter. Email reminders will go out well in advance so be sure to keep your contact information up to date.

*If part of your business will be adding and modifying listings in the MLS, the MLS Adding and Editing Listings course will become available for enrollment in the Stellar MLS University Catalog **after** completing MLS Compliance.*



MLS Adding and Editing Listings

A NOTE of THANKS...

We are pleased to provide you with outstanding products, service, and support and hope you take advantage of the additional MLS-related classes we offer. Thank you for being a Stellar MLS customer and we wish you all the best in your business!