

# TransactionDesk: Basic Sale/Listing Creation

**Instructor: Eric Johnson**

You won't want to miss this class! You'll learn all you need to know about the TransactionDesk. Here are some highlights of the class:

- Introduction to key features and how to become a paperless office
- System Navigation
- Settings and templates
- Creating a Sale Transaction
- Uploading Signed Documents
- Creating an Authentisign Electronic Signing
- Archiving Transactions
- Receiving and Counter offering an offer

## **Date:**

Friday — May 10, 2019

## **Time:**

Registration: 8:45 to 9:00  
Class: 9:00 to noon

## **Location:**

Spokane Assoc. of REALTORS®  
1924 N. Ash, Spokane, WA  
Computer Lab

## **Tuition:**

SAR Member: \$30 early;  
\$45 regular  
Non-SAR Member:  
\$45 early;  
\$60 regular

Early registration is  
10 days prior to class date

**Reserve your seat,  
space is limited!**

## **EDUCATION REGISTRATION FORM**

TransactionDesk: Basic Sale/Listing Creation May 10, 2019

Name \_\_\_\_\_

Office \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_

Make check payable to SAR and mail to:  
Spokane Association of REALTORS®  
1924 N. Ash Street, Spokane, WA 99205

If you'd like to pay by credit card,  
You can pay online or call Tami at (509) 326-9222

Cancellation Policy: A refund will be granted until 3:30 p.m. three days prior to class after which time there will be a 50% refund. Anyone not showing up for registration the day of the class will not be given a refund.

**3.0 Clock Hours**