



Take **BOTH** of these **EAST COUNTY** courses for a discount!
SDAR REALTORS® - only \$15 for both courses!
(\$30 for all others)

A more efficient way to do business... and the tools you need to succeed!

GOOGLE DRIVES & DOCUMENTS

Instructor: Randy Jones

Thursday, December 6, 2012

☐ **Time:** 9:00 a.m. – 10:30 a.m.

Price:

SDAR REALTORS® \$10

All Others \$15

TOPICS COVERED:

- How to set up and use Google Drive Sync on a PC or Mac
- How to manually upload files
- How to search, open and view any file in your browser
- How to share individual files with your client, team, vendors and partners
- How to automatically sync and Word, Excel or Powerpoint file you create or edit to your Google Drive Folder

GOOGLE WEBSITES & WEBPAGE CREATION

Instructor: Randy Jones

Thursday, December 6, 2012

☐ **Time:** 11:00 a.m. – 12:30 p.m.

Price:

SDAR REALTORS® \$10

All Others \$15

TOPICS COVERED:

- How to build a custom real estate webpage
- How to build a property-specific website
- How to build individual property website for your listings
- How to use the intuitive editor for creating and uploading sites

REGISTER ONLINE WWW.SDAR.COM

LOCATION: EAST COUNTY SERVICE CENTER - 220 West Main Street, El Cajon, CA 92020

☐ **Sign me up for the Google Apps Training classes checked above**

☐ **Yes, I have read the Cancellation Policy. Initial** _____

☐ **Check here if you're interested in attending Google Calendar Training in Kearny Mesa on Dec. 12**

Name: _____ Member #: _____ Phone: _____

☐ Home ☐ Office Address: _____ E-mail: _____

☐ Check ☐ Visa ☐ MasterCard ☐ Discover ☐ AmEx Card #: _____ Exp: _____

Amount: _____ Signature: _____



Return to: Greater San Diego Association of REALTORS® • 4845 Ronson Court, San Diego, CA 92111 • Phone: (858) 715-8040 • Fax: (858) 715-8090

Cancellation Policy: Reservations for programs requiring payment will not be processed until payment is received. If you must cancel your reservation, a full refund will be issued if cancellation is received, in writing, three (3) business days prior. SDAR reserves the right to cancel or reschedule any program. If cancellation occurs, SDAR will issue a full refund. In the event of rescheduling, SDAR will send immediate notification and transfer all reservations (including payments) to the new date.