

CONVERSION UPDATE #4 February 18, 2025

If you haven't read conversion update #3 please [CLICK HERE](#).

REMAING CONVERSION TIME-LINE

February 18th

- NAVICA MLS is now in view only mode (February 18-March 30th)
- **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!**
- 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.**
- Our new showing manager product will be SentiKey Showing Service. This new product will be available on March 4th. Virtual training for this new product will be offered on Thursday, February 27th at 10am. [CLICK HERE](#) to Register.

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
- **ACTIVE AND UNDER CONTRACT LISTINGS THAT CAME OVER FROM NAVICA NEED TO BE UPDATED IN MATRIX!! UNTIL LISTINGS ARE UPDATED, NO FUTURE STATUS CHANGES WILL BE ALLOWED ON THOSE LISITNGS.**

MLS INFORMATION IN NAVICA WILL DISAPPEAR

March 31, 2025

- Users will no longer see MLS data in NAVICA, HOWEVER....
- **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 Mass Email

NEW SHOWING SERVICE PRODUCT WILL BE AVAILABLE

March 4th

- Training for this new SentiKey Showing Service product will be provided to our members virtually, via Zoom on Thursday, February 27th at 10:00am. [CLICK HERE](#) to register. There is only one training session being offered, but it will be recorded and posted.

TRAINING

Over 200 of our members have attended at least 1 of the 9 Matrix training sessions that were offered over the past month. We have one live, virtual session left and 7 “drop-in” sessions remaining. Please feel free to attend as many sessions as you wish. *(see the remaining training schedule below)*

- [Handout](#) from the 2-hour training sessions GREAT QUICK REFERENCE GUIDE
- [Power Point](#) slides regarding the Conversion from the 2-hour training sessions.
- [Recording](#) of the 2-hour training session held on 02/06/2025

LIVE VIRTUAL TWO-HOUR SESSIONS VIA ZOOM *NO RESERVATIONS ARE REQUIRED*

- Thursday, February 20, 9:30am-11:30am **LAST 2 HOUR SESSION**

<https://us06web.zoom.us/j/81507096584?pwd=1qKeLovYpsrXdZLqkBDdbquPUmgRBc6.1>
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

Same link for all 7 sessions

<https://us06web.zoom.us/j/81507096584?pwd=1qKeLovYpsrXdZLqkBDdbquPUmgRBc6.1>
Meeting ID: 815 0709 6584 Passcode: 800922

CONTINUOUS MATRIX TRAINING AVAILABLE 24/7

- On the portal page “MLS TOOLS-Tips/Support”
- In MATRIX on the home page “MATRIX LEARNING LAB”
 - Resources for MATRIX
 - Resources for MLS TOUCH (Mobile App for MATRIX)
 - Resources for One Home (Your Client Portal in MATRIX)

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

