

## **Elmira-Corning Association of REATORS MLS Conversion Update**

Our MLS Conversion is underway, and we have some dates to keep in mind.

### **CONVERSION TIMELINE**

#### **January 28 through February 19, 2025**

##### **NAVICA and MATRIX will be running parallel**

- During this time, listings currently in the NAVICA system will appear in MATRIX.
- During this time, new listings and changes to existing listings will be made only in NAVICA.
- Agents will see their existing listings in Matrix but **will only be able to view how they transferred**. This will allow you to see what data (new fields) will need to be added to the existing listings after February 19.
- During this time, agents will be able to start branding, entering saved searches, contacts etc. in MATRIX. *Specific information will be shared after the holidays.*

#### **February 19, 2025**

##### **Conversion Day**

- On February 19, MATRIX and NAVICA will be down in the morning.
- When MATRIX and NAVICA are back up, all new listings and changes to existing listings will be entered into the MATRIX system from that point forward.
- NAVICA, from February 19 to March 31 will be in view only mode.
- All existing active and under contract listings will need to be reviewed in MATRIX.
- Data will need to be entered into the new fields in MATRIX on all existing active and under contract listings.

#### **March 31, 2025**

##### **NAVICA will disappear**

*NOTE-We will provide you with the MATRIX input forms as soon as they become available. Once the new input forms are available agents will be able to see what new data fields need to be completed for existing listings as well as the fields that will be required for new listings.*

**WE ARE STRONGLY ENCOURAGING OUR MEMBERS TO ATTEND AT LEAST ONE OF THE 2-HOUR SESSIONS, WHETHER IT BE ONE OF THE 8 LIVE, IN-PERSON TRAINING SESSIONS OR ONE OF THE TWO LIVE ZOOM VIRTUAL SESSIONS.**

### **Tentative Training Schedule**

#### **LIVE IN PERSON TRAINING AT THE ELMIRA-CORNING ASSOC. OF REALTORS**

- Thursday, January 30, 1pm-3pm (*Brokers and office staff only*)
- Thursday, January 30, 5pm-7pm
- Friday, January 31, 9:30am-11:30am
- Friday, January 31, 12:30pm-2:30pm
- Tuesday, February 11, 1pm-3pm
- Tuesday, February 11, 4pm-6pm
- Wednesday, February 12, 10:30am-12:30pm
- Wednesday, February 12, 1:30pm-3:30pm

#### **LIVE ZOOM TRAINING**

- Thursday, February 6, 2:30pm-4:30pm
- Thursday, February 20, 9:30am-11:30am

**60 MINUTE DROP-IN SESSIONS VIA ZOOM (*talk to GRAR and ECRAR staff if you have questions, or just want to hear what others are asking*)**

- Thursday, February 20, 2pm-3pm
- Friday, February 21, 9:30am-10:30am
- 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 (if needed)
- Thursday, March 6, 9:30am-10:30am (if needed)

**REGISTRATION FOR THESE TRAINING SESSIONS WILL OPEN AFTER THE FIRST OF THE YEAR**