

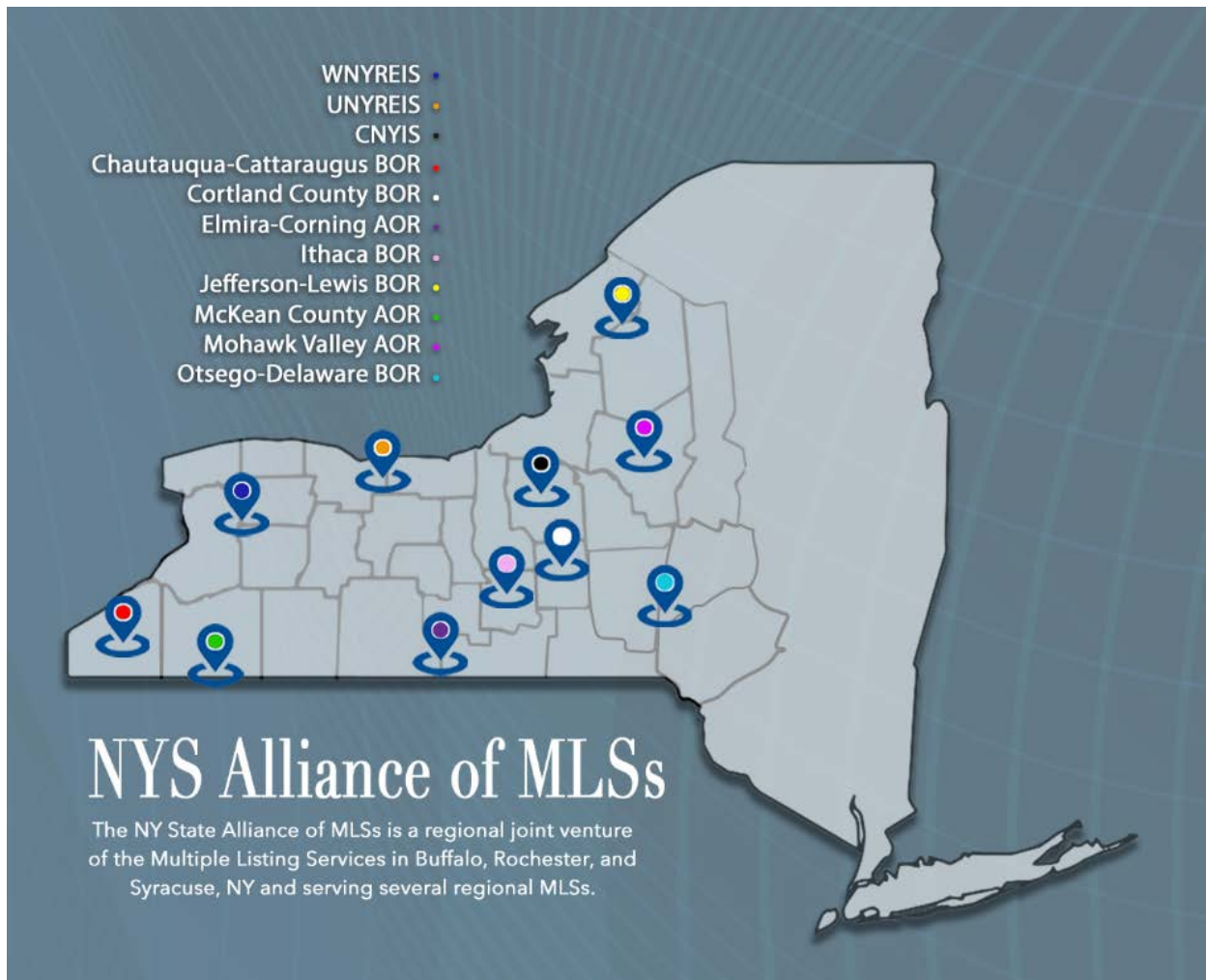
UPDATE REGARDING THE ELMIRA-CORNING ASSOCIATION OF REALTORS MLS CONVERSION FROM NAVICA TO MATRIX.

Our MLS Conversion from NAVICA to MATRIX is on schedule for:

- Parallel Operation- January 28th through February 19th
- Cutover- February 19th
- NAVICA MLS eliminated – March 31st

Some things to know about the upcoming conversion....

- We currently use NAVICA as our MLS provider and this product is offered by Systems Engineering Inc. We will be converting our MLS to MATRIX which is a product offered by Core Logic. We have contracted with Upstate New York Real Estate Information Services, UNREIS, (The Rochester MLS), a partner in the NYS State Alliance of MLSs, to utilize the MATRIX system. Members of the Alliance include Buffalo, Rochester, Syracuse, Chautauqua-Cattaraugus, Cortland, Ithaca, Jefferson-Lewis, McKean County, Mohawk Valley and Otsego-Delaware. Our MLS members will now have access to all the listings within the Alliance.



- Our primary members will still have access to and continue to use **Dotloop**.
- We will continue to use **Sentrilock** for our lockbox system
- Our showing service product will change from the **NAVICA Showing Manager Product to SentriKey SHOWING SERVICE**. More information and training videos will be available soon.
- We will continue to use Systems Engineering to provide us with our **Association Management System**, (STREAMline AMS). Which means our members will keep the login, password and link that they currently use to access the NAVICA MLS system and moving forward will use this site to pay their dues, view the association calendar, news/events, mass email etc. The only thing missing will be the tabs related to MLS listings.

CONVERSION TIMELINE

January 28th through February 19, 2025-NAVICA and MATRIX will be running parallel

- Agents will receive emails to set up their access to MATRIX (more information will be coming soon regarding this process).
- **During this time, listings currently in the NAVICA system will appear in MATRIX as view only.**
- **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 them to see how they transferred. This will allow you to see what data will need to be changed and added in MATRIX after the February 19th cutover date. Note-many of the data fields we have in NAVICA do not exist in MATRIX and there are also many fields that exist in MATRIX that do not exist in NAVICA. We suggest completing a MATRIX input form for any active or under contract listings that you have. That way you will be prepared to update and edit those listings in MATRIX after the February 19th cutover date.
- During this time, agents will be able to start branding, entering saved searches, contacts, etc. in MATRIX.

February 19, 2025- Conversion Cut-over

- 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.**
- Review and edit all active and under contract listings that converted from NAVICA to MATRIX in MATRIX.
- NAVICA will be in view only mode from February 19th through March 31, 2024. On March 31, the listings in NAVICA will disappear.

TRAINING INFORMATION

We will be offering several training sessions to our members. These training sessions are free. We will be offering LIVE, in-person sessions as well as live virtual sessions via Zoom. Reservations are required for the in-person sessions, as space is limited. No reservations are required for the Zoom sessions. We will also offer 1-hour virtual drop-in sessions via zoom. No reservations are required for these virtual sessions.

LIVE IN-PERSON TWO-HOUR SESSIONS BEING HELD AT THE ASSOCIATION OFFICE

RESERVATIONS ARE REQUIRED – SPACE IS LIMITED

To register for one of these 8 sessions please reply to this email srose@elmira-corningrealtors.com . In your email, please state your name and the time slot you wish to attend.

- Thursday, January 30, 1:00pm-3:00pm (BROKERS and ADMIN)
 - Thursday, January 30, 5:00pm-7:00pm
 - Friday, January 31, 9:30am-11:30am
 - Friday, January 31, 12:30pm-2:30pm
 - Tuesday, February 11, 1:00pm-3:00pm
 - Tuesday, February 11, 4:00pm-6:00pm
 - Wednesday, February 12, 10:30am-12:30pm
 - Wednesday, February 12, 1:30pm-3:30pm
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LIVE VIRTUAL TWO-HOUR SESSIONS VIA ZOOM

NO RESERVATIONS ARE REQUIRED

THE SAME ZOOM LINK WILL BE USED FOR BOTH 2-HOUR SESSIONS AS WELL AS THE SEVEN 60 MINUTE DROP-IN SESSIONS (feel free to join as many virtual sessions as you wish)

- Thursday, February 6, 2:30pm-4:30pm (*this session will be recorded and reposted*)
- Thursday, February 20, 9:30am-11:30am

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us06web.zoom.us/j/81507096584?pwd=1qKeLovYpsrXdZLqkBDbquPUmgRBc6.1>

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

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us06web.zoom.us/j/81507096584?pwd=1qKeLovYpsrXdZLqkBDbquPUmgRBc6.1>

Meeting ID: 815 0709 6584

Passcode: 800922

MATRIX FORMS

Below are links to the current MATRIX input forms. (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](#)

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

