



Documentation and Features for
www.centralpanhandlemls.com

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List of working URLs

www.centralpanhandlemls.com is the primary URL, but the following URLs will also redirect there:

- cparmls.com
- panamacitymls.com
- baycountyrealtors.net
- baycountyrealtors.org
- centralpanhandleassociationofrealtors.com
- baycountyassociationofrealtors.com
- panamacityrealtors.com
- panamacityrealtors.net
- panamacityrealtors.org
- cpaor.biz
- cpaor.us
- cpar.biz
- bcaor.com
- bcaor.net

Also, www.cpaor.org links directly to the member page and www.cpaor.info still links to the member portal.

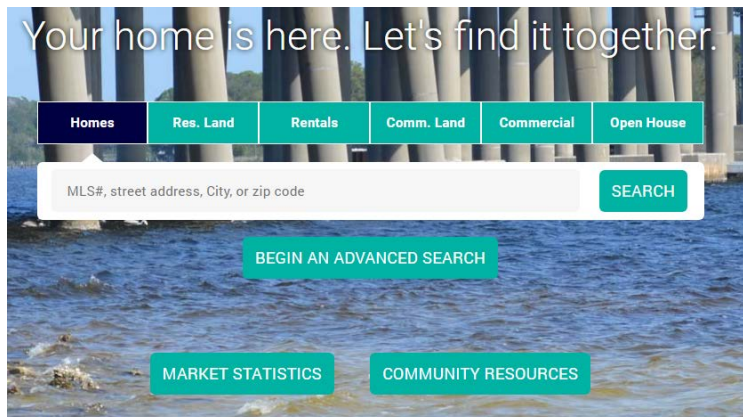
Main Page

Across the top is the menu bar, below is a map of the different drop downs that are available. We will cover these pages individually later. Also note the Member button on the right side which will bring you to the member page.

Here is an image depicting what is available under each drop down:

Find a Home	Find a Pro	Membership	Professional Standards	About Us
Find A Home	Find a REALTOR®	Join CPAR		Contact Us
Advanced Property Search	Find a Brokerage	Member Benefits		About CPAR
Market Statistics	Find an Affiliate	Membership Types		Association Staff
Open Houses		Become a Power Partner		Board of Directors
County Property Resources		Leadership Academy		Committees
Community Resources				Past Presidents
				Events
				Florida Realtors
				NAR
				Legal Notices

- Below that you have our **Search Area** (to be covered in the next section), as well as buttons that take you to the latest Market Statistics report or Community Resources page.



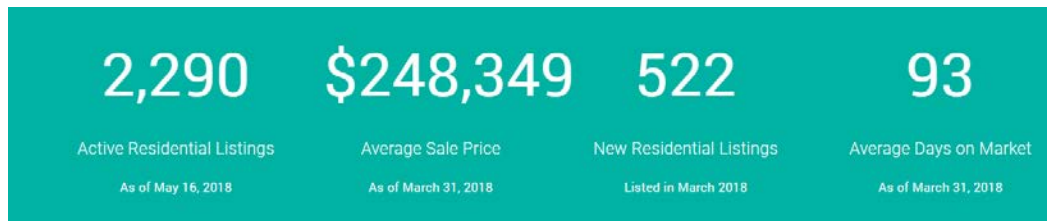
- Below that are **Quick Links for Consumers** to find information on Finding a REALTOR, Finding a Brokerage, Why Use REALTORS, and Become a REALTOR. Each of these link to other pages that we will cover later, but are linked here for consumers to be able to find them quickly and easily.

Central Panhandle Association of REALTORS®








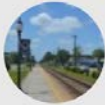
Central Panhandle Association of REALTORS® represents REALTOR® Brokers and Agents in Bay, Washington, Calhoun, Holmes, and Jackson counties, covering the Centre Panhandle from the Gulf of Mexico to the Alabama border. We are the Voice for Real Estate in Northwest Florida and provide real estate resources, services, tools, and education to our members and the public.

			
Find a REALTOR®	Find a Brokerage	Why use REALTORS®?	Become a REALTOR®
CLICK HERE	CLICK HERE	CLICK HERE	CLICK HERE

- Next there is a section for Power Partners to be able to purchase **Advertising**. This section will remain thin as to keep it from being too distracting.
- Next there is a section with **Quick Market Statistics** that will be updated once a month.



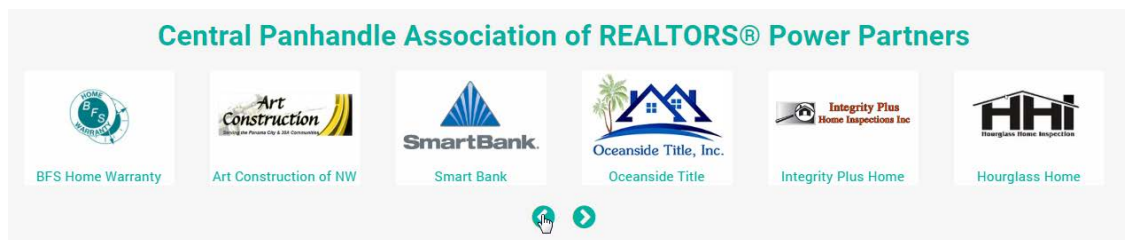
- Then we get to our **Counties** section. Each Area has its own page, with information, links, and pictures from that area. It also has nearby listings and a listing map showing the available listings.

 <p>Bay County - Beach</p> <p style="font-size: x-small;">Panama City Beach, Bay Point, Grand Lagoon, Bid-A-Wee Beach, Laguna Beach, and Carillon</p> <p style="font-size: x-small;">Read More</p>	 <p>Bay County - Central</p> <p style="font-size: x-small;">Panama City, Lynn Haven, St. Andrews, Pretty Bayou, Southport</p> <p style="font-size: x-small;">Read More</p>	 <p>Bay County - East</p> <p style="font-size: x-small;">Callaway, Parker, Springfield, Tyndall AFB & Mexico Beach</p> <p style="font-size: x-small;">Read More</p>	 <p>Bay County - North</p> <p style="font-size: x-small;">Bayou George, Deer Point, Youngstown & Fountain</p> <p style="font-size: x-small;">Read More</p>
 <p>Calhoun</p> <p style="font-size: x-small;">Blountstown, Altha & Clarksville</p> <p style="font-size: x-small;">Read More</p>	 <p>Holmes</p> <p style="font-size: x-small;">Bonifay, Westville, Ponce de Leon, Esto & Noma</p> <p style="font-size: x-small;">Read More</p>	 <p>Jackson</p> <p style="font-size: x-small;">Marianna, Graceville, Cottontale, Jacob City, Alford & Sneads</p> <p style="font-size: x-small;">Read More</p>	 <p>Washington</p> <p style="font-size: x-small;">Chipley, Vernon, Caryville, Ebro, Wausau</p> <p style="font-size: x-small;">Read More</p>

- Following that is a section for **NAR News**. Click on the story you want to read to be directed to the story on NAR's Newsline website.



- Next there is a scrolling bar of all of our **Power Partners**. Clicking on their logo will bring you to their website (if they have provided one). You can click on the arrows to scroll forwards or backwards.

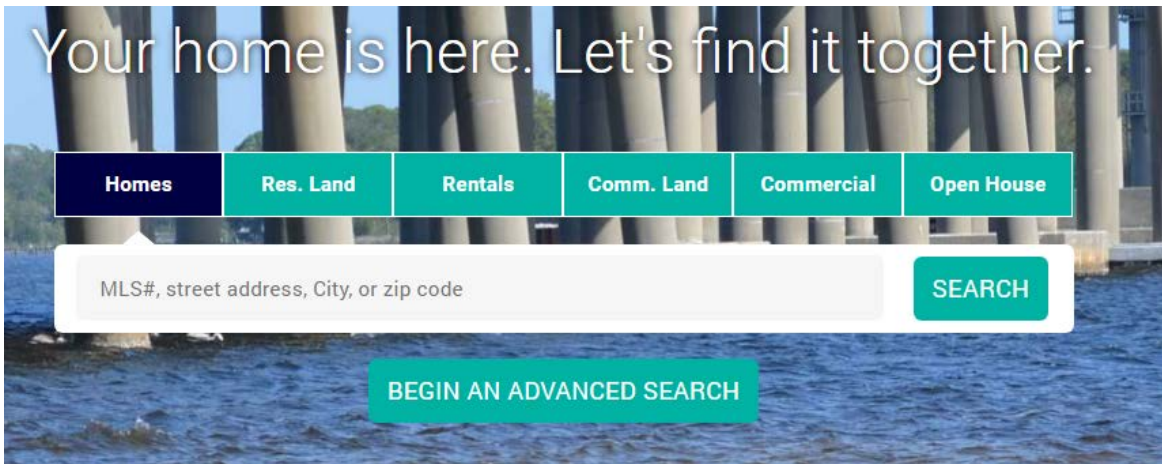


- Finally, at the bottom of the page (and every other page) is the site footer, which gives you quick links to anywhere else on the site.



Searching

At the top of the front page you have our main search, with photos cycling behind it showcasing many different areas that CPAR covers.



- To search here, click on the button across the top that has the property type you would like to search for, then you can search by MLS#, street address, city, or zip code and click **Search**.
- Alternatively, if you would like to do an Advanced Search, you can click the property type you want to do an Advanced Search for, then click "**Begin an Advanced Search.**"
- From the main page, you can also search for **Open Houses** by clicking on "Open House" and choosing a date, then click Search.

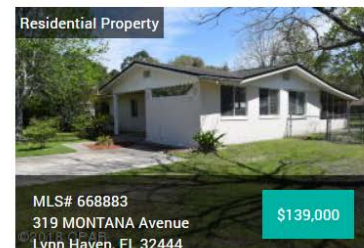
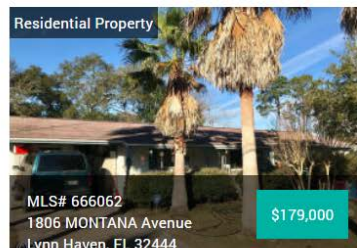
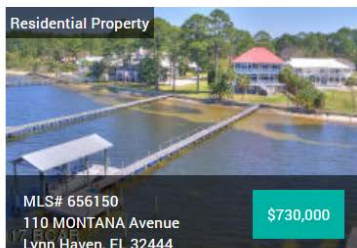
The listings will come up for you on a page that looks like this:

Residential Properties

Sort by price: **LOW TO HIGH**

List Map

Items 1-4 of 4



- From here, you can click the button in the top right to change the sort to **Low to High**, or click Map to see the listings on a Map. Otherwise, click on the listing you choose.

Main Menu Options - Find a Home

ADVANCED PROPERTY SEARCH

When doing an Advanced search, you have the following options:

MLS#	Min. Bathrooms	Street	Community/Resort
Price Range	Apx SqFt (Htd/Cooled)	Area	Waterfront Type
Year Built	Acreage	City	Water View
Min. Bedrooms	Street#	County	Listing in the last ___ days

The Advanced Search page also includes a color-coded map that shows the areas to make it clearer to understand for those outside of the area.

MARKET STATISTICS

Shows you the PDF of the latest market statistics from FAR

Monthly Market Detail - March 2018
Single Family Homes
Central Panhandle Association of REALTORS®



Summary Statistics	March 2018	March 2017	Percent Change Year-over-Year
Closed Sales	377	366	3.0%
Paid in Cash	91	99	-8.1%
Median Sale Price	\$210,000	\$184,950	13.5%

OPEN HOUSES

When you first click on this, it will just bring up all of the open houses ordered from the soonest to the latest. But in the top right corner you can click on "Filter" if you want to narrow down the options a little more.

[View All](#) | [Filter](#) | [Print](#)

COUNTY PROPERTY RESOURCES

This page lists the Property Appraiser, Tax Estimator, Clerk of Court, Maps, and Tax Collector information for each county.

COMMUNITY RESOURCES

This page lists various city and county websites related to government, chambers, schools, economic development, and tourism.

Main Menu Options - Find a Pro

FIND A REALTOR / FIND A BROKERAGE / FIND AN AFFILIATE

This page allows consumers to find any of our REALTOR members. The information here is pulled directly from what the member has in Flex, including the member's photo. Photo's with a vertical orientation will appear best. You can search by Name, City, State, Zip, or you can click the Letters to pull members up by last name beginning with that letter.

Brokerage and Affiliate pages do not include the Photos/Logos, because there is no way for Offices and Affiliates to manager their photos via FlexMLS, where all of this information is pulled from.

Affiliates will eventually have the option to be sorted by Category – Appraisers, Insurance, Lenders, etc.

Main Menu Options - Membership

JOIN CPAR

Page with all of the various applications and fee schedules and information about joining CPAR

MEMBER BENEFITS

Page explaining all of the various member benefits of being a member of CPAR. Click on the buttons for more information about each benefit.

MEMBERSHIP TYPES

Page explaining the different membership types offered at CPAR.

BECOME A POWER PARTNER

Page explaining the benefits of becoming a Power Partner with a link to the Power Partner Application.

LEADERSHIP ACADEMY

Page with information about the Leadership Academy and their Sponsors

Main Menu Options - Professional Standards

This page contains a wealth of information related to:

- Ombudsman Program
- Ethics Complaint
- Citation Program
- Mediation
- Other Professional Standards FAQs.

Main Menu Options - About Us

CONTACT US

Generic Contact Us page that you find on most websites. Has Phone number, Address, and a link to the Staff page, as well as a contact form that sends to the front desk email.

ABOUT CPAR

Contains the Mission and Vision statement, Association Structure, and some other information about CPAR.

ASSOCIATION STAFF

Page listing all of the Association Staff and their emails. Click on the Staff member's name for a short bio about them!

BOARD OF DIRECTORS

Page listing all of the Board of Directors, their position, their brokerage, and their email address.

COMMITTEES

Page with information about the various committees at CPAR, including the Chair, Co-Chair, and Staff Liason for each committee.

PAST PRESIDENTS

Page showcasing the pictures and names of previous Association Presidents, commemorating their commitment and contributions to CPAR.

EVENTS

This is our often-requested "Master Calendar" that contains all of the events going on at CPAR! It has committee meeting, classes, events, luncheons, and even shows you what days the office is closed for holidays! You can click on any of the events for more information. Navigate to other months by using the arrows in the top left or the top right, or by clicking on the months across the top of the page.

FLORIDA REALTORS

Link to the Florida REALTORS® website.

NATIONAL ASSOCIATION OF REALTORS

Link to the National Association of REALTORS® website.

LEGAL NOTICES

Page containing the Terms of Use, Privacy Policy, and DCMA Website Notice for www.centralpanhandlemls.com

Member Page

The member page has a TON of information available for our Members!

Events	
Register for an Event	Page with a list of events that you can register for. NOTE: Classes must still be registered via the member portal!
Events Calendar	This is our often-requested “Master Calendar” that contains all of the events going on at CPAR! It has committee meeting, classes, events, luncheons, and even shows you what days the office is closed for holidays! You can click on any of the events for more information. Navigate to other months by using the arrows in the top left or the top right, or by clicking on the months across the top of the page.
Education	
Education Calendar	List of only Education events that are being held by the association. NOTE: Classes must still be registered via the member portal!
Register for a Class	Page with instructions on how to Register for a Class via the Member Portal.
Designation Info	Outside Link to a NAR page with explanations of all NAR Designations.
Cancellation Policy	Page explaining CPAR's Cancellation Policy
Licensing Requirements	Page explaining the Licensing Requirements for renewing your Real Estate License with the State.
Verify Continuing Education Status	Page with information on how to verify your continuing education status with DBPR. (Video coming soon)
MLS / Supra	
Supra FAQ	Supra Frequently Asked Questions (click to expand)
MLS/Supra Support Contact	Contact Information for MLS / Supra Support
MLS FAQ / How-Tos	MLS Frequently Asked Questions (will be expanded in the future)
MLS Resources	Explanation of each of the different Resources available to us that is built in to the MLS
FlexMLS	Link to FlexMLS
Data Feeds / IDX / RETS	Page with information about IDX / RETS feeds, with Feed Types, Fee Schedules, and the ability to download the IDX Agreement.
(Continued Next Page)	

Your Account	
Billing Info & FAQ	Page with Billing Frequently Asked Questions, Billing Due Dates, Fee Schedules, and a video showing how to pay you balance and setup AutoPay in the Member Portal
Member Portal	Link to Member Portal
Member Communication	
Newsletters	Page with all of our previous newsletters for the year available for going back to view.
Membership Directory	Link to the Find a REALTOR® page
RPAC Info	
RPAC Protects You	Link to a YouTube video about how RPAC Protects your interests and your board.
Learn More	Link to the NAR RPAC website.
Contribute Now	Link to the Contribute Now page of the Florida Realtors website.
NAR REALTOR Party	Link to the NAR REALTOR® Party website.
Florida REALTORS RPAC	Link to the Florida REALTORS® PAC page.
Committees	
Committee Info	Link to Committee Info page.
Join a Committee	Opens Committee Sign Up sheet.
Committee Meetings Calendar	List of all upcoming committee meetings.