

Using The PSCA2008.xls Worksheet

Note: The following steps require MS Excel or OpenOffice

Download the *PSCA.xls* file from <http://crismls.com/PSCA2008.xls>

Open PSCA.xls in **Excel** or **OpenOffice**

In Rapattoni MLS, perform a **Standard Search...**

Property Types: Select **NO** Property Types

Status: **Sold 07/01/07 thru 06/31/08**

Enter **Listing Agent ID#**

Be sure to select "**or**"

Enter **Selling Agent ID#**

Click the **Exports** button

Select the *Presidents Sales Club Award* export

Click **Submit**

Click the *.CSV file link*

Click **Open**

Repeat for additional .CSV files

Copy cell range contents of 2nd .CSV file and **append** to first .CSV file

Repeat for additional .CSV file contents

Sort combined transaction list in first .CSV file by **Selling Date**

Note the number of rows that have been created

Insert equal or greater number of rows in PSCA.xls between rows 6 and 24

Select the transaction range in the first .CSV file and **Copy** to PSCA.xls cell A6

Delete extra blank rows below the inserted rows

Enter Transaction Credits amount per transaction

Copy column H cell formula (=G6*I6) down to any extra rows

AutoSum (Σ) columns H and I

Save your PSCA.xls file changes

Select the form from cell A1 to cell Jx (x stands for the bottom most row number)

DON'T FORGET TO PRINT, COMPLETE AND MAIL THE OAR COVER SHEET WITH YOUR PSCA.xls WORKSHEET (found on next page)



Ohio Association of REALTORS®

President's Sales Club Award

2007 Official Cover Sheet

For period of July 1, 2006 through June 30, 2007

OAR OFFICE USE ONLY

Check #/CC: _____

Entered by: _____

(One Designation only & must be NAR approved ex. ABR, CRS, GRI, e-Pro)

NAME: (as to appear on plaque) _____

DESIGNATION: _____

FILE NUMBER: _____ (6 or 10 digit number ex. 111222 or 2001012345)

BOARD OF REALTORS®: _____

HOME ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

HOME PHONE: _____ BUSINESS PHONE: _____ FAX: _____ E-MAIL: _____

HOW WOULD YOU LIKE TO RECEIVE YOUR LETTER OF NOTIFICATION? E-MAIL FAX

AWARD BEING APPLIED FOR

(Please write in dollar amount or credits on line provided.)

AWARD OF ACHIEVEMENT - \$1 MILLION

Method A (Dollar Volume) Method B (Trans. Credit)

Total \$ Volume or Credit: _____

AWARD OF DISTINCTION - \$2.5 MILLION

Method A (Dollar Volume) Method B (Trans. Credit)

Total \$ Volume or Credit: _____

AWARD OF EXCELLENCE - \$5 MILLION

Method A (Dollar Volume) Method B (Trans. Credit)

Total \$ Volume or Credit: _____

Pinnacle of Performance - \$7.5 MILLION

Method A (Dollar Volume) Method B (Trans. Credit)

Total \$ Volume or Credit: _____

EXPIRED

Application Fee: \$67.00 per applicant

FORM OF PAYMENT: CHECK MASTERCARD VISA DISCOVER

ACCOUNT NUMBER: _____ EXPIRATION DATE: _____ SIGNATURE: _____

IMPORTANT INFORMATION/FREQUENTLY ASKED QUESTIONS:

Deadline: All applications must be POSTMARKED by Friday, July 20, 2007.

Late Application Acceptance: All late applications must be POSTMARKED by July 31, 2007 and submitted with a \$100 late fee in addition to the application fee. If your application is postmarked after July 20 but on or before July 31, you will be notified of this option. There are NO exceptions to this rule. Fax and e-mail transmissions will NOT be accepted.

Computer Generated Forms: Sales and Transaction information required on the application may be submitted on any 8 1/2" X 11" form as long as the information is presented in the EXACT FORMAT as the application form itself. **THIS OFFICIAL COVER SHEET MUST BE ATTACHED TO THE PRINTOUT OR IT WILL NOT BE PROCESSED.**

Transactions from previous firm: If there is more than one Real Estate firm that you were employed with in the past year the signatures of both Broker/Office Managers must be attained and indicated on the Official Application.

Mail your completed application and payment to: OAR, 200 East Town Street, Columbus, Ohio 43215. Please refer to the official Rules and Eligibility for more detailed information.

By signing this form you are verifying that all information is properly completed regardless of method used and WILL BE disqualified if incomplete, improperly filled out or illegible, or contains false information.

APPLICANT SIGNATURE: _____