

Navigating the New AARonline.com

AAR's website, www.aaronline.com, has undergone a re-design. This document was created to help you easily navigate the new site.

Should you have any additional questions, please direct them to AAR's webmaster at AARWebmaster@aaronline.com or contact us at 602-248-7787.

This document contains instructions on:

- [Accessing Content](#)
- [Site Navigation](#)
- [Search](#)
- [Calendar](#)
- [Miscellaneous](#)

Last updated: January 24, 2013

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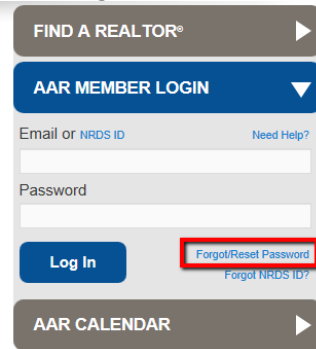
Accessing Content

A majority of AAR's content is password protected. This is done to ensure that only members of the NATIONAL ASSOCIATION OF REALTORS® (NAR) have access to information regarding contracts, legal matter, forms and other materials.

To access password protected content on AAR's website, you will need to reset your password using your NRDS ID number or the email address NAR has in the NRDS database. To find your NRDS ID number, [click here](#).

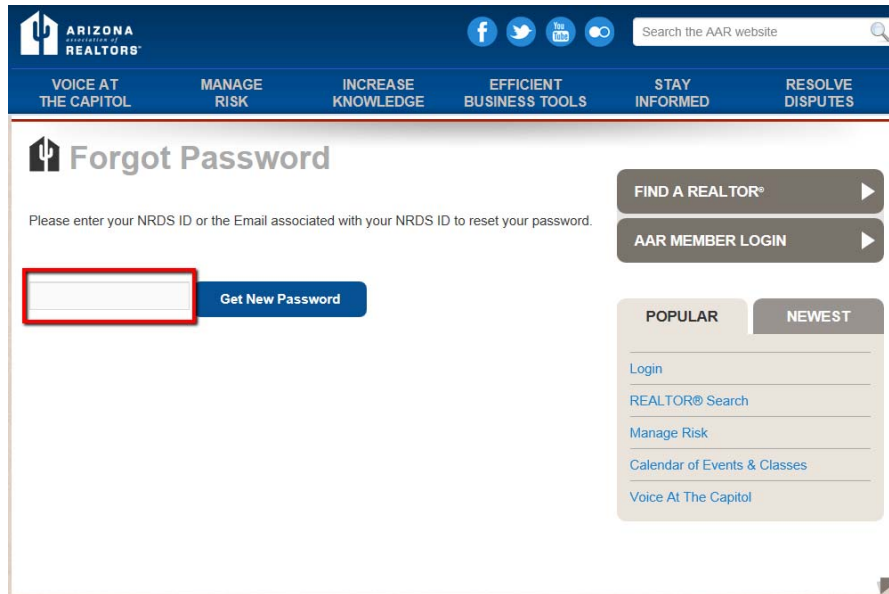
Step 1:

On the right-hand side of the screen, under AAR Member Login, choose Forgot/Reset Password.



Step 2:

Enter your email or your NRDS Id on in the box and select Get New Password.



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Step 3

An email will be generated and sent to the email address in the NRDS database. Follow the instructions on the email to reset your password. The email will look similar to this:

From: AAR [mailto:noreply@aaronline.com]
Sent: Monday, January 14, 2013 8:15 AM
To: youremailaddress@email.com
Subject: Arizona Association of REALTORS® Password Reset

Someone requested that the password be reset for the following account:

<http://www.aaronline.com/>

Username: youremailaddress@email.com

If this was a mistake, just ignore this email and nothing will happen.

To reset your password, visit the following address:

<http://www.aaronline.com/wp-login.php?action=rp&key=3WX6zg009kJMwe4hzoel&login=1234567890>

Note: If you do not receive an email from “AAR” within five minutes, check your spam folder first. If you’ve still not received anything, notify the AAR Web administrator at AARwebmaster@AARonline.com.

Step 4:

Follow the link and you will be redirected to a page that allows you to choose a new password.

Your new password **must include the following:**

1. Eight or more characters
2. Be different than the password you previously used.
3. Have a combination of three of the following character types:
 - Numbers
 - Upper-case letters
 - Lower-case letters
 - Special Characters (!@#%)

After you’ve created your new password, you can login again and see all of AAR’s exclusive content.

Site Navigation



AAR's site has been redesigned to answer a simple question, "What does AAR provide me as a member?" Use the following six categories to access all the resources and tools AAR offers to help you:

1. Share your **Voice at the Capitol**. Resources in this section of AARonline.com include your online connection to legislative bulletins and summaries, [Capitol Insider](#) updates during the legislative session, as well as RAPAC and issue mobilization resources and tools.
2. **Manage Risk**. This section of AAR's website features: forms, advisories, legal hotline Q&A's, broker/manager newsletters and numerous legal-related articles and resources focusing on today's issues.
3. **Increase Knowledge**. Here you'll discover all the exceptional educational programs AAR offers such as: designation and certification courses, Master of Real Estate Society, online education opportunities, and more.
4. Use **Efficient Business Tools**. Access zipforms (electronic contracts) and AAR's Transaction Management platform. You can also access training webinars/videos, FAQs and user-guides. Additionally, this section houses information about tools available to you such as MongoFAX, RoboForm and e-Sign.
5. **Stay Informed**. Read AAR's our digital publications, connect with fellow members on AAR's Facebook and Twitter feeds, watch videos and read the AAR Blog. Best of all, you'll have a front row seat to industry news as it is happening.
6. **Resolve Disputes**. When things go wrong, as they sometimes can, AAR is here through tools offered in this section. Here you will find valuable resources covering the Code of Ethics and ethics enforcement, arbitration, Ombudsman and mediation programs, as well as detailed information guiding you through the complaint filing process.

Additionally the top of every page offers AAR members more information.

[About Us](#) | [FAQs](#) | [AAR Calendar](#) | [Contact Us](#) | [ARBI](#) | [Logout](#)

About Us: Leadership and staff directories, governing documents, dues information, etc.

FAQs: Frequently asked questions and who to contact.

AAR Calendar: Link to the AAR Calendar.

Contact Us: Fill-able form to contact AAR.

ARBI: Coming Soon!

Logout: After each session, it is important to log out of the AAR site.

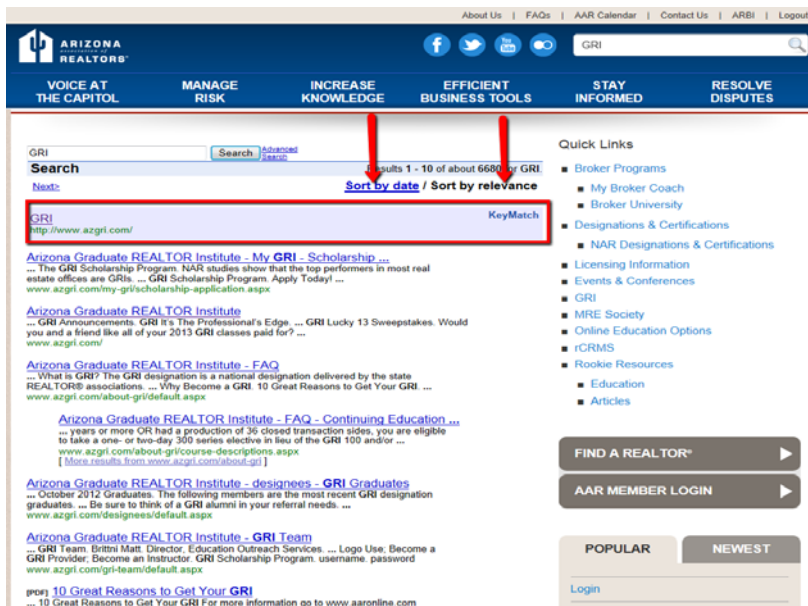
Search

AAR's site search is powered by Google.com. To find information housed on AAR's website, simply type your search term in the search box located at the top of every page:



After you've typed in your search term, hit **ENTER**.

Your results will take a moment to load and will look like this:



Note:

The item that best matches your search term will come up in the blue, shaded **KeyMatch** box.

You can also filter your results by either **DATE** (last updated on the site) or by **RELEVANCE** (in relation to your search term).

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Calendar

AAR's calendar of events can be accessed in the drop-down menu on the right hand side of the page or at the very top of each page:

The screenshot shows a vertical navigation menu with three main items: "FIND A REALTOR™", "AAR MEMBER LOGIN", and "AAR CALENDAR". The "AAR CALENDAR" item is expanded, showing a calendar grid for January 2013. The grid highlights the 15th, 16th, and 17th. Below the grid, a list of events is shown for each day: Tuesday, January 15 (GRI 101, Phoenix Area Management ProView Training), Wednesday, January 16 (GRI 101, Understanding and Leveraging Teams), and Thursday, January 17 (Understanding and Leveraging Teams). A "Full Calendar" link is highlighted at the bottom of the menu.

You have several options for viewing upcoming events:

- You may choose to view brief details by clicking on the date or the Details link beside the name of the class.
- To see the full calendar, click the **Full Calendar** link. This is what the Full Calendar looks like:

The screenshot shows the "AAR Events Calendar" for January 2013. It features a calendar grid with dates 1 through 31. A "View All Upcoming Events" link is highlighted above the grid. Below the grid, there is a section titled "Upcoming Events" listing events for Tuesday, January 15: GRI 101, Phoenix Area Management ProView Training, Phoenix Area Management ProView Training, Senior Real Estate Specialist, and GRI 100 (Business Planning). The right sidebar contains navigation links like "FIND A REALTOR™", "AAR MEMBER LOGIN", "POPULAR", "NEWEST", "Login", "Manage Risk", "Calendar of Events & Classes", "REALTOR® Search", and "Voice of The Capital".

Example of **Detail** page:

The screenshot shows the event detail page for "Phoenix Area Management ProView Training - Tuesday, January 22nd, 2013". The page includes a navigation bar with "VOCAL AT THE CAPITAL", "MANAGE RISK", "INCREASE KNOWLEDGE", "EFFICIENT BUSINESS TOURS", "STAY INFORMED", and "RESOLVE DISPUTES". The event title is prominently displayed. Below the title, there is a description: "This training is for brokers, office managers, and staff who need to have an understanding of the entire transaction process using SureClose®. You must be registered for AAR TM before attending this class. To reserve your seat, please email Susan Carroll Hamblen or call her at (480) 301-5932." The location is listed as "AAR Meeting Center - Room #2". The right sidebar contains navigation links like "FIND A REALTOR™", "AAR MEMBER LOGIN", "POPULAR", "NEWEST", "Login", "Manage Risk", "Calendar of Events & Classes", "REALTOR® Search", and "Voice of The Capital".

Note: Depending on the type of class, you may also see pricing, C/E hours and more.

Miscellaneous

Commenting

AAR's re-designed site also allows for commenting on articles and posts. At the end of an article, find the comment box:

Leave a Reply

Logged in as [Bethany](#). [Log out »](#)

Great point! Thank you for sharing!

[Submit Comment](#)

Note: You will be notified via email when others comment after you.

Find a REALTOR®

You'll notice that it is easy to find a REALTOR® on AAR's newly re-designed site. Look for the Find A REALTOR® drop-down on the right-hand side of the page.

FIND A REALTOR® ▼

*complete at least 1 field

First Name

Last Name

City

Designation:

[Interpreter & Translator List](#) [Find A REALTOR®](#)

[AAR MEMBER LOGIN](#) ▶

[AAR CALENDAR](#) ▶

You can search by:

- First Name,
- Last Name,
- City, or
- Designation

After entering your search criteria, click the Find A REALTOR® button.

Your search results will show up like this:

Search Results:

Sort by:

Showing Results 1 - 1 of 1 Page 1 of 1

Sue Flucke [CRB CRMS GRI] **Office Phone:** (623) 344-8000

Keller Williams Rly Prof Part

Address:
13370 W. Foxfire Dr Suite #204 Surprise AZ 85374-0

[\[Click To Show Email\]](#)

If your search returned multiple results, you can sort by last name, first name or city.

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Social Sharing

AAR's content is meant to be shared, especially with other members. The new AARonline.com makes it easy with social sharing buttons on the majority of our content. Look for this row of icons at the top of articles and other pages:



You can easily email, share and tweet our content.

Note: Password protected content will require each person accessing it to login with their NRDS ID Number.
