

# Agent Checklist

- Review your Agent Handbook Onboarding Email  
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- Add your photo, locations and bio to your profile on [kellyright.com](http://kellyright.com)  
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- Review each module in the Agent Portal  
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- Review the Marketing Brand Identity Guide  
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- Take Kendra's New Agent Orientation Zoom class  
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- Update Email, Email Signature, Domain Name and Voicemail Message  
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- Update Company Name/Logo on all social media  
(page/account title, contact info, profile/cover photo, etc...)  
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- Update Company Name/Logo on all accounts (ex: Zillow,  
Realtor.com, HomeSnap, LinkedIn, Yelp, TourFactory, etc...)  
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- Optional: work with your designer on your branding design  
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- Update marketing materials with new logo, company name, email etc.  
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- Order new signs  
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- Order new business cards  
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- Order folders and any other presentation materials  
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- Complete any MLS onboarding forms/classes/requirements  
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- Join the Kelly Right Agent Networking Facebook Group  
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- Mark your calendars for Monthly Zoom Conference Call  
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- Contact ZipYourFlyer to be added to our company flyer service  
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- Contact Lisa to be added to kvCORE  
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- Review kvCORE training and take Kendra's kvCORE class  
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- Familiarize yourself with Paperless Pipeline  
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- Register with HUD Homestore with Kelly Right  
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- Contact Lisa if you would like to be a mentor/need a mentor  
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- Sign up for Opcity and Ojo  
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- Contact Lisa to sign up for Listing Booster  
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- Order Listing Booster Signs  
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- Make a social media post about joining Kelly Right and invite people to contact you/ refer you for any real estate needs  
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