

# Agent Checklist

- Review your Agent Handbook Onboarding Email  
-----
- Take Kendra's New Agent Orientation Zoom class  
-----
- Mark your calendars for Joe's monthly conference call and weekly trainings  
-----
- Review each module in the Agent Portal  
-----
- Contact Kendra if you'd like to be added to kvCORE  
-----
- Familiarize yourself with Paperless Pipeline  
-----
- Add your photo, locations and bio to your profile on [kellyright.com](http://kellyright.com)  
-----
- Update Email, Email Signature, Domain Name and Voicemail Message  
-----
- Update Company Name/Logo on social media  
-----
- Update marketing materials like signs, business cards, folders, etc., with new logo, company name, email etc.  
-----
- Join the Kelly Right Agent Networking Facebook Group  
-----
- Contact Kendra at [broker@kellyright.com](mailto:broker@kellyright.com) if interested in the mentor program  
-----
- Make a social media post about joining Kelly Right and invite people to contact you for any real estate needs  
-----

# Agent Checklist

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----