



## WELCOME! – LET’S GET STARTED

### Step 2 – Business profile

- Make a contact profile of yourself on your phone, in order to easily share it with clients. [Watch this video for more information.](#)
- Establish name-branded email address (Gmail is recommended) Ex. JhonDoeRealtor@gmail.com
- Buy “yourname.com” for about \$19. ([www.GoDaddy.com](http://www.GoDaddy.com) is recommended) Buy for 5 years if you can. Forward to KvCore site in section 3
- Contact a professional photographer for a headshot (Jenny Lane Studios, 810-869-2768 is recommended)-Or use a Cell Phone and we can make the background disappear
- Submit above info to Marketing manager ([agrind@gmail.com](mailto:agrind@gmail.com) and [constablemarketer@gmail.com](mailto:constablemarketer@gmail.com)) Please include the following in your email: Email, Phone Number, Website, First and Last name, Headshot. This will trigger your business cards to be ordered & your KV core website setup.

### Step 3 - MLS profiles

- Create profile in “My Realcomp Account”
- Register for ShowingTime in Realcomp
- Setup profile on Kvcare – Set email signature
- Forward Godaddy site to Kvcare site
- Download the KV Core app to your phone + the KV Core Open House App
- Request to be a part of our private Facebook Group ( Tremaine Communication Pipeline )
- Create an account at [narrpr.com](http://narrpr.com) (Website used to run a Market Analysis)
- Run a CMA report (Market Analysis) On your family home for practice
- Make listing documents for your home for practice – Fill it all out

- Download the Trello App on the Phone – Watch training video on Task and Transaction management (Trello + Kvcare is where your business lives) Also Bookmark the Trello website on your browser.
- Download Google Drive to your phone.

## Step 4 - Web profiles

- Write a nice “about me” paragraph (Get inspiration from successful realtors)
- All profiles need to be consistent. (Pick a name and stick to it, do not use Dave in some profiles and David in others, and always use the same office address.)
- [www.facebook.com](http://www.facebook.com) (Business Account)
- [www.zillow.com](http://www.zillow.com)
- [www.realtor.com](http://www.realtor.com)
- [www.linkedin.com](http://www.linkedin.com)
- [www.yelp.com](http://www.yelp.com)
- [www.homes.com](http://www.homes.com)
- [www.homesnap.com](http://www.homesnap.com)
- [www.google.com](http://www.google.com) (postcard will be sent from Google to verify address)Once verified request a review from a friend.
- [www.opcity.com](http://www.opcity.com) (Must be an agent for at least a year)
- [www.youtube.com](http://www.youtube.com)
- [www.upnest.com](http://www.upnest.com)
- [www.movoto.com](http://www.movoto.com)