New Agent Marketing Onboarding Checklist

Info Needed

Please fill out and return or email to adam@remaxtc.com

Headshot (Max size: 8MB)

Title ie. Broker, Realtor, Associate (circle one)

Full name _____

Email_____@_____

Phone number(s)
o Cell (_____)_____-_____
o Office (_____)_____-_____

Biography – 1 paragraph (send to adam@remaxtc.com)

Website www._____

Facebook www.facebook.com/_____

Twitter www.twitter.com/_____

LinkedIn www.linkedin.com/in/_____

YouTube www.youtube.com/channel/_____

Pinterest www.pinterest.com/_____

Instagram @_____

Snapchat @_____

TikTok @_____

RE/MAX TOWN CENTER
c: (425) 224-8400
e: info@remax.net
w: remaxtc.com

Outstanding Agents
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New Agent Marketing Onboarding Checklist

Checklist

MAX/Center

- Complete Profile
- Activate Booj Website
- Upload customer database or contact lists to upload to book

Social Media

- Active Google My Business Page
- Set-up Facebook Business Suite including Ad Manager and Pixel
- Create or verify Facebook business page
- Create or verify Instagram business page
- Connect Instagram and Facebook business pages
- Update all social media with RE/MAX Town Center

RE/MAX University

- New to RE/MAX
- Take Flight ($50)

Technology to Review

- Photofy – App only design software with prepopulated RE/MAX templates and designs – Set-up with your REMAX.net email, first three months are free.
- Booj Website – Free for RE/MAX Agents
- First by RE/MAX - provides coaching and assists agents in determining when to reach out
- MAX/CenterGo - RE/MAX's private social media app
- Megaphone – Social media ad generator and templates for digital and print
- Marketing Portal – Logos, print, and digital media

NWMLS Courses

- Matrix I
- Listing Input

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Important Links

MAX/Center
- remax.net

Private agent portal: myrtc.net – password = millcreek
- Training Calendar
- Videos
- Files and Links

Connect with RE/MAX Town Center Private Facebook Group
- www.facebook.com/groups/remaxtowncenter/

Like and follow RE/MAX Town Center
- Web: remaxtc.com
- Facebook: @myremaxtowncenter
- Instagram: @remaxtowncenter
- Twitter: @TownCenterRemax

Other Helpful Facebook Groups
- https://www.facebook.com/groups/REMAXCreativeGroup
- https://www.facebook.com/groups/remaxtechtools
- https://www.facebook.com/groups/realestatecreative
- https://www.facebook.com/groups/revsnation
- https://www.facebook.com/groups/jaredjamescoaching
- https://www.facebook.com/groups/ConfidenceOnCameraForEntrepreneurs

Like and follow RTC Property Management
- Web: rtcpm.com
- Facebook: @ RTCPropertyManagement

What's Next

Marketing Meeting #2 - Technology Session

Date/Time_____

Marketing Meeting #3 - Review Collateral Documents

Date/Time_____

Collateral Documents - You will receive the following marketing and sales collateral documents once you provide your headshot, bio, phone number, email address, and website.

- Buyers Guide
- Sellers Guide
- Agent Tri-Fold
- Listing Presentation
- Needs and Wants
- Needs and Wants Verification Form
- Buyer Roles and Responsibilities
- Seller Roles and Responsibilities
- Seller Client Intake Form
- Business Cards