1	Realtor board transfer/join Metrotex/HAR/ABOR/SABOR, Etc.		14	Order Nametag	
2	**Review office web site www.whiterocktexas.net password is livelife**		15	**Zipforms template setup(How to Video)**	
3	Office Roster – I've added you		16	Schedule MLS training with local board – if applicable	
4	IABS – I provide		17	Announcement to contacts	
5	**Email Signature:IABS,Consumer Protection Notice (How to Video)**		18	Change social media to reflect White Rock Realty if moving from another brokerage	
6	IABS on Facebook **(How to Video)**		19	Check MLS to ensure all data is for current office	
7	**Set up Zipforms User name/password www.texasrealestate.com**		20	Send me head shot for our website – cellphone pic is fine	
8	Backagent login – I provide		21	Order business cards	
9	Supra – purchase or transfer		22	Order signs (if you currently have listings only)	
10	Appointment with title company-Allegiance Title. Amy Blackburn – 214-783-4212		23	Change ALL profiles in 3rd party sites(Zillow,Realtor,Trulia,MLS)	
11	Appointment with Guild Mortgage – Stephen Jackson 214-957-9733 stephen.jackson@guildmortgage.net		24	Set up account in Slack	
12	Create account for RPR www.narrpr.com		25	Review onboarding training – 30 Day Realtor Launch Bootcamp	
13	Create a password list – you're gonna need it 😊		26	Sign up for Showing Time or Broker Bay (location specific) www.Showingtime.com www.BrokerBay.com	
			27	All of your tech is accessible at www.WhiteRockDashboard.com	

(How to Video) = there is a video tutorial on our office website that walks you through this item. They are found under the "How to videos" tab