

SOLO AGENT BUSINESS ORGANIZER

	Business Element	PCRS Location	Completion
1	PCRS Website Orientation	-----	
New Agent Start Up			
2	Business Plan		
3	Real Estate Specific Email Address		
4	Social Media		
5	Agent Website Selection		
6	IDX Provider		
7	Business Cards / Headshots		
Training			
8	Contract Training		
9	Listing Agreement Training		
10	Seller Net Sheet		
11	Two Stop Listing Series		
12	CMA: (RPR)		
13	STELLAR Market Reports / Statistics (Orientation)		
Account Set-Up			
14	STELLAR (MLS) Initial Webinars (3 required): *Basic *Compliance *Add/Edit		
15	Florida Realtors: Account Set-up: / Orientation:		
16	RPR (REALTOR Property Resource): Account Set-up: / Orientation:		
17	Dotloop Orientation		
18	Forewarn		
19	Do Not Call Registry		
20	Five Star Rated Vendor Booklet		
Business Building			
21	CRM Software (Prospects CRM)		
22	SOI		
23	DataBASE		
24	Realist (Farming)		

Agent Name: _____

Start Date: _____