

Onboarding Schedule



Seasoned Vet



Week 1

- Housekeeping - Keys
- WHY Main Place Real Estate
- Meet the team
- Meet with Chris
 - Goal setting, ideal calendar, strengths & weaknesses
- System Training 1-3
 - Google & Gmail
 - Intro to Boomtown
 - Realist, GIS map, & Township assessor
- Marketing & Business Development
 - Schedule photos, order business cards & postcards, modify bio, set up websites, etc.
 - Develop SOI list - 500 names
- System Training 4
 - Boomtown: lead central, lead profiles, drips, e-alerts, activity, texts, emails, log calls, notes
 - Intro to Sisu: dashboard & goals, transaction & task management

Week 2

- Marketing
 - Send postcards, press releases, & social media
- Business Development**
 - Zillow: Set up & training videos
 - Opcity: Set up & training videos
 - Input SOI into Boomtown
- System Training 5-6
 - Sisu: trigger from Boomtown, form, tasks, documents (buyers)
 - Sisu: trigger from Boomtown, forms, tasks, documents (sellers)
 - Office workflow: Transaction Desk, Transaction Coordinators

SUCCESS



101 S. Main St. Decatur, IL 62523
(217) 422-3335 | www.MainPlace.us