

# NEW MEMBER ROADMAP

**Use this helpful checklist to get started as a new member.**

## THINGS TO DO NOW

- Pay membership dues with Greater Nashville REALTORS®.
- Using your NRDS number for your username and password, login to our member portal. Here you can update your profile, register for classes and events, and renew your annual REALTOR® membership.
- Register and attend required courses, new member orientation and Code of Ethics within 90 days of joining the association.
- Contact Realtracs (615.385.0777) to set up an account to obtain access to the MLS.
- Visit TNrealtors.com and set up your account for Transaction Desk.
- Contact Greater Nashville REALTORS® or Realtracs to set up an account for your SentiKey. Also, you can purchase a lockbox with Greater Nashville REALTORS® or Realtracs.

## THINGS TO DO NEXT

- Sign up for continuing education classes.**  
You need a total of 16 continuing education hours to renew your license very two years. TREC Core is required for six of those hours, the other ten will be classes of your choosing.
- Join a Committee!**  
Lindsey Kizziah is our Events Director and she will be able to help connect you with a great committee. Contact her at [lindsey@greaternashvillerealtors.org](mailto:lindsey@greaternashvillerealtors.org).
- Go to the next Young Professionals event!**  
YPN is a committee for people who are young in the business.

## THINGS TO REMEMBER

- Pay annual Greater Nashville REALTORS® dues by December 31st.
- My Realtracs bill is due \_\_\_\_\_
- My SentiKey bill is due \_\_\_\_\_
- I need to renew my TN Real Estate License By \_\_\_\_\_
- I need to take Code of Ethics by \_\_\_\_\_