



**Reminder: Goals and
Forecasting Due**

*Due to the region:
TODAY,
November 15th*

Follow these instructions:

1. Log in to [KWConnect](#)
2. Click through
Resources > MCAs > MC Software



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You will need both files listed under FAQ/Resources:

1. 2018 Forecasting and Goal Setting Instructions
2. 2018 US and Canada Market Center Forecast

October GI Tools Due November 10th

Thank you to all of the Market Centers who have submitted their GI Tools!

**The Leverage Series: Career Visioning, 30/60/90, Success Through
Others**

December 6th-8th

Great businesses succeed in direct proportion to the talent they bring on board. Career Visioning and the KPA provide proven systems to ensure that the best and the brightest - the talent most likely to succeed in the role - join your team or Market Center and take your business to the next level.

Your success will not be measured by how much you get done; it will be measured by how much you get done through other people. Career Visioning is the first in a series of leadership training courses designed to empower you to find, train and lead your future talent. The 30/60/90 course focuses on getting your new team member into their 20% within their first 90 days and Success Through Others will help you create an environment that will allow your top talent to fulfill their vision as a byproduct of hitting their goals and moving towards your organizations' larger vision!

THIS EVENT WILL SELL OUT!

REGISTER

Have all of your agents signed up for Family Reunion?
There are limited tickets remaining. Purchase [here!](#)

Family Reunion 2018- MD/DC Regional Celebration

February 18th- Disneyland California
Adventure Park



Join us for an evening of rides, fun, drinks
and appetizers as we celebrate your 2017 accomplishments!

[REGISTER](#)

KW Cares Updates Due Every Friday by 10 AM

Please report your updated donations to dana.akerberg@kwmdc.com
Remember to include donations from your green sheets!

Important Awards Policy Updates from KWRI

Awards Policy:

The [2017 Awards Policy](#) was sent out earlier in the year. In order to appropriately recognize your agents, it is crucial that you review this policy PRIOR to the end of the year as adjustments will ONLY be allowed during the month of November (during December, dates can only be back-dated 60 days)

What you need to do TODAY:

This is your opportunity to check that all members of teams and groups are confirmed BEFORE you transmit November data. Any adjustments needed to teams and groups can be completed by the MCA from November 6th until transmittal of November data (no later than December 5th) in the team tool.

PLEASE NOTE: You will NOT be able to make ANY team or group adjustments AFTER transmitting November data (during December, you will only be able to backdate start dates 60 days). Review the reports listed below IN DETAIL and make any adjustments or changes PRIOR TO TRANSMITTING NOVEMBER DATA.

Remember, This is your FINAL opportunity to get your agents their much-deserved recognition at Family Reunion 2018! Your agents will thank you for it

All Associates - Monthly Awards Status - Lists all agents in your office, whether or not they qualify for an award, or if they are producing or not.

Associate Awards - Monthly Awards Stat

us - Lists all agents in your office who qualify for an award.

Team Awards - Monthly Awards Status - Lists all current teams with YTD production, team members, award currently qualified for and Family Reunion Registration information

Team Awards - Verification Detail - Contains one page per team/group from your office. Shows why or why not they are qualified for an award. Drill down to transaction level detail to see which transactions qualify.

Team Awards Verification Summary - Lists all active teams and groups in your office and whether or not they qualify for an award. Click the team name to open the verification detail for each team. The detail report will show why the team/group qualifies or not.

Transfer Units and GCI Verification - Lists any of your associates that have transfer units or GCI - this report is blank if none.

Important Note on Transfer GCI (NOT Volume!): Enter any non-KW GCI in WinMORE for any individuals that joined KW during 2017 from other Real Estate Companies. Enter any non-KW GCI in the Team Tool for any teams or groups that joined KW during 2017 from other Real Estate Companies (and enter their individual GCI in WinMORE). Ensure you only enter transfer GCI; do NOT enter volume for any transfers.

What to look for on these reports:

- All Teams & Groups must have a designated a Rainmaker in the Team/Group App/Tool
- All Teams & Groups have the proper members with correct start dates (Former Member start and end dates are also correct)
- All Individuals with Licensed Assistants are in the MORE System and set up in the Team Tool.
- All Teams/Groups have at least 25% of the commissions attributed to the Rainmaker
- Transfer GCI is not in Closed Volume!
- Any NEW agents that joined Keller Williams in 2016 have the correct Real Estate License Date so

that we can pull the correct Rookie of the Year data.

- *****PLEASE NOTE WE WILL BE APPLYING THE DATA YOU HAVE SENT US TO REAL TRENDS AND OTHER INDUSTRY AWARDS IN 2018*****

Thank you so much for helping to ensure that everyone receives the awards they deserve! If you have any questions, please contact us at awards@kw.com.

Reminder

Enter your daily numbers by 9:00 am each day [here!](#)

Forward this email

STAY CONNECTED

