

SIOR New Member Designee Check List



Welcome to SIOR - it's time to announce and promote your designation. The following check list will help you get started.

- ✓ **Update Membership Profile** – update your “Locate an SIOR” profile on the MySIOR site. Make sure you stand out and impress! It’s the first place members and clients go to search for SIORs.

Access the MySIOR site at <http://my.sior.com/home>. (Contact membership@sior.com if you need your username and password.)

- ✓ **Edit Email Signature** – update your email signature to promote your designation. Sample format below.

John Doe, SIOR

ABC Real Estate Company
1201 New York Ave., NW
Washington, DC 20005



(Download the specialty logos on MySIOR under Resources -> Logos & Resources)

What is SIOR? (Insert hyperlink <http://www.sior.com/about> into the What is SIOR phrase.)

OR

Why Hire an SIOR? (Insert hyperlink http://www.sior.com/docs/digital-advertising/Why_Hire_an_SIOR.pdf into the Why Hire an SIOR phrase.)

- ✓ **Draft & Distribute Press Release** – draft a press release using SIOR’s template located on MySIOR. Utilize your company’s distribution service and local media contacts to send your release.

(Download the template on MySIOR under Resources -> Logos & Resources -> Press Releases Templates from the Designee Marketing Toolkit and select New Member Announcement)

- ✓ **Access MySIOR** – explore MySIOR where you can join communities and post discussions, share documents, and find out what’s happening in SIOR.

- ✓ **Attend World Conferences** – use your free registration and sign up for the next World Conference. Details are located at www.sior.com/events.

- ✓ **Get Involved** – Whether you join a committee, attend the conferences, write an article for *Professional Report*, or volunteer within your chapter, getting involved provides the best return on your investment.

(Select Participate from the main menu on MySIOR to learn more.)

The SIOR Membership Team is here to help you make the most of your membership.
Please email membership@sior.com or call (202) 449-8200 with any questions.