

# INTRO TO COMMAND

- ▶ Add/Import Contacts
- ▶ Navigate Contacts
- ▶ Create Opportunities (*lead follow up*)
- ▶ Navigate Opportunities (*transaction mgmt*)

# INTRO TO DOCUSIGN

- ▶ DocuSign
- ▶ Finding Forms
- ▶ Pre-tagged Roles (*auto-filling forms*)
- ▶ Sending For Signatures

Intro to Command & DocuSign alternate weekly on all Market Centers except Naperville  
Cornerstones are in-person only.


**kw** INFINITY  
KELLERWILLIAMS.

**kw** INNOVATE  
KELLERWILLIAMS.

**kw** PREMIERE  
PROPERTIES  
KELLERWILLIAMS.

**kw** EXPERIENCE  
KELLERWILLIAMS. REALTY

**kw** INSPIRE  
KELLERWILLIAMS.



Scan the QR code to sign up  
and choose your preferred  
location for the class.



## EVENING CLASSES OPEN TO ALL

6:00 PM – 8:30 PM

### DOWNERS GROVE

5122 Main St A, Downers Grove, IL 60515  
Every 1st Tuesday of the month

### AURORA

2430 W Indian Trail – Suite 203, Aurora IL 60506  
Every 3rd Tuesday of the month



REMINDER

REGISTER



#### Prerequisites

- Connect to office WiFi (Phone and Computer)
- Have Chrome Installed,
- Confirm Log in to: Command
- Download KW Apps
- Connected to NRDS to DS

#### Bring to Class

- Command Login Information
- Your fully charged Phone & Laptop
- Your personal & KW email login Info
- Your contact list (phone or Excel/Google Sheets)
- KW DocuSign account

**Please make sure that ALL above prerequisites are accomplished prior to attending Intro to Command or DocuSign classes.**

**Scan to see & register for the upcoming schedule.**

Classes are subject to change.

