

# KW CORNERSTONES

## 101

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

## 102

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

### LOCATIONS:

101 & 102 alternate weekly.  
Cornerstones are in-person only.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Weekly Wheaton 11:00	Bi Weekly Aurora 2:00	Weekly Downers Grove 2:00	Weekly Geneva 11:00	Weekly Naperville 11:00	<b>Check the Calendar for options.</b>



### EVENING CORNERSTONES

#### OPEN TO ALL

6:00 PM – 8:30 PM

#### WHEATON

218 W Willow, Wheaton, IL 60187  
Every 1st Tuesday of the month

#### AURORA

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



#### 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



**REMINDER**

Please make sure that **ALL** above prerequisites are accomplished prior to attending the Cornerstones classes.



REGISTER

Scan to see & register for the upcoming Cornerstones schedule.

Classes are subject to change.

