

# 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.

**KWPP**

**KW EXPERIENCE**

**KW INNOVATE**

**KW INSPIRE**

**KW INFINITY**

**Wednesday**

Wheaton | 11 am

**Thursday**

Downers Grove | 10 am

**Tuesday**

Aurora | 2pm

**Thursday**

Geneva | 2 pm

**Wednesday**

Naperville | 1 pm



### 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.

