

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 sessions 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



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.

