

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	Thursday	THURSDAY	FRIDAY	SATURDAY
Weekly Wheaton 10:00	Bi Weekly Aurora 2:00	Weekly Downers Grove 1:00	Weekly Geneva 11:00	Weekly Naperville 12:00	Check the Calendar for options.



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.

