Getting Started With Command...

Make Command Stronger By Completing The Following Activities

☐ **Sign in**

1. Go to: agent.kw.com
2. Sign in using your KW.com username and password

☐ **Set up marketing profile**

1. Click name in top right corner
2. Click "Settings"
3. On the left hand side click "Marketing Profile"
4. Complete/fill in as much as possible

☐ **Connect existing database**

1. Click name in top right corner
2. Click "Settings"
3. On the left hand side click "Applications"
4. Go to PieSync and follow instructions to connect other databases.

☐ **Connect eEdge database**

1. Click name in top right corner
2. Click "Settings"
3. On the left hand side click "Connected Applications"
4. Go to eEdge and click through to connect your eEdge Database.

☐ **Manually add Contacts** 👥

1. Click the contacts tab on the left hand side
2. Click the "Add Contact" and fill in info
3. or Ask Kelle! Say "*add contact*" 🆔

☐ **Create an Opportunity** 🤝

1. Click the "Opportunities" tab on left hand side
2. Click "Create Opportunity"
3. Fill out as much as possible in the provided fields.
4. Drag Opportunity along as the opportunity progresses.

☐ **Create Neighborhood Snap URL**

1. Click the "Contacts" tab on left hand side
2. Choose/click on any contact.
3. Scroll down to "neighborhoods"
4. Click "Add Neighborhood"
5. Subscribe contact to desired neighborhoods by using the map or search, then click save.
6. Click "Get Neighborhood Snap URL"
7. Send URL to that individual contact.

☐ **Connect Email Account**

1. Click name in top right corner
2. Click "Settings"
3. On the left hand side click "Connected Applications"
4. Find Gmail or Office 365 and click connect account.
5. Follow instructions and sign in.

☐ **Connect 3rd Party Applications**

1. Click name in top right corner
2. Click "Settings"
3. On the left hand side click "Connected Applications"
4. Find the opplications that you would like to connect. ie: Facebook, Twitter etc.
5. Click "Connect Account"

Any Questions? 🛈 Support ?

Click the support icon to chat with KW Support or Click the "?" in the top right to find support articles.

Any Feedback? 🔬

Click the LABS icon on the bottom right to submit feedback on any ideas or bug fixes that you come across.

kw