



Welcome to Sentro Space! You now have access to our friendly community of remote workers around the world, and we will start sending some of 'em your way!

### **What to do when a Sentro Space member arrives**

In the near future, when a Sentro Space member arrives at your space and says they are with Sentro Space, we encourage you to say hi, show them where to sit, and give them wifi info. They will check in using the Sentro Space website, which tracks their time in your space. Easy as that.

### **About your dashboard**

On your dashboard, you can:

- Add or remove the number of seats that you would like to offer on Sentro Space..
- Add conference rooms by syncing with Google Calendar so it can work with other booking systems.
- See check-in history. Getting a check-in is exciting!

### **Notify Your Crew**

We want your entire team to be able to use Sentro Space seamlessly, so feel free to forward this document to any team members so they can quickly get up to speed on Sentro Space.

### **Let's Get You Paid!**

At the end of the first month that you have a check in, we'll send you a form where you can fill out your payout details. You will also receive a breakdown of all member check-ins and conference room bookings for that month.

### **Stay In Touch**

We encourage you to send us any new or updated space photos, listing details, or other exciting news, as your space changes and grows!

Questions? You can always email us at [info@sbcdubai.com](mailto:info@sbcdubai.com). It's our VIP inbox just

for you. That's all for now... we are super excited to be working together!!

