

welcome





**SPACE CITY
HOUSING**



Step #1

Step #2

Step #3

Editing Profile

Payment

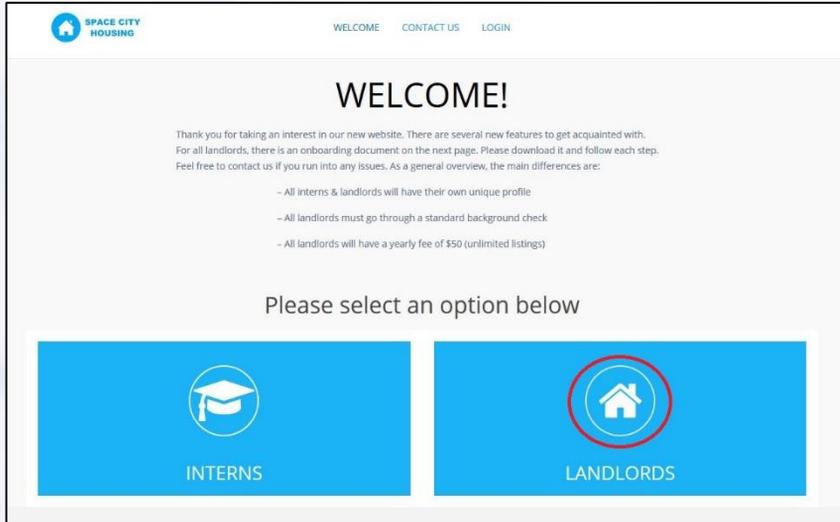
Adding Properties



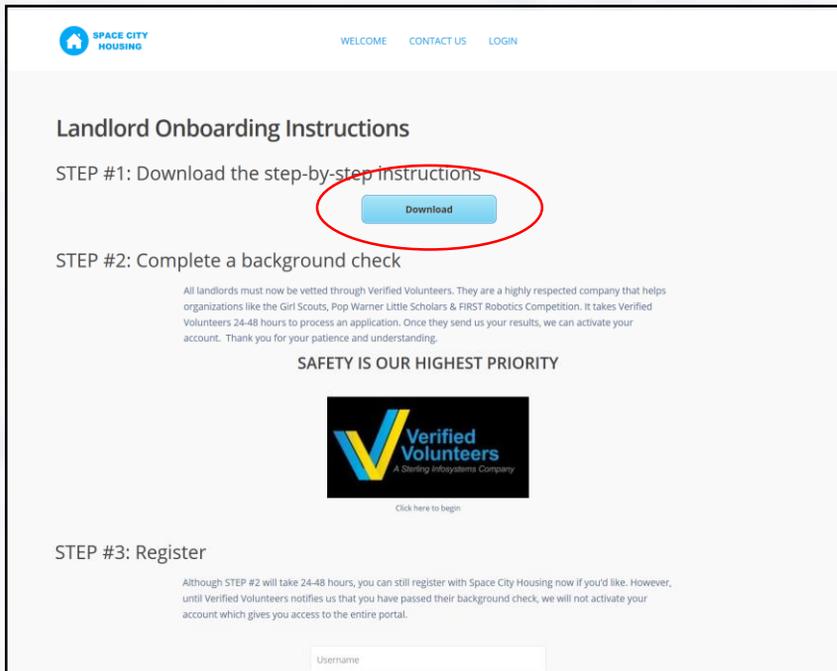
YouTube tutorials: <https://youtu.be/hpiCCnH0jol>

Step #1

- 1) We recommend Google Chrome or Firefox. IE has issues.
- 2) Go to www.spacecityhousing.org
- 3) Click the house icon on the “LANDLORDS” option.



- 4) Download the instructions to help you setup your account.



Continue to next page...

Step #2

- 1) Click the “Verified Volunteers” logo.

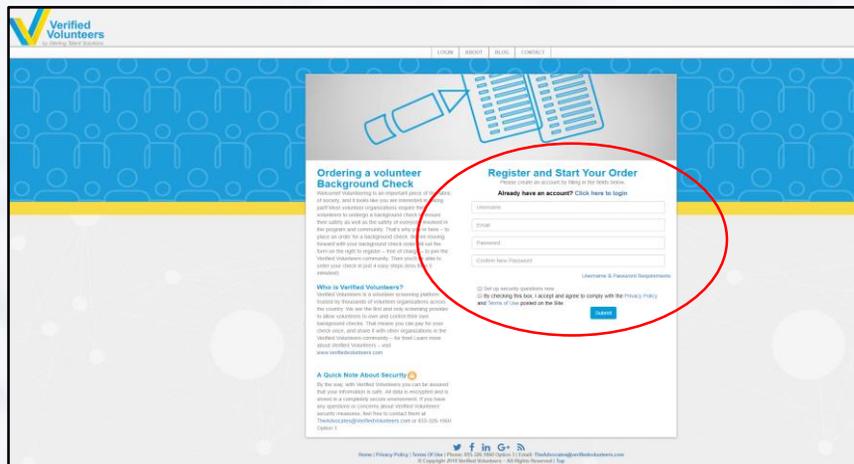
STEP #2: Complete a background check

All landlords must now be vetted through Verified Volunteers. They are a highly respected company that helps organizations like the Girl Scouts, Pop Warner Little Scholars & FIRST Robotics Competition. It takes Verified Volunteers 24-48 hours to process an application. Once they send us your results, we can activate your account. Thank you for your patience and understanding.

SAFETY IS OUR HIGHEST PRIORITY



- 2) A new tab will open with the Verified Volunteers website.
- 3) Complete the application.
 - Safety is our highest priority.
 - You will only have to do this once.
 - Verified Volunteers provides landlords with a discounted, one-time \$38 fee because of our 501c3 non-profit status.
 - You will not be admitted onto our site if you do not complete this step.
- 4) Input the following information:
 - Username
 - Email
 - Password
 - Two security questions
 - Click their terms & conditions check box



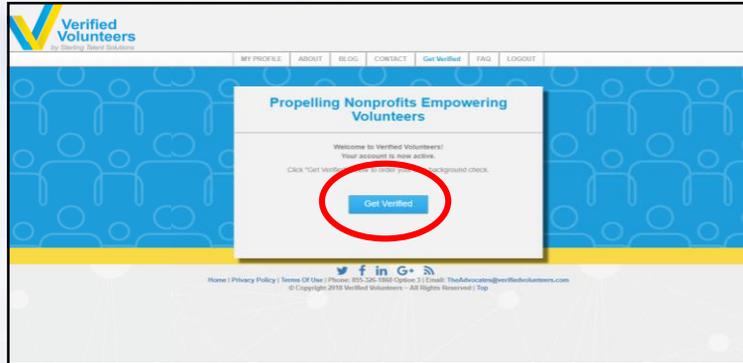
The screenshot shows the Verified Volunteers website interface. The main content area is titled "Ordering a volunteer Background Check" and "Register and Start Your Order". The registration form is highlighted with a red oval and includes the following fields:

- Username
- Email
- Password
- Confirm Your Password
- Checkboxes for "I am a verified volunteer user" and "By clicking the box, I accept and agree to comply with the Privacy Policy and Terms of Use posted on the Site."
- A "Submit" button.

Continue to next page...

Step #2

1) Click "Get Verified".



2) Follow this 4-Step process.

- STEP 1 OF 4

A screenshot of the "4 Easy Steps to Getting Verified" process, specifically Step 1 of 4. The page has a blue header with the title "4 Easy Steps to Getting Verified". The main content area is white with a blue border. It features a section titled "Be Better Foundation, Inc requires you to have a background check." with a circular logo containing a "V3" and the text "VERIFIED VOLUNTEERS". To the right, it states "A V3 Complete Criminal Locator Check will be conducted on you. Learn More" and "Cost of Background Check: \$38.00". Below this, there is a note: "In areas where administrative courts charge Verified Volunteers fees for access to information, the fees will be passed along and the amount will be reflected in the total cost during Step 4 of the order process." A small warning icon and text state: "Below, you will be asked to enter your name. When doing so, please make sure to: Enter your first, middle, and last name separately; Enter your legally given name only (the name that appears on your birth certificate or other official documentation). Nicknames or shortened names may cause errors and delays when processing your background check." The form includes several input fields: "Your First Name" (with a "Learn More" link), "Your Middle Name", "Your Last Name" (with a "Learn More" link), "Your Suffix", "Your Date of Birth" (with dropdown menus for Month, Day, and Year), "Your Social Security Number" (with three input boxes for SSN, XX, and XXXX), and "Gender". There is also a "Contact Information" section with fields for "Phone Number" and "Email" (pre-filled with "tyler.lane1991@gmail.com"). At the bottom, there is a section for "Other Names Used" (with a note "(alias, maiden name, etc.)") and an "Add Alias" button. A blue "Continue" button is located at the bottom right. On the right side of the page, there is a "Step 1 of 4" section with the text: "This short process should take you between 2-3 minutes to enter your information so we can get your order submitted." and a security icon with the text "WITH VERIFIED VOLUNTEERS YOUR INFORMATION IS SECURE" and a "Learn More" link.

Continue to next page...

Step #2

- STEP 2 OF 4

MY PROFILE ABOUT BLOG CONTACT **Get Verified** FAQ LOGOUT

4 Easy Steps to Getting Verified

Your Current Address

Address Line 1*
This field is required.

Address Line 2

City*

State* United States

Zip Code*

How long have you lived at this address?

From* mm/yyyy Present

Other Places You Have Lived
(within the last seven years)

[+ Add Address](#)

Step 2 of 4
Ok, you're on to Step 2. Please continue to enter the information requested, then select Save & Continue.

WITH VERIFIED VOLUNTEERS, YOUR INFORMATION IS SECURE
[Learn More](#)

- STEP 3 OF 4

4 Easy Steps to Getting Verified

You, as a consumer, have a number of rights when it comes to your personal information and your background check report. Be Better Foundation, Inc is required by law to provide you with information regarding those rights and to gain your consent for a background check before allowing you to continue with your order. Please review and sign, by checking the boxes, to indicate your consent to begin the background check process and to acknowledge your rights under the Federal and applicable State Fair Credit Reporting Act(s).

Step 3 of 4
You're almost there! Please review the information to the left and acknowledge where prompted to continue with your background check order.

WITH VERIFIED VOLUNTEERS, YOUR INFORMATION IS SECURE
[Learn More](#)

Consent to Use of Electronic Records and Signatures

You have the opportunity to complete and sign documents, as well as receive notices and other documents related to your application and background check, in electronic rather than paper form. To agree to these uses of electronic documents and signatures, and to sign this document with the same effect as physically signing your name, click the "Sign" button at the bottom of this page after reviewing the information below.

In order to sign, complete and receive documents electronically you will need the following:

- a. A personal e-mail address;

I acknowledge receipt of the preceding Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT."

I have read the Disclosure Regarding the Employment and/or Volunteerism/Non-Employee Position Background Report provided by Verified Volunteers and this Authorization to Obtain Employment and/or Volunteerism/Non-Employee Position Background Report. By my signature below, I hereby consent to the preparation by Verified Volunteers, a consumer reporting agency located at 113 South College Avenue, Fort Collins, CO, 80524, 955-326-1860 Option 3, www.verifiedvolunteers.com, of background reports regarding me and the release of such reports to any organization I authorize and its designated representatives, to assist the organization in making an employment and/or volunteerism/non-employee position decision involving me at any time after receipt of this authorization and throughout my employment and/or volunteerism/non-employee position, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, to furnish any and all information regarding me to Verified Volunteers and/or the organization itself, and authorize Verified Volunteers to provide such information to the organization. I agree that a facsimile("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I understand that by typing my name where indicated below, I consent to the use of electronic records and signatures in the manner described above, and the electronic storage of such documents.

Your First Name
First Name*

Your Last Name
Last Name*

Continue to next page...

Step #2

- STEP 4.2 OF 4.2

After completing this step, it will take Verified Volunteers 24-48 hours to process it. Once they tell us you're approved, we can grant you access into the rest of the website. While you wait, you can create & edit your Space City Housing Profile though. Instructions on how to do that are in Step #3.

Item	Source Fee	Price
Level 3: Complete Criminal History Record Locator Search		\$38.00
Government Watch List Search (OFAC)	Included	
DOJ Sex Offender	Included	
County Criminal Search - GALVESTON, TX	Included	
County Criminal Search - HARRIS, TX	Included	
State Criminal Search - MN	Included	
Total cost of Background Check		\$38.00
Tax		\$0.00
Amount paid by me		\$38.00

Payment
Your cost: \$38.00

Name on Card

Billing Address

City

State

Zip Code

Amount

Credit Card Number

CVC Number [What's this?](#)

Card Type

Expiration Date



Congrats!

You're one step closer to becoming a Verified Volunteer.

Your background check has been ordered. You can view the status of your order at any time simply by viewing your profile. Just so there's no confusion, we'll send you an email when Be Better Foundation, Inc has reviewed your Background Check!

Order Number:

Continue to next page...

Step #3

- 1) Go back to www.spacecityhousing.org
- 2) Register with the following information:
 - Username (no special characters per WordPress rules)
 - Email
 - Select “**DEVELOPER**” in drop-down
 - Agree to Terms & Conditions

STEP #3: Register

Although STEP #2 will take 24-48 hours, you can still register with Space City Housing now if you'd like. However, until Verified Volunteers notifies us that you have passed their background check, we will not activate your account which gives you access to the entire portal.

Username

Email

Select User Type

I agree with terms & conditions

A password will be e-mailed to you

- 3) A temporary password will be emailed to you.
- 4) Check your email.
- 5) Copy that password & go back to Space City Housing.
- 6) Click “LOGIN” at the top of the page.

 [WELCOME](#) [CONTACT US](#) [LOGIN](#)

Landlord Onboarding Instructions

STEP #1: Download the step-by-step instructions

STEP #2: Complete a background check

All landlords must now be vetted through Verified Volunteers. They are a highly respected company that helps organizations like the Girl Scouts, Pop Warner Little Scholars & FIRST Robotics Competition. It takes Verified Volunteers 24-48 hours to process an application. Once they send us your results, we can activate your account. Thank you for your patience and understanding.

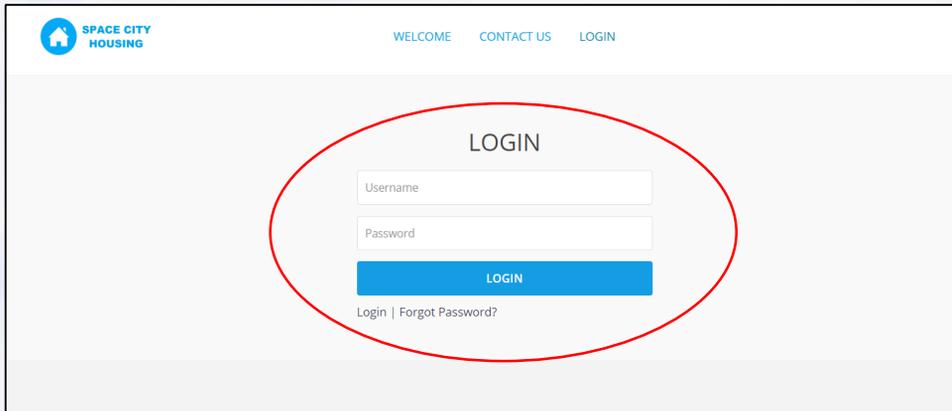
SAFETY IS OUR HIGHEST PRIORITY



[Click here to begin](#)

Step #3

7) Login using the temporary password that was emailed to you.



SPACE CITY HOUSING

WELCOME CONTACT US LOGIN

LOGIN

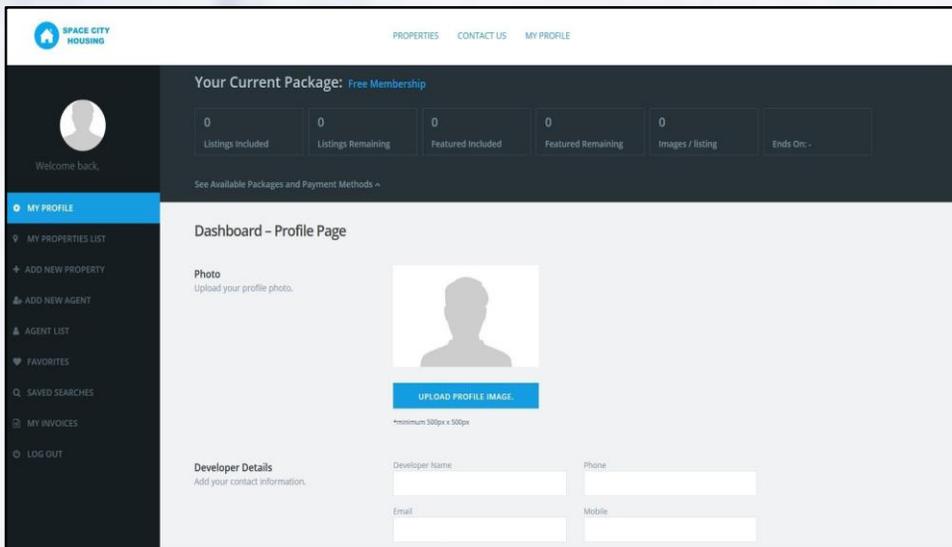
Username

Password

LOGIN

[Login](#) | [Forgot Password?](#)

8) You will then be directed to your “Profile Page”.



SPACE CITY HOUSING

PROPERTIES CONTACT US MY PROFILE

Your Current Package: **Free Membership**

0	0	0	0	0	
Listings Included	Listings Remaining	Featured Included	Featured Remaining	Images / Listing	Ends On: -

[See Available Packages and Payment Methods >](#)

Dashboard – Profile Page

Photo
Upload your profile photo.

UPLOAD PROFILE IMAGE

*minimum 500px x 500px

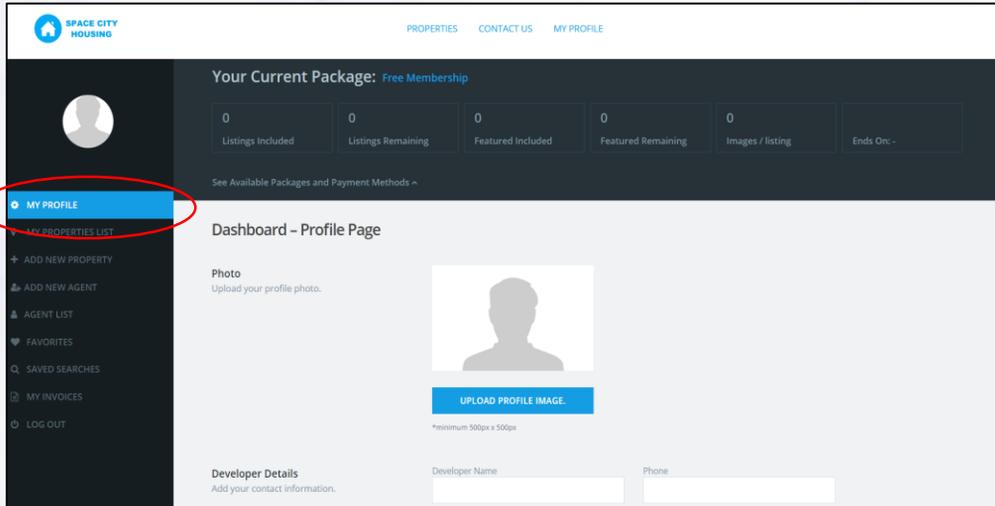
Developer Details
Add your contact information.

Developer Name	Phone
<input type="text"/>	<input type="text"/>
Email	Mobile
<input type="text"/>	<input type="text"/>

Continue to next page...

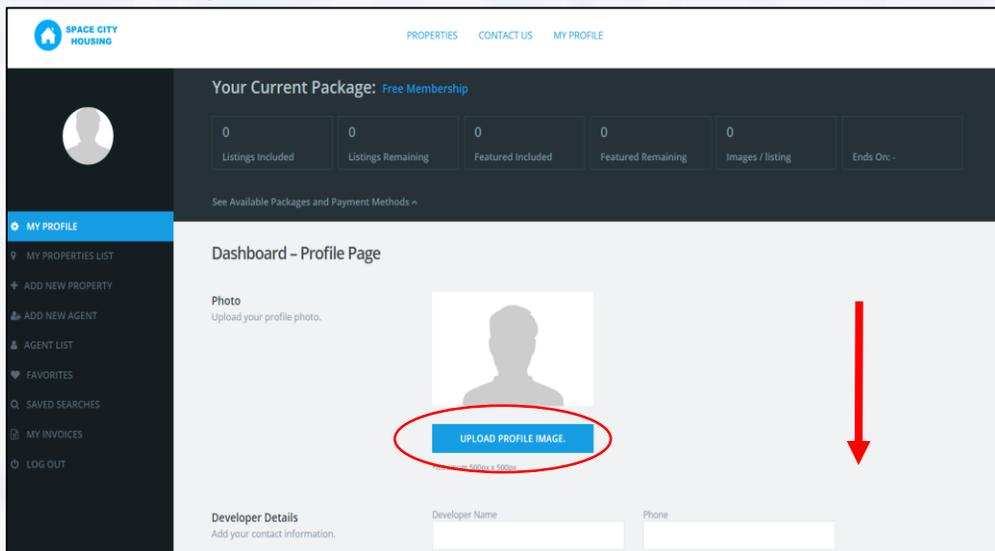
Editing Profile

1) Start at your profile page.



2) If you want to, upload a picture of your face (or dog, mascot or anything other than the house/room you're renting). House & room pictures will be in a different section.

- Click "Upload" and then scroll down.

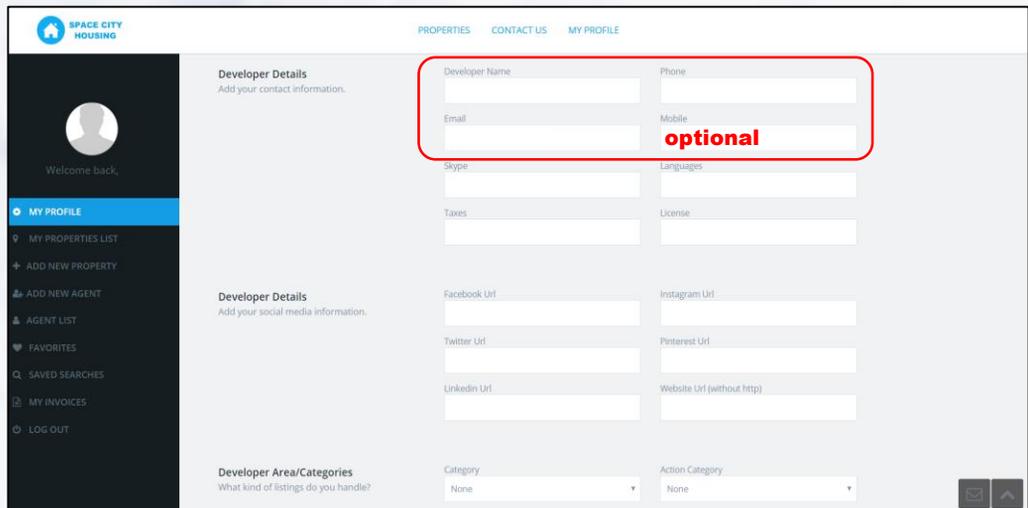


Continue to next page...

Editing Profile

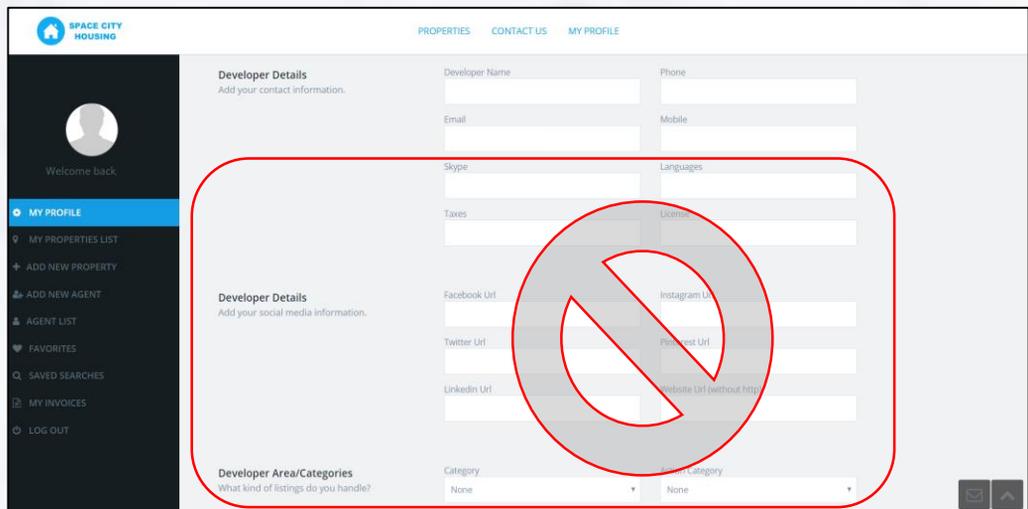
3) The “Developer Name” is the name that will be displayed. It is recommended to put either your name or something appropriate.

- For those worried about their name being published online: This website is completely shutdown to everyone outside of who we individually grant access. Only interns approved by the intern/coop office will have access to this site. However, please note, that other landlords will be able to view your property details and “Developer Name” as well.
- Complete with “Email” & “Phone Number”



The screenshot shows the 'MY PROFILE' page for 'SPACE CITY HOUSING'. The left sidebar contains navigation options: MY PROFILE (selected), MY PROPERTIES LIST, ADD NEW PROPERTY, ADD NEW AGENT, AGENT LIST, FAVORITES, SAVED SEARCHES, MY INVOICES, and LOG OUT. The main content area is divided into three sections: 'Developer Details' (Add your contact information), 'Developer Details' (Add your social media information), and 'Developer Area/Categories' (What kind of listings do you handle?). The 'Developer Details' (contact) section has a red box around the 'Developer Name', 'Email', and 'Phone' fields. The 'Mobile' field is labeled 'optional' in red. Other fields include Skype, Languages, Taxes, License, Facebook Url, Instagram Url, Twitter Url, Pinterest Url, LinkedIn Url, and Website Url (without http). The 'Developer Area/Categories' section has dropdown menus for 'Category' and 'Action Category', both currently set to 'None'.

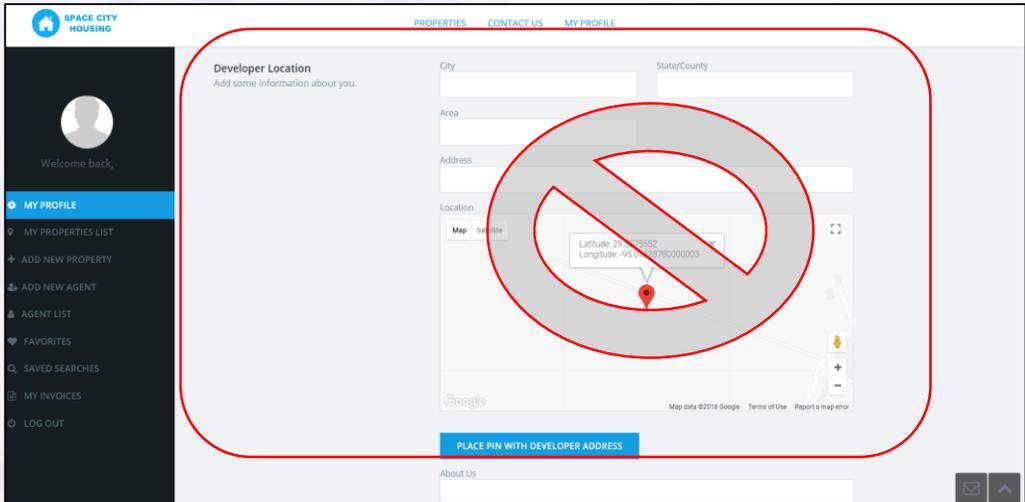
4) Disregard this section. We are working to get them removed.



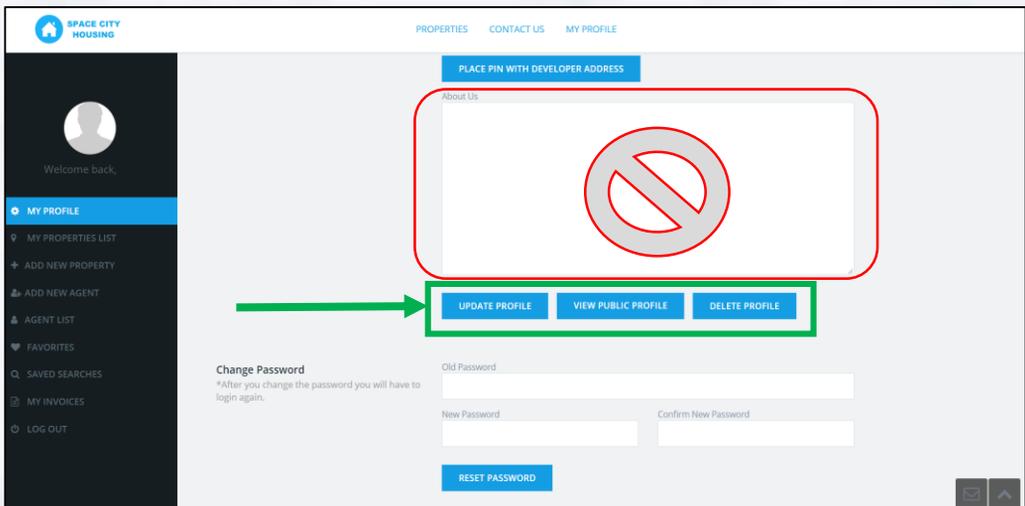
This screenshot is identical to the one above, showing the 'MY PROFILE' page. However, a large red 'X' is overlaid on the entire form area, indicating that this section is to be disregarded.

Editing Profile

- 5) Disregard this section called “Developer Location”. There will be a different area to input your house/room address.

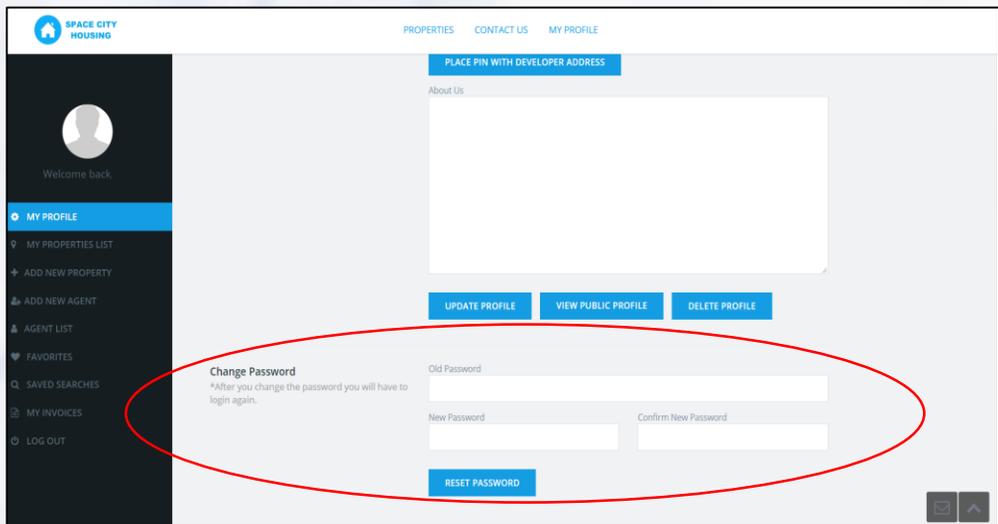


- 6) Disregard this red section called “About Us”.
- The green boxes are important though! Click “Update Profile”.



Editing Profile

- 7) To update your password from the temporary one that was emailed to you, input your desired password.
- Click “Reset Password” when complete.
 - A red line with “Password Updated” will appear afterwards.



The screenshot shows the 'MY PROFILE' page in the Space City Housing system. The left sidebar contains navigation options: MY PROFILE (selected), MY PROPERTIES LIST, ADD NEW PROPERTY, ADD NEW AGENT, AGENT LIST, FAVORITES, SAVED SEARCHES, MY INVOICES, and LOG OUT. The main content area includes a 'PLACE PIN WITH DEVELOPER ADDRESS' button, an 'About Us' section, and buttons for 'UPDATE PROFILE', 'VIEW PUBLIC PROFILE', and 'DELETE PROFILE'. A red oval highlights the 'Change Password' section, which includes a note: '*After you change the password you will have to login again.' and three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. A 'RESET PASSWORD' button is located below these fields.

This is pretty much all one can do until the background check comes back. Feel free to read the rest of the instructions to become familiar with the next steps though.

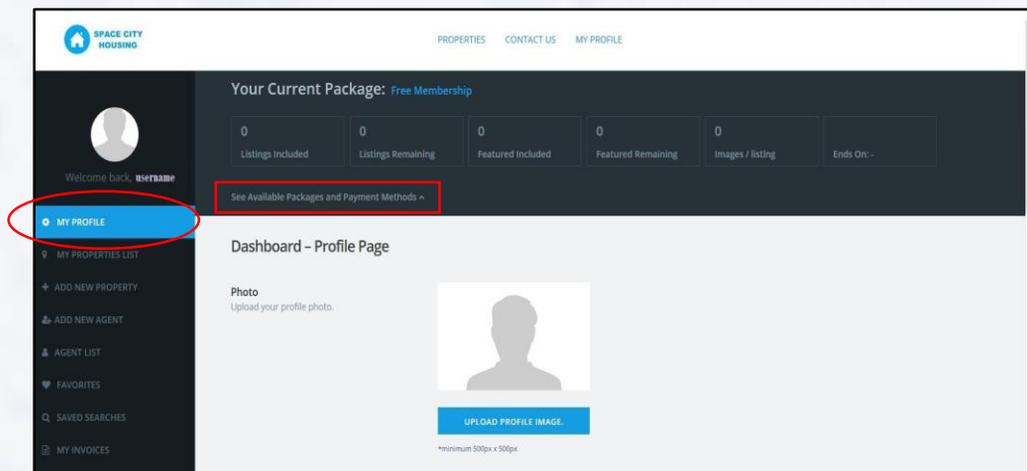
Payment

*** You will not gain full access to your profile until the background check is verified (usually 24-48 hours). Please do not make a payment until it goes through. The system does not translate well when it's not processed in a different order. ***

Once the background check is processed, you may proceed with paying the yearly website fee.

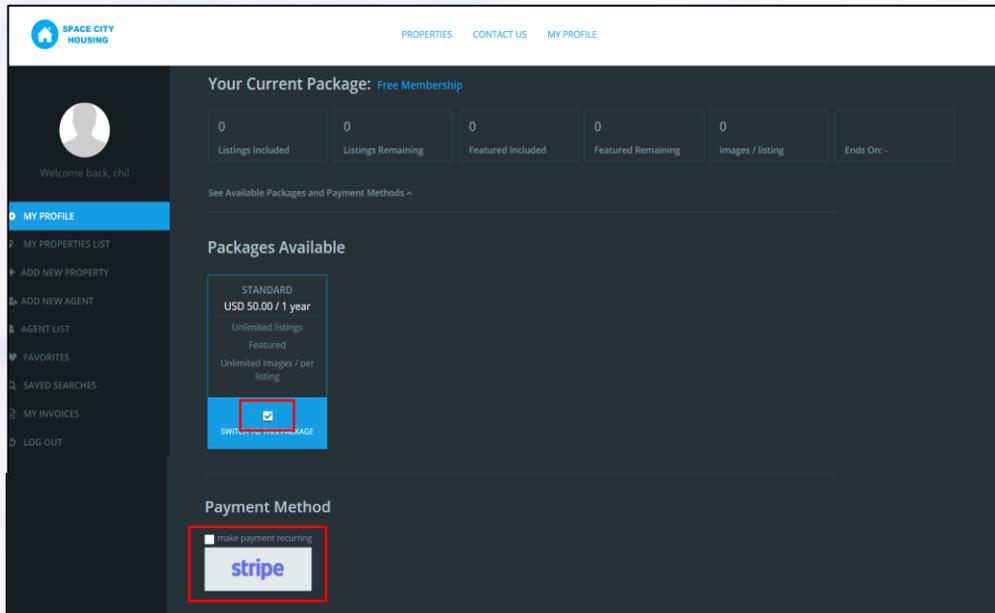
- Again, we understand that this is a new change from the previous free website, but it's a necessary change in order to meet the safety, security and usability features this new website will have.
- The \$50 is for the entire year, meaning, you can post as many listings you want for as many semesters.

- 1) To pay the fee, go to the top of the "My Profile" page.
- 2) Locate "See Available Packages & Payment Methods"



Payment

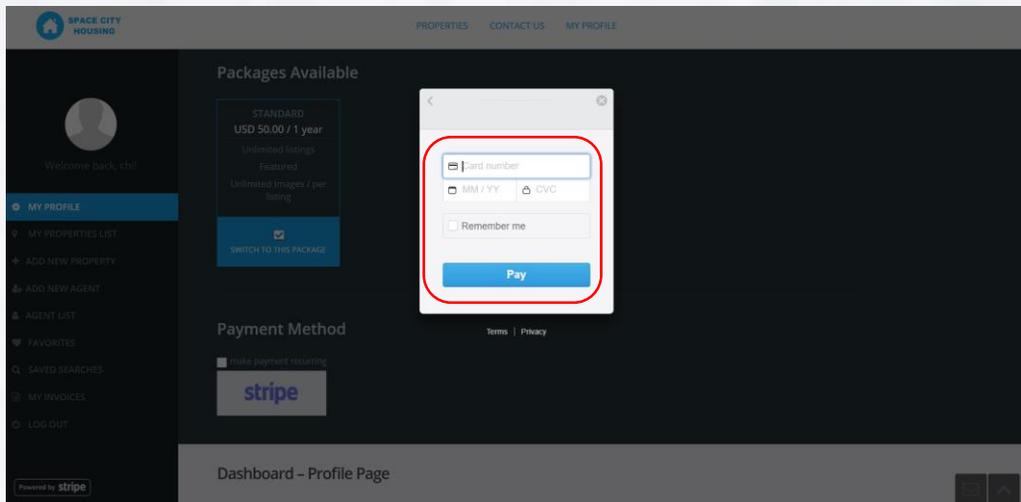
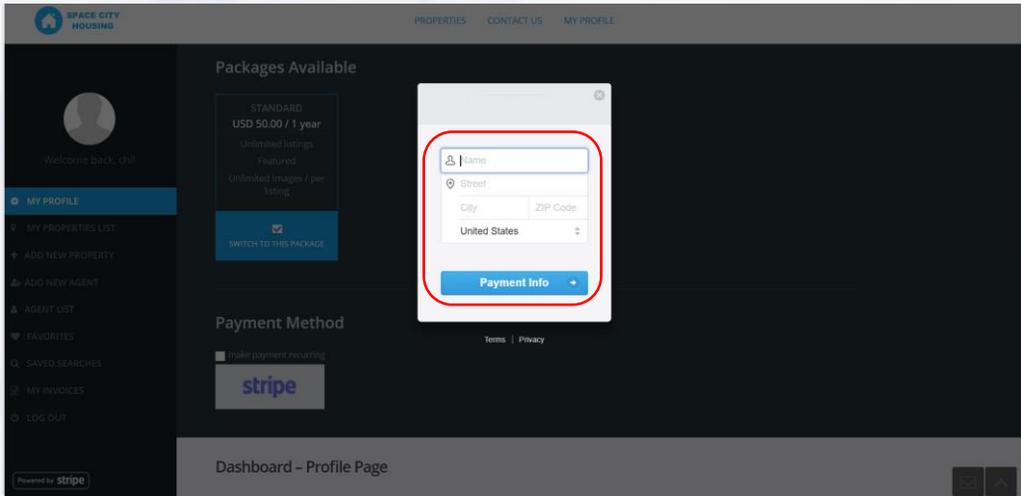
- 3) Click “Standard Membership”
 - Option for reoccurring yearly payment available.
- 4) Click “Stripe”



Payment

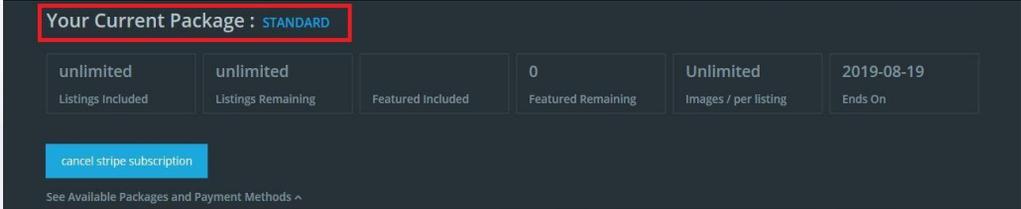
5) Input appropriate data:

- Name
- Address
- Credit card numbers



Payment

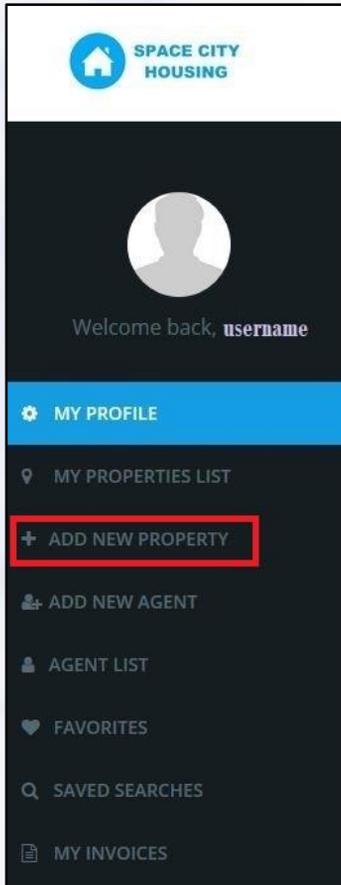
6) **“Your Current Package”** status will have now changed from **“Free Memberships”** to **“STANDARD”**. You now have full access to the website and can post your listing.



Your Current Package : STANDARD					
unlimited Listings Included	unlimited Listings Remaining	Featured Included	0 Featured Remaining	Unlimited Images / per listing	2019-08-19 Ends On
cancel stripe subscription					
See Available Packages and Payment Methods ^					

Adding Properties

1) Locate "Add New Property"



Continue to next page...

Adding Properties

2) Input the following data:

- Title
- Description: This is where you put anything & everything you want the intern the know. Beneficial topics include:
 - Who also lives in the house
 - Typical schedule
 - Utility & appliances privileges
 - Expectations & “House rules”

Dashboard Add Property Page

These fields are mandatory: Title, Description, Property Price, Property Address, Property City, Property Zip, Property County, Property Country, Property Latitude, Property Longitude, Property Bedrooms, Property Bathrooms, Available from

Property Description
This description will appear first in page. Keeping it as a brief overview makes it easier to read.

*Title (mandatory)

Description

Price in \$ (only numbers)

MEMBERSHIP

Your Current Package:
STANDARD
Unlimited listings
Featured listings - 0 remaining

3) Add pictures (or also PDFs if desired)

- Pictures may take an extra couple of seconds to load

Listing Media

You can select multiple images to upload at one time.

SELECT MEDIA

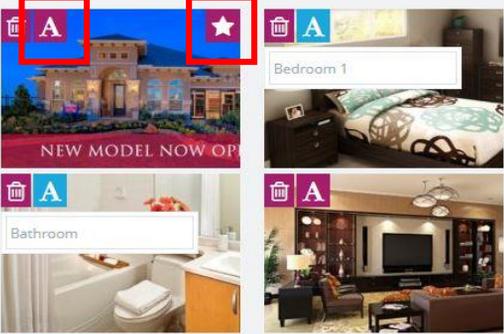
* At least 1 image is required for a valid submission. Minimum size is 500/500px.
** Double click on the image to select featured.
*** Change images order with Drag & Drop.
**** PDF files upload supported as well.
***** Images might take longer to be processed.

Adding Properties

4) To add text, click the “A” button

5) To select the featured/main image, double-click. A star will show in the top-right corner.

Listing Media
You can select multiple images to upload at one time.



SELECT MEDIA

* At least 1 image is required for a valid submission. Minimum size is 500/500px.
** Double click on the image to select featured.
*** Change images order with Drag & Drop.
**** PDF files upload supported as well.
***** Images might take longer to be processed.

6) Input address. Once you start typing, the system will auto-complete & drop the Google Maps pin.

Listing Location
Use the button to save your property location on the map as well.

*Address
Enter address

County / State
City
Enter city

Zip
Country
United States

Map Satellite
Latitude: 29.5575552
Longitude: -95.09628780000003

Latitude (for Google Maps)
Longitude (for Google Maps)

Adding Properties

- 7) List out how many bedrooms & bathrooms you are RENTING. (Do NOT put how many there are in total) If you desire to share that, that info should be listed in the “Description” paragraph covered above)
- Select when it is available
 - Check all the appropriate amenities & features. If there is anything not listed, put it in the “Description” paragraph covered above.

Listing Details
Add a little more info about your property.

Bedrooms (*only numbers)

Bathrooms (*only numbers)

Available from (*date)

Amenities and Features
Select what features and amenities apply for your property.

<input checked="" type="checkbox"/> All Utilities Included	<input checked="" type="checkbox"/> Fireplace	<input type="checkbox"/> Landlord Smokes
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Garage Parking	<input type="checkbox"/> Ocean View
<input type="checkbox"/> Cleaning Service Included	<input type="checkbox"/> Gym	<input checked="" type="checkbox"/> Overnight Guests Allowed
<input checked="" type="checkbox"/> Coffee Pot	<input checked="" type="checkbox"/> House Shared With Landlord	<input type="checkbox"/> Pool
<input type="checkbox"/> Intern Pets Allowed	<input checked="" type="checkbox"/> Prorated Rent	<input type="checkbox"/> Day Guests Allowed
<input checked="" type="checkbox"/> Intern Room Furnished	<input type="checkbox"/> Security Deposit Required	<input type="checkbox"/> Deck
<input type="checkbox"/> Family Room	<input checked="" type="checkbox"/> Landlord Has Pets	<input checked="" type="checkbox"/> Dishwasher
<input checked="" type="checkbox"/> Fenced In Yard	<input checked="" type="checkbox"/> Washer & Dryer	<input type="checkbox"/> Intern Smoking Allowed
		<input type="checkbox"/> TV in room

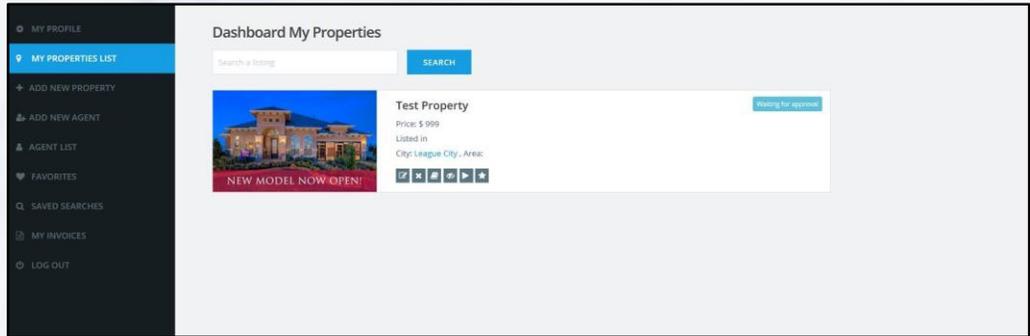
[ADD PROPERTY](#)

***** IMPORTANT *****

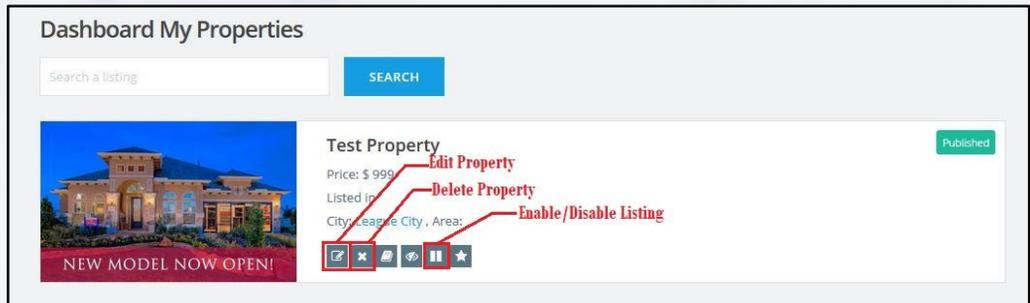
- 8) Finally, double check & make sure everything is how you want it. It is possible to make changes after you have submitted it, but it will have to go through the admin approval process again – even if it was a minor change. That’s just how this system was designed. We will work on improving the system, but for the time being, this should suffice.

Adding Properties

- 9) You will receive an email as soon as the listing as been approved. We will do our best to get through these as quick as possible. Once approved, you will see your ad's status change from "Waiting for Approval" to "Published". It will also show up on the map.



- 10) Here is an explanation of what these buttons do:



- The pen and pad icon is the "Edit Property" button. This allows you to go back and update anything in the listing when you created the profile, and to keep it updated each semester you get a new renter. After making edits you will need to be approved again.
- The "X" button is to delete your listing.
- Once approved your listing will show "Published" and you can use the Pause button to disable your listing. It is important to use this feature and to Disable your account after you have no openings left. All your info is saved, but is not displayed for interns to see. This will help limit the amount of emails you receive.

Adding Properties

*** IMPORTANT ***

11) Please change your status to “Disabled” after you have confirmation of someone renting your room(s). This will help keep places that have open rooms easier for renters to find, and it will help you avoid extra emails and phone calls of people you need to turn away from being booked. When you need to find another renter, you can change this back to “Published”.

12) Example of what a property looks like

Test Property



Bedroom 1

\$ 999 /MONTH

[add to favorites](#)

League City, TX, USA

AVAILABLE: 2025-01-01

BEDROOMS: 5
BATHROOMS: 4

AMENITIES & FEATURES

<input checked="" type="checkbox"/> All Utilities Included	<input checked="" type="checkbox"/> Fireplace	<input checked="" type="checkbox"/> Landlord Smokes
<input checked="" type="checkbox"/> Cable TV	<input checked="" type="checkbox"/> Garage Parking	<input checked="" type="checkbox"/> Ocean View
<input checked="" type="checkbox"/> Cleaning Service Included	<input checked="" type="checkbox"/> Gym	<input checked="" type="checkbox"/> Overnight Guests Allowed
<input checked="" type="checkbox"/> Coffee Pot	<input checked="" type="checkbox"/> House Shared With Landlord	<input checked="" type="checkbox"/> Pool
<input checked="" type="checkbox"/> Day Guests Allowed	<input checked="" type="checkbox"/> Intern Pets Allowed	<input checked="" type="checkbox"/> Prorated Rent
<input checked="" type="checkbox"/> Deck	<input checked="" type="checkbox"/> Intern Room Furnished	<input checked="" type="checkbox"/> Security Deposit Required
<input checked="" type="checkbox"/> Dishwasher	<input checked="" type="checkbox"/> Intern Smoking Allowed	<input checked="" type="checkbox"/> Shared Bathroom
<input checked="" type="checkbox"/> Family Room	<input checked="" type="checkbox"/> Landlord Has Pets	<input checked="" type="checkbox"/> TV in room
<input checked="" type="checkbox"/> Fenced In Yard	<input checked="" type="checkbox"/> Landlord Has Children	<input checked="" type="checkbox"/> Washer & Dryer

DESCRIPTION

Test Property

Thank you!



Step #1

Step #2

Step #3

Editing Profile

Payment

Adding Properties