d—src

The D-SRC Guide to Airtable Access & Google Drive Management

Setting the Foundation for Your Growth and Funding Success.

Step I. Locate Your Airtable Coaching Portal

Your Airtable portal is your command center for coaching — everything you need, all in one place.

Inside Airtable, you can:

- Access a direct link to your Google Drive folder
- See how many coaching hours you have remaining
- Track Power Points and any extra coaching time you've earned
- Upload documents securely to your coach and admin team
- Submit questions between sessions
- View and manage your full task list to stay on track

Lost or unsure what's next?
Check Airtable first.

How to Access Your Airtable Inside Your Coaching Portal

[Click Here To Go Directly To Airtable View Inside Your Coaching Portal]

You can also refer to the screenshot below to find the Airtable view inside your D-SRC Coaching Portal

Step II. Navigate Airtable View & Access Google Drive

Refer to the screenshot provided

This is where you'll find your D-SOURCE Coaching Drive, where your Business Portfolio and files are stored. We also recorded a loom video walking you through accessing and using your Drive folder efficiently.. Watch it here!

The D-SOURCE Coach assigned to your project

Hours remaining on your project (updated after each session)

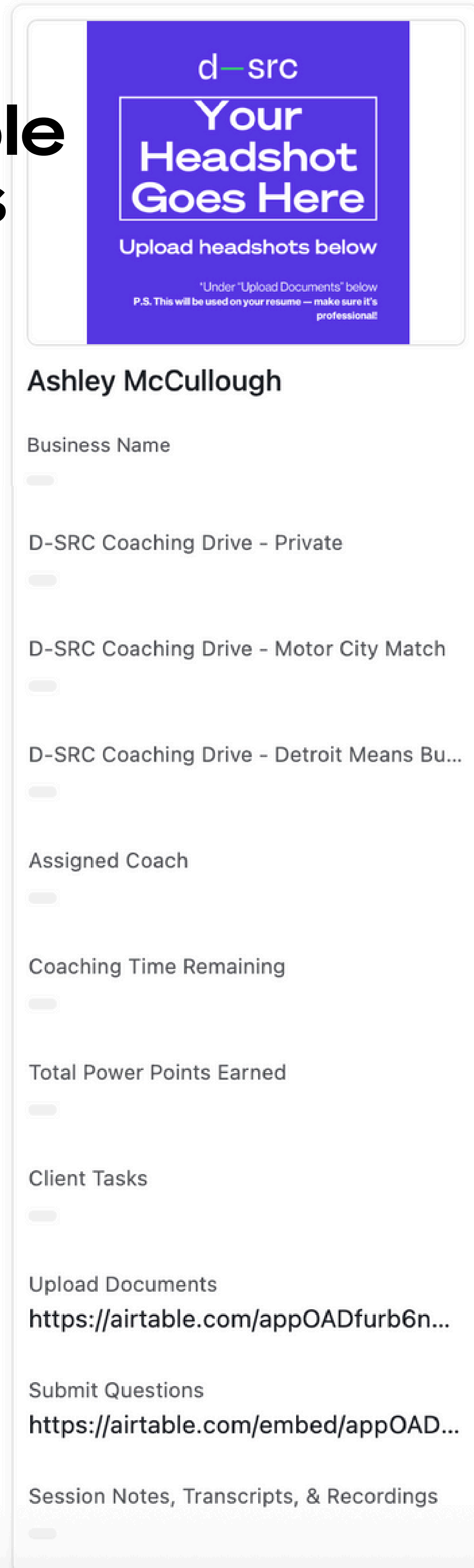
Power Points Earned (see D-SRC Onboarding Blueprint for more info)

Open Coach & Client Tasks (click to expand view and see all tasks)

Upload and share documents with your Coach (click to open)

Submit questions concerns and feedback here (click to open)

Review session summaries and recordings here (click to open)



Don’t Forget Your Onboarding Checklist!

This checklist is designed to help you start strong, take ownership of your coaching journey, and stay fully engaged throughout the process.

If you ever feel stuck, confused, or unsure about how to access your resources, come back to these steps. They're here to guide you at every stage — whether you're just getting started or need a quick refresher along the way.

Client Checklist

✓	• Review Your D-SOURCE Onboarding Handbook: Get familiar with the process, expectations, and resources designed to guide your journey.
✓	• Review The D-SRC Guide to Airtable Access & Google Drive Management. Understand how to submit questions, where your shared documents will live, and how to stay organized throughout your coaching program.
✓	• Upload Key Documents: Upload any materials you want your coach to review before your first session. (Examples: business plans, budgets, outlines, key questions.)
NextUp! →	• Review The D-SRC Session Scheduling Playbook
	• Schedule Your First Coaching Session: Use the scheduling link provided to book your kickoff session.
	• Prepare Your First Session Questions and Notes: Take time to write down your questions, goals, and any concerns you’d like to discuss. Bring them with you to your first session to maximize your time.

Pro Tip:

The more prepared you are during onboarding, the faster we can dive deep into growing, funding, and sustaining your business!