

# ServasOnline

## What to write in all the fields in ServasOnline - and how

All input should be in English for you to be attractive as host and traveller to members from the whole world.

It is also possible to fill out in a regionally used language, but there is no auto-translation function.

### *Join Servas*

Field	Input by member	Example	Comment
Username	Your name or an alias	peterbo	Choose an alias you are sure to remember
Email Address	Type an email address you are sure to keep	peterbo@gmail.com	This address will be your technical link into the ServasOnline system. It should be an address you intend to keep.
First Name (Given Name)	Type your name	Peter	
Last Name (Family Name)	Type your family name	Boesen	
Country	Type first letter of name of country, then select name	d -> Denmark	
State/Province	Select the region you live in from the pick list	Hovedstaden Nordjylland Midtjylland Syddanmark Sjælland Færøerne Grønland	
Nearest City	Type the name of a city sure to be found in a map search	Biggish City	This will help the travellers find your location
Phone	Type your number: (+ country code) and number in local format	(+45) 12 34 56 78	

### *My Profile*

Field	Input by member	Example	Comment
Name	n/a You can update it	Peter Boesen	From Join Servas (first name and last name)
Registration id	n/a	12345	Automatically generated by ServasOnline

Username:	n/a You can update it	peterbo peterbo@gmail.com	From Join Servas. If transferred from the old hostlist, username is your email address
Password	You can update it	*****	
Servas Role	n/a	Host Traveller Interviewer	Input by the coordinator/ interviewer
eStamp	n/a		Input by the coordinator/ interviewer. <i>Aktiveres i 2018</i>
Membership until	n/a		Input by the coordinator/ interviewer
Traveller Stamp until	n/a		Input by the coordinator/ interviewer. Validity is 1 year.
Photo	Click Upload. After you select the photo, you can crop it to size and move it to fit it in the square frame.		Use a small file. KB rather than MB. (A big file would take too long to load when travellers view your profile.)

### *Letter of Introduction (LOI)*

(Name, gender, nationality, age, occupation, address, phone, email, languages spoken are filled in from other sections.)

Field	Input by member	Example	Comment
Personal background	Introduction of yourself (occupation, interests, outlook on life, etc. Introduce family travelling with you if they don't have own LOI		This is what the hosts will read about you on the LOI
Emergency contact	Name, email and phone number		Information of a person not travelling with you, just in case
Other Servas travelling with you	Type last name of member you travel with and wait for list to come up. Select from list		The field draws from other members in ServasOnline
Children travelling with you	n/a	Mads (m) 12 and Mette (f) 10.	Currently not available. Write about your children in the Personal background field.
Countries to be visited	Type first letter of names of countries to select	g -> Germany m -> Malawi	

*Basic Information*

Field	Input by member	Example	Comment
Age	Birth year (four numbers)		The field converts the year to age
Gender	Select Male or Female		
Occupation	Write your occupation	School teacher	Describe your work so that it is universally understood
Country	Type first letter of name of country to bring up your country to update	d -> Denmark	From Join Servas
State/Region	Select the region you live in from the pick list to update it	Hovedstaden Nordjylland Midtjylland Syddanmark Sjælland Færøerne Grønland	From Join Servas.
Nearest city	To update, type the name of a city sure to be found in a map search	Biggish City	From Join Servas. Large enough to be a sure hit on the map search. This will help the travellers find your location
Email	Unique email used by the system as base of profile	peterbo@gmailcom	Only one person can use this email. Other users will not see/get it. Used to reset password.
Email for Servas notifications	Type the email you will use for contact with members (friend request or private message) from the system	Boesen_Servas@gmail.com	If you share with a family member both can type the same email address
Phone	(+ country code) and number in local format	(+45) 12 34 56 78	From Join Servas
Mobile	Type (+ country code) and number in local format	(+45) 12 34 56 78	
Other means of contact			
Skype			
Google+			
facebook			
Language	Type first three letters of name of language to find it in the pick list	ger -> German spa -> Spanish	

Add more language [button]	Click to add. Type first letter of name of language to find it in the pick list		
Current Address	Three free-text fields. Write as in local address custom. Do not translate		Remember all details necessary to find your home
Place me on the map [button]	Click to add		The pin is placed by default and may be misleading if you do not adjust it
Location search field	Type address and click "Get location", or drag red pin to location		
How to get there	Write local directions from nearest major public transport/nearest city	Bus 15A stop Bohrsgade.  From airport or inner city, metro M2, station Lergrav. Walk 5 min.	Use local names to make it easy to relate to the actual setting. Describe different ways of getting to your home.
Add more address [button]	Click to add fields		For any other homes where you host
Second address	Two free-text fields. Write as in local address custom. Do not translate		Remember all details necessary to find your home
Select country	Type first letter of names of countries to select	d -> Denmark s -> Sweden	
Select region	Select the region of your second home from the pick list	Hovedstaden Nordjylland Midtjylland Syddanmark Sjælland Færøerne Grønland	

### *More about me*

Field	Input by member	Example	Comment
Live with	Type <i>last name</i> of member you live with and wait for list to come up. Select from list		The field draws from other members in ServasOnline. To delete a person in live with, delete last name to empty the field, then Update (save)
Children	Name (gender m/f) year born	Anina (f) 2000	Children who are not (yet) in ServasOnline
Member type	n/a Based on your membership type	Host Traveller	Input by coordinator when you join. Also Interviewer and Coordinator roles
Servas member since	n/a		Automatically generated by

			ServasOnline
Servas traveller since	n/a		Automatically generated by ServasOnline
Interests	Type your interests	Baking, reading sci-fi, walks to the local beach, up-cycling	Explain if very special to make sure you are understood
Organizations	Type names of organisations	Amnesty International, Frøsamlerne (Danish Seed Collectors)	Translate and explain if local and not known widely
Other data 1	Free-text field	Family welcome: Children can join our children for a visit at their school. Meals: you are welcome to join and we like to cook our meals together	Use Other Data field to elaborate on yes/no fields in Hosting section
Other data 2	Free-text field	ATT: Near Legoland  ATT: Walking distance to beach	Write other info in categories: ATT: (attractions), and any information that does not fit in other fields
Traveled in	Write a list of names of countries	USA, Japan, Denmark, South America	If many countries in a region, state the name of the region
Lived in	Write a list of names of countries	Norway, France	
More information/Self-description	Write an introduction of yourself and your outlook on life, etc. Introduce family living with you if they don't have own profile	Together with my family of five I live in a quiet residential area close to the city centre, ...	This is what the travellers will read about you when they are searching ServasOnline
Interviewer	n/a		Input by the coordinator/interviewer
Date of interview	n/a		Input by the coordinator/interviewer

### *Hosting*

If you select "yes" in a red/green selector field without an adjoining text field it is a good idea to add a few words about the conditions in the two "Other Data" fields in More about me.

Field	Input by member	Example	Comment
Holiday periods:	Dates, general or specific	July-Aug Christmas 1-15 Aug	Let travellers know when you cannot host, or host at a different location
Number of persons able to host:			

Men	Number of men (if all were men)	4	
Women	Number of women (if all were women)	4	
Persons	Total number of people	4	Take into account that many travellers want to sleep men and women in different rooms
Children		2	Number of children included in total number
Couples	Number of couples included in total number above	2	Indicates beds/rooms suited for a couple
Family welcome	Yes/no	-	Selector button Yes if you want to assure families with children that you are ready to host them
Youth welcome	Yes/no	-	Selector button Yes if you can host travellers under 18. Elaborate in the "Other Data" fields in More about me, for example "Youth welcome: Our children take French at school and welcome a chance to practice with same age traveller."
Want more travellers	Yes/no	-	Selector button Sends signal "better chance host will say yes" because host wants more travellers
Number of days advance notice	Type number if yes in "previous notification". Type "NPNR" if no in "previous notification"	3 days 2 weeks	State your preference. NPNR = no prior notice required
Previous notification	Yes/no	-	Selector button
Best means of contact	Select your preferred combination of email, write, phone		Write = snail mail Phone = voice call
Sleeping bag	Yes/no	-	Selector button State in "Other Data" field if traveller could also bring sheets
Mandatory/ optional	Select from pick list		Refers to sleeping bag field
Smoking allowed inside	Yes/no	-	Selector button State in comments if you do/don't allow smoking outside
I have special diet	Yes/no	-	Selector button State which in "Other Data" field, for ex "vegetarian"
Household has pets:	Yes/no	-	Selector button

[text field]	If "yes", write the type of pet	Cat Dog Horse	
Meals cooked for you	Yes/no	-	Selector button Yes if you provide meals for your guests/share your meals
Kitchen use	Yes/no	-	Selector button Yes if travellers can cook themselves
Facilities for disabled persons	Yes/no	-	Selector button If yes select from pick list
Add more [button]	Click	-	Click to select more from the pick list of Facilities for disabled persons
Mobility impaired	Select as appropriate, adding more		Home is suitable for mobility impaired
Limited transport			Suitable transport is limited
Guide dog			You can bring a guide dog
Hearing impaired			Home is suitable for hearing impaired
Vision impaired			Home is suitable for vision impaired
Wheelchair			Home is wheelchair accessible
Longer stay possible	Yes/no	-	Selector button
[text field]	If yes, type number of days if longer than the normal two-night stay. Write under which conditions you agree to longer stay	2d+  4d  1w	General 2d+ (= longer than 2 days), or specific (4 d, 1w, etc.) State your terms if any, for ex do household chores, do own cooking
Emergency travellers	Yes/no	-	Selector button. If you agree to accept people on very short notice in case of emergency (for example if another hosts falls ill and replacement is needed)
Home exchange	Yes/no	-	Selector button If you are interested in exchanging homes with a member
Camping possible	Yes/no	-	Selector button. If you can accommodate tents or caravans on your property you can describe what and how in the "More information/Self-description" field, for example "Camping possible: tent on lawn"

Day Host	Yes/no "Yes" if you can only dayhost	-	Selector button. You cannot provide a bed overnight, but wish to meet visitors (for a meal, a coffee, a chance to communicate, a guided tour, etc.)
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