

Servas Denmark

Opret profil i ServasOnline

Buddy-ordning

Vejledning i hvordan du får en profil som vært eller rejsende, når du ikke selv har adgang til ServasOnline.

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Optagelse i den elektronisk værtsliste i ServasOnline uden egen adgang

Hvis du ikke selv kan logge på og oprette din profil i ServasOnline, kan vi rekruttere en der kan hjælpe dig; en *buddy*. Kontakt Servas Danmark.

Profil som vært

Udfyld skabelonen nedenfor og send den til din buddy. Behold helst en kopi selv.

Din buddy kan sende dig den færdige profil, så du kan se om alt er blevet som du gerne ville have det.

Du kan vælge, at rejsende kontakter dig på en af flere måder:

- a) modtage emails fra ServasOnline og besvare dem ved at logge på ServasOnline (du skal altså gå ind i systemet), eller
- b) oplyse din emailadresse og bede rejsende skrive til dig uden for ServasOnline, så du kan og besvare dem fra dit eget emailprogram, eller
- c) bede rejsende kontakte dig pr telefon eller brev (de finder dig i ServasOnline, men kontakter dig uden for systemet).

Profil som rejsende

Dansk vært på rejse i Danmark

Hvis du som dansk vært med buddy-ordning gerne vil på Servasrejse i Danmark, skal du kontakte din buddy i Servas Danmark for at få tilføjet rollen *traveller* til din profil. Så kan du som vært rejse uden godkendt Letter of Introduction, men selvfølgelig kun i eget land.

Rejsende i andre lande

Du skal lave et udkast til dit Letter of Introduction i skabelonen på www.servas.dk. Du kontakter så Servas Danmark og får tilføjet rollen *traveller* til din profil i ServasOnline, og din buddy kan hjælpe med at lave dit Letter of Introduction i systemet.

Din buddy kan sende dig det færdige Letter of Introduction, så du kan se om alt er blevet som du gerne ville have det.

Derefter sender du det til godkendelse og stamp hos Servas Danmark. Fra 2018 laves det færdigt med eStamp i ServasOnline.

Hvordan finder jeg værter?

Som Servasrejsende med buddy-ordning (og med gyldigt Letter of Introduction) kan du fortsat få en udskrevet PDF-liste udleveret.

Kontakt Servas Danmark Listebiblioteket og oplys hvor du skal hen, så genererer vi listen til dig fra ServasOnline.

Notér navnet på din buddy her:

Navn:

Adresse:

Telefonnummer:

Emailadresse:

Kontakt til Servas Danmark

Servas Online National Coordinator, Servassekretær
Jan Degrauwe info @ servas.dk

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

Nearest City	Biggish City	This will help the travellers find your location	
Nearest City	Biggish City	This will help the travellers find your location	
Phone	(+45) 12 34 56 78		

My Profile

Field	Example	Comment	Udfyld på engelsk Navne og adresser må gerne skrives med æ, ø og å
Servas Role	Host Traveller Interviewer	Input by the coordinator/ interviewer	
Photo			

Letter of Introduction (LOI)

Field	Example	Comment	Udfyld på engelsk Navne og adresser må gerne skrives med æ, ø og å
Personal background		This is what the hosts will read about you on the LOI. Introduction of yourself (occupation, interests, outlook on life, etc). Introduce family travelling with you if they don't have own LOI	
Emergency contact		Name, email and phone number. Information of a person not travelling with you, just in case	
Other Servas travelling with you		Name of Servas member you travel with	
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	Germany, Malawi		

Basic Information

Field	Example	Comment	Udfyld på engelsk Navne og adresser må gerne skrives med æ, ø og å

Age		Birth year (four numbers). The field converts the year to age	
Gender		Male or Female	
Occupation	School teacher	Describe your work so that it is universally understood	
Email for Servas notifications	Boesen_Servas@gmail.com	Your buddy's email if your buddy agrees to be point of contact	
Mobile	(+45) 12 34 56 78	Other than phone listed above	
Other means of contact			
Skype			
Google+			
facebook			
Language	German, Spanish	List of languages you speak	
Current Address		Write as in local address custom. Do not translate. Remember all details necessary to find your home	
Place me on the map		Tell your buddy if you want the pin on the map to show your home exactly or a public place nearby	

How to get there	<p>Bus 15A stop Bohrsgade.</p> <p>From airport or inner city, metro M2, station Lergrav. Walk 5 min.</p>	<p>Write local directions from nearest major public transport/ nearest city. Use local names to make it easy to relate to the actual setting. Describe different ways of getting to your home.</p>	
Add more address		<p>Address of any other homes where you host</p>	

More about me

Field	Example	Comment	<p>Udfyld på engelsk</p> <p>Navne og adresser må gerne skrives med æ, ø og å</p>
Live with		Name of Servas member you live with	
Children	Anina (f) 2000	Children who are not (yet) in ServasOnline	
Member type	Host Traveller	Input by coordinator when you join. Also Interviewer and Coordinator roles	
Servas member since		Automatically generated by ServasOnline	
Servas traveller since		Automatically generated by ServasOnline	

Interests	Baking, reading sci-fi, walks to the local beach, up-cycling	Write your interests. Explain if very special to make sure you are understood	
Organizations	Amnesty International, Frøsamlerne (Danish Seed Collectors)	Write names of organisations. Translate and explain if local and not known widely	
Other data 1	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	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	USA, Japan, Denmark, South America	If many countries in a region, state the name of the region	
Lived in	Norway, France		

More information/Self-description	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. Write an introduction of yourself and your outlook on life, etc. Introduce family living with you if they don't have own profile	
Interviewer		Input by the coordinator/ interviewer	
Date of interview		Input by the coordinator/ interviewer	

Hosting

If you select “yes” in a yes/no 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	Example	Comment	Udfyld på engelsk Navne og adresser må gerne skrives med æ, ø og å
Holiday periods:	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	4		
Women	4		
Persons	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	2	Indicates beds/rooms suited for a couple	
Family welcome	-	Yes/no Yes if you want to assure families with children that you are ready to host them	
Youth welcome	-	Yes/no 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 Sends signal “better chance host will say yes” because host wants more travellers	
Prior notification	-	Yes/no	
Number of days advance notice	3 days 2 weeks	State your preference. NPNR = no prior notice required	
Best means of contact		Select your preferred combination of email, write, phone. Write = snail mail Phone = voice call	

Sleeping bag	-	Yes/no and mandatory/ optional. State in “Other Data” field if traveller could also bring sheets	
Smoking allowed inside	-	Yes/no State in comments if you do/don’t allow smoking outside	
I have special diet	-	Yes/no State which in “Other Data” field, for ex “vegetarian”	
Household has pets	Cat Dog Horse	Yes/no Write the type of pet	
Meals cooked for you	-	Yes/no Yes if you provide meals for your guests/share your meals	
Kitchen use	-	Yes/no Yes if travellers can cook themselves	
Facilities for disabled persons	-	Yes/no If yes select from list below	
Mobility impaired		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	

<p>Longer stay possible</p>	<p>2d+ 4d 1w</p>	<p>Yes/no If yes, type number of days if longer than the normal two-night stay. Write under which conditions you agree to longer stay. 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</p>	
<p>Emergency travellers</p>	<p>-</p>	<p>Yes/no 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)</p>	
<p>Home exchange</p>	<p>-</p>	<p>Yes/no If you are interested in exchanging homes with a member</p>	
<p>Camping possible</p>	<p>-</p>	<p>Yes/no 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”</p>	

Day Host	-	Yes/no Yes if 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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How to reply to a message from a traveller using ServasOnline (or not)

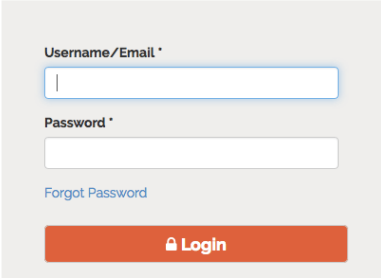

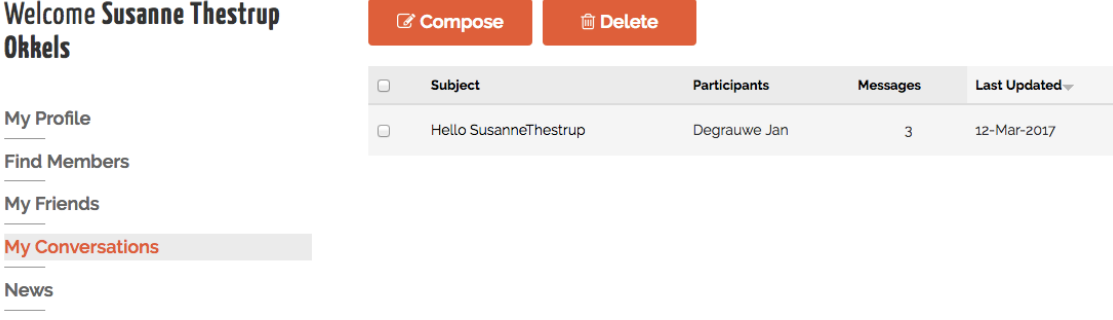

Three examples of how hosts and travellers can communicate:

- a) Standard communication in ServasOnline
- b) Alternative 1 – email communication outside ServasOnline
- c) Alternative 2 - phone or letter communication outside ServasOnline

a) Standard communication in ServasOnline

Reply when a message arrives from a traveller inside the ServasOnline system	
1. Receive the notification in own email program	<p>Servasonline Til: Listebiblioteket Servas Danmark Svar til: Jan Degrauwe <degrauwedk@yahoo.dk> SERVAS - New private message from Jan Degrauwe</p> <hr/> <p>Hello</p> <p>You have received a message from Jan Degrauwe on ServasOnline.</p> <p>Read your message : https://www.servas.org/en/user/login?destination=messages</p> <p>--</p> <p>ServasOnline team</p>
2. Click link in notification	

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<p>ServasOnline opens on www.servas.org</p> <p>3. Log on to ServasOnline</p>											
<p>4. Open My Conversations</p>											
<p>5. Click Subject to open the message</p>	 <table border="1" data-bbox="1167 781 1906 870"> <thead> <tr> <th><input type="checkbox"/></th> <th>Subject</th> <th>Participants</th> <th>Messages</th> <th>Last Updated</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Hello SusanneThestrup</td> <td>Degrauwe Jan</td> <td>3</td> <td>12-Mar-2017</td> </tr> </tbody> </table>	<input type="checkbox"/>	Subject	Participants	Messages	Last Updated	<input type="checkbox"/>	Hello SusanneThestrup	Degrauwe Jan	3	12-Mar-2017
<input type="checkbox"/>	Subject	Participants	Messages	Last Updated							
<input type="checkbox"/>	Hello SusanneThestrup	Degrauwe Jan	3	12-Mar-2017							
<p>6. Read the message</p> <p>Messages are shown in Conversations (in context)</p>											

7. Write your reply below the message	
8. Send message	

Note. If you reply directly to sender's email address from the notification in your email program, you will not have read the message contents and will have to ask him to repeat and reply to you outside ServasOnline.

b) Alternative 1 – email communication outside ServasOnline

Make your own email address visible in your profile and reply to email directly from traveller's email account	
1. Receive a regular email from traveller in own email program	
2. Click reply button in own email program	
3. Write message	

c) Alternative 2 - phone or letter communication outside ServasOnline

Say in your profile in ServasOnline that you want to communicate by phone or letter	
1. A traveller finds you in ServasOnline	
2. You answer the phone, or	
3. Open the letter	