

ServasOnline Fields

What to write in all the fields in ServasOnline – and how	1
How to join Servas	1
My Profile.....	2
Letter of Introduction (LOI).....	3
Basic Information	3
More about me.....	5
Hosting.....	6
Day Hosting	9
Legend (what do the abbreviations mean).....	9
An example.....	9
Legend.....	9

What to write in all the fields in ServasOnline – and how

All input should be in English for you to be attractive as a host and a 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.

How to join Servas

Field	Input by member	Example	Comment
Choose your country from the list below	country name	Denmark	
Username	Your name or an alias	peterniel	Choose an alias you are sure to remember
Email Address	Type an email address you are sure to keep	peterniel@gmail.com	This 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	Nielsen	
Country	Type first letter of name of country, then select name	d --> Denmark	
State/Province (= region)	Select the region you live in from the pick list	Hovedstaden Nordjylland Midtjylland Syddanmark Sjælland Færøerne Grønland	<i>Mandatory</i> field for hosts of Servas Denmark
Postal code			<i>Postal code is mandatory</i> for hosts of Servas Denmark

Nearest City	Type the name of a city sure to be found in a map search	Biggish City	Specify a location that people would be likely to use as search word when searching for hosts in your region. The PDF host list orders host by nearest city. Hosts in the area of Copenhagen, Aarhus, Odense and Ålborg must use those.
Phone	Type your number: (+ country code) and number in local format	(+45) 12 34 56 78	
Other means of contact	Your alternative contact details		Skype, google, facebook, whatsapp
Message	Type a message to the local Servas administration	Hi Servas, I heard about this organisation from a friend and I would like to visit Servas hosts. / Hi Servas, I am a former member and I wish to rejoin Servas as a traveller.	This message is sent to administrative people of the local Servas group

My Profile

Field	Input by member	Example	Comment
Name	n/a (You can update it)	Peter Nielsen	From How to Join Servas (first name and last name)
Registration id	n/a	12345	Automatically generated by ServasOnline
Username:	n/a (You can update it)	peterniel peterniel@gmail.com	From How to Join Servas. If transferred from the old host list, username is your email address. Change it if you do not want travellers to contact you via this email address
Password	(You can update it)	*****	
Servas Role	n/a	Host Traveller Interviewer	Input by the coordinator/ interviewer
eStamp	n/a	2018-0442 DK-2019-0008	Input by the coordinator/ interviewer. <i>Active from 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. Select a photo. After you select the photo, you can crop it to size and move it to fit it in the square frame. (Tip: If the photo loads sideways or upside down, open the photo on your computer, take a screenshot of it, save and use that new file as the photo.)		Use a small file. KB rather than MB. (A big file would take too long to load when travellers view your profile)
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Letter of Introduction (LOI)

(Name, gender, nationality, age, occupation, address, phone, email, languages spoken are filled in from other sections. They will also appear on the PDF of the Letter of Introduction)

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
Children travelling with you	n/a	Mads (m) 2012 and Mette (f) 2010.	You can also let your children write about themselves in the personal background field
Other Servas travelling with you	Type last name of members you travel with and wait for list to come up. Select from list	Nielsen	The field draws from other members in ServasOnline
Countries to be visited	Type first letter of names of countries to select	g -> Germany m -> Malawi	

Use the button "Download your letter" to see how the finished LOI will look when exported in PDF.

Basic Information

Field	Input by member	Example	Comment
Age	Birth year (four numbers)		ServasOnline converts the year to age. The PDF host list shows birth year.
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 How to 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 How to Join Servas. Mandatory field for hosts of Servas Denmark
Nearest city	To update, type the name of a city generally known and sure to be found in a map search	Biggish City	From How to Join Servas. A location that people would be likely to use as search word when searching for hosts in your region
Email	Unique email used by the system as base of profile	peterniel@gmailcom	For technical reasons only one person can use one and same email. 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.	Nielsen_Servas@gmail.com	If you share with a family member both can type the same email address here. Or, repeat the same as above if you want to use that for Servas communication
Phone	(+ country code) and number in local format	(+45) 12 34 56 78	From How to Join Servas
Mobile	Type (+ country code) and number in local format	(+45) 12 34 56 78	
Other means of contact			
Skype			
Google+			
facebook			
WhatsApp			
Preferred website language	Select English, French German, Italian or Spanish	English	The language you see in ServasOnline menus, etc
Language	Type first three letters of name of language you speak to find it in the pick list	ger -> German spa -> Spanish	Click delete icon to de-select a language
Add one line [button]	Click to add. Type first three letters of name of language to find it in the pick list		Click delete icon to de-select a language
Address	Free-text fields. Write as in local address custom. Do not translate. Skip Current Address field and start in Street field. Write postal code in Postal Code field.		Remember all details necessary to find your home. <i>Postal code is mandatory</i> for hosts of Servas Denmark
Click to add your location to the map [button]	Click to open map and add		The pin is placed by default and <i>is very misleading if you do not</i>

Location search field	Type address and click “Load address in the map below”, or drag red pin to location. Click Save		<i>adjust it manually</i>
How to get there	Write local directions from nearest major public transport/nearest city	10 km W of [city]. Bus 15A stop Bohrsgade. From airport or inner city, take metro M2, station Beach, walk 5 min.	Use this field to elaborate on location in relation to “nearest city”. Use local names to make it easy to relate to the actual setting. Describe different ways of getting to your home
Second address	Free-text fields. Write as in local address custom. Do not translate		Remember all details necessary to find your second home
Select country	Type first letter of names of countries to select	d -> Denmark s -> Sweden	For the country of your second home
Add more address [button]	Click to add fields		For any other homes where you host

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	Nielsen	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)
You can chose one of his/her addresses to get it for your own	Tick and click Yes if you want to copy the address. Click No if not.		
Household Members	Free-text field.	I homeshare with my senior mother, Agnes./We share meals with a young adult refugee./I rent rooms to two female students	Type names and descriptions of household members who are not Servas members
Children 25 and under living with me	Name (gender m/f) year born	Anina (f) 2000	Children who are not (yet) in ServasOnline
Visibility settings	Select All members, Friends, or Only me		The settings limit who can see this information
First name	Type your childs name		
Birth year	Select your child’s birth year		
Gender	Select N/A, Female, or Male		
Add on line [button]	Click the button to add information about each child		
Member type	n/a Based on your membership type	Host Traveller Interviewer	Input by coordinator when you join. May also be input by Interviewer and changed by Coordinator. Request to

			have it changed according to membership type
Servas member since	Type year (if you became a member before ServasOnline)	1983	Automatically generated by ServasOnline
Servas traveller since	Type year (if you became a traveller before ServasOnline)		Automatically generated by ServasOnline based on eStamp
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 you are a member of or support	Amnesty International, Frøsamlerne (Danish Seed Preservationists)	Translate and explain if local and not widely known
Other Data 1	Free-text field		This field is not part of the PDF host list. Only travellers who view your profile directly in ServasOnline will see this field. Use the "More information/Self-description" field instead.
Other Data 2	Free-text field		This field is not part of the PDF host list. Only travellers who view your profile directly in ServasOnline will see this field. Use the "More information/Self-description" field instead.
Travelled in	Write a list of names of countries	USA, Japan, Denmark, South America	If many countries in same region, state the name of the region to simplify f ex Europe
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 their 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
User notes	Write notes to yourself if relevant		Notes typed here are private

Hosting

Note! Click each black text heading of the red/green selectors to bring out any adjoining text fields.

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 "More hosting details" field.

Field	Input by member	Example	Comment
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Dates NOT available to host	Dates, general or specific	July-Aug Christmas 1-15 Aug	Let travellers know when you cannot host, or are hosting at a different location
Number of persons able to host			
Maximum people	Fill in number	4	
Who	Select from below		
Women and Men	Select one of these		If you don't want to specify gender, select this
Women only			If you only host women, select this
Men only			If you only host men, select this
Couple or Woman			If you can host a couple or a single woman (but not a single man), select this
Couple or Man			If you can host a couple or a single man (but not a single woman), select this
Can host families	Yes/no	-	Selector button Yes if you want to reassure families with children that you are ready to host them
Can host youth 18 to 25	Yes/no	-	Selector button Yes if you can host travellers 18 – 25 years old. Elaborate in the “More information/Self-description” field, 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 of days	3 14	State your preference [number of days]. NPNR = no prior notice required = 0
One night stay possible	Yes/no		Selector button Select yes if you accept travellers who only stay one night
Best means of contact	Select your preferred combination of email, write, phone, social media		Write = snail mail Phone = voice call
Sleeping bag/sheet required	Yes/no	-	Selector button State in the “More information/Self-description” field if traveller should also bring sheets
Mandatory/ optional	If you select yes to Sleeping bag/sheet required field select from pick list	Optional	Refers to sleeping bag field

Smoking allowed inside	Yes/no	-	Selector button State in comments if you do/don't allow smoking outside
Special diet	Yes/no	-	Selector button
[free text field]	Type of diet	Vegetarian	
Household has pets:	Yes/no	-	Selector button
[free text field]	Write which pets	Cat	If "yes", write the type of pet in free-text field
Home is wheelchair accessible	Yes/no	-	Selector button
Interested in home exchange with Servas members	Yes/no	-	Selector button Yes 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 hosting details" field, for example "Camping possible: tent on lawn"
Also available as a Day Host	Yes/no	-	Selector button. Yes if you are a host but will also day host (not provide a bed overnight, but just meet visitors (for a meal, a coffee, a chance to communicate, a guided tour, etc.) Note: If you only want to day host, contact Servas in your country to get the specific role "Day Host" on your profile.
More hosting details	Free-text field	You are welcome to stay longer if you help in our garden. You are welcome to stay longer in exchange for language classes. Our children take French at school and welcome a chance to practice with same age traveller. Families welcome: Children can join our children for a visit at their school. You can smoke on the balcony.	Use this field to elaborate on yes/no fields, practical information and sleeping arrangements: Write about you area (ATT: = attractions), for example: ATT: Near Legoland. ATT: Walking distance to beach. Our local station is easily accessible by wheelchair. Specify number of beds, suitable for couples/single/children, extra mattress on floor. Guests sleep in the living room. We are not able to share meals. We share our meals/breakfast. You can cook in our kitchen. We like to cook our meals together.

Day Hosting

If you only want to day host (not provide a bed overnight, but just meet visitors (for a meal, a coffee, a chance to communicate, a guided tour, etc.) this will be specified as Day Host Only on your profile and his section is active.

Field	Input by member	Example	Comment
Want more travellers	Tick mark		Select if you want more travellers to show that you are likely to say yes.
Number of days advance notice	Type number of days	3 14	State your preference [number of days]. NPNR = no prior notice required = 0
Best means of contact	Select your preferred combination of email, write, phone		Write = snail mail Phone = voice call
Dates not available	Dates, general or specific	July-Aug Christmas 1-15 Aug	Let travellers know when you cannot host, or are hosting at a different location
How I day host	Write about how you propose to spend time together.	I will show you my neighborhood. We can sail on the canals.	

Legend (what do the abbreviations mean)





Codes and abbreviations in the columns of the host list as they appear when you take a selection of hosts out in Print List.

An example

19575 , Denmark 6M 6W 6P 3CH 2C (+) FAM Y WMT,CAMP,VEG,NSI,LSP,S BN,HE,LODG,KITCH,EH DH, DIS:MHVTDW Contact: email+phone (2d) NPNR VAC: Christmas/New Year two weeks every year	Susanne THESTRUP (,) ServasOnline coordinator Interviewer, Traveller, Host, Coordinator Children: Mads (m) 2000, Mette (f) 2004 ph: +45 11 22 33 44 mob: +45 11 22 33 44 Skype: sus_skype listebibliotek@servas.dk	English Japanese french german	INT : Local community preservation project, hiking ORG : Local school board, Amnesty International TRV : Europe, Russia, China and Japan LIV : Sweden
<i>I enjoy learning about other cultures and the way of life of people I host. You are welcome to camp on our big lawn. If you share household chores or work in the vegetable garden you can stay longer.</i>			

Legend

Column 1	Column 2	Column 3	Column 4
19575 member number	Name (sir name is bold)		INT Interests
Name major town near	(,)	Capitalised	ORG

in bold	host	(gender, age)	language= fluent	Memberships of organisations
[name]	name of region	occupation	Lower case language= basic	TRV Countries travelled in
[name]	name of country	Roles in Servas: Interviewer, Traveller, Host, Coordinator		LIV Countries lived in
	directions how to find host's home	Children: name (gender m/f) year born		
M	men (male visitors)	ph: phone number (land line)		
W	women (female visitors)	mob: mobile number		
P	persons	 Skype id		
CH	children	 google plus profile		
C	couples	 facebook link		
(+)	?	 WhatsApp		
FAM	families welcome	email address		
Y	youth travellers welcome			
WMT	want more travellers			
CAMP	camping possible			
VEG	vegetarian			
NSI	no smoking inside			
LSP	longer stay possible			
SBN	sleeping bag necessary			
HE	home exchange			
LODG	shared meals?			
KITCH	kitchen use by traveller			
EH	emergency travellers welcome			
DH	day host only			
DIS	facilities for disabled persons			
Contact	Preferred means of contact			
(2d)	2 days notice			
NPNR	no prior notice required			
VAC	Vacation period			
Detailed description				