## Accessing the Admin Page

These instructions are meant for the administrators who manage ServasOnline activities within their country.

Questions and requests can be sent to <a>servasonline@servas.org</a>

<u>Reminder:</u> Your screen may look different from the figures shown here; the view may vary, depending on the device you use (e.g. computer, laptop, phone) or your browser (e.g. Chrome, Safari, etc.).

1.	Access the Servas Online site.	https://servas.org/
2.	To access your administrator account, Click the red <b>[My Servas]</b> button.	RATE AND MURESTANDING THEREWING THARKE AND SCHOOL WALLSONG HIGHING THARKE AND HIGHING THARKE AND HIG
3.	User your email and password to Login. <u>Note</u> : Details regarding the login process can be found in the User help (select Help at the top of any page other than the Admin page and select <b>Getting Started</b> <b>with ServasOnline</b> )	Login to Servas
4.	To select another language, click the arrow alongside <b>English</b> and select the relevant language.	Alde Help Ayuda Sector
5.	If the My Servas option is not available, click the red button with a lock symbol.	
6.	Click on Visit Admin Page	

7 If this option i	If this option is not available, click on the vellow menu button.	🗲 🛈 🖴   http	tps:// <b>servas.org</b> /en/find-members	୯୦	Search 😭 😫	à 🔸 🛈 😼 🗉	
vellow menu l			506425			PEACE AND UNDERSTANDING THROUGH TRAVEL AND HOSTING	
8. Within the me	enu, select Visit Admin Page		SELVOS INTERNATIONAL			-	
			Identity & goals				
			Community				
			My Profile				
			Find Members				
			Logout				
			Visit Admin Page		G Country Web	site	
					Langu	age	
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					Augure -	abans Renewals ettemps <mark>Hembers Admin</mark> s	nobration
9. Click on the g	reen [Applications] button	Standard Me	lembers				
to access oper	rations related to	Username Select a country	Leal Hame	errall	atterp		
applications	<b>C</b> (1)	Gettler	👻 Langunga Spalan	- xo	-		
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10 You can click (	on any of the three green	Vegetation Vegetation Desite focultor Except Stop possib Longer Stop possib Except Hot possib	U seeping buy G Mosic cost for you U town workings How one merginicy travelers G Ramity working				
buttons to acc	cess admin functions:	U Youth selections	U. Cereping positie an U Mandars with children	Gasty Sull/Hower	Yagan dilampusi nggan Haribur Iyon Som	Nga Alimaniska Langunga Sprimi S	M Sound Ale
Renewals							
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Members Adr	ministration						
			Aide Help Ayuda	ications Renewals eS	tamps Members Adm	hinistration	
11 To access doc	umentation		مساعدة				
for each admi	n activity.						
click the <b>Help</b>	(Ayuda/Aide) link in the						
center of the	header area.						
<u>Note:</u> Admin h	help will only be displayed						
when clicking	the Help link from an Admin						
page. Within	the other pages,						
User Help will	be displayed.						