Basic Information

This article describes the Basic information section of the member profile.

This part of your profile includes important information about you, such as your personal data and contact information. You should complete this before you complete your Letter of Introduction, as some information is filled in from these fields.

It is extremely important that all details of your profile are complete and correct since this information will be used:

- As the basis for your Letter of Introduction (LOI)
- By Servas members searching for hosts
- By potential hosts to confirm your identity and view your LOI information

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

As always, if you have any difficulties, email your local administrator at
your country@servas.org.   (e.g. Canada@servas.org). Alternately, use the **<Contact Us>** link at the bottom of the Servas Online home page to contact an administrator.

> **With ServasOnline, registration can be done in one of two ways, depending on the decision made by your country administrator:**
>
> **Individual-based** - Each adult Servas member creates a separate account even if there is more than one Servas member living in the household. Each member will have a complete profile.
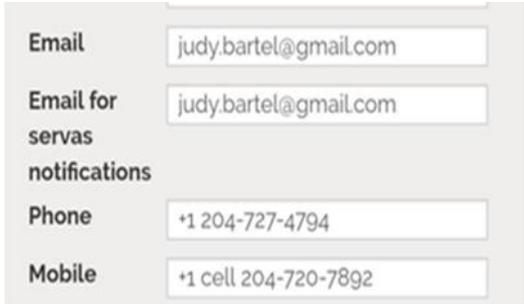> **Household-based** – A single record in ServasOnline will contain the information for all household members (only relevant for households with more than one member).
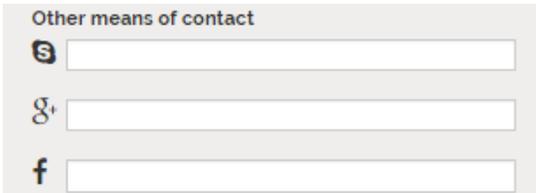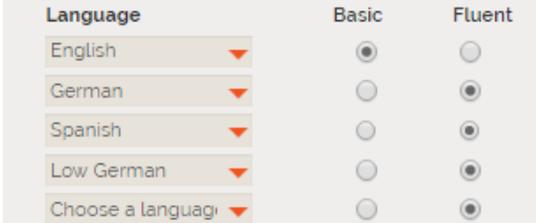>
>
> To find out how your country is managing household based records, refer to your local administrator. They will instruct you how to add details for additional household members.

1. To initiate modifying the Basic information click the red **[Edit-Basic Information]** button. 2. Scroll through the **Basic information** section, ensuring that all the values are complete and correct.	✎Edit-Basic Information
3. To edit Visibility settings for specific fields, by clicking on the related circle alongside the relevant field click one of the three options (click on the related circle alongside the field) **All members** – this fields will be visible to all. **Friends** – this ensures that only friends can view this field of your profile. **Only me** – this will ensure that fields is invisible to other members when they read the contents of your file.	Basic Information Visibility setting All members Friends Only me Birth year 1954 Gender Male Female Occupation Retired student, services ma
4. To continue proceed to **Complete your Basic Information** (explained below)	
5. To save your modifications, click the green **[Update your Basic Information]** button to save the updated field values Note: <mark>updating is necessary even if you made no changes. Once you enter edit mode, this is the only way to exit and, optionally, continue to edit another section of your profile.</mark>	☑ Update your Basic Information

Complete your Basic Information

Note: To select a value for one of the grey boxes, click on the current value or the red arrow alongside.

1. Select your **Birth year** from the list.
   This will show up in your profile as your age (but don't be surprised if it makes you one year older!)

2. Select **Male** or **Female** gender.

   Note: If you and a partner are using a joint household profile, you can enter only a single age and gender.

3. For joint profiles, enter both occupations.

   Note: the countries with some household profiles does this in a different way. Some enter both professions.
   Others enter the profession of the second household member in the household field.

4. Choose a large **City near you.** This should be a city that people would be likely to enter if they were searching for hosts in your region. This can be the known tourist sites in your area.

Birth year	1954
Gender	Mal○ Fen⊙le
Occupation	Retired student services ma
Country	Canada
State/Region	Manitoba
Sub Region	Select a sub region
Nearest city	BRANDON

Note: Enter information in this section only if you want people to contact you by one of these methods. If a good way to reach you is "What's App", you could add that contact in one of these spaces as an additional means of contact.

1. The first email address must be unique-it is used for setting passwords and other administrative functions

2. Messages sent from other members via Servas Online will be sent to the second **Email for servas notifications** address. (this address can be shared by someone else living at your address).

3. Add your **Phone** and **Mobile** using the following format:
   + (country code) area code and phone number

Email	judy.bartel@gmail.com
Email for servas notifications	judy.bartel@gmail.com
Phone	+1 204-727-4794
Mobile	+1 cell 204-720-7892

4. Enter information here only if you want people to contact you by one of these methods. If a good way to reach you is "What's App", you could add that contact in one of these spaces as an additional means of contact.	**Other means of contact**
5. Under **Language**, click on the red arrow to get the list of languages. You can type the <u>first 3 letters</u> of the language to get to the correct place in the list. If you want to remove a language, click on it, scroll up to the top and click on C**hoose a language**.	Language Basic Fluent English German Spanish Low German Choose a language
6. Choose **Basic** or **Fluent** for your proficiency level in each language.	Add more language
7. If you speak additional languages, click **[Add another language]** to view a new box where you can select your additional language.	
8. Enter your street address, city, state or province, and postal/zip code. Write in your local format (don't translate)	**Current Address** 213 2nd Street BRANDON, MB, R7A 2Z4
9. **Click to add your location to the map** will help you place your address on the map. This will enable the members to find hosts within a specific area using the map feature. See **Adding your location to the map** below for more details.	Place me on the map **How to get there**
10. Use the **How to get there** field to provide information on how to get to your place using public transportation: bus route or train, pick-up from station, etc.	
11. If you have a second or third residence where you host people, you can provide that info.	**Second address** Canada Manitoba **+ Add more address**
12. Save your modifications.	☑ Update your Basic Information

Placing yourself on the map

1. **[Click to add your location to the map]** takes you to the map page (see example alongside).

2. Type your full address in the box, and click **[Load address in the map below].**

3. You can also write in the box: Longitude, Latitude and you will be located correctly.

<u>Note</u>: if you do not want your exact location to be shown on the map, enter only the name of the city or even the neighborhood.

4. Click on the red marker and move it to your location.

5. If you move the marker to the edge of the map, it will scroll up/down, or to the left/right.

6. Zoom in or out on the map by using the scroll-wheel on your mouse. Move the cursor to your general area.

7. Click the green **[Save]** button to save your location. Your location on the map will be saved.