

Basic Information

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.

1. **Click on Edit Basic Information.** (Note: if you get a message saying “Save previous block...” it means that a previous block hasn’t been saved. Look for any green bars like this and click on them. 
2. **Visibility settings:** You can set limits on how much of your information people can see: “All members” includes all approved Servas travellers, hosts and supporters. Choosing “friends” hides the information from anyone whom you have not connected with as a Friend. “Only me” will keep the information off the site—only you will see it in “My Profile”. Click in the appropriate circle to choose.



The screenshot shows the 'Basic Information' and 'Visibility setting' sections. The 'Basic Information' section includes fields for Birth year (1954), Gender (Male/Female), and Occupation (Retired student services mai). The 'Visibility setting' section has three radio buttons: All members (selected), Friends, and Only me.

3. **Complete your Basic Information**, using the tips below:



The screenshot shows the 'Basic Information' form with the following fields: Birth year (1954), Gender (Male/Female), Occupation (Retired student services mai), Country (Canada), State/Region (Manitoba), Sub Region (Select a sub region), and Nearest city (BRANDON).

- *Grey boxes can only be filled by using the red arrows. Some of these may already be filled in.
- *Click the red arrow and pick 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!)
- *If you and a partner are using a joint profile, you can only enter one age and gender.
- *If you are creating a joint profile, enter both occupations.
- *A large city near you—one that people would be likely to enter if they were searching for hosts in your region.

Email

Email for servas notifications

Phone

Mobile

Other means of contact







Language	Basic	Fluent
English 	<input checked="" type="radio"/>	<input type="radio"/>
German 	<input type="radio"/>	<input checked="" type="radio"/>
Spanish 	<input type="radio"/>	<input checked="" type="radio"/>
Low German 	<input type="radio"/>	<input checked="" type="radio"/>
Choose a language 	<input type="radio"/>	<input checked="" type="radio"/>

Add more language

Current Address

Place me on the map

How to get there

Second address

Canada 

Manitoba 

+ Add more address

*The first email address must be unique--used for setting passwords and other administrative functions

*messages sent from ServasOnline by other members will go to the second email address. (they can be the same as someone else at your address).

*Enter + country code, area code, phone number.

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.

*Click on the red arrow to get the list of languages. Type the first 3 letters of the language to get a list. If you select the wrong language by mistake and want to remove it, click on the arrow beside the wrong entry, scroll up to the top and click on "choose a language".

*Choose basic or fluent for your proficiency level. Click to add another language.

*Enter your street address, city, state or province, and postal/zip code. Write in your local format (don't translate)

***Placing yourself on the map is important.** This is where people will find you when searching a region.

*Click to place yourself on the map. See **"Place Me on the Map below for more details.**

*You can provide more information on how to find your place: bus route, pick-up from station, etc.

If you have a second residence where you host people, you can provide that info.

Clicking this opens up space for another address.

Third address

Select country ▼

▼

Update your Basic Information

Add here if you have a third address.

Don't forget to update!

Place me on the map

Clicking on “Place me on the Map” takes you to the map page (see below).

There are two ways to mark your location :

- 1) Fill in your address in the box, and click “Get Location”. You can choose to fill in your exact address (see example on the map) OR, if you do not want your exact location to show, just enter the name of the city.
- 2) Click on the red marker and move it to your location. If you move the marker to the edge of the map, it will scroll up/down, or to the left/right. Zoom in or out on the map by using the scroll-wheel on your mouse. This is a good method to use in a large city if you don't want to mark your exact location, but want people to know the region of the city. Move the cursor to your general area.

Don't forget to save! When you are satisfied with the positioning of the marker on the map, **click on the circled x** in the top right corner and your map will be saved.

