

Hosting and Day Hosting Only

The **Hosting** information you provide will help potential travelers identify whether you can host them.

How you answer the questions in the hosting section determines whether they will find you. When completing this section, think like a traveller! When travellers are looking for potential hosts, they will probably look first by country and region, but they may also search by a number of factors, including how many people and what genders you are able to host, accessibility of your home and more.

The **Find Members** chapter of the online help provides information about the search fields that a traveler, looking for a potential host, can use. Make certain that your hosting information contains all the information you want people to know about you as a host.

Note: Some fields (but not all) have explanations that pop up when you click on the text, and some have additional boxes that open when you click on the text. Details on these options are provided in **Host field details** section below.

If you are a **Host**, you have to fill the **Hosting information**

If you are a **Day Host Only**, you have to fill the **Day Hosting Only information**

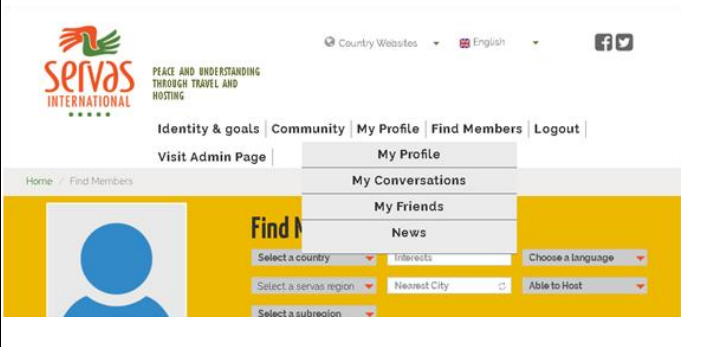
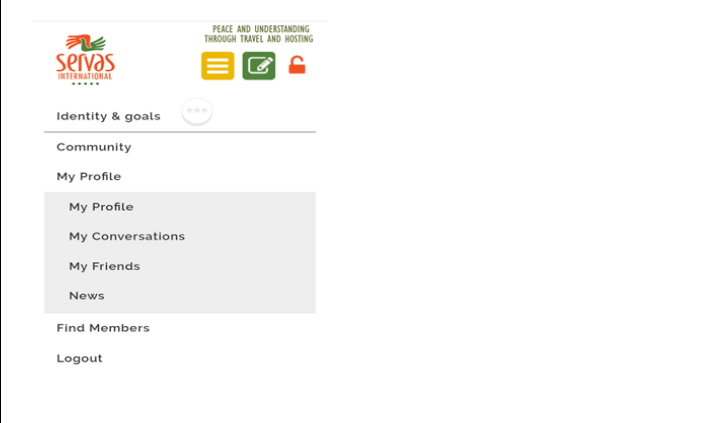
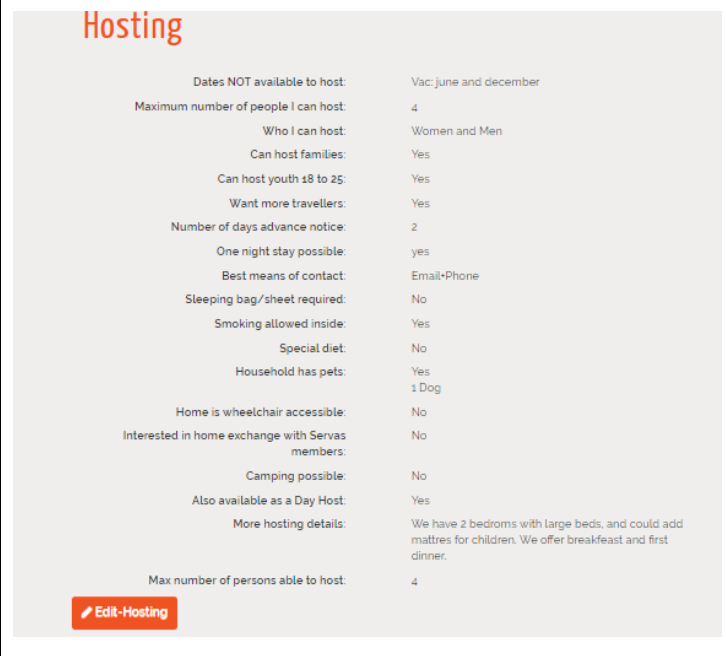
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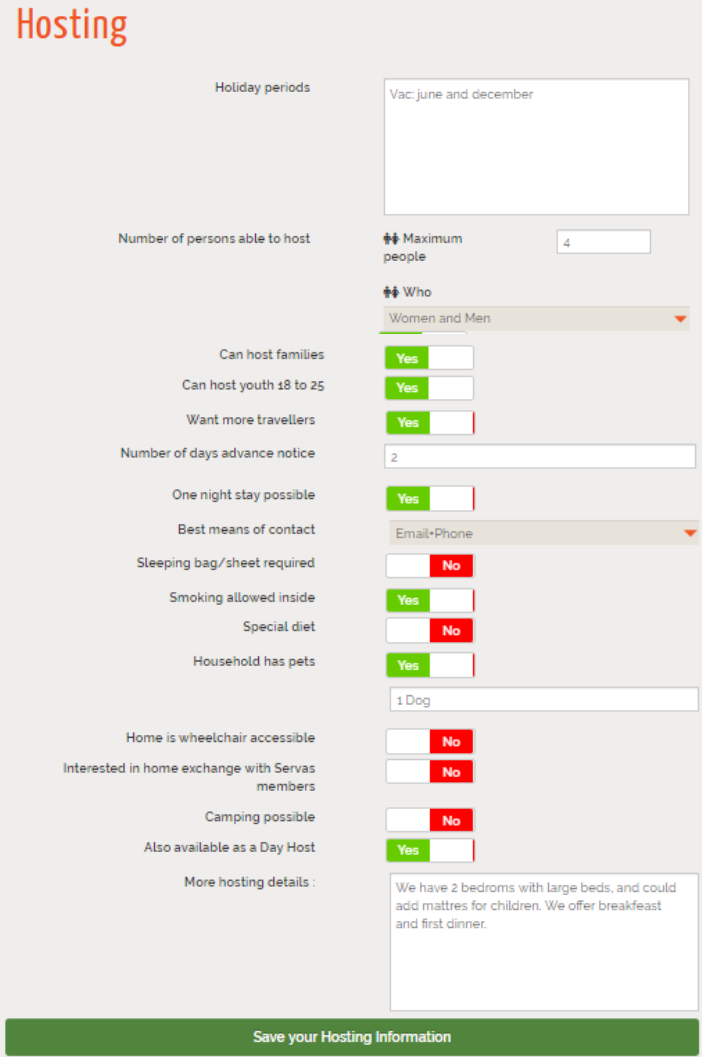
If you have any difficulties, contact your local Coordinator or email your.country@servas.org. (e.g. Canada@servas.org), alternatively use the **<Contact Us>** link at the bottom of the Servas Online home page to contact an administrator.

Note: 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.).

1. Accessing your hosting information

<p>1. Click the My Profile option at top of your screen and then click also on the My Profile menu entry just below.</p>	 <p>The screenshot shows the top navigation bar of the Servas International website. The 'My Profile' link is highlighted in a grey box. Below the navigation bar, there is a search area with dropdown menus for 'Select a country', 'Select a servas region', and 'Select a subregion'. There are also fields for 'Nearest City' and 'Able to Host'.</p>																																						
<p><u>Note:</u> If your screen resembles the one shown alongside, click the yellow menu icon, click on My Profile and then click also on the My Profile menu entry just below.</p>	 <p>The screenshot shows the 'My Profile' page on the Servas International website. A yellow menu icon is visible in the top right corner. The 'My Profile' menu entry is highlighted in a grey box. Other menu entries include 'Identity & goals', 'Community', 'My Profile', 'My Conversations', 'My Friends', 'News', 'Find Members', and 'Logout'.</p>																																						
<p>2. Scroll down to the Hosting section of your profile. 3. Review the contents. For details refer to the Hosting details section below</p>	 <p>The screenshot shows the 'Hosting' section of a user's profile on the Servas International website. The section is titled 'Hosting' in orange. It contains a list of details about the user's hosting capabilities, including dates not available to host, maximum number of people, who they can host, and various other preferences. An 'Edit-Hosting' button is visible at the bottom.</p> <table border="1"> <tr> <td>Dates NOT available to host:</td> <td>Vac: june and december</td> </tr> <tr> <td>Maximum number of people I can host:</td> <td>4</td> </tr> <tr> <td>Who I can host:</td> <td>Women and Men</td> </tr> <tr> <td>Can host families:</td> <td>Yes</td> </tr> <tr> <td>Can host youth 18 to 25:</td> <td>Yes</td> </tr> <tr> <td>Want more travellers:</td> <td>Yes</td> </tr> <tr> <td>Number of days advance notice:</td> <td>2</td> </tr> <tr> <td>One night stay possible:</td> <td>yes</td> </tr> <tr> <td>Best means of contact:</td> <td>Email+Phone</td> </tr> <tr> <td>Sleeping bag/sheet required:</td> <td>No</td> </tr> <tr> <td>Smoking allowed inside:</td> <td>Yes</td> </tr> <tr> <td>Special diet:</td> <td>No</td> </tr> <tr> <td>Household has pets:</td> <td>Yes 1 Dog</td> </tr> <tr> <td>Home is wheelchair accessible:</td> <td>No</td> </tr> <tr> <td>Interested in home exchange with Servas members:</td> <td>No</td> </tr> <tr> <td>Camping possible:</td> <td>No</td> </tr> <tr> <td>Also available as a Day Host:</td> <td>Yes</td> </tr> <tr> <td>More hosting details:</td> <td>We have 2 bedrooms with large beds, and could add mattresses for children. We offer breakfast and first dinner.</td> </tr> <tr> <td>Max number of persons able to host:</td> <td>4</td> </tr> </table>	Dates NOT available to host:	Vac: june and december	Maximum number of people I can host:	4	Who I can host:	Women and Men	Can host families:	Yes	Can host youth 18 to 25:	Yes	Want more travellers:	Yes	Number of days advance notice:	2	One night stay possible:	yes	Best means of contact:	Email+Phone	Sleeping bag/sheet required:	No	Smoking allowed inside:	Yes	Special diet:	No	Household has pets:	Yes 1 Dog	Home is wheelchair accessible:	No	Interested in home exchange with Servas members:	No	Camping possible:	No	Also available as a Day Host:	Yes	More hosting details:	We have 2 bedrooms with large beds, and could add mattresses for children. We offer breakfast and first dinner.	Max number of persons able to host:	4
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2. Editing your hosting information

<p>1. If necessary, initiate editing using the [Edit-Hosting] button.</p>	
<p>2. Update the fields as necessary. A detailed description of all hosting options is provided below.</p> <p>3. For Yes/No answers, click on the option text to switch between the green [Yes] and the red [No].</p> <p>4. If your response to an option is Yes, in some cases, you will have to explain.</p> <p><u>For example:</u></p> <p>If you indicated that the Household has pets, fill in the text box, explaining what pets you have and how many of each. Also indicate whether they are only outside the house or also inside the house.</p> <p>If you responded Yes in the Sleeping bag/sheet required field, select whether this is optional.</p> <p>If Also available as a Day Host, add an explanation of How I day host.</p> <p>5. Once all the fields are updated to your satisfaction, click [Update your Hosting information]</p>	

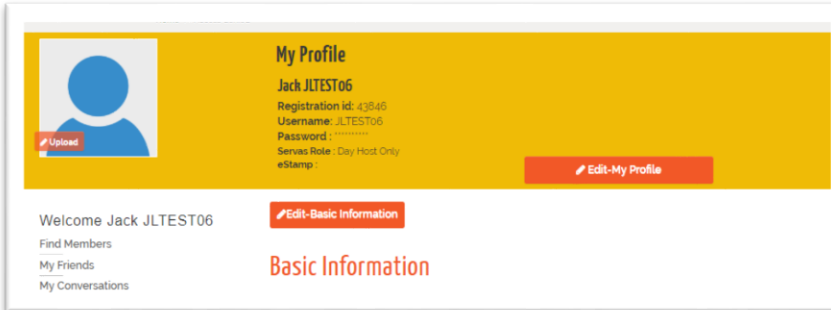
3. Hosting field details

Dates NOT available to host (Holiday periods)	<p>Specify times you know you will be away, especially if you are away for long periods of time.</p>
Number of Persons able to host	<p>Enter the maximum number of people you can accommodate whatever is their gender</p> <p>Select the Gender, Women if you can, receive only women, Men if you can receive only men, women and men if can receive both</p> <p>If you can receive a couple women and men, but for a single traveller wish to receive only women, select women and write in More Hosting details accept to receive Couple.</p>
Can host families	<p>Yes means that you can accommodate parents and children.</p>
Can host youth 18 to 25	<p>You accept Youth traveller, even for a longer stay.</p>
Want more travellers	<p>You receive few travellers and would like more.</p>
Number of days advance notice	<p>Type in the number of days.</p> <p>If not previous notification is required, enter the number zero (0).</p>
One night stay possible	<p>Indicate whether you accept hosting requests for a single night in addition to the more standard two nights.</p>
Best means of contact	<div data-bbox="477 1272 911 1461" data-label="Image"> </div> <p>If you check email infrequently, select Phone. But in this case when potential guests are abroad, if you have no Whatsapp, Viber, Telegram or similar applications, they will be reluctant to call you.</p> <p><u>Note:</u> You can hide your email address (refer to Visibility settings in the Basic Information help chapter</p>

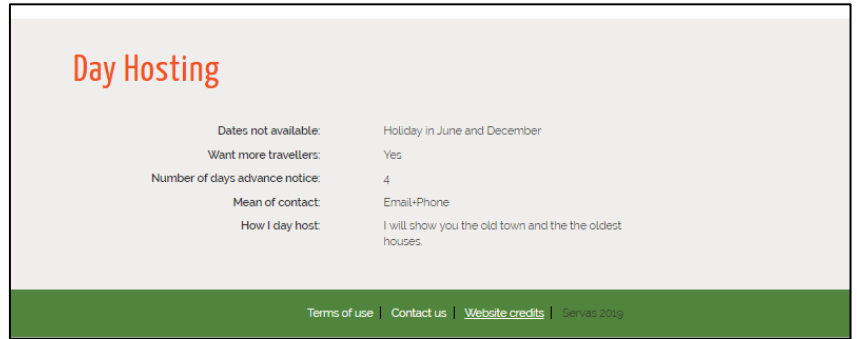
Sleeping bag/sheet required	Yes means that you would like them to bring a sleeping bag. Select the relevant option: Required or Optional .
Smoking allowed inside	Yes indicates that you allow people to smoke in your house.
I have a special diet	Yes indicates I am vegetarian or other restrictive diet.
Household has pets	Responding Yes , use the free text box provided to add more information about your pets (what type, how many, do they come inside the house).
Home is wheelchair accessible	Yes indicates there are no steps and the bathroom door is wide enough for a wheelchair.
Interested in Home exchange with Servas members	You would like to participate in a home exchange
Camping possible	You have a spot where people could pitch a tent or park a camper.
Also available as Day Host	In addition to being a full host, you are happy to meet Servas members during the day, spending some time with them so you an opportunity to get to know each other and the visitor has the opportunity to be shown around by a local.
More Hosting details	Provide details of your accommodation in short sentence as Large or single bed, if you provide breakfast, first dinner or more, accept a couple (man + woman) even if you specified Women.....

4. Day host only information

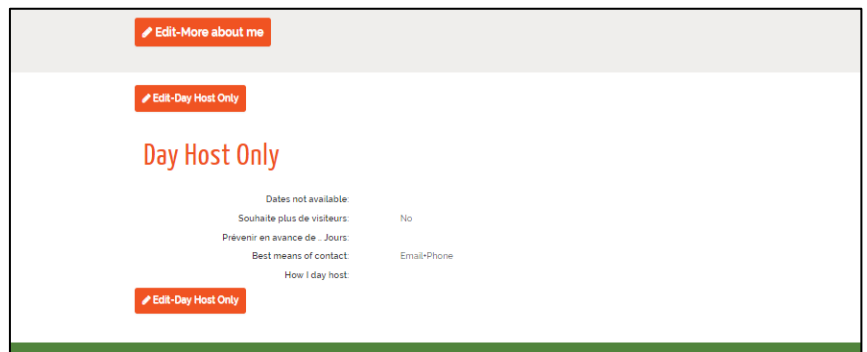
If you cannot accommodate Servas travellers overnight, you can request that you be listed as **Day host only**. If your availability changes, you can request to be returned to full **Host** status.

<p>1. Check that the Servas Role displayed at the top of your profile indicates Day Host Only.</p>	
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2. Scroll to the **Day Hosting** section of your profile.
3. Make certain that the information is correct and complete.



4. Click on the red **[Edit-Day Host Only]** button.
5. Indicate date of Holiday
6. If you wish to meet more travellers.
7. Select one of the 6 choice to be contacted as for example Email + Phone
8. In particular, add information on what activities you can normally do with your visitors.



9. Members can use the **Select Member Type** search field to find a **Day host** that can spend some time with them during the day. Refer to the **Find Members** chapter of the help for details.

Your availability as a **Day host only** will be clearly indicated to members when they look at the list of **Members found**.

