How to Find Members

This article describes the application process for locating other Servas members based on various search criteria.

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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.).
Filter the member list

You can use the various options to filter the list to include only those that interest you. However, take into account that the more filters you choose, the more you limit your results.

1. Click on the **Find Members** option at the top of the Servas Online window. [https://servas.org/en/find-members](https://servas.org/en/find-members)

2. Select the type of member you are looking for. Usually members look for hosts so they select one of two options: **Host** - spend one or two nights with them  **Day Host** – spend some of your time during the day with them (select Day Host Only and Host available as Day Host)

3. If you don’t select a Type member, you will have a list of all members

4. For full hosts, you will usually want to find hosts that can accommodate the gender and number of people to be hosted.

5. Click **[Able to Host]** and select the relevant Gender. Type in the **[Number of People to Host]** the relevant number. Select any of the other options.

   **Note**: be careful to type the Nearest city name and Interests. It’s free text and could give you “No results”.
6. Once you have selected all the relevant filters, click on the red [Submit] button.

Using More Options

1. Clicking on [More Options] provides additional search options. Full details of all the available search fields are provided in the More Options - details section below. In particular, you may want to search for a member by name, or find young Host by selecting Age.

   Click the red [Close] button to exit without changing the More options search criteria.

2. Once you have selected all the relevant filters, click on the red [Submit] to initiate the search using all filters including those within More options.

More Options - Details

| First Name, Last Name, Occupation | These fields can help you identify a particular person or someone of your profession. |
| Members with children | Search for members with young children less than 18 years old. |
| Age range | To select an age range, click on the red line |
| | You can then move the higher and lower age limits. The selected limits are displayed. |
| Want more Travellers | Hosts are eager to have more travellers than they get. |
| **No notice required (Emergency travellers)** | These hosts have specified that they will take emergency travels so usually no notice is required. They might, of course, respond that they are not available on the particular date call them. |
| **Smoking allowed inside** | Host accept smoking inside Home. |
| **Home is wheelchair accessible** | Your Home have no stairs, doors and bathroom are accessible for a wheelchair. |
| **Home Exchange** | Search for hosts who are interested in a home exchange. |
| **Can host families** | Search for hosts who welcome families. |
| **Can host youth 17 to 24** | Will return all those hosts who welcome youth in this age range. |
| **Camping possible** | Search for hosts who have space for you to camp. |

**View members’ profiles and prepare your list**

The number of members found may be deceptive. Remember that many countries are using separate files for each household member, so in some countries the number will be significantly larger than you might expect. But if they have filled correctly their profile, in “Live with” field, you will have the name of the member and by clicking on the name, you will open the partner profile.

Remember that a member may not have all entered all the information accurately or completely. If you you are not finding the number of members you expected, use a basic search (for example, **Country, region, sub-region, Member type - Host**) and then look at the complete profiles of people in the areas you plan to visit.

For example, someone may say they can host 2 **Persons** but not specify **Men** or **Women**. They won’t show up in a search for people who can accommodate 2 women, but may still be happy to host you.

**Note:** When you want to prepare a new list with different search criteria, don’t forget to open the **More Options** dialog and deselect all options.
Using the map view

Note: some members may not have marked their location. As a result, you might prefer the list view (details are provided in the Using the list view section below).

3. You can click [Switch to list view] to see the list view. Among other features this allows you to print the list of currently selected members. See Printing a sub-list of selected members.

4. The number within the colored bubbles shows the number of hosts located in this area.

5. Zoom in to see more detail. Use +/- in the upper left part of the map, or drag with your fingers on a tablet.

6. You can also click on the balloons to zoom in on this area.

7. When you click on a balloon that is empty (indicates that you have identified a specific host), the host summary is displayed.

8. Click on View Complete Profile for more details on the selected member.
Note: A new browser window opens every time you initiate a new search or request to view a complete profile.

In the example alongside we see that there are three browser windows open:

**Find Members | Servas Online** this is where we selected the search filters.

**Others Profile | Servas Online** which appears twice. The first one shows the map view and the second one shows the full profile of the selected member.

Remember to close the windows you are no longer interested in.

If there are too many windows open, your browser will slow down.
Using the list view

1. Click on the [Switch to List View] button.
   
   You can at any time click on the [Switch to map view] button.

2. Select the Result per page that is convenient for your screen.

3. To see full host details, click on **View Complete Profile**.

4. To select a subset of members, click on the boxes alongside their names (here we have selected both members shown).
   
   Alternately, click on the **Select All** option. All the members shown on the current page will be selected.

5. At the bottom of the list, you will see which page you are viewing and how many pages there are.

6. Click on the orange arrows to move to the next page or the previous page.

7. You can continue to select additional members on the other pages, selecting individual members or using **Select all** for the members on the page you are currently viewing.

8. Click on the [Filter Members] button to display only the selected members.
Printing a sub-list of selected members

1. Click on the [Download List] button to create a PDF file containing the list of currently selected members.
2. Save the file to a convenient directory (e.g. Desktop), giving the file a significant name so you can identify it later.
3. In the Save As dialog, select the directory within which the list is to be saved. You might want to select the Desktop so it will be easy for you to find the list.
4. Click on the File name field and type a name significant for the current search criteria. See note below for some ideas on choosing a name that is significant for the particular sub-list.
5. The Save as type field indicates that the list will be saved as an Adobe Acrobat Document.
6. Click [Save].
7. Read the details the hosts have provided.
8. Check the hosts’ profiles to see their preferred means of contact. If they have indicated Phone, it would be best to phone them rather than trying to contact them by email (they may check email infrequently).

Remember to attach your LOI to the email.

Note: we recommend that the file name reflect the sub-list being created.

The default file name is Member-list. When additional sub-lists are saved, a serial number will be added to this name e.g. Member-list (1). Change this name to a significant name related to your search criterial. We recommend that the current date be added to the file name. For example, to indicate that the sub-list contains only Day Hosts and was created on a certain date, you might want to use the name Day Hosts 23 April 2019.