## Day Host Only – New Role

## 1- For the Administrator

In Application, to admit a new member, click on the pen on the left of the applicant, to Edit the Application form.

Edit Application	Date of Request	Username	E-mail	First Name	Last Name	Country	Region	Sous-région Servas	Interviewer	interview prévu	interview réalisé	Fee	devise adhésior
/	30 Apr 2019	JLTEST06	jlestang+05@gmail.com	Jack	JLTEST06	Antarctique							

Complete the Application form with Details of Meeting, Membership fee and Currency, if any, expiration date.

🥃 jolestang@yahoo.fr - Yahoo Mail 🗴   M Boîte de réception (1) - jles	stang 🛛 🗙 📔 🌦 Logout - S	Servas Collaboration - 🦯 🗙 🛛 🗫 Edit A	pplication   Servas C	Online ×	+				- <u></u>		×
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	scrussing ask you.	choose between nost and bay nost e	Shiry								
	D .		ОК								
F	First	Jaun.									
L	Last Name	JLTEST06									
E	Email	jlestang+05@gmail.com									
5	Phone number										
	Country	Antavetique									
		Antaictique									
	state/ Region										
S	Sub-region	Select subregion	1	•							
h	nterviewer	Select		•							
5	Schedule Meeting										
1	Actual Meeting										
,	Membership Fee										
,	Membership Currency	Select	3	•							
	Membership Expiration										
C.	Date	Select Host OR Day Host Only									
	Role	📽 Day Host Only 💷 Host	Traveller								
	Jser Notes										
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You have to select Host **OR** Day Host only, you can't select both, but you can select **Host AND Traveller** or **Day Host Only AND Traveller**. Admit the new member after selecting the role(s), then Save.

Date Role	🖉 Day Host Only 🔲 Host	Traveller
User Notes		
Admitted 🔲 Rej	ected	
C		3

- Selecting Traveller role will create a LOI section in the member profile
- Selecting Host role will create an Hosting section in the member profile
- Selecting Day Host Only role will create a Day Hosting section in the member profile

After admitted a member, you can open Members Administration to complete the profile.

INTERNATI	IONAL				<b>E</b>	Applications	i Renewals eStamps	Members Administration	Administration Members	Roles & Per	missions (	Delete inactive me	mbers
Standa	ard Members												
Search optio	ns												
Usemame			Last Name			email			eStamp				
Select a cou	untry		- Select regis	m	-	Select su	b-region	-	Member type			*	
Gender			- Language S	poken		Age		-					
More O	ptions												
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Complete Profile	Username	First Name Kliven Namel	Last Norise	Timbre voyageur	Ernal.	Country	Slate/Province/Region	etilano suo region	Nember Type	Seve	Age date	iston Language Spoken	Seriest All
1	JLTEST06	Jack	JLTEST06		jestang-053gmail.com	Antarctique			Day Host Only		1900 30 J	kar 9	0
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If the member was Host and wish to change to be only Day Host, you can change his role by deselecting Host and selecting Day Host Only. As Administrator you can complete the Day Host only section.

More about me			
Live with :			
3	0		3
Household Members			
Children Marc 4 ans	Membership expiration	Member type     □     Host     Inveller       Image: Member of Supporter     Image: Day of Supporter     Host only	
Servas member since	Servas traveller since	Organizations	
Interviewer - Last and	Actual Meeting	Other Data 1	

	//			
Day Host Only				
✓ Want more travellers				
Number of days advance notice		Best means of contact	Email*Phone	-
		Days not available :		
				//
How I day Host :				
	A	8		
Private Comments & Notes				

## 2- For the members, when they open their profile:

Public - Public uni		
Upload	My Profile Jack JLTESTO6 Registration id: 43846 Username: JLTESTO6 Password:	
	eStamp :	✓ Edit-My Profile
Welcome Jack JLTEST06	✓Edit-Basic Information	
My Friends My Conversations	Basic Information	

After the Basic Information and the More About me, they have the "Day Host Only" section to complete.

- Want more travellers
- Days not available (as holiday...)
- Number of day advance notice (only one number)
- Best mean of contact select in the rolling list
- How I day host Explain what you propose to your guest as Day Host

Click on "Edit-Day Host only" to complete the Day Host section.

Edit-More about me	
Edit-Day Host Only	
Day Host Only	
Dates not available:	
Souhaite plus de visiteurs:	No
Prévenir en avance de Jours:	
Best means of contact:	Email+Phone
How I day host:	

Fill the fields, then click on Update your Day Host Only Information to save the Day Host section



1 <b>members</b> foun	d	≣ Switch to map view		
Select All		Result per p	age 5	•
	Jack JLTESTOC Nearest city: Georges Languages: English.C Interests: Day Host Only     View Complete Pro	town roatian <b>file</b>		
☑ Filter Members	🔒 Print Li	st		

When you click on View Complete Profile, you see all the sections including the Day Hosting.

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Weikamer LLTESTOR My Profile Find Members My Priends My Conversations News	Basic Information         Age: 39         Gender: Male         Occupetion: Enlinementur         Occupe: Instanço 0.00 generation         Remain: Instanço 0.00 generation         Remain: Instanço 0.00 generation         Phone: 0.052/02807         Mobile: 0.052/02807
	Nore about him Children: Marr 4 ans Interesta: reading withing and Investing Revelote in: Europe and LSA Lived in: Germany, Missantiague More information/Set-description: samggevettors: lest
	Letter of Introduction Personal background Itest only for teddal' imminut Children travelling with me:
	Day Hosting Detec not evaluable: Hollony in Joine and Decentation Want more traveliers: Yes Number of degra advances: 4 Notice: Mean of contact: Final-Prices How I day host: Livit show you the old traven and the time oldest houses.

