

Editing my profile

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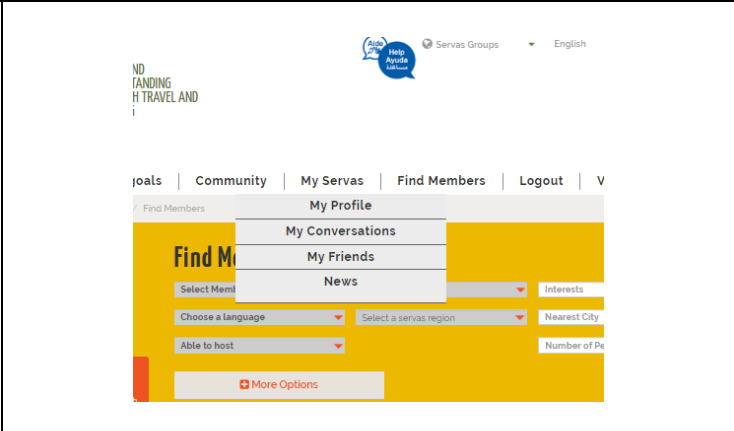
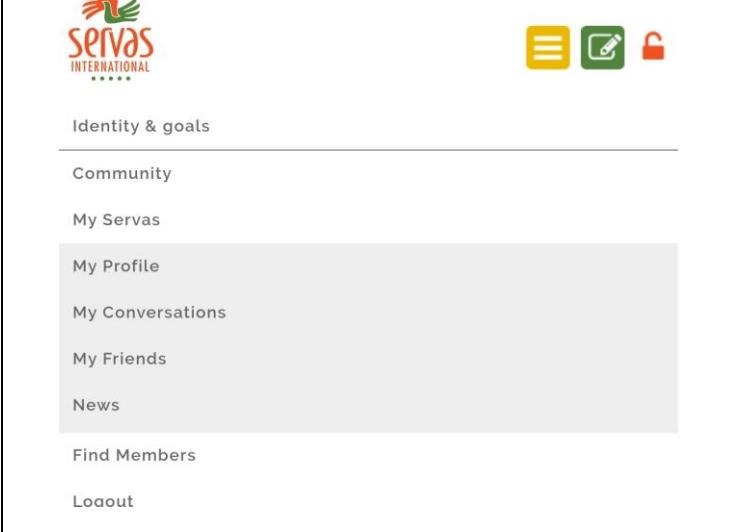
***Reminder:** Your screen may look different from the figures here; the view may vary, depending on the device you use (e.g. computer, laptop, phone) or your browser (e.g. Chrome, Safari, etc.).*

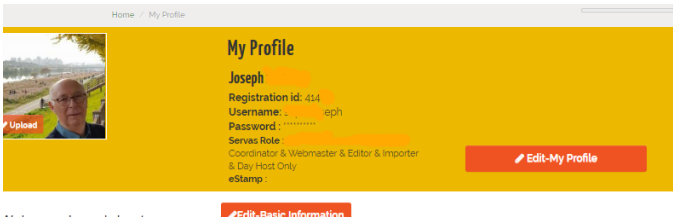

*As always, if you have any difficulties, contact first your local Coordinator then if you have no answer, email your local administrator at your.country@servas.org. (e.g. Canada@servas.org) Alternately, use the <**Contact Us**> link at the bottom of the Servas Online home page to contact an administrator.*

Accessing my profile

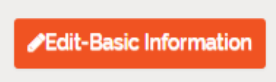
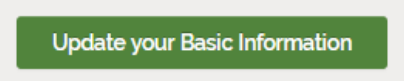


Check and update (see **Editing principles below**) each of the following five sections of your profile:

- Member picture, account and membership information – for details see below
- **Letter of introduction**– creating your LOI (**available only if you have been assigned the role of Traveller**) is explained in the **Completing your letter of introduction** chapter of the online help
- **Basic Information** – these fields of your profile are explained in the **Basic information** chapter of the online help
- **More about me** - these fields are explained in the **More about me** chapter of the online help
- **Hosting** – these fields (visible only if you have been assigned the role of host) are explained in the **Hosting** chapter of the online help
- **Day Hosting Only Hosting** – these fields (visible only if you have been assigned the role of day host Only) are explained in the **Day Hosting Only** chapter of the online help

<p>1. Click the My Servas option at top of your screen and then click also on the My Profile menu entry just below.</p>	 A screenshot of the Servas International website. At the top, there is a navigation bar with 'Goals', 'Community', 'My Servas', 'Find Members', 'Logout', and 'V'. Below this, a dropdown menu is open, showing 'My Profile', 'My Conversations', 'My Friends', 'News', and 'Interests'. There are also search filters for 'Choose a language', 'Select a servas region', 'Nearest City', and 'Able to host'. A 'More Options' button is visible at the bottom of the dropdown.
<p><u>Note:</u> If your screen resembles the one shown alongside, click the yellow menu icon, click on My Servas and then click also on the My Profile menu entry just below.</p>	 A screenshot of the Servas International website showing the 'My Servas' menu. The 'My Profile' option is highlighted in a grey box. Other menu items include 'Identity & goals', 'Community', 'My Servas', 'My Profile', 'My Conversations', 'My Friends', 'News', 'Find Members', and 'Logout'. There are also icons for a menu, a pencil, and a lock.

<p>The information shown with a yellow background is managed by your local coordinator (see Account and membership information below for details).</p> <p>The photo will be used to identify you as a host and/or traveller (LOI)</p> <ol style="list-style-type: none"> If necessary, add a new photo or replace the current photo. For details, see the How to upload a photo chapter of the help. 	
<ol style="list-style-type: none"> Scroll down to View/update the four additional sections (These are explained within separate chapters of the online help). 	

Editing principles

<ol style="list-style-type: none"> Click on the relevant red [Edit-] button. Update any field by typing within the white background or selecting the relevant options. Click [Update ...] button to save your updates for this section and exit edit mode. Read the updated section carefully to ensure that all details are correct. You can return to editing any section at any time. In particular, remember to update your profile whenever your address, telephone number, vacation dates, etc. have changed. <p>Note: while you are editing a section, the edit buttons of all the other sections are disabled. You must update a section even if you have made no changes.</p>	   
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Account and membership information



Name	This is the name that will be seen by other members at the top of your profile. It is defined within the Basic Information section of your profile.
Registration id	This number uniquely identifies you as a member of Servas.
Username	A username has been assigned to you. You can change it. The only use for this name is for login and we recommend you use a simple word (minimum 4 characters) that it is easy to remember and shorter to type than the email address. This field cannot have any spaces or special characters.
Password	The password is not displayed in order to preserve the security of your user profile. (Though you can change your password, we do not recommend doing so unless absolutely necessary).
Servas Role	Can only be changed by an administrator. If you are a host and want to travel (or already have a valid "old style" LOI), contact an administrator to get this added.

The below information will only be updated once your country moves to confirming membership and approving travellers using the ServasOnline system.

eStamp	A number in this space means that your approval as a traveller has been processed in the Servas Online system. Many countries are using eStamps and the LOIs will carry this number instead of the paper stamp. Paper stamps will stop to be used by the beginning of 2020.
Membership until	If you pay a membership fee, this tells you when the fee is due. For countries that don't have membership fees, this date will be used to advise members to login and update their memberships.
Traveller Stamp until	Tells you (and potential hosts) when your LOI expires.