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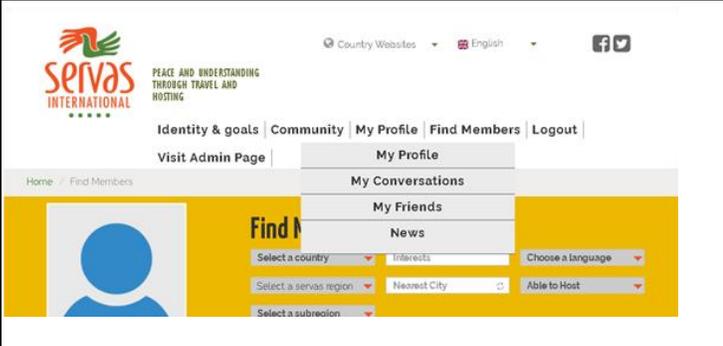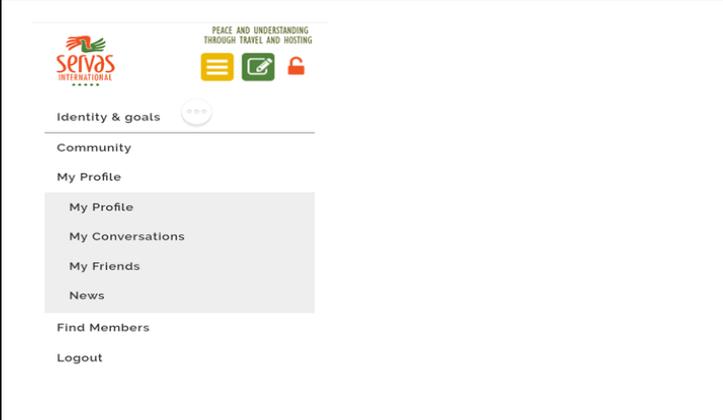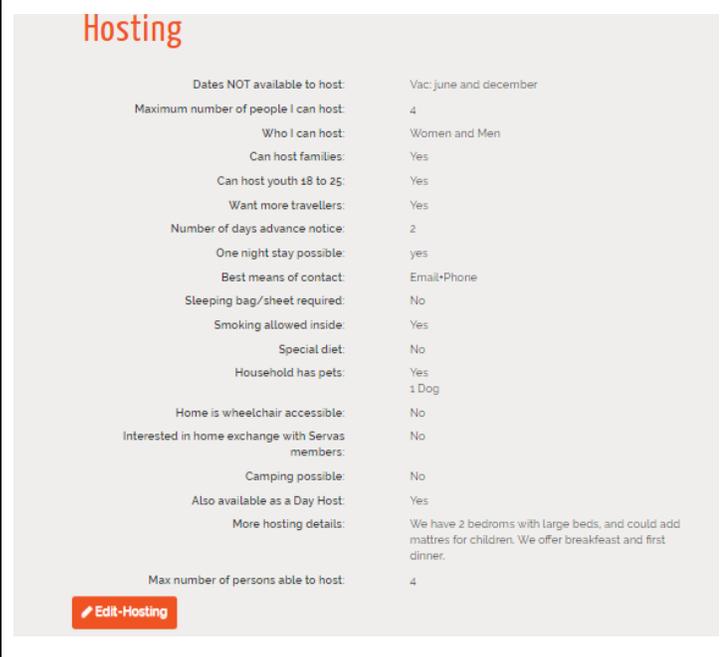
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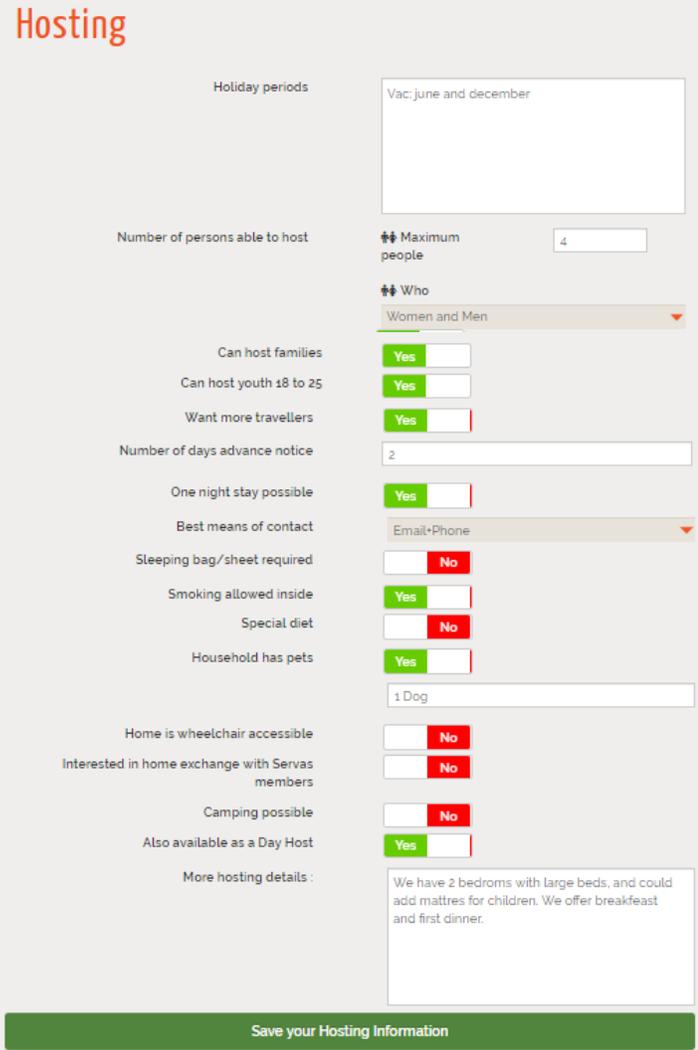
*If you have any difficulties, contact your local Coordinator or email your country@servas.org. (e.g. Canada@servas.org), alternatively use the **<Contact Us>** link at the bottom of the Servas Online home page to contact an administrator.*

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.).
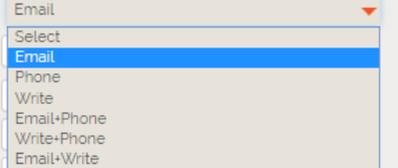
1. Accessing your hosting information

1. Click the **My Profile** option at top of your screen and then click also on the **My Profile** menu entry just below.	
<ins>Note:</ins> 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.	
2. Scroll down to the **Hosting** section of your profile. 3. Review the contents. For details refer to the **Hosting details** section below	

2. Editing your hosting information

1. If necessary, initiate editing using the **[Edit-Hosting]** button.	**✎ Edit-Hosting** **Hosting**
2. Update the fields as necessary. A detailed description of all hosting options is provided below. 3. For Yes/No answers, click on the option text to switch between the green [**Yes]** and the red [**No]**. 4. If your response to an option is Yes, in some cases, you will have to explain. For example: 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. If you responded **Yes** in the **Sleeping bag/sheet required** field, select whether this is **optional**. If **Also available as a Day Host,** add an explanation of **How I day host.** 5. Once all the fields are updated to your satisfaction, click **[Save your Hosting information]**	**Hosting** Holiday periods — Vac: june and december Number of persons able to host — 👫 Maximum people 4 👫 Who — 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 bedroms with large beds, and could add mattres for children. We offer breakfeast and first dinner. **Save your Hosting Information**

3. Hosting field details

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

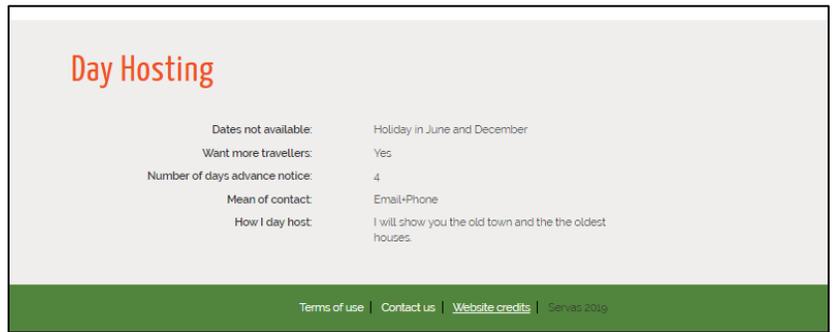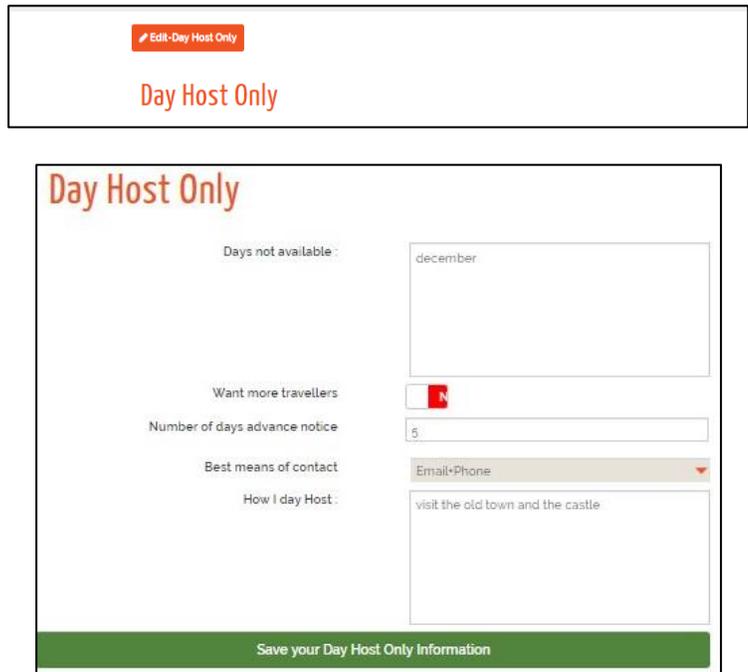|	
Sleeping bag/sheet required	**Yes** means that you would like them to bring a sleeping bag. Select the relevant option: **Required** or **Optional**.
Smoking allowed inside	**Yes** indicates that you allow people to smoke in your house.
I have a special diet	**Yes** indicates **I am vegetarian** or 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.

1. Check that the **Servas Role** displayed at the top of your profile indicates **Day Host Only.**	

2. Scroll to the **Day Hosting** section of your profile. 3. Make certain that the information is correct and complete.	**Day Hosting** Dates not available: Holiday in June and December Want more travellers: Yes Number of days advance notice: 4 Mean of contact: Email+Phone How I day host: I will show you the old town and the the oldest houses. Terms of use | Contact us | Website credits | Servas 2019
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. Click on [**Save your Day Host Only Information**] to register your mofications.	✏ Edit-Day Host Only **Day Host Only** **Day Host Only** Days not available : december Want more travellers: N Number of days advance notice: 5 Best means of contact: Email+Phone How I day Host : visit the old town and the castle Save your Day Host Only Information
10. 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**.	1 **members** found ☰ Switch to map view ☐ Select All · Result per page 5 ☐ Jack JLTEST06 **Nearest city:** Georgestown **Languages:** English;Croatian **Interests:** **Day Host Only** 👁 View Complete Profile ☑ Filter Members · 🖶 Print List