

# How to Find Members

This article describes finding details regarding other Servas members. This option is only available for members.

Some countries have not yet entered all their members on Servas Online. In this case, a PDF host list is required. Clicking on **[List of Servas Countries]** within the **Find Members** dialog displays the status of each country.

You can search for members as potential hosts. However, before sending a request for hosting, you must have a valid **Letter of Introduction (LOI)**. See Chapter 4 **Completing your letter of introduction**.

You may also want to look for a specific member, members with a specific interest or occupation or for a member with a specific role (e.g. National secretary).

The sub-list of members that match your requirements can be viewed on a map or as a list (which can then be saved and printed).

Many countries are using separate profiles for each household member. (A link between the profiles of the various household members is provided in the **Live with** field. Clicking on the name will display their profile.) Other countries are using a single profile for all household members.

Remember that not all members have entered all the information accurately or completely so they might not match your search criteria. Try using a more general search.

For example: Search by location ( **Country, region** ) only. You can then use the map view to identify hosts within the areas you plan to visit.

*As always, if you have any difficulties, contact first your local Coordinator. If you have no answer, email your local administrator at [your.country@servas.org](mailto:your.country@servas.org). (e.g. [Canada@servas.org](mailto:Canada@servas.org)). If these methods fail, use the **<Contact Us>** link at the bottom of the ServasOnline home page to contact an administrator.*

## Contents

Using the Find Members Dialog.....	2
Find Hosts.....	3
Find Members by Name.....	5
Find Members by Role .....	6
Find Members by Age .....	6
Using the List View.....	7
Using the Map View.....	8
Viewing a Complete Profile.....	9
Saving and Printing a Sub-list of Selected Members .....	10

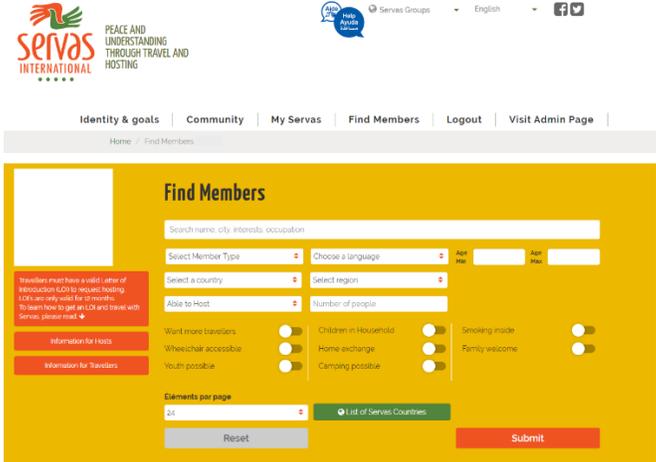
*Note: Your screen may look different from the figures displayed below; the view may vary, depending on the device you use (e.g. computer, laptop, phone) or your browser (e.g. Chrome, Safari, etc.).*

## Using the Find Members Dialog

This dialog is used to search for members that match your requirements.

Multiple criteria are provided to allow you to cut down your list to a reasonable size. You can modify your criteria and re-submit your query if the list is too long (criteria are not specific enough) or you do not find enough members that match your criteria (as mentioned above, not all member profiles are complete so they might not match your criteria and you should try a more general search).

Privacy of information provided by Servas members is very important, so this option is only available after logon as a member. Remember to log out to avoid access by other persons using the same computer or phone.

<ol style="list-style-type: none"> <li>1. Log on to Servas Online For details see the User Help chapter 1 <b>Getting Started with Servas Online.</b></li> <li>2. If the <b>Find Members</b> dialog does not appear, click on the <b>Find Members</b> option (alongside the <b>My Servas</b> option).</li> <li>3. Check which criteria are relevant for you.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Some of the fields require that you select a specific value from the list of multiple options provided. Click on the red arrows to see the options and select one of them by clicking on it.</li> </ol>	
<ol style="list-style-type: none"> <li>5. For other fields, there are only two possibilities (the indicator becomes green to indicate that the criterion is to be applied).</li> </ol>	
<ol style="list-style-type: none"> <li>6. Contents typed into a free text field must exactly match the spelling used within the member profile.</li> </ol>	
<ol style="list-style-type: none"> <li>7. Clicking <b>[Submit]</b> will display the sub-list of members that match the criteria you have defined. <b>Note:</b> Clicking <b>[Reset]</b> clears all the fields so you can restart your search with different values.</li> </ol>	

## Find Hosts

To limit the host list to include only those that are relevant for you, you can create a member sub-list including only hosts that match your criteria.

However, take into account that the more filters you choose, the more you limit your results.

(For example, a member might not have entered a value in some of their profile fields.

As a result, they won't show up in a search using these fields.)

1. Select the relevant host type using the **Select Member Type** field.

**Host** - spend one or two nights with them, getting to know them and their way of life

**Day Host** – meet members during the day. This might be at their home, at a café, a museum etc. Day hosts might suggest taking you on a tour to see the local sights.

Selecting Day host will give you a list of Day Hosts Only **and** Hosts available as Day Hosts.

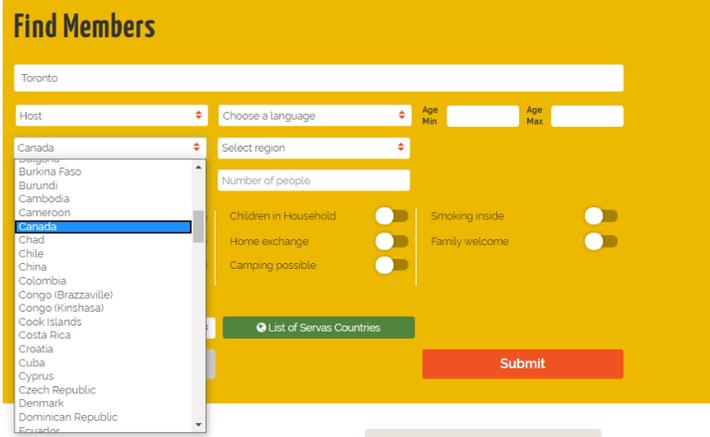


The screenshot shows the 'Find Members' dialog box with a yellow background. At the top, there is a search bar containing 'Toronto'. Below it, the 'Host' member type is selected in a dropdown menu. Other filters include 'Choose a language', 'Age Min', 'Age Max', 'Select region', and 'Number of people'. There are also toggle switches for 'Children in Household', 'Smoking inside', 'Home exchange', 'Family welcome', and 'Camping possible'. At the bottom, there is a 'List of Servas Countries' button, a 'Reset' button, and a 'Submit' button.

2. **Select a country** and **Select a region** to view only hosts within the relevant area.

3. To select a particular city, type the city name into the **Search name, city, interests, occupation** field at the top of the dialog.

**Note:** Since this is a free text field, be careful that the spelling is correct.



The screenshot shows the 'Find Members' dialog box with a yellow background. At the top, there is a search bar containing 'Toronto'. Below it, the 'Canada' country is selected in a dropdown menu, and a 'Select region' dropdown is also visible. Other filters include 'Choose a language', 'Age Min', 'Age Max', 'Number of people', and toggle switches for 'Children in Household', 'Smoking inside', 'Home exchange', 'Family welcome', and 'Camping possible'. At the bottom, there is a 'List of Servas Countries' button, a 'Submit' button, and a 'Switch to map view' button.

4. For full hosts, you must search for hosts that can accommodate the gender and number of people to be hosted.

From the **Able to Host** field, select the relevant option.

In the **Number of People** field, type in the relevant number of visitors.

The screenshot shows the 'Find Members' search interface. At the top, there is a search bar containing 'Toronto'. Below it are several filter fields: 'Host' (dropdown), 'Choose a language' (dropdown), 'Age Min' and 'Age Max' (input fields), 'Canada' (dropdown), and 'Select region' (dropdown). The 'Able to Host' dropdown is open, showing options for 'Women and Men' (selected), 'Women', and 'Men'. To the right of this dropdown is the 'Number of people' input field. Below these are several toggle switches: 'Youth possible', 'Children in Household', 'Home exchange', 'Camping possible', 'Smoking inside', and 'Family welcome'. At the bottom left, there is an 'Éléments par page' dropdown set to '100' and a 'List of Servas Countries' button. At the bottom right, there are 'Reset' and 'Submit' buttons.

5. Add additional criteria (see the **Available Search Criteria** section below) as relevant

**Note:** We recommend selecting the maximal number of **Elements per page** in order to avoid switching pages.

Click **[Submit]** to view the list of relevant members. See the **Using list view** section below for more details.

You might want to **Switch to map view**. (See **Using the Map View** below)

This screenshot shows the top part of the search results page. It features the 'Éléments par page' dropdown set to '24' and the 'List of Servas Countries' button. Below these are 'Reset' and 'Submit' buttons.

4 members found

[Switch to map view](#)

**For example:**

A search for members in Toronto, Canada who can be full hosts for a family of 4.

As you can see, in this case there are 4 possible hosts.

The screenshot shows a search interface titled "Find Members". It features a search bar with "Toronto" entered. Below the search bar are several filter options: "Host", "Choose a language", "Age Min", "Age Max", "Canada", "Select region", "Women and Men", and "4". There are also several toggle switches for filters: "Want more travellers", "Wheelchair accessible", "Youth possible", "Children in Household", "Home exchange", "Camping possible", "Smoking inside", and "Family welcome". At the bottom, there is a "List of Servas Countries" button, a "Reset" button, and a "Submit" button. Below the search results, it says "4 members found" and a "Switch to map view" button.

6. We recommend that you save and/or print the list of hosts you are interested in contacting. See **Saving and printing a member sub-list of selected members** below.

## Find Members by Name

1. Type the name in the **Search name, city, interests, occupation** field.
2. Select any other relevant requirements
3. Click [**Submit**]
4. Review the member sub-list that matches your search criteria. (Refer to the **View Your List** section below.)
5. If the member is not found, check the spelling.

The screenshot shows a search input field with a yellow border and a yellow background. The text inside the field is "Search name, city, interests, occupation".

## Find Members by Role

1. Click on **Select Member Type** field and select the relevant role (e.g. **National Secretary**).
2. Select the relevant country, region, etc.
3. Click **[Submit]**
4. Review the member sub-list that matches your search criteria. (Refer to the **View Your List** section below.)

The screenshot shows the 'Find Members' search interface. The search criteria are: National Secretary, Canada, Able to Host, and Number of people. The search results show 1 member found: Julie Cormack. Her profile includes: Country: Canada, Region: Alberta, Sub Region: Alberta Calgary and South Alberta, Nearest City: CALGARY, Languages: English, Interests: Volunteerism, travel, anthropology..., Day Host Only, and a link to View complete profile. There are buttons for 'Send a message to all' and 'Download List'.

## Find Members by Age

Set the desired age interval in **[Age Min]** and **[Age Max]**.

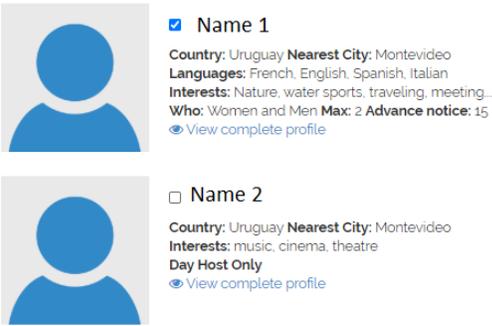
The screenshot shows the 'Find Members' search interface with the age filter set. The search criteria are: Select Member Type, France, Able to Host, and Number of people. The age filter is set to Age Min: 18 and Age Max: 35. The search results show 114 members found. There is a button for 'Switch to map view'.

## Using the List View

The number of **Members found** is shown above the list itself.

Remember that many countries are using separate profiles for each household member so the list will include each member separately. (A link between the profiles of the various household members is provided in the **Live with** field.)

Other countries are using a single profile for all household members so this number indicates the number of households.

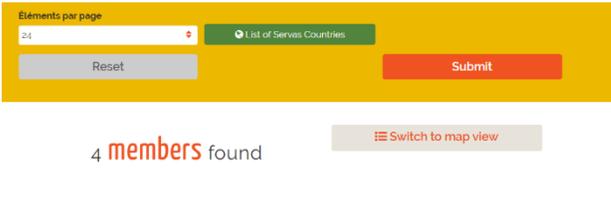
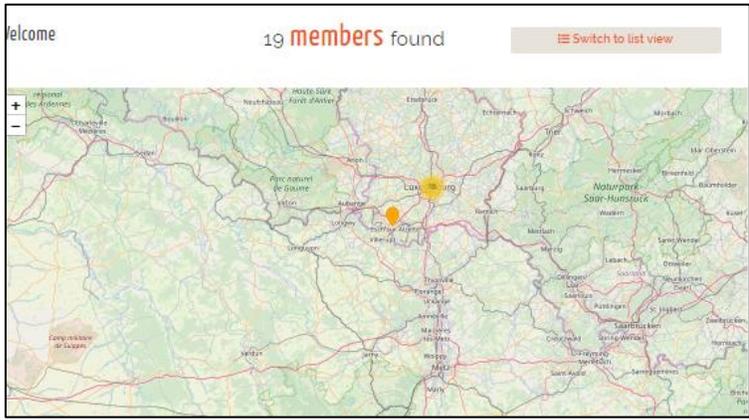
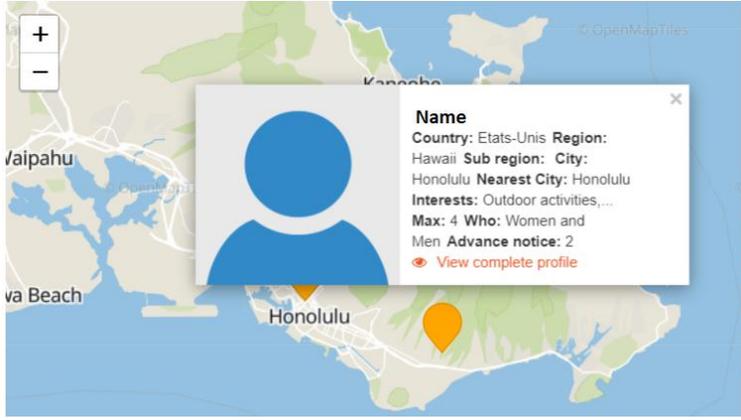
<ol style="list-style-type: none"><li>1. If you see a map rather than a list, click <b>[Switch to list view]</b> button above the map.</li></ol>	
<ol style="list-style-type: none"><li>2. Scroll down the list of member summaries.</li><li>3. To see full host details, click on <b>View complete profile</b> within the member summary. See <b>Viewing a complete profile</b> below.</li></ol>	
<ol style="list-style-type: none"><li>4. At the bottom of the list, you will see which page you are viewing and how many pages there are.</li><li>5. Click on the arrows to move to the next page or the previous page (or on one page number).</li><li>6. <b>Note:</b> We recommend selecting the maximal <b>Elements per page</b> value <b>within the Find Members</b> dialog in order to avoid paging.</li></ol>	

## Using the Map View

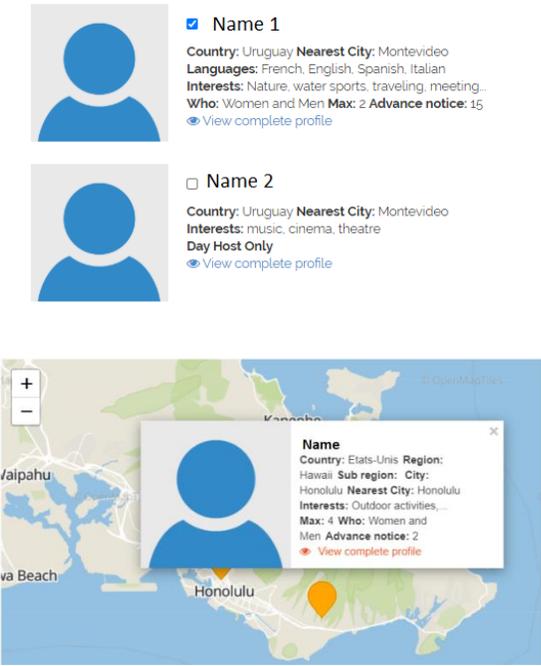
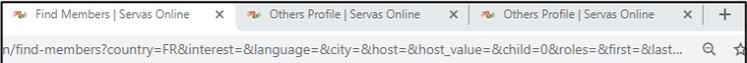
**Note:** Some members may not have marked their location.

As a result, you might prefer the list view (See **Using the list view** below).

For countries that are using separate profiles for each household member the map will show two or more members at the same address. (A link between the profiles of the various household members is provided in the **Live with** field of their profiles.)

<p>1. If you see a list rather than a map, click the <b>[Switch to map view]</b> button above the list.</p>	
<p>2. The number within the colored balloons shows the number of hosts located in this area. Clicking on a numbered balloon zooms in on this area.</p> <p>3. You can also zoom in to see more details, using the <b>[+]</b> or <b>[-]</b> buttons in the upper left part of the map, or by dragging with your fingers on a tablet.</p>	
<p>4. Empty balloons indicate that you have identified a specific member. Click on the balloon to see the member summary.</p> <p>5. To see full host details, click on <b>View complete profile</b> within the member summary. See <b>Viewing a complete profile</b> below.</p>	

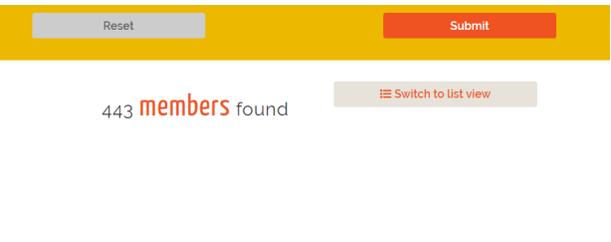
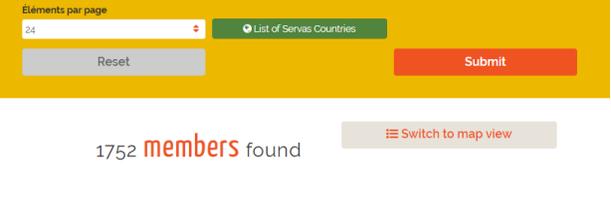
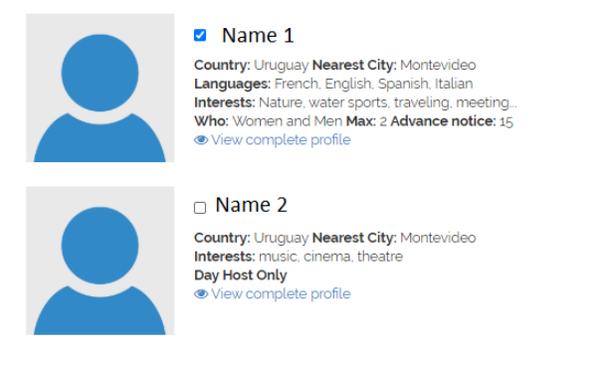
## Viewing a Complete Profile

<ol style="list-style-type: none"> <li>1. Access a member summary within the list view or the map view</li> <li>2. Click on <b>View complete profile</b> within the member summary.</li> </ol>	
<p>Note: A new browser window opens each time you request to view a complete profile.</p> <p><b>Note:</b> Close the windows which no longer interest you. If there are too many windows open, your browser will slow down.</p> <p>In the example alongside we see that there are three browser windows open:</p> <p><b>Find Members   Servas Online</b> this is where we selected the search criteria.</p> <p>There are two windows with the title <b>Others Profile   Servas Online</b>. Each shows the full profile of a specific member or household.</p>	
<ol style="list-style-type: none"> <li>3. To email your request to be hosted, copy the email address from the profile and paste it into your mail. Remember to attach your LOI to the email.</li> </ol>	

## Saving and Printing a Sub-list of Selected Members

We recommend that you save and/or print the list of hosts you are interested in contacting.

**Note:** The member list is confidential and is for your use only. It must not be accessible to others. Delete the list from your computer/phone after returning from your trip. Any printout must be shredded.

<ol style="list-style-type: none"> <li>1. Check that you are in list view (See <b>Using list view</b> above).</li> <li>2. Ensure your list is limited to members you are interested in contacting (see <b>Find Hosts</b> section above). Some countries have hundreds of members.</li> </ol>	
<ol style="list-style-type: none"> <li>3. We recommend selecting the maximal number of <b>Elements per page</b> within the Find members dialog in order to avoid switching pages.</li> </ol>	
<ol style="list-style-type: none"> <li>4. To identify the members to be saved, scroll down the list, clicking on the boxes alongside the names of the members of interest.</li> </ol>	
<ol style="list-style-type: none"> <li>5. Continue selecting members from additional pages (scroll to the bottom of the list and click on the relevant page)</li> </ol>	
<ol style="list-style-type: none"> <li>6. At the bottom of the <b>List view</b>, click on the <b>[Download List]</b> button. This creates a PDF file containing the list of currently selected members.</li> </ol>	

<p>7. If the <b>Save As</b> dialog is opened,</p> <ul style="list-style-type: none"> <li>• Select the directory within which the list is to be saved. You might want to select the <b>Desktop</b> so it will be easy for you to find the list.</li> <li>• In the <b>File name</b> field 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.</li> <li>• The <b>Save as type</b> field indicates that the list will be saved as an <b>Adobe Acrobat Document</b>.</li> <li>• Click <b>[Save]</b>.</li> </ul>	
	

**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 criteria. We recommend that the current date be added to the file name.

For example, to indicate that the sub-list contains only Day Hosts in Ontario, Canada and was created on a certain date, you might want to use the name **Day Hosts Ontario 23 April 2019**.