

**Regional co-ordinators  
Renewing host members**

Each year we need to update host members on the Servas Online system. Here's how the process will work, and your role in making it happen:

By October 1, please send the following message to hosts in your region this way:

1. Go to Members Administration and search on Member Type=Host.
2. On the last column of the list, where it says Deactivate/Print (we intend to change it to Select All, so it may say this by the time you do this) , select all by clicking on the box by the column label.
3. Below the list, choose Send Message to Selected Members
4. Use the Subject title: Servas - update your host membership!
5. Here's the body of the message: (copy and paste it or type it into the message box)

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Dear Servas Host:

It is time for you to renew your host membership online. It is easy to do! Simply go to your profile as soon as possible, and check that your information is complete and correct, especially your contact information - email, phone number, address. Also, please check that you are "on the map" and place yourself there if you are not and check language fluency. Then let me know that you have done this. You can also let me know if you need help doing this.

The Servas Canada board has indicated that hosts who do not update their profiles in a timely way will be removed from the list, so that we can keep the host list accurate. I definitely do not want that to happen unless that is your wish. Please let me know if you do want to be taken off the Servas Canada host list.

You can reply to me directly from this email program.

Take care  
Your name  
Regional co-ordinator, Servas Canada

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When you receive the response from the host, renew that member in the renewal screen (if they intend to go on hosting)

1. Go to the "Renewals" screen
2. Click on the member's name
3. In the form that opens, enter the new expiry date (31 Dec of next year)

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4. Click "save" or "renewal complete; they both do the same thing.

If the member asks you to remove them, let me know and I will remove them from the list.

Any questions, I am available!

Take care  
Alison 867-332-5835  
national co-ordinator, Servas Canada