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**PEMBBA Standard Guideline Document**

**Getting listed on the PEMBBA Web Site – Issue date: Nov. 2015**

**– MEMBERS ONLY -**

Members should list on the PEMBBA website to make the most of their membership.

This can be done online by yourself. The alternative is to complete the attached forms and send it to [portals@zawebs.com](mailto:portals@zawebs.com?subject=Listing%20on%20PEMBBA).

**On-Line Listing Procedure:**

Go to [www.zawebsdata.co.za/page/steps](file:///\\zawebsbackup\F\portals\documentation\www.zawebsdata.co.za\page\steps). Please read this page as it contains useful tips about adding your information, then follow the steps to list or edit your establishment(s) and or attractions, activities or business.

*Before you start -*

Check if your business is not already on the database as this is a central database which serves a number of portal websites. If you are already listed don't waste your time duplicating your listing.

*Multiple listings:*

If you have more than one establishment, you can add the first one, save it by clicking the green “Create Listing” button at the bottom of the form, then select “Create a Listing” from the menu at top right again and add the second business and so on.

If your establishment offers radically different products (for example, a Guest House and a caravan park or Restaurant) then you should create separate listings for EACH provided that the information and photos are different and relevant. You will already know how frustrating it is for a person browsing a website to find the same information over and again in different guises!!

*General:*

If you have a number of contact people (e.g. an accommodation manager, a venue manager, a marketing manager, etc), we would like to know about these for communication purposes even though, at this stage, the additional contacts will NOT appear on the website. Please take care that you enter your main contact person (who WILL appear) in the right place.

Remember that once you have registered as a client and have a listing, you can log in at any time and edit your listing; if you have listings on more than one of the websites served by our database your listing on all of those websites will be updated at the same time, saving you a lot of trouble.

You can retrieve your password by using the "Forgot password facility. Simply enter your email address and it will be emailed to you.

*GPS Co-ordinates:*

During the on-line registration process the system will get the co-ordinates from your street address. When entering the address you simply enter the Street name and number, Suburb, Town, Country, and click on the blue “Find Coordinates for this address” button. If you are located on a farm where these details are not available you can easily obtain the coordinates in decimal format from Google maps. Simply find your establishment on the map (<https://www.google.co.za>) click on the location and the co-ordinates will be displayed in decimal format on a pop-up window.

Should you have a problem uploading information please first read the "Steps" page again in case you have missed something. If not or if you have any other questions please communicate directly with ZAWebs on : [portals@zawebs.com](mailto:portals@zawebs.com?subject=Listing%20on%20PEMBBA).

*Manual Listings - Only if you did not use the on-line registration process*

The form for a manual listing request is below. Please remember to also attach **a text description of your business** (100 to 200 words) You can also email the form, photographs and text description to [sam@zawebs.com](mailto:sam@zawebs.com)

**Photos**

* Please forward (by email if you can) between 1 and 9 photos of your business which you would like to see on your listing.
* Ideally these should be at least between 800 and 1500 px wide. Should you **not** have software for re-sizing you can forward the original photos to [sam@zawebs.com](mailto:sam@zawebs.com) for processing.

Should you have only thumbnails please do not bother forwarding these; the website needs largish photos and tiny photos will be automatically stretched and distorted and really look ugly.

**PEMBBA WEBSITE –INFORMATION REQUIRED FROM MEMBERS –   
(Only if you do not use the on-line listing process)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of establishment/business/activity** (e.g. Richard's Guest House or Transkaroo 4x4 trail) | | | | | | | | | | | | | | | | | | |
| **Type of establishment** (e.g. Accommodation, Activity, Attraction, Business etc) | | | | | | | | | | | | | | | | | | |
| **Rates per Accommodation Type** (e.g.Minimum Rates are indicated on the website in the following Formats) | | | | | | | | | | | | | | | | | | |
| B&B - PP Sharing from | | B&B - Single  from | | Self Catering - PP Sharing from | | | | Self Catering - Single from | | Other (Specify) | | | | | Other (Specify) | | | |
| **R** | | **R** | | **R** | | | | **R** | | **R** | | | | | **R** | | | |
| **Principle type of business** (e.g. Guest House, Hiking Trail, Real Estate etc) **PLEASE NOTE - For other types please attach separate descriptions and photos specifically detailing those.** | | | | | | | | |  | | | | | | | | | |
| **Contact person name** | | | | | | | | |  | | | | | | | | | |
| Contact landline (if any) | | | | | | | | |  | | | | | | | | | |
| Contact cell phone (if any) | | | | | | | | |  | | | | | | | | | |
| Contact fax (if any) | | | | | | | | |  | | | | | | | | | |
| Contact e-mail (if any) | | | | | | | | |  | | | | | | | | | |
| Website (if any) http://www. | | | | | | | | |  | | | | | | | | | |
| Address if in town or  GPS co-ordinates if in country | | | | | | | | |  | | | | | | | | | |
| **Accreditations (accommodation only )**  TGSA Star Grading (e.g. 1,2,3,4 5)  Please tick the following where appropriate | | | | | | | | |  | | | | | | | | | |
| **1** | | **2** | | **3** | | | **4** | **5** | |
| Portfolio | | | | | | | | **Y** | **N** | |
| AA Recommended | | | | | | | | **Y** | **N** | |
| AA Highly Recommended | | | | | | | | **Y** | **N** | |
| AA Superior | | | | | | | | **Y** | **N** | |
| AAQA Eco | | | | | | | | **Y** | **N** | |
| Rennies Red Stamp Club | | | | | | | | **Y** | **N** | |
| **Text description of your business** (100 to 200 words) Please attach document or email to [sam@zawebs.com](mailto:sam@zawebs.com) | | | | | | | | | | | | | | | | | | |
| **Please continue on the next page** | | | | | | | | | | | | | | | | | | |
| **Photos**   * Please forward (by email if you can) between 1 and 9 photos of your business which you would like to see on your listing. * Ideally these should be at least between 800 and 1500 px wide. Should you **not** have software for re-sizing you can forward the original photos to [sam@zawebs.com](mailto:sam@zawebs.com) for processing. * Should you have only thumbnails please do not bother forwarding these; the website needs largish photos and tiny photos will be automatically stretched and distorted and really look ugly. | | | | | | | | | | | | | | | | | | |
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| **Please indicate the languages that you support at your establishment in the blocks below** | | | | | | | | | | | | | | | | | | |
| English | Afrikaans | | German | | Dutch | | Danish | | Flemish | | | French | | Spanish | | | Italian | |
|  |  | |  | |  | |  | |  | | |  | |  | | |  | |
| Portuguese | Swedish | | Zulu | | Xhosa | | Other | |  | | |  | |  | | |  | |
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| **Please indicate the payment options that you support at your establishment in the blocks below** | | | | | | | | | | | | | | | | | | |
| American Express | Bank Deposit (EFT) | | | | Diners Club | MasterCard | | | PayPal | | | | | Visa | | | | |
|  |  | | | |  |  | | |  | | | | |  | | | | |
| **Hours of Operation** (e.g. reception, Breakfast etc) | | | | | | | | | | | | | | | | | | |
| **Directions to your Establishment** | | | | | | | | | | | | | | | | | | |
| **Please continue on the next page** | | | | | | | | | | | | | | | | | | |

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| **Please indicate the current features of your establishment** | | | | |
| **On Site** | breakfast : full English |  | braai / barbecue facilities |  |
|  | breakfast : continental |  | childcare / babysitting service |  |
|  | dinner (prior arrangement) |  | child friendly (all ages) |  |
|  | picnic baskets (by arrangement) |  | conference facilities |  |
|  | bar (fully licensed) |  | pets not allowed |  |
|  | bar (honesty bar) |  | pet friendly (by arrangement) |  |
|  | dry cleaning available |  | gay friendly |  |
|  | wake up calls |  | wheelchair access |  |
|  | garden |  | Free Wi-Fi |  |
|  |  |  | Wi-Fi Hotspot (Paid) |  |
|  | complimentary newspapers |  | business facilities |  |
|  | guest lounge |  | health spa |  |
|  | ice in summer |  | sauna |  |
|  | laundry service available |  | gym / fitness centre |  |
|  | iron / trouser press available |  | swimming pool |  |
|  | electric blanket(s) |  | swimming pool (heated) | ) |
|  | reception (24 hours) |  | parking (garage |  |
|  | reception (business hours only) |  | parking (off street) |  |
|  | safe deposit box (at reception) |  | parking (undercover) |  |
|  | security (guard) |  | smoking (in demarcated areas) |  |
|  | security (alarm system) |  | smoking (non indoors) |  |
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| **Features – Please add should it be neccesary** | | | | |
| **In Room** | air conditioning |  | bathrobes |  |
|  | bar fridge |  | en suite bathroom |  |
|  | fan in room |  | hair dryer in room |  |
|  | fireplace in rooms |  | heater in room |  |
|  | housekeeping (daily) |  | internet connection |  |
|  | housekeeping (periodic) |  | jacuzzi |  |
|  | international plug point |  | kitchen (fully equipped) |  |
|  | tea and coffee in room |  | kitchenette (semi equipped) |  |
|  | phone in room |  | safe in room |  |
|  | TV (non-satellite) |  | no smoking in rooms |  |
|  | TV - DSTV |  |  |  |
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| **In Area** | tour assistance |  | transfers (others) |  |
|  | transfers (airport) |  |  |  |
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| **Indicate current on-site activities for your establishment** | | | | |
| **On Site** | 4x4 Trails |  | Bird Watching |  |
|  | Archery |  | Boat Cruises |  |
|  | Boating / Canoeing |  | Bungee Jumping |  |
|  | Climbing - Traditional |  | Game drive |  |
|  | Cultural Experiences |  | Golf |  |
|  | Fishing |  | Guided Field Trip |  |
|  | Health & Wellness |  | Horse Trails |  |
|  | Hiking / walking |  | Hunting |  |
|  | Lawn Bowls |  | Rafting/Tubing |  |
|  | Mini Golf |  | Riding |  |
|  | Mountain Biking |  | Rock Art / Fossils |  |
|  | Off Road Biking / Quads |  | Sea & River Cruises |  |
|  | Paintball |  | Squash |  |
|  | Tennis |  | Whale Watching |  |
|  | Other |  |  |  |
| **Please indicate Distances from the Nearest......(Please add other locations if required)** | | | | |
| Airport | | **KM** | Restaurant | **KM** |
| ATM | | **KM** | Hospital / Medical Centre | **KM** |
| Shopping Centre (with supermarket) | | **KM** | Beach | **KM** |
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