**Guideline to getting listed on the Zawebs Tourism Portals – Issue date: 04/06/2019**

Members of associations should list on the database in order to make the most of their membership.

This can be done online by members themselves. 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*

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.

The clients contact details will not show on the website but please take care that you enter your main contact person whose details will appear in the right place on your listing.

*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 [(www.google.co.za/maps)](https://www.google.co.za/maps/) 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).

If you prefer please complete the attached form and email the form as well as at least 3 photos to [portals@zawebs.com](mailto:portals@zawebs.com?subject=Listing%20on%20PEMBBA). (The website can accommodate more photos currently the average per listing is 8.

**WEBSITE –INFORMATION REQUIRED FROM MEMBERS –   
(To be completed by accommodation establishments and only if you do not use the on-line listing process)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of establishment/business/activity** (eg Richard's Guest House or Transkaroo 4x4 trail) | | | | | | | | | | | |
| **Type of establishment** (eg 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** (eg 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:// | | | |  | | | | | | | |
| 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** | |
| **Please continue on the next page** | | | | | | | | | | | |

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| **Text description of your business** (100 to 200 words) Please attach document or email to [portals@zawebs.com](mailto:portals@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 1000 and 1500 px wide. Should you **not** have software for re-sizing you can forward the original photos to [portals@zawebs.com](mailto:portals@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 look ugly. | | | | | | | | | |
|  | | | | | | | | | |
| **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 |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |
| **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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| **On Site Features** | |  | **Room / Unit Features** | |
|  | Tick |  |  | Tick |
| bar (fully licensed) |  |  | air conditioning |  |
| bar (honesty bar) |  |  | bar fridge in room |  |
| braai / barbeque area |  |  | bathrobes |  |
| breakfast : continental |  |  | complimentary bottled water |  |
| breakfast : full English |  |  | desk/workspace |  |
| breakfast/lunch : packed |  |  | electric blanket(s) |  |
| business facilities e.g. Photo Copying |  |  | en suite bathroom |  |
| child friendly (all ages) |  |  | fan in room |  |
| childcare / babysitting service |  |  | fireplace in rooms |  |
| complimentary newspapers |  |  | hair dryer in room |  |
| conference facilities |  |  | heater in room |  |
| credit cards accepted |  |  | international plug point |  |
| cycle clothes washing |  |  | internet connection |  |
| cycle local trail info |  |  | kitchen (fully equipped) |  |
| cycle secure storage |  |  | kitchenette (semi equipped) |  |
| cycle wash bay |  |  | microwave in room |  |
| dining area |  |  | no smoking in rooms |  |
| dinner |  |  | phone in room |  |
| dinner (A-la-Carte Retaurant) |  |  | private entrance |  |
| dinner (prior arrangement) |  |  | safe in room |  |
| dry cleaning available |  |  | selected toiletries |  |
| garden |  |  | tea and coffee in room |  |
| gay friendly |  |  | TV - DSTV |  |
| guest lounge |  |  | TV - DSTV - Limited Channels |  |
| gym / fitness centre |  |  | TV (non-satellite) |  |
| health spa |  |  | wake up calls |  |
| housekeeping (daily) |  |  | WiFi - free |  |
| housekeeping (periodic) |  |  | WiFi hotspot |  |
| ice in summer |  |  |  |  |
| iron / trouser press available |  |  | **Area Features** | |
| jacuzzi |  |  |  |  |
| laundry service available |  |  | cycle mapped routes |  |
| parking (garage) |  |  | guest transfers (airport) |  |
| parking (off street) |  |  | guest transfers (others) |  |
| parking (secure) |  |  | historic town walks (mapped) |  |
| parking (undercover) |  |  | tour assistance |  |
| pet friendly |  |  |  |  |
| pet friendly (by arrangement) |  |  |  |  |
| pets not allowed |  |  |  |  |
| picnic baskets (by arrangement) |  |  | **Other** | |
| reception (24 hours) |  |  |  |  |
| reception (business hours only) |  |  |  |  |
| safe deposit box (at reception) |  |  |  |  |
| sauna |  |  |  |  |
| security (alarm system) |  |  |  |  |
| security (guard) |  |  |  |  |
| smoking (in demarcated areas) |  |  |  |  |
| smoking (non indoors) |  |  |  |  |
| swimming pool |  |  |  |  |
| swimming pool (heated) |  |  |  |  |
| swimming pool (overnight guests only) |  |  |  |  |
| wheelchair access |  |  |  |  |

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| **Indicate current on-site activities for your establishment** | | | | |
|  | Tick |  |  | Tick |
| 4x4 trails |  |  | hot air balloon |  |
| apiaries / bee farm |  |  | hunting |  |
| archery |  |  | lawn bowls |  |
| bird watching |  |  | mini golf |  |
| boat cruises |  |  | mountain biking |  |
| boating / canoeing |  |  | off road biking / quads |  |
| bungee jumping |  |  | paintball |  |
| climbing - traditional |  |  | rafting/tubing |  |
| club |  |  | riding |  |
| cultural experiences |  |  | rock art / fossils |  |
| cycling |  |  | sea & river cruises |  |
| elephant back safaris |  |  | segway fun rides and tours |  |
| fishing |  |  | spa treatments |  |
| game drive |  |  | squash |  |
| golf |  |  | swimming |  |
| guided field trip |  |  | tennis |  |
| health & wellness |  |  | tourist transfers |  |
| hiking / walking |  |  | township tours |  |
| horse trails |  |  | whale watching |  |
|  |  |  | wine tasting |  |

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| **Please indicate Distances from the Nearest......** | | | | |
|  | KM |  |  | KM |
| airport | KM |  | restaurant | KM |
| atm | KM |  | hospital / medical centre | KM |
| shopping center (with supermarket) | KM |  | beach | KM |
|  |  |  |  |  |
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