

## **Guideline to getting listed on the Zawebs Tourism Portals – Issue date: 22/09/2021**

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).

### **On-Line Listing Procedure**

Go to [www.zawebsdata.co.za/page/steps](http://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](http://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).

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). (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)

<b>Name of establishment/business/activity</b> (eg Richard's Guest House or Transkaroo 4x4 trail)							
<b>Type of establishment</b> (eg Accommodation, Activity, Attraction, Business etc)							
<b>Rates per Accommodation Type</b> (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		
<b>Principle type of business</b> (eg Guest House, Hiking Trail, Real Estate etc) <b>PLEASE NOTE - For other types please attach separate descriptions and photos specifically detailing those.</b>							
<b>Contact person name</b>							
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							
<b>Accreditations (accommodation only)</b>  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			
<b>Please continue on the next page</b>							



**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

**On Site Features**

**Room / Unit Features**

	Tick
bar (fully licensed)	
bar (honesty bar)	
braai / barbeque area	
breakfast : continental	
breakfast : full English	
breakfast/lunch : packed	
business facilities e.g. Photo Copying	
child friendly (all ages)	
childcare / babysitting service	
complimentary newspapers	
conference facilities	
credit cards accepted	
cycle clothes washing	
cycle local trail info	
cycle secure storage	
cycle wash bay	
dining area	
dinner	
dinner (A-la-Carte Restaurant)	
dinner (prior arrangement)	
dry cleaning available	
garden	
gay friendly	
guest lounge	
gym / fitness centre	
health spa	
housekeeping (daily)	
housekeeping (periodic)	
ice in summer	
iron / trouser press available	
jacuzzi	
laundry service available	
parking (garage)	
parking (off street)	
parking (secure)	
parking (undercover)	
pet friendly	
pet friendly (by arrangement)	
pets not allowed	
picnic baskets (by arrangement)	
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)	

	Tick
air conditioning	
bar fridge in room	
bathrobes	
complimentary bottled water	
desk/workspace	
electric blanket(s)	
en suite bathroom	
fan in room	
fireplace in rooms	
hair dryer in room	
heater in room	
international plug point	
internet connection	
kitchen (fully equipped)	
kitchenette (semi equipped)	
microwave in room	
no smoking in rooms	
phone in room	
private entrance	
safe in room	
selected toiletries	
tea and coffee in room	
TV - DSTV	
TV - DSTV - Limited Channels	
TV (non-satellite)	
wake up calls	
WiFi - free	
WiFi hotspot	
<b>Area Features</b>	
cycle mapped routes	
guest transfers (airport)	
guest transfers (others)	
historic town walks (mapped)	
tour assistance	
<b>Other</b>	

wheelchair access	
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**Indicate current on-site activities for your establishment**

	Tick
4x4 trails	
apiaries / bee farm	
archery	
bird watching	
boat cruises	
boating / canoeing	
bungee jumping	
climbing - traditional	
club	
cultural experiences	
cycling	
elephant back safaris	
fishing	
game drive	
golf	
guided field trip	
health & wellness	
hiking / walking	
horse trails	

	Tick
hot air balloon	
hunting	
lawn bowls	
mini golf	
mountain biking	
off road biking / quads	
paintball	
rafting/tubing	
riding	
rock art / fossils	
sea & river cruises	
segway fun rides and tours	
spa treatments	
squash	
swimming	
tennis	
tourist transfers	
township tours	
whale watching	
wine tasting	

**Please indicate Distances from the Nearest.....**

	KM
airport	KM
atm	KM
shopping center (with supermarket)	KM

	KM
restaurant	KM
hospital / medical centre	KM
beach	KM