

South Australian Tourism Commission

ATDW LISTING GUIDELINES

Accommodation



CABN, Adelaide Hills



Hillocks Ocean Pod, Yorke Peninsula

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ACCOMMODATION CATEGORIES

- ▶ Apartments
- ▶ Backpackers and Hostels
- ▶ Bed and Breakfast
- ▶ Caravan, Camping and Holiday Parks
- ▶ Cottages
- ▶ Farm Stays
- ▶ Holiday Houses
- ▶ Hotels
- ▶ Motels
- ▶ Resorts
- ▶ Retreat and Lodges

All Accommodation listings will be displayed on **southaustralia.com**.

USER DIRECTIONS

LOGGING IN


1. Login/Register at atdw-online.com.au
2. Click on **Add New Listing** from your listing dashboard.
3. Choose **Accommodation** as your listing type.
4. Once you have logged in, work your way through the step-by-step or choose fields to complete from the orange menu. This menu appears on the left-hand side of the page.
5. Use the **Guidance** menu located on the right-hand side of each page to guide you through the required fields.
6. You will notice a "required" and "mandatory" in the top right hand corner in each section.

Mandatory is optional but we also recommend it to optimise your listing.

NAME AND DESCRIPTION

Email addresses, pricing information and contact details can be added into their own sections as you proceed with the listing.

On the right-hand side please use the guidelines to fill in your description.

 Name & description

Required

What's the name of your property?

100 characters max

How would you describe your property?

Write a summary in 50 to 200 words

ACCOMMODATION TYPE

Choose the Accommodation type(s) that most accurately describes your business.
We recommend you select no more than two types.

Accommodation Type

Required


Please select the accommodation type(s) that best describes your accommodation

Apartments <p>Apartments have self-catering facilities (sink, refrigerator, microwave etc.). Most have separate bedrooms, fully equipped kitchens, one or more bathrooms, usually a washer and dryer, and sometimes a balcony or patio. Towels and linens are provided. Daily or weekly service and other hotel conveniences are usually available.</p>	Backpackers and Hostels <p>Backpackers and Hostels provide short-term accommodation to guests, usually dormitory style. These are typically larger communal buildings offering room types ranging from individual rooms to dormitory style. They typically have a shared bathroom, social areas and self-catering facilities. Residential Colleges and University Halls of Residence can be included here.</p>	Bed and Breakfast <p>Bed and Breakfasts range from a family residence to a guesthouse, homestead or inn. Guests will have private bedrooms, with or without private bathroom facilities. Rooms may be either in the main house or in a separate building. Breakfast is a component of the tariff and is provided either in the form of daily provisions or is prepared by a host.</p>	Caravan, Camping and Holiday Parks <p>Caravan, Camping and Holiday Parks are defined areas with shared amenities providing any of the following forms of accommodation or the space for: cabins, tents, touring caravans, motor homes, caravans, holiday homes, chalets and bungalows. They may be with or without central entertainment and sports facilities, shops and restaurants.</p>
Cottages <p>Cottages are stand-alone dwellings which include private bathroom facilities and kitchen with cooking facilities. The dwelling may be located within the boundary of an accommodation complex.</p>	Farmstays <p>Farm Stays offer guests the opportunity to observe or become involved in farm life on a rural property. The accommodation ranges from self contained or dormitory style to staying in the homestead with the family.</p>	Holiday Houses <p>Holiday Houses are stand-alone residences for holiday letting which may have several bedrooms allowing a group of guests to stay there together. Typically the house will include full kitchen facilities, private bathroom facilities and laundry facilities.</p>	Hotels <p>Hotels provide short-term accommodation to guests and will have a licensed bar onsite. Rooms may include private bathroom facilities and full or limited cooking facilities. All or some meals will be available either in a restaurant located onsite, or through room service. A number of additional guest services may be available, including a swimming pool, games room and/or child care.</p>
Motels <p>Motels are typically designed to attract motorists and usually offer motel units or suites for guests and on site parking. Individual bathroom facilities are available. Breakfast is usually available and units are serviced daily. These rooms may contain limited cooking facilities.</p>	Resorts <p>Resorts provide short-term accommodation to guests in a location that encourages an extended on site holiday. Offerings may include swimming pools, day spa, child care, restaurants, licensed bars, tour desk, night life and day time activities. Rooms include private bathroom facilities and may offer some cooking facilities. Meals are available in an onsite restaurant or through room service.</p>	Retreat and Lodges <p>Lodges are situated in secluded areas ideal for quiet relaxation and immersion into a unique environment setting. Style of accommodation can be from basic to luxury and offer a specific or niche range of activities such as skiing, diving or uniquely Australian nature experiences.</p>	

LOCATION

Select **organisation address** to choose the address from your registration as your physical location. If that information is incorrect then select **define another address**. If the location doesn't look accurate, you can move the pin on the map to adjust it.

The database will put your organisation address into the fields as a default so you will need to change the address. Start typing in your address and a Google drop down box will appear which you can click on and it will auto populate the other boxes.


 Physical address Required


☐ Organisation address


Level 3, 121-125
Waymouth Street
Adelaide
SA, 5000


☒ Define another address


Street address

 68 Murray Road, Preston VIC, Australia


 68 Murray Street Perth WA, Australia

 68 Murray Valley Highway, Killara VIC, Australia

 68 Murray Street, Tanunda SA, Australia

 68 Murray Street Sydney NSW, Australia

powered by Google




Check the suburb/city/town matches the street address.

State

Post code


Map

Satellite



CONTACTS


- ▶ Only one of these three contact fields are required but the more options you can provide, the more helpful it is for visitors.
- ▶ Write your phone number without spaces or international area codes.

 Phone Required

What number should your customers contact you on?

Primary phone number

Secondary phone number

 Email Required

What email should customers contact you on?

Email address

INDICATIVE PRICES

- ▶ Enter the minimum and maximum price for your accommodation.
- ▶ If your rates vary per the season or there are certain condition guests should know, please write this in the comments section (25 words max)

Indicative prices

☒ Please provide the price range for this accommodation

From

\$

To

\$

Comments on these prices

For example, customers can stay at the camp ground for free

☐ Customers can stay at this accommodation for free

PREVIOUS

NEXT STEP

PHOTOS

- ▶ Minimum photo dimensions are 2048 x 1536 pixels.
- ▶ All photos need to be saved in landscape format.
- ▶ Every listing must have at least 1 photo added. The maximum number is 10 photos per listing.
- ▶ Portrait sized photos, posters, brochures, logos or photos with written text are not accepted.
- ▶ Alternative Text (Alt text) is mandatory. Write a brief description of what's in the photo to benefit the visually impaired and help with search engine optimisation (SEO).
- ▶ Captions can add more detail to your photo.
- ▶ If necessary, add copyright details and credit the photographer.
- ▶ Once uploaded, you can drag photos into your preferred order. The star will indicate your hero photo.

Photos Required


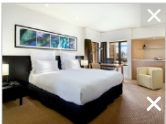
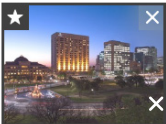
Drag & drop photos here or [click to upload](#)

Requirements: Landscape orientation photos only with a minimum size of 2048 x 1536 pixels.


Organise your photos by dragging them into your preferred order with the hero photo first.


Delete unwanted photos by using the 'X' or their delete button.

Alt text is required on all photos. Please enter up to 100 characters to briefly describe your photo.




Photos Required





Crop Photo 

SQUARE

LANDSCAPE

Rotate Photo 



Stylish Hilton Deluxe Room

Deluxe Room

Hilton Adelaide

N/A


DELETE

CANCEL

SAVE PHOTO

VIDEOS

- ▶ Videos must be uploaded by providing YouTube or Vimeo links.
- ▶ Upload a maximum of 10 different good quality videos.
- ▶ Once uploaded, you can drag your videos into your preferred order.
- ▶ The star will indicate your hero video.
- ▶ Keep videos 30 - 90 seconds in length.
- ▶ Do not upload videos containing advertisements.

 Videos Optional

Please provide a valid YouTube or Vimeo link, then click Upload


UPLOAD

PREVIOUS

SKIP TO NEXT STEP

CHECK IN AND CHECK OUT

Enter the time that your guests can check in and out.

 Check in & check out Optional

What time can your customers check in and check out?

Check in at


Check out at

PREVIOUS

SKIP TO NEXT STEP

INTERNET ACCESS

In this section please add any internet access you may have for your guests.

 Internet access

Optional

What kind of internet access is available for your customers?


☐ Broadband Internet Access ☐ Free Wifi ☐ Paid Wifi


PREVIOUS

SKIP TO NEXT STEP

STAR RATING

Enter any star ratings your accommodation might have.

 Star Rating



☐ Do not specify

☐ My accommodation hasn't received a star rating

☒ My accommodation has received a star rating

★★★★☆


To be validated against Star Ratings Australia.

PREVIOUS

NEXT STEP


FACILITIES

Enter any facilities available on the property for any of your guests.


 Property facilities

Optional

Please select any facilities that are available to your guests

 Your selection

- ☒ Barbeque
- ☒ Carpark
- ☒ Family Friendly
- ☒ Laundry
- ☒ Non Smoking
- ☒ Outdoor Dining Area
- ☒ Outdoor Furniture
- ☒ Radio/Stereo
- ☒ Swimming Pool


 Browse A-Z listing

▼

ACCESSIBILITY

Please ensure that your selections accurately reflect the level of ability your accommodation is equipped to support.

If you click the first option, there will be more options to provide further details on the accessibility you have. Please make sure you have the facilities you tick.

 Accessibility


Required

Please select the accessibility of your accommodation

- ☐ Actively welcomes people with access needs.
- ☐ Does not cater for people with access needs.
- ☐ Disabled access available, contact operator for details.


SOCIAL ACCOUNTS


Add any social media links for your company.


 Social links


Optional


Where can customers find you on social media?


☒  Facebook


☐  Twitter


☐  Apple Store


☐  Flickr


☐  Foursquare

☐  Google+

☐  Google Play

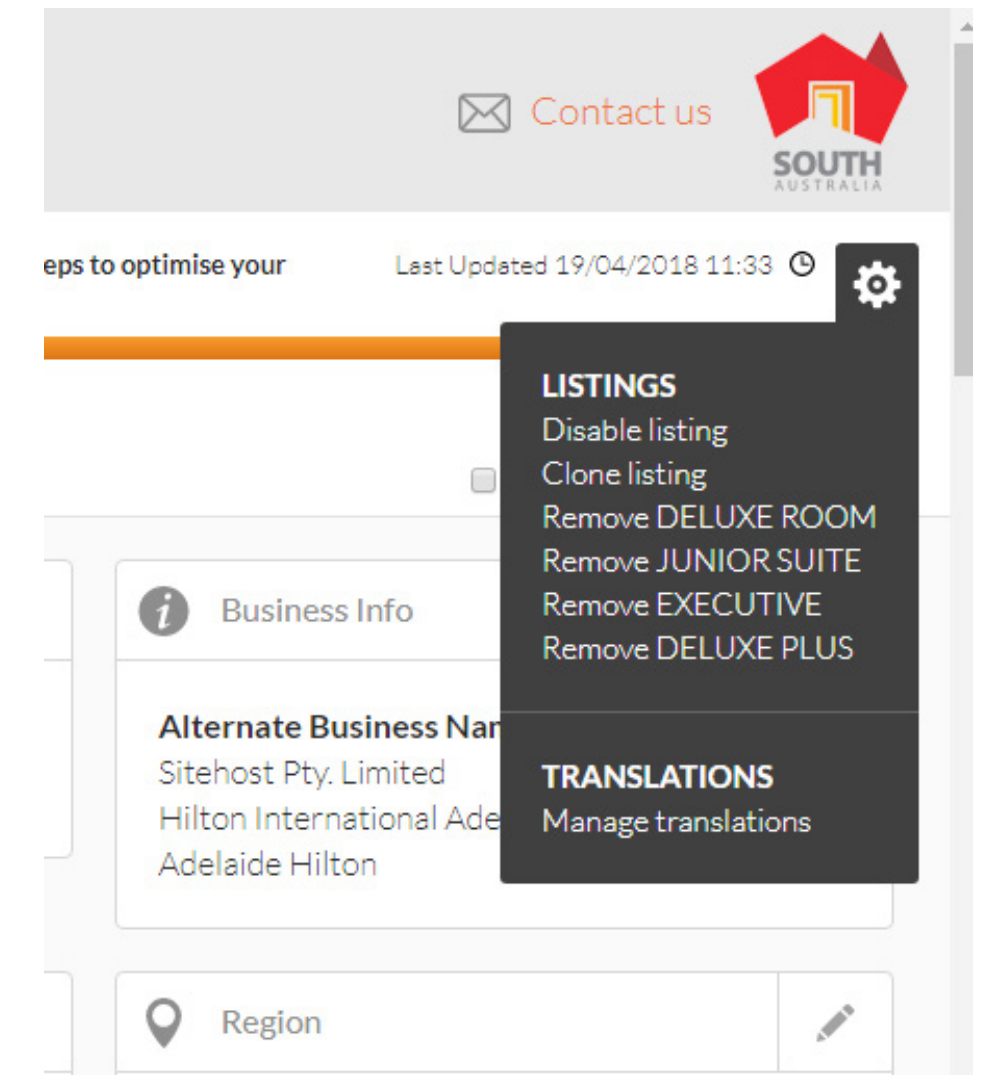
☒  Instagram

☒  Pinterest

☒  Tripadvisor

REMOVING AN ACCOMMODATION TYPE FROM YOUR LISTING

If you make an error and need to remove an accommodation type from your listing, please click on the wheel icon under the South Australia Logo and select the appropriate action.



LISTING APPROVAL

Once you have finished your listing you must send for review. If you do not send for review your listing will not go live until you do. You have 30 days from when you create your listing to send for review otherwise it expires. If it is a listing you have updated you must send for review every time you do changes.

Once you have submitted your listing or updates, SATC will review your listing. This can take 1 - 3 business days. You will get an automated email when your listing has been approved. Please allow up to 24 hours for your listing to be published on southaustralia.com from the time you receive your approval email.

SEND FOR REVIEW

South Australian Tourism Commission

CONTACT

For further assistance with your ATDW online listing, please contact the South Australian Tourism Commission.

Phone

(08) 7088 0114

Email

onlineservices@sa.gov.au

