INTRODUCTION

DEFINITION OF A TOUR TYPE

Tour types are available for bookable tours and experiences as well as those that are complimentary. Adding tour types to the business listing allows the business to showcase the range of tours and experiences available to guests.

TOUR TYPE DESCRIPTION EXAMPLE

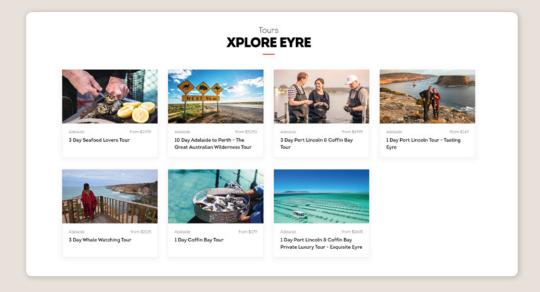
 $\textbf{Hire Listing Name:} \ 10 \ \mathsf{Day} \ \mathsf{Adelaide} \ \mathsf{to} \ \mathsf{Perth} \ \mathsf{-} \ \mathsf{The Great} \ \mathsf{Australian} \ \mathsf{Wilderness} \ \mathsf{Tour}$

Hire Listing Description: This 10-day, 4,000km bucket list journey across Australia will leave you breathless, fascinated and connected with nature in a way you could not have imagined. Expect to be wowed by the mouth-watering seafood, incredible coastline and wildlife on the Eyre Peninsula.

Feel the vastness of our great land as you travel across the mighty Nullarbor, and stand on the 'Edge of Australia' at the Head of Bight. Walk the footprint-free white sandy beaches of Esperance, taste your way around Margaret River and explore the ancient forests of the South West of Western Australia.

TOUR TYPES EXAMPLE ON SOUTHAUSTRALIA.COM

Once your listing is approved and live on southaustralia.com the tour types will appear on your listing at the bottom of the page.





INSTRUCTIONS

STEP 1

Log in at ATDW at www.atdw-online.com.au and select/create your Tour listing in the listing dashboard.

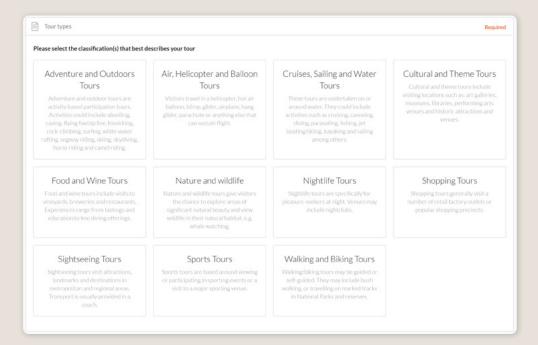
STEP 2

Click 'Add a tour' in the orange ribbon in the left hand side of the hire listing navigation.

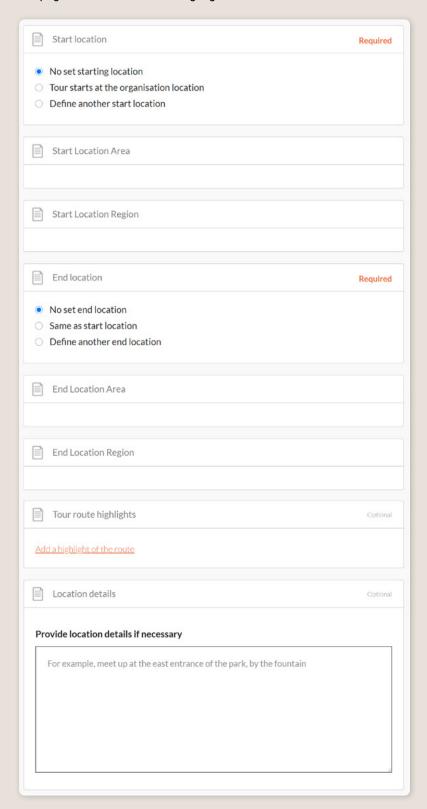


STEP 3

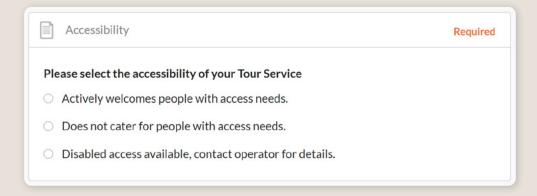
Click the tour type that best describes your tour. Tour types will appear on the left once created.



Enter in 'Start' and 'End' locations for the tour. Please enter the addresses for your tour start and end points. If there is no address or the address/venue needs further explanation, add those details in 'Location Details'. If you are adding 'Tour Route Highlights', please ensure that you add the physical address for each highlight.

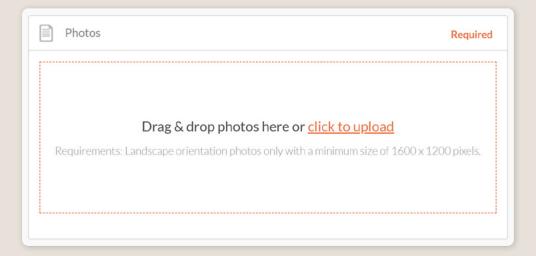


Advise of accessibility for the tour. How accessible is your business/event for someone in a wheelchair or with vision impairment? It's important that your selection here is accurate so customers can make informed decisions.



STEP 6

Upload a photo for your tour type that will grab customer's attention. Requirements: Landscape orientation photos only with a minimum size of 1600×1200 pixels. The image must be a photo and cannot be overtyped with text.



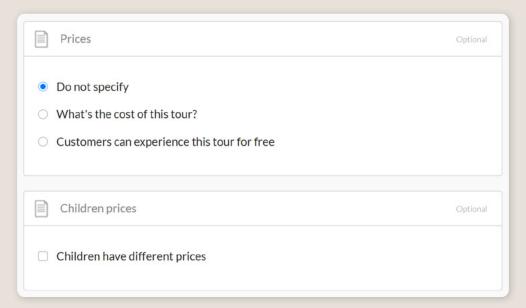
STEP 7

Insert a video of guests enjoying the tour experience if applicable.

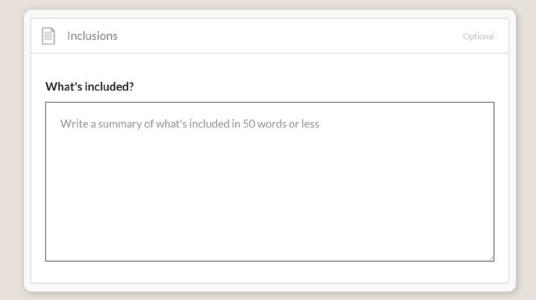




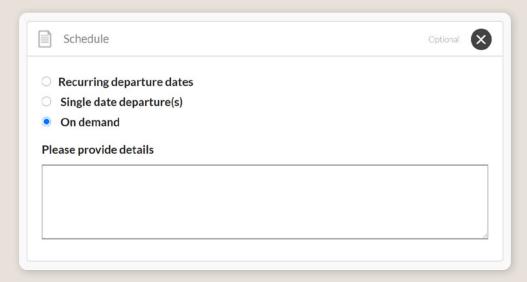
Identify the adult and child price of the tour. What are the lowest and highest rates you offer customers who book directly with you? Enter your typical rates so your customers can understand the cost. If the tour is free, select that option and add any relevant comments. Please note: the free option does not apply to deals, such as two for one passengers. Use the 'Comment' field to add extra information related to the price. E.g. group rates.



Describe what your customers receive for the price they pay e.g. Price includes lunch, bottled water and afternoon tea. Price inclusions do not refer to things such as "top of the range bicycle for the guided tour through the valley". This information would be best suited for your tour description.



Advise customers of when the tours and experiences are available to guests. Use 'On Demand' if this tour depends on minimum numbers or if the tour only runs intermittently. Summarise the details in 25 words or less. 'Single Date Departures' offer the options of entering one or a range of single, non-consecutive dates with your tour happening, at one or multiple times each day. 'Recurring Departure Dates' are suitable for tours that are run regularly e.g. every Friday throughout the year, or every Saturday in autumn. Use the 'From' and 'To' date range to clarify the time frame. Use 'Add Another Departure Time' to add different days or times within this time period. Use 'Add Another Departure Schedule' to add a different season or time period.



Multiple departure schedules can be listed by clicking 'Add another departure schedule'.

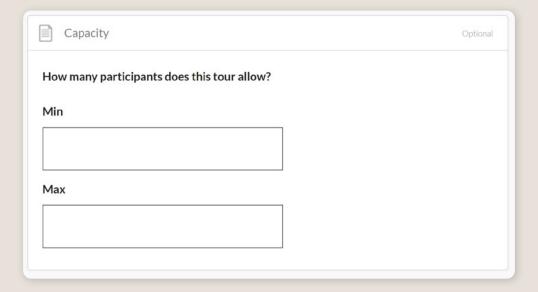
Add another departure schedule		
Add another departure schedule		

 $\label{lem:lemma:dentify:the duration of tour.} \\$

Tour duration		Optional
How long does this tour go for	,	
Customised	Evening	
Extended	☐ Full Day	
☐ Half Day or Less		



Please add the minimum and maximum participants for each tour. It's important for customers to know if the tour will run if they are the only ones who book. Providing information about the maximum number allowed lets them know if they could be going with small, medium or large groups.



STEP 11

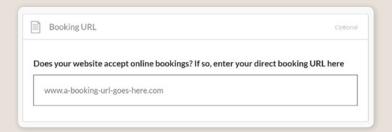
Select the facilities available to your customers. It is important customers know what is provided or what they need to bring. These facilities must be situated within the confines of your business or event.

Facilities		Optional			
Please select any tour facilities that are available to your guests					
☐ Carpark	☐ Family Friendly				
☐ Non Smoking	☐ Pet Friendly - Enquire				
Public Toilet					

Add the URL for the page on your website that is specific to this tour.

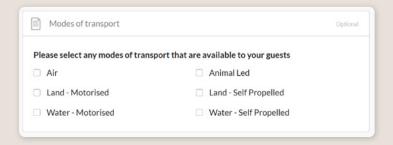


Use 'Booking URL' field if you can accept bookings online via a direct URL. Bookings must be instantly confirmed upon payment. This field is not for booking enquiry web pages. Valid booking URLs begin with either www, http or https.

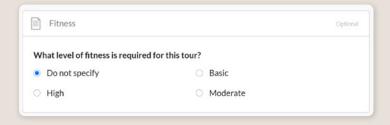


STEP 13

How are your guests going to get around on the tour? Select all the options that will be available to them so they can prepare for what lies ahead! e.g. if your tour had a coach trip to a lake walk then you'd select both "Land - Motorised" and "Land - Self propelled".



Please complete this section so your customers understand what level of fitness they will need to enjoy their experience.



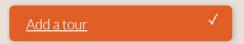


Select the activities, from A – Z, available to customers on this tour. It is important customers know what they may experience, so be sure to select only the activities offered to customers of this tour. Read the product or service level description to help you select relevant options. The ATDW Distributor Network use these attributes to group and filters ATDW listings.



STEP 15

Businesses that have multiple tour types can list multiple tour types within their listing; for example Nature & Wildlife Tour, and Sightseeing Tour. To do so, repeat the process of STEP 1 by clicking on 'Add a Tour'.



STEP 16

Review the content prior to submission by clicking the black 'SUMMARY' button at the top of the page. Submit your listing for review by clicking on the 'SUBMIT' button.



