

HOW TO ADD A TOUR TYPE IN ATDW

HELP SHEET

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

Hire Listing Name: 10 Day Adelaide to Perth - The Great Australian Wilderness 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 SOUTH AUSTRALIA.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.


Tours

XPLORE EYRE




Adelaide from \$2295

3 Day Seafood Lovers Tour




Adelaide from \$5250

10 Day Adelaide to Perth - The Great Australian Wilderness Tour




Adelaide from \$1095

3 Day Port Lincoln & Coffin Bay Tour




Adelaide from \$249

1 Day Port Lincoln Tour - Tasting Eyre




Adelaide from \$2125

3 Day Whale Watching Tour



Adelaide from \$179

1 Day Coffin Bay Tour



Adelaide from \$1645

1 Day Port Lincoln & Coffin Bay Private Luxury Tour - Exquisite Eyre

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.

Tour types

Required

Please select the classification(s) that best describes your tour

Adventure and Outdoors Tours
Adventure and outdoor tours are activity based participation tours. Activities could include abseiling, caving, flying fox/zip line, fossicking, rock climbing, surfing, white water rafting, segway riding, skiing, skydiving, horse riding and camel riding.

Air, Helicopter and Balloon Tours
Visitors travel in a helicopter, hot air balloon, blimp, glider, airplane, hang glider, parachute or anything else that can sustain flight.

Cruises, Sailing and Water Tours
These tours are undertaken on or around water. They could include activities such as cruising, canoeing, diving, parasailing, fishing, jet boating/skiing, kayaking and sailing among others.

Cultural and Theme Tours
Cultural and theme tours include visiting locations such as: art galleries, museums, libraries, performing arts venues and historic attractions and venues.

Food and Wine Tours
Food and wine tours include visits to vineyards, breweries and restaurants. Experiences range from tastings and education to fine dining offerings.

Nature and wildlife
Nature and wildlife tours give visitors the chance to explore areas of significant natural beauty and view wildlife in their natural habitat, e.g. whale watching.

Nightlife Tours
Nightlife tours are specifically for pleasure-seekers at night. Venues may include nightclubs.

Shopping Tours
Shopping tours generally visit a number of retail factory outlets or popular shopping precincts.









Sightseeing Tours
Sightseeing tours visit attractions, landmarks and destinations in metropolitan and regional areas. Transport is usually provided in a coach.

Sports Tours
Sports tours are based around viewing or participating in sporting events or a visit to a major sporting venue.

Walking and Biking Tours
Walking/biking tours may be guided or self-guided. They may include bush walking, or travelling on marked tracks in National Parks and reserves.


STEP 4

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.

	Start location	Required
<input checked="" type="radio"/> No set starting location <input type="radio"/> Tour starts at the organisation location <input type="radio"/> Define another start location		
	Start Location Area	
	Start Location Region	
	End location	Required
<input checked="" type="radio"/> No set end location <input type="radio"/> Same as start location <input type="radio"/> Define another end location		
	End Location Area	
	End Location Region	
	Tour route highlights	Optional
Add a highlight of the route		
	Location details	Optional
<p>Provide location details if necessary</p> <div><p>For example, meet up at the east entrance of the park, by the fountain</p></div>		

STEP 5

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.


 Accessibility Required

Please select the accessibility of your Tour Service

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

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 x 1200 pixels. The image must be a photo and cannot be overtyped with text.*


 Photos Required

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

Requirements: Landscape orientation photos only with a minimum size of 1600 x 1200 pixels.

STEP 7

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


 Videos Optional

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

UPLOAD

STEP 8

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.


 Prices

Optional

☒ Do not specify

☐ What's the cost of this tour?


☐ Customers can experience this tour for free

 Children prices

Optional

☐ Children have different prices

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.

 Inclusions


Optional


What's included?

Write a summary of what's included in 50 words or less

STEP 9

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.

 Schedule

Optional 

☐ Recurring departure dates

☐ Single date departure(s)


☒ On demand

Please provide details

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

[Add another departure schedule](#)

Identify the duration of tour.

 Tour duration

Optional

How long does this tour go for?

☐ Customised

☐ Evening


☐ Extended

☐ Full Day

☐ Half Day or Less

STEP 10

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.

 Capacity Optional


How many participants does this tour allow?

Min

Max

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

STEP 12

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

Tour URL

Optional

Provide your tour specific URL

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.

Booking URL

Optional

Does your website accept online bookings? If so, enter your direct booking URL here

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".

Modes of transport

Optional

Please select any modes of transport that are available to your guests

☐ Air

☐ Animal Led

☐ Land - Motorised

☐ Land - Self Propelled

☐ Water - Motorised

☐ Water - Self Propelled

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

Fitness

Optional

What level of fitness is required for this tour?

☒ Do not specify

☐ Basic

☐ High

☐ Moderate

STEP 14

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.

Activities

Optional

Please select any activities that are available to your guests

Browse A-Z listing

A

☐ Abseiling

B

☐ Ballooning

☐ Barrel Room Tastings

☐ Birdwatching

☐ Blending bench / make your own blend

☐ Boating

C

☐ Camping

☐ Canoeing/Kayaking

☐ Centenary Tasting

☐ Cycling

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'.

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.

SUMMARY

PUBLISH

MORE...