

ATDW LISTING GUIDELINES

TOURS



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ABOUT TOUR LISTINGS

TOUR CATEGORIES

Tour operators must offer regular, organised tours with a leisure-tourism focus, organised by experienced guides. These may include a personal host and/or commentary. There are 11 tour categories available in the ATDW for tour operators to select from.

- ▶ **Adventure & Outdoor 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 & 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 & Theme Tours** - Cultural and theme tours include visiting locations such as: art galleries, museums, libraries, performing arts venues and historic attractions and venues.
- ▶ **Food & Wine Tours** - Food and wine tours include visits to vineyards, breweries and restaurants. Experiences range from tastings and education to fine dining offerings.
- ▶ **Nature & 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 & 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.

Please Note: You can select multiple of the above categories if your business offers various types of tours. The following guide is for setting up an ATDW Listing for your overall tour business. You can create additional tour types for all the individual tours your business offers. Refer to the *How to Add a Tour Type Help Sheet* for more information.

TOURS ON SOUTH AUSTRALIA.COM

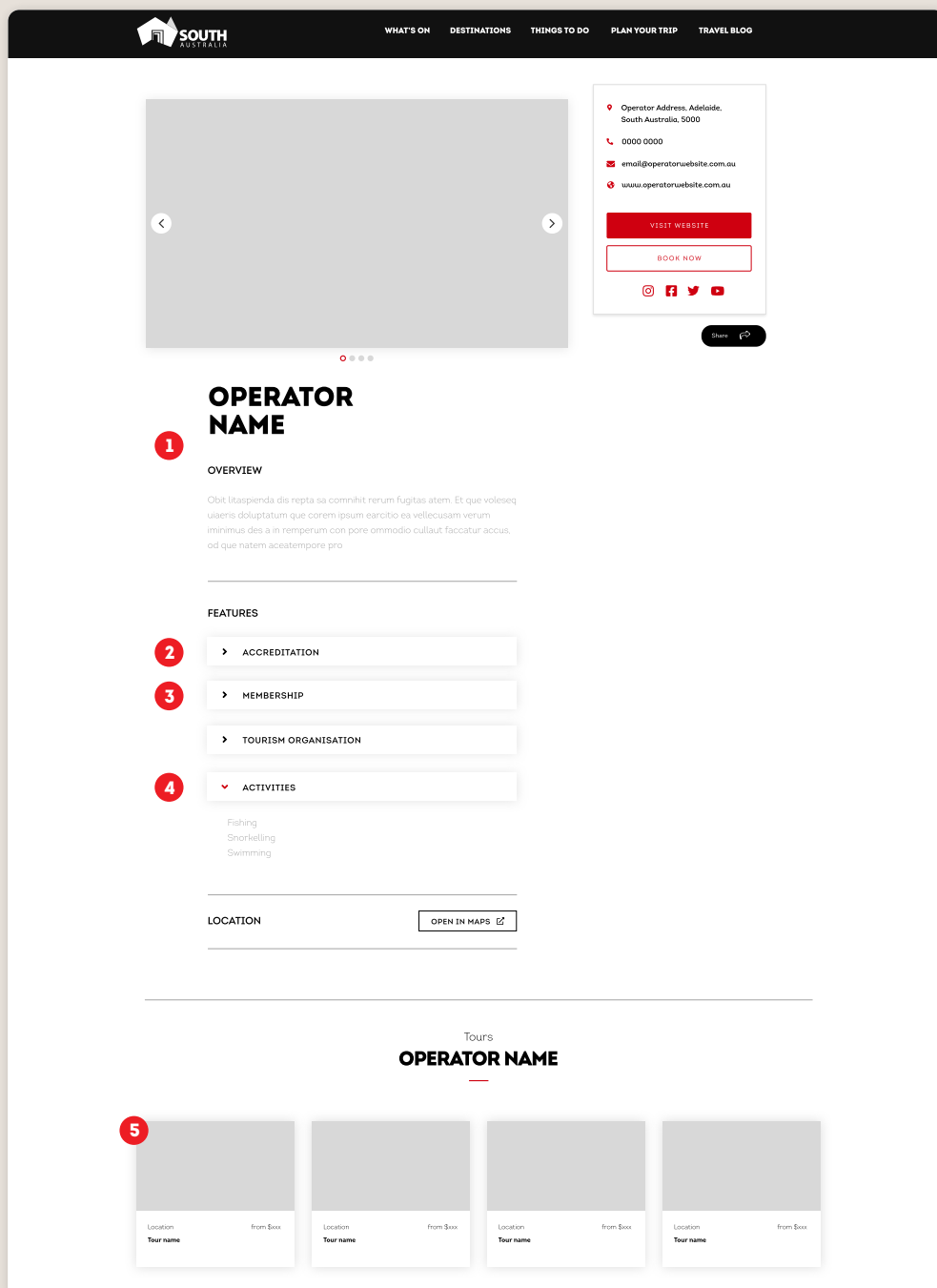
All South Australian tour company and tour type listings will be published on southaustralia.com.

There is an automatic pre-determined format which all tour listings will display in when published. Operators can refer to the below as guidance on how ATDW information is automatically filled into the pre-determined formats.

Operators can customise and update their own ATDW information to clearly communicate necessary information to visitors.

Please note: *The southaustralia.com format is not representative of the format of other websites which may host operator information.*

TOUR LISTING FORMAT ON SOUTH AUSTRALIA.COM



ATDW PLATFORM

The below numbered images are the corresponding fields in the ATDW platform for the southaustralia.com display.

1

Name & description

Required

What's the name of your tour company?

100 characters max

How would you describe your tour company?

Write a summary in 50 to 225 words

2

Accreditations

Optional

Which of these current accreditations does your business have?

Browse A-Z listing

^

A

☐ Accessibility Certification ⓘ

☐ ATEC COVID Ready/ WTTC Safe Travels Stamp ⓘ

B

☐ Barossa Trust Mark ⓘ

C

☐ Camp/Adventure Activity Accreditation Program ⓘ

☐ China Ready and Accredited Program ⓘ

☐ Civil Aviation Safety Authority ⓘ

ATDW PLATFORM

3

Memberships

Optional

Which of these current memberships does your business have?

Browse A-Z listing

^

A

☐ Australian Caravan Club

☐ Australian Gay and Lesbian Tourism Association

☐ Australian Museums and Galleries Association

☐ Australian National Sportfishing Association

☐ Australian Tourism Export Council

B

☐ Boating Industry Association

C

☐ Campervan Motorhome Club of Australia

4

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

Tour Description


\$xxxx

5

TOUR 1


TOUR 2

TOUR 3




Tour Description

\$xxxx



Tour Description

\$xxxx



Tour Description

\$xxxx

CREATING YOUR TOUR LISTING

CREATING A NEW LISTING

From the ATDW Dashboard, click 'ADD NEW LISTING':

ADD NEW LISTING

UPDATING AN EXISTING LISTING













If you have an already existing listing for your tour business and are adding a new tour offering, you can add this to your existing listing through the 'Add Tour Type' functionality.

CHOOSE A LISTING CATEGORY

Select the 'Tour' category.

Choose a listing category


NOTE: Please check your business is eligible for an ATDW Listing before proceeding. [Download our Guidelines.](#)

 <p>Clone Clone an existing listing from your listing dashboard. (Note: Photos for services are not cloned)</p>	 <p>Accommodation Accommodation establishments must offer accommodation bookable on a short term basis</p>	 <p>Attraction Attractions must be places/areas of interest that offer a distinct visitor experience to the leisure tourist</p>	 <p>Destination information Destination information about a Town, Suburb, City, Area, State or Region</p>
 <p>Event Events must have a leisure tourism focus with the best potential to stimulate visitation.</p>	 <p>Food & Drink Establishments targeted at leisure visitors that offer a food and/or drink experience</p>	 <p>General Service General Services are limited to products or services which support tourism and those who travel</p>	 <p>Hire Hire Companies must provide products or services hired for a specific period of time to be used/operated by the leisure tourist</p>
 <p>Information service Information Services are limited to airports, cruise terminals and visitor information centres</p>	 <p>Journeys Suggested journeys which can include a series of routes and waypoints. May include walking trails, scenic drives and suggested itineraries</p>	 <p>Tour Eligible tour operators must offer regularly organised tours with a leisure tourism focus, organised by experienced guides. These may include a personal host and/or commentary.</p>	 <p>Transport Transport companies must provide point to point travel/transfers for the leisure tourist</p>

NAME AND DESCRIPTION

- ▶ Use this section to highlight what makes your tour business unique.
- ▶ Tour listings can have a minimum of 50 words and a maximum of 225 words in the description.
- ▶ Don't enter HTML, email addresses, pricing information and contact details as these will go in other more relevant sections.

Optimisation Tip: *Include generalised key information for your tour business. Details on the individual types of tours can be added into the 'Add Tour Type' functionality as highlighted in the [How to add a Tour Type Guide](#).*

 Name & description

Required

What's the name of your tour company?

100 characters max

How would you describe your tour company?

Write a summary in 50 to 225 words


LOCATION

The owning organisation's address for the ATDW account will appear in the 'Organisation address' selection.

If this is different to the main address of your tour operations, click 'Define another address' and enter the location information. A Google Map drop down box will appear to assist in finding the location.

If the location doesn't look accurate on the map, you can click on the pin and move it to the correct location.

If your business has multiple locations for the different tours, you can specify them for each individual tour under 'Add Tour Type', and keep the main address as the most primary location for your tour operations (i.e. if you have a front facing store).


 Physical address

Required

☐ Organisation address

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

☐ Define another address

 Postal address

Optional

Postal address won't be visible outside of this system.

☐ No postal address required

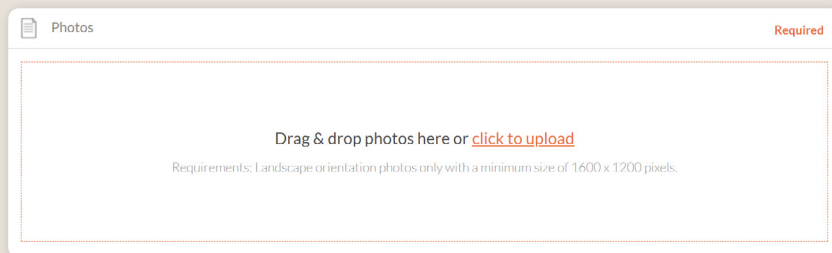
☐ Same as physical address above

☐ Same as organisation address

☐ Define another address

PHOTOS

1. To upload, either drag the image from your device and drop into indicated field or click the 'click to upload' hyperlink and select the desired file.
2. Photos are subject to specific requirements and if your image doesn't meet these requirements, an error box can appear. If it does, please review image details and try again.
3. Once the photo is uploaded, enter alternative text and further caption details.
4. Click 'Save Photo'.



Specific requirements for photos in ATDW can be found in the guidance box on the right of the screen. This includes:

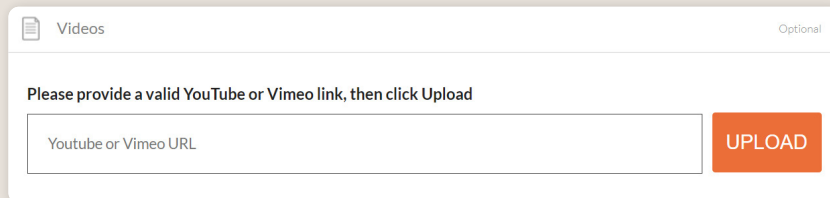
- ▶ Minimum photo size is 1600 x 1200 pixels.
- ▶ Maximum photo size is 10mb.
- ▶ Minimum 1 photo, maximum 10 photos.
- ▶ Portrait sized photos, posters, brochures, logos or photos with written text are not accepted.
- ▶ Alternative Text (Alt text) is mandatory. Write a brief description of what's in the photo. This benefits the visually impaired and your SEO (Search Engine Optimisation). Captions can add more detail to your photo.

Optimisation Tip: *Once uploaded, you can drag photos into your preferred order. The star will indicate your hero photo.*

VIDEOS

To upload a video to your ATDW listing, it needs to be uploaded to YouTube or Vimeo first. Please refer to these individual platforms for further information.

1. Copy the YouTube or Vimeo URL and paste into the 'YouTube or Vimeo URL' field.
2. Click Upload.



Videos Optional

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

Youtube or Vimeo URL UPLOAD

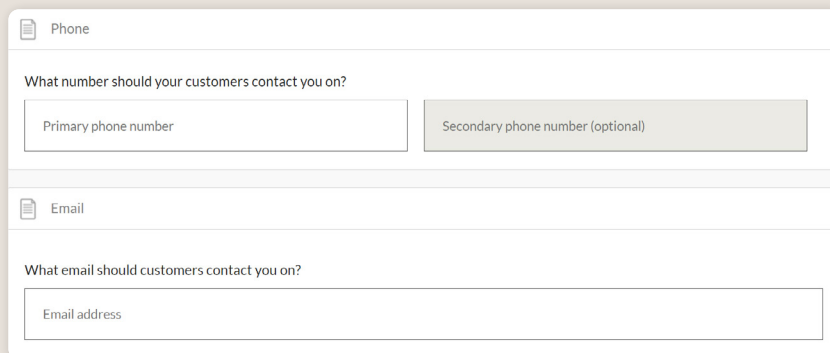
Specific requirements for videos in ATDW can be found in the guidance box on the left of the screen. This includes:

- ▶ Do not upload videos containing advertisements.
- ▶ Keep your videos 30-90 seconds in length.
- ▶ All videos must be publicly available on YouTube or Vimeo.
- ▶ A maximum of 10 different good quality videos are accepted.

Optimisation tip: Drag and drop your videos to order them. The video with the star will be your primary video.

CONTACT INFORMATION

- ▶ Enter the available contact options for this tour.
- ▶ A minimum of one contact method is required.
- ▶ These contact methods will be used by customers to contact you for more information.
- ▶ Ensure any phone numbers are done without spaces or international area codes.



Phone Optional

What number should your customers contact you on?

Primary phone number Secondary phone number (optional)

Email Optional

What email should customers contact you on?

Email address

WEBSITES AND URLS

Add the available URLs to take customers directly to your website or booking platform.

- ▶ Website URL should direct customers to your website's homepage.
- ▶ Booking URL should be a direct link to your booking page or to booking information.

Please check all URLs are complete and working prior to submission.

Website URL

Provide your primary tour website address

Booking URL

Optional

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

SOCIAL ACCOUNTS

- ▶ Tick any social accounts your business is available on.
- ▶ Add the relevant information in the applicable field when it appears.

Optimisation Tip: Including your social media accounts is a great way to get customers to interact and engage with your business. Travellers often refer to social media to read reviews and see pictures of other travellers enjoying an experience. Try to capitalise on this as a channel to share more information and showcase the true experience of your tour!

Social links

Optional

Where can customers find you on social media?

☐ Apple Store

☐ Facebook

☐ Flickr

☐ Foursquare

☐ Google My Business

☐ Google Play

☐ Instagram

☐ Pinterest

INTERNET ACCESS

- ▶ Tick the relevant internet access that is available on your tour for visitors to use.

Internet access

Optional

What kind of internet access is available for your customers?

☐ Broadband Internet Access

☐ Free Wifi

☐ Paid Wifi

ADDING A TOUR TYPE

INDIVIDUAL TOUR TYPES

Individual tour types can be added to your business' tour listing. Adding a tour type will maximise the information provided to a customer when they view your listing on a distributor's website.

For more information and instructions on how to add a tour type, visit the [How to add a tour type Help Sheet](#).

CREATING A DEAL / OFFER

THE DEALS / OFFER FUNCTIONALITY

The Deal/Offer functionality in ATDW allows you to further promote your tour through advertising any special rate, discount, bonus offer or packages for a set period.

A Deal/Offer will appear on southaustralia.com directly under the product description on the primary listing it is attached to.

For more information on how to add a Deal/Offer, view our [Deal / Offer Help Sheet](#).

GENERAL OPTIMISATION TIPS

OUR TOP TIPS

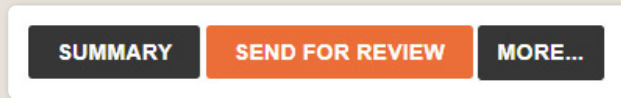
- ▶ **We always recommend adding in as many details as you can.**
The more information included within your listing will increase the compatibility of your information on other distributor websites and optimise the visitor experience.
- ▶ **Update your listing regularly.**
Listings are required to be updated at minimum every 12 months. It's best practice to set a time each quarter to review your listing and update any information that has recently changed.
- ▶ **Use the 'Guidance' section.**
The ATDW provides a guidance section to assist with the optimisation and compliance of the information in the respective fields. This guidance section can be found on the right of your screen and provides examples of good practice listings.

For more Optimisation Tips and FAQ's visit our [General Optimisation Document](#).

LISTING APPROVAL PROCESS

SUBMITTING A LISTING

Once all information has been uploaded, click the 'SEND FOR REVIEW' button in the top right corner of the web page.



REVIEWAL PROCESS

All South Australian listings are sent to the South Australian Tourism Commission (SATC) for review. The SATC will quality assure the ATDW listing. This means SATC will check over all information to ensure it is compliant with ATDW guidelines and is optimised for distribution.

The review process can take up to 5 business days to complete. Once reviewed, SATC will process either an approval or rejection. You will be notified of the outcome via email. The email will be an automated template with optional additional comments in bold text.

Please review any emails issued from the ATDW as these are important to notify you of any necessary amendments, recommendations or actions you may need to take.

CONTACT US

T: (08) 7088 0114 | E: onlineservices@sa.gov.au | tourism.sa.gov.au