# HOW TO ADD AN ACCOMMODATION TYPE IN ATDW

HELP SHEET



SOUTHAUSTRALIA.COM

# INTRODUCTION

# **DEFINITION OF AN ACCOMMODATION TYPE**

Adding accommodation types to the business listings allows the business to showcase the range of accommodation options that are available to guests. This functionality is available to all accommodation types including Apartments, Backpackers and Hostels, Bed and Breakfast, Caravan, Camping and Holiday Parks, Cottages, Farmstays, Holiday Houses, Hotels, Motels, Resorts and Retreats and Lodges.

#### **ACCOMODATION TYPE DESCRIPTION EXAMPLE**

Accomodation Listing Name: Executive

**Hire Listing Description:** Centrally located in the business and dining precinct, the Executive room is ideal for business or leisure travellers. Complete with a spacious marble bathroom, work desk with ergonomic chair, WiFi (fee applies), lounge chair, 24-hour room service, safe and to ensure a restful night's sleep a Hilton Serenity king bed.

Enjoy access to the Executive Lounge, including a complimentary continental breakfast and evening drinks and canapés.

#### ACCOMODATION TYPES EXAMPLE ON SOUTHAUSTRALIA.COM

Once your listing is approved and live on southaustralia.com the accomodation 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 accomodation listing in the listing dashboard.

# **STEP 2**

Click 'Add an Accommodation Type' in the orange ribbon in the left hand side of the hire listing navigation.

Add Accommodation type

#### **STEP 3**

Click the accommodation type that best describes your hire. Accomodation types will appear on the left once created.

ase select the type describing your accon	nmodation best		Progr
	Apartments	Backpackers and Hostels	Bed and Breakfast
Clone Clone an existing service	Apartments have self-catering facilities (sink, refrigerator, microwave etc.). Most have separate bedrooms, fully equipped kitchens, one or more battnooms, usually a washer and dryer, and sometimes a baktory or patio. Towels and linens are provided, Daily or weekly service and other hotel conveniences are usually available.	Backpackers or 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 el-catering facilities. Residential Colleges and University Halls of Residence can be included here.	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 ma be either in the main houses or in a separate building. Breakfast is a component of the tariff and is provide either in the form of daily providens o is prepared by a host.
Caravan, Camping and	Cottages	Farmstays	Holiday Houses
Holiday Parks Caravan, Camping and Holiday Parks are defined areas with shared amenities providing any of the following forms of accommodation or the space forxabins, 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.	Cottages are stand-alone dwellings which includes private bathroom facilities and kitchen with cooking facilities. The dwelling may be located within the boundary of an accommodation complex.	Farm Stays offer guests the opportunity to observe or become levelved infarm life on a rural property. The accommodation ranges from self contained or dormitory style to staying in the homestead with the family.	Holiday Houses are stand-alone residences for holiday lettingwhich may have several bedrooms allowing; group of guests to stay there together Typically the house will include full kitchen facilities, private bathroom facilities and laundry facilities.
Hotels	Motels	Resorts	Retreat and Lodges
Hotels provide short-term accommodation to guests and will have a licensed bar onsite. Rooms may include private bath com 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, lincluding a swimming pool, games room and/or child care.	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.	Resorts provide short-term accommodation to guests in a location that encourages an extended on sitte hotiday. Offerings may include swimming pools, day spa, child care, restaurants, licened bars, tour desk, night life and day time activities. Rooms include private bathroom facilities, Meals are available in an orsite restaurant or through room service.	Lodges are situated in secluded areas ideal for quiet relaxation and immersion into a unique environment setting. Style of accommodation can b from basic to ikeury and offer a specifi or riche range of activities such as skiing, diving or uniquely Australian nature experiences.



#### **STEP 4**

Provide details about the different room/accommodation types you offer. Be sure to provide the distinct advantages of each type by writing an accurate description. This is your opportunity to inform potential guests of the facilities available in each room type, the maximum number of people allowed (capacity) and to display relevant photos and videos.

#### **STEP 5**

Upload at landscape image that represents the room or accommodation type you are showcasing. *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.* 





# STEP 6

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

UPLOAD

# STEP 6

Enter the maximum number of guests who can stay in this type of accommodation overnight.

Capacity	Optional
How many guests can the room accommodate?	
Maximum Capacity	



## **STEP 6**

Select the facilities available to your customers within the confines of the room or accommodation type.

Facilities	Optional
Which of these current facilities does your current busine	ss have?
Browse A-Z listing	^
#	
24 Hour Reception	
A	
Air Conditioning	
Alarm Clock	
В	
Balcony	
Barbecue	
Bath	
Blankets	
Boat Ramp	
Broadband Internet Access	

# **STEP 7**

Businesses that have multiple service/room types can feature these within their listing. To do so click 'Add another service' in the orange ribbon in the left hand side of the accomodation listing navigation.



## **STEP 8**

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.



