



## **PEMBBA Standard Guideline Document**

### **Getting listed on the PEMBBA Web Site – Issue date: Nov. 2015**

- MEMBERS ONLY -

Members should list on the PEMBBA website to make the most of their membership.

This can be done online by yourself. The alternative is to complete the attached forms and send it to [portals@zawebs.com](mailto:portals@zawebs.com).

On-Line Listing Procedure:

Go to [www.zawebsdata.co.za/page/steps](http://www.zawebsdata.co.za/page/steps). Please read this page as it contains useful tips about adding your information, then follow the steps to list or edit your establishment(s) and or attractions, activities or business.

#### **Before you start** -

Check if your business is not already on the database as this is a central database which serves a number of portal websites. If you are already listed don't waste your time duplicating your listing.

#### **Multiple listings:**

If you have more than one establishment, you can add the first one, save it by clicking the green "Create Listing" button at the bottom of the form, then select "Create a Listing" from the menu at top right again and add the second business and so on.

If your establishment offers radically different products (for example, a Guest House and a caravan park or Restaurant) then you should create separate listings for EACH provided that the information and photos are different and relevant. You will already know how frustrating it is for a person browsing a website to find the same information over and again in different guises!!

#### **General:**

If you have a number of contact people (e.g. an accommodation manager, a venue manager, a marketing manager, etc), we would like to know about these for communication purposes even though, at this stage, the additional contacts will NOT appear on the website. Please take care that you enter your main contact person (who WILL appear) in the right place.

Remember that once you have registered as a client and have a listing, you can log in at any time and edit your listing; if you have listings on more than one of the websites served by our

database your listing on all of those websites will be updated at the same time, saving you a lot of trouble.

You can retrieve your password by using the "Forgot password facility. Simply enter your email address and it will be emailed to you.

#### GPS Co-ordinates:

During the on-line registration process the system will get the co-ordinates from your street address. When entering the address you simply enter the Street name and number, Suburb, Town, Country, and click on the blue "Find Coordinates for this address" button. If you are located on a farm where these details are not available you can easily obtain the coordinates in decimal format from Google maps. Simply find your establishment on the map (<https://www.google.co.za>) click on the location and the co-ordinates will be displayed in decimal format on a pop-up window.

Should you have a problem uploading information please first read the "Steps" page again in case you have missed something. If not or if you have any other questions please communicate directly with ZAWebs on : [portals@zawebs.com](mailto:portals@zawebs.com).

#### Manual Listings - Only if you did not use the on-line registration process

The form for a manual listing request is below. Please remember to also attach a text description of your business (100 to 200 words) You can also email the form, photographs and text description to [portals@zawebs.com](mailto:portals@zawebs.com)

#### Photos

- Please forward (by email if you can) between 1 and 9 photos of your business which you would like to see on your listing.
- Ideally these should be at least between 800 and 1500 px wide. Should you not have software for re-sizing you can forward the original photos to [portals@zawebs.com](mailto:portals@zawebs.com) for processing.

Should you have only thumbnails please do not bother forwarding these; the website needs largish photos and tiny photos will be automatically stretched and distorted and really look ugly.

PEMBBA WEBSITE -INFORMATION REQUIRED FROM MEMBERS -

(Only if you do not use the on-line listing process)

Name of establishment/business/activity (e.g. Richard's Guest House or Transkaroo 4x4 trail)							
Type of establishment (e.g. Accommodation, Activity, Attraction, Business etc)							
Rates per Accommodation Type (e.g. Minimum Rates are indicated on the website in the following Formats)							
B&B - PP Sharing from	B&B - Single from	Self Catering - PP Sharing from	Self Catering - Single from	Other (Specify)	Other (Specify)		
R	R	R	R	R	R		
<u>Principle</u> type of business (e.g. Guest House, Hiking Trail, Real Estate etc) PLEASE NOTE - For other types please attach separate descriptions and photos specifically detailing those.							
Contact person name							
Contact landline (if any)							
Contact cell phone (if any)							
Contact fax (if any)							
Contact e-mail (if any)							
Website (if any) http://www.							
Address if in town or GPS co-ordinates if in country							
Accreditations (accommodation only )							
TGSA Star Grading (e.g. 1,2,3,4 5) Please tick the following where appropriate			1	2	3	4	5
			Portfolio		Y	N	
			AA Recommended		Y	N	
			AA Highly Recommended		Y	N	
			AA Superior		Y	N	
			AAQA Eco		Y	N	
			Rennies Red Stamp Club		Y	N	
Text description of your business (100 to 200 words) Please attach document or email to <a href="mailto:portals@zawebs.com">portals@zawebs.com</a>							
Please continue on the next page							

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Please indicate the languages that you support at your establishment in the blocks below

English	Afrikaans	German	Dutch	Danish	Flemish	French	Spanish	Italian
Portuguese	Swedish	Zulu	Xhosa	Other				

Please indicate the payment options that you support at your establishment in the blocks below

American Express	Bank Deposit (EFT)	Diners Club	MasterCard	PayPal	Visa

Hours of Operation (e.g. reception, Breakfast etc)

Directions to your Establishment

Please continue on the next page

Please indicate the current features of your establishment

On Site	breakfast : full English		braai / barbecue facilities	
	breakfast : continental		childcare / babysitting service	
	dinner (prior arrangement)		child friendly (all ages)	
	picnic baskets (by arrangement)		conference facilities	
	bar (fully licensed)		pets not allowed	
	bar (honesty bar)		pet friendly (by arrangement)	
	dry cleaning available		gay friendly	
	wake up calls		wheelchair access	
	garden		Free Wi-Fi	
			Wi-Fi Hotspot (Paid)	
	complimentary newspapers		business facilities	
	guest lounge		health spa	
	ice in summer		sauna	
	laundry service available		gym / fitness centre	
	iron / trouser press available		swimming pool	
	electric blanket(s)		swimming pool (heated)	)
	reception (24 hours)		parking (garage	
	reception (business hours only)		parking (off street)	
	safe deposit box (at reception)		parking (undercover)	
	security (guard)		smoking (in demarcated areas)	
	security (alarm system)		smoking (non indoors)	

Please continue on the next page

Features - Please add should it be necessary

In Room	air conditioning		bathrobes	
	bar fridge		en suite bathroom	
	fan in room		hair dryer in room	
	fireplace in rooms		heater in room	
	housekeeping (daily)		internet connection	
	housekeeping (periodic)		jacuzzi	
	international plug point		kitchen (fully equipped)	
	tea and coffee in room		kitchenette (semi equipped)	
	phone in room		safe in room	
	TV (non-satellite)		no smoking in rooms	
	TV - DSTV			
In Area	tour assistance		transfers (others)	
	transfers (airport)			

Please continue on the next page

