

## How to add / edit a listing on Where2Stay-SouthAfrica.com

### To Login

You can login by entering your email address and password in the “**Owner Login**” area located on our Home Page and then clicking on the “**Login**” button.



Owner Login  
 Email:  
 Password:  
 Login Register Now  
 password recovery

Once logged in, you need to click on “**Manage Listings**” located on the top bar.

[Manage Listings](#)

Next; click on “**Add a New Listing**”

[Edit My Current Listings](#) | [Add a New Listing](#) | [Logout](#)

To add a listing please enter your venue details below

The venue name:

Venue type:

Contact name:

Contact number:

Province:

Town/City/Village:

Address:

Post Code:

No of bedrooms:

No of parking spaces:

About the venue:

**Venue Details:** Please enter in your venue’s details (About the venue and venue facilities). There is a selection of drop down options as well as open text boxes. There is no limit to the amount of information you can add.

**TIP:** To increase the chance of your venue appearing more in general internet searches such as Google, do not copy and paste venue details used on other sites. Try to change the text by adding extra words and descriptions as Google is more likely to pick up on this.

**Activities:** Please describe some of the key activities available within easy reach of your venue. There is also a tick box which will optimise your venue in the advanced search. Please tick the activities which are either on site or nearby.

**Payment Method:** Next, tick your preferred payment method/s for guests.

**Photos:** You can now upload your own pictures. There is a facility to add nine (9) photos. We suggest you add as many pictures as possible to visually promote your venue.

**Services:** Tick the services you have available at your venue, this will increase the number of times your site appears when a visitor enters an “**Advanced Search**” for accommodation. Only the services you tick will appear on your venue page once loaded.

When you are happy with the details you have entered; click “**Save and go to Step 2**”. This may take a few minutes to upload and is dependent on the size of the pictures you upload.

[Save and go to step 2 >>](#)

Follow the steps to now add your **Room Rates**.

[Manage Listings](#) | [Add a New Listing](#) | [Logout](#)

[Edit your venue details](#) | [click here to edit availability](#) | [click here to edit room rates](#)

Step 2 Add Your Room rates

Occupancy:

Board:

This is from:

This is until:

Price per person per night (R):

[Save room rate >>](#) OR [Go to step 3 >>](#)

No rates added - use the form above to add your room rates

Occupancy	Board	From	Until	Price per night
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**Room Rates:** You can enter in all the different room rates you have available. Use the drop down boxes and enter in the amount per person/ family per night. Click on “**Save Room Rate**”. A new line will automatically be entered each time you add a new room rate. There is an option to “**Delete**” the rate if you are not happy with it or wish to change it. Room Rates are listed in date order on the venue listing page (Jan to Dec).

Occupancy	Board	From	Until	Price per night	
Single	Bed only	1 Jan -	1 Apr	R 200	<a href="#">Delete</a>
Family	Dinner B&B	1 Jan -	1 Jun	R 350	<a href="#">Delete</a>

When you are finished, Click on “**Go to Step 3**”

[Go to step 3 >>](#)

**Availability Calendar:** The availability calendar provides you with an extra option of letting people know when you have availability at your venue and when you don't. It is up to you to update this on a regular basis. This is a tool for informing people looking for accommodation to either contact you or not.

[Edit My Current Listings](#) | [Add a New Listing](#) | [Logout](#)  
[Edit your venue details](#) | [click here to edit availability](#) | [click here to edit room rates](#)

Month:  Year:

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

Change Status:

Rooms Available  Fully Booked

Advertising your availability is extremely valuable to potential clients and you as a venue owner. It will help increase your conversion rate of enquiries into bookings and prevents you wasting time on the phone dealing with enquiries for periods you are fully booked. This is particularly useful at busy times of the year such as December and January.

To use the calendar, first pick the month and the year from the drop down boxes and then click on **"Show"**. This will bring up the calendar for that month.

Use the **"Change Status"** drop down box to indicate which dates your venue is fully booked, and then click **"Update Availability"**.

**Change Status:**

Fully booked   
 Fully booked  
 Rooms available

Rooms Available  Fully Booked

Month:  Year:

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

Change Status:

Rooms Available  Fully Booked

The calendar is now updated and will appear on your listings page. Try to keep this updated as it has been proven by market research, that visitors are more inclined to make enquiries on sites with online availability calendars.

Next Click on **"Review / activate this listing"**

[Review / activate this listing >>](#)

**Your Listing:** This is how your listing will appear on our site.

Venue ID: 36 | Where2Stay-SouthAfrica - Port Alfred, Eastern Cape

Where2Stay-SouthAfrica  
 Contact: 000000000000, Po Box 2309, Port Alfred, South Africa, Tel: Info & Booking

Average rating:  [See Rate List](#) | [Add your review](#)

About the venue  
 This is a venue set up for instructions

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

Rooms Available  Fully Booked

Activities & Attractions  
 This is a venue set up for instructions

Available Services:  
 Airport Transfers  Baby-sitting Service  Backyard / Garden  
 Bar on site  BBQ Area  Conference Facilities  
 Cooking Facilities  Disabled Access facilities  Dish Washer  
 Golf Course Nearby  Gym  Hair Dryer  
 Housekeeping  In room fridge  In Room Tea/Coffee services  
 Ironing Service  Laundry Service facilities  Microwave  
 Mini Bar  TV or Satellite TV  Spa  
 Swimming Pool

Activities Onsite Or Nearby:  
 Sight Seeing  Fishing  Game Reserves  
 Adventure  Hiking Trails  Water Sports  
 Popular Routes  Culture

Pet Policy  
 This is a venue set up for instructions

Payment Accepted  
 Cash  Cheque  
 Bank Card  Credit Card

Special Offers  
 This is a venue set up for instructions

**To advertise your listing:** Once you are happy and are ready to activate your listing; you can subscribe to our service and advertise your venue on [Where2Stay-SouthAfrica](#) by either using **PayFast** (South African secure payment engine) or alternatively, you can download an invoice and we will manually activate your listing once payment is confirmed.

[Click to subscribe & activate your listing](#) [Or download an invoice for manual payment](#)

**PayFast:** To subscribe using PayFast; Click on the following button:

Click to subscribe & activate your listing

This will take you [www.PayFast.co.za](http://www.PayFast.co.za); our online secure payment engine. Please enter in your details and click on **"Register and Pay"**.



**Note:** If you have not previously registered with PayFast, you will need to do this.

We will be notified once payment has been received and your listing will then go live on [Where2Stay-SouthAfrica.com](http://Where2Stay-SouthAfrica.com). You can now go in and manage your listing at any time during the day or night, 24/7.

Please **take note** of your Listing's ID, which is located at the top of your listing's information.

Venue ID: 24 | Where2Stay-SouthAfrica - Port Alfred, Eastern Cape

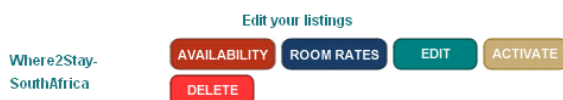
**Manual Payment:** To subscribe manually, please click on the following button.

Or download an invoice for manual payment

Please download the invoice and then process the payment via a Bank Transfer. All the details are on the invoice. The total includes VAT. We will activate your listing once payment has been confirmed.

**Manage your Listing:** Login to [Where2Stay-SouthAfrica.com](http://Where2Stay-SouthAfrica.com) and Click on **"Manage Listings"**

[Manage Listings](#) | [Add a New Listing](#) | [Logout](#)



Your listing /s will appear on the left hand side. The number of entries will depend on the number of listings you have with us.

Click on the button you wish to action, e.g. **"Availability"** to update your venue's availability calendar.

## Website Features

**Top 10 Venues and Featured Venues:** These venues are randomly generated and displayed on our Home Page.

### Toolbars on your venue listing page:

This allows people to save your venue details as a favourite which can then be viewed on our Home Page.

Save To Shortlist

This allows people looking for accommodation to contact you directly. Once they click **"Submit"**; an email will automatically be sent to you with their request.

Booking Enquiry

This enables Guests to add a review of your venue.

Guest Reviews

Shows 3 different views for your venue's location on a Google Map, Satellite, and Terrain.

View On Map



## Need Help?

If you have any queries or require further assistance; please contact us at [info@where2stay-southafrica.com](mailto:info@where2stay-southafrica.com) and we will get back to you as soon as we can.