



where  stay
SOUTH AFRICA



About Us

- ◆ Our site was designed to ensure that both Venue Owners and people searching for accommodation in South Africa have a user friendly experience.
- ◆ With years of searching through other accommodation sites; we decided to bring the very best of everything out there into one site – www.Where2Stay-SouthAfrica.com
- ◆ We have a dedicated team to ensure site optimisation on a daily basis which targets our website appearing on the front page across numerous search engines.



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Searching

- ◆ Quick Search
- ◆ Advanced Search
- ◆ Interactive Map
- ◆ Destination Search
- ◆ Activity / Interest Search
- ◆ Event Search
- ◆ On Line Availability Calendar

Type:

Province:

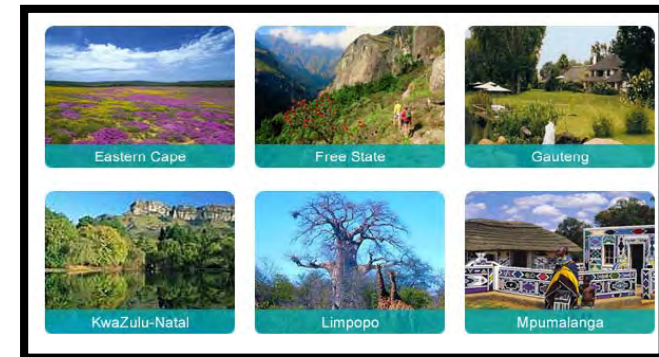
Price per night

Arrival date

Departure date

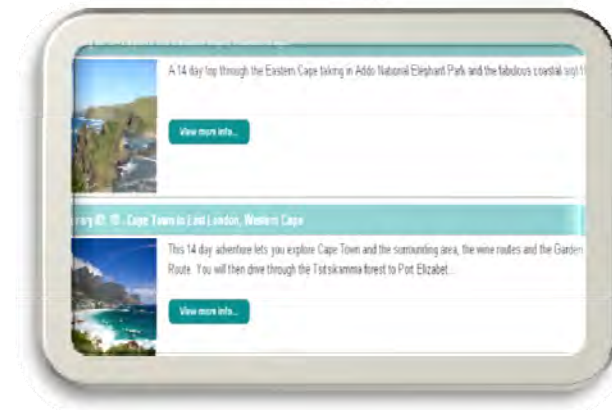
Or Search By Listing ID

Listing ID no:



Features

- ◆ Itineraries
- ◆ Travel Tips
- ◆ Guest Reviews and Average Ratings
- ◆ Shortlists
- ◆ Booking Enquiry
- ◆ Events
- ◆ Activities
- ◆ Availability Calendar



For Venue Owners

- ◆ **Self Manage** your information
- ◆ Upload your own photos
- ◆ Update your online availability calendar
- ◆ Manage your Room Rates
- ◆ Increase optimisation of your venue
- ◆ Top 10 Venues; Featured Venues and Venue of the Month



Manage Your Listing

- ◆ Register with Where2Stay-SouthAfrica
- ◆ 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.
- ◆ Complete your details in the “Add a new listing”
- ◆ Manage your Listing

A screenshot of the "Add a new listing" form. The form fields are as follows:

- Venue name: Docksider Guesthouse
- Venue type: Guest House
- Contact name: Pat Puggen
- Contact number: +27 (0) 46 624 4305
- Province: Eastern Cape
- Town/City/Village: Port Alfred
- Address: 1 Park Road, East Bank, Port Alfred, 6170, Eastern Cape, South Africa
- Stars: 0
- No of bedrooms: 5
- No of parking spaces: 5
- About the venue: Docksider Guest House is situated directly across the road from the picturesque small boat harbour on the East Bank of Port Alfred in the Eastern Cape. You have
- Venue facilities: The rooms have private outside entrances and we have secure off road parking. Relax and enjoy the



Services and Activities

- ✦ Tick the services and the activities you have available at your venue or nearby
- ✦ 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.



Tick the services you have available

<input type="checkbox"/> Airport Transfers	<input type="checkbox"/> Baby-sitting Service	<input checked="" type="checkbox"/> Backyard / Garden	<input checked="" type="checkbox"/> Balcony
<input type="checkbox"/> Bar on site	<input checked="" type="checkbox"/> BBQ Area	<input type="checkbox"/> Conference Facilities	<input checked="" type="checkbox"/> Cooking Facilities
<input type="checkbox"/> Disabled Access/Facilities	<input type="checkbox"/> Dish Washer	<input type="checkbox"/> Fridge	<input checked="" type="checkbox"/> Golf Course Nearby
<input type="checkbox"/> Gym	<input checked="" type="checkbox"/> Hair Dryer	<input checked="" type="checkbox"/> Housekeeping	<input type="checkbox"/> Air-con
<input checked="" type="checkbox"/> In Room Tea/Coffee services	<input type="checkbox"/> Internet Access	<input checked="" type="checkbox"/> Iron/Ironing Service	<input checked="" type="checkbox"/> Laundry Service/Facilities
<input type="checkbox"/> Microwave	<input type="checkbox"/> Mini Bar	<input checked="" type="checkbox"/> Parking	<input checked="" type="checkbox"/> Secure Parking
<input type="checkbox"/> Pets welcome	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Room service	<input type="checkbox"/> Safe in room
<input checked="" type="checkbox"/> TV or Satellite TV	<input checked="" type="checkbox"/> Sea View	<input checked="" type="checkbox"/> Shops Nearby	<input type="checkbox"/> Spa
<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Telephone	<input type="checkbox"/> Tennis Courts	

Tick the activities you have available nearby or onsite

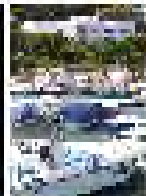
<input checked="" type="checkbox"/> Sight Seeing	<input checked="" type="checkbox"/> Fishing	<input checked="" type="checkbox"/> Game Reserves	<input type="checkbox"/> Adventure
<input type="checkbox"/> Hiking Trails	<input checked="" type="checkbox"/> Water Sports	<input type="checkbox"/> Popular Routes	<input type="checkbox"/> Culture
<input type="checkbox"/> Wildlife	<input checked="" type="checkbox"/> Golfing	<input type="checkbox"/> Childrens Fun	<input type="checkbox"/> Gambling and Casinos

Upload your own Photos

- ◆ You can upload your own pictures.
- ◆ There is a facility to add nine (9) pictures.
- ◆ We suggest you add as many pictures as possible to promote your venue.



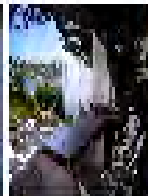
[delete](#)



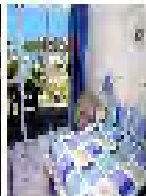
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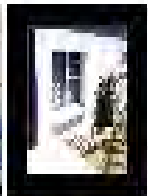
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[delete](#)

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 per night. Click on “**Add this to my room rates**”.
- ◆ 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.

Occupancy	Board	From	Until	Price per night	
Single	Bed only	1 Jan -	1 Apr	R 200	Delete
Family	Dinner B&B	1 Jan -	1 Jun	R 350	Delete

[Click here to view 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):

OR

do rates added - use the form above to add your room rates

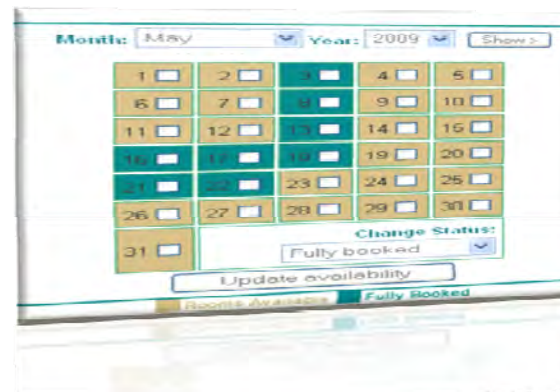
Occupancy	Board	From	Until	Price per night
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Online Availability



- ✦ 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 calendar is a tool for informing people looking for accommodation to either contact you or not.
- ✦ 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.



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Subscribing / Advertising



- ◆ Where2Stay-SouthAfrica charges an annual subscription for listing venues on our website. We do not charge venue owners a client booking fee.
- ◆ **Amount: = R649.00**
- ◆ 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 to complete a bank transfer and we will manually activate your listing once payment is confirmed.

Need Help?

If you have any queries or require further assistance;

Contact us at:

info@where2stay-southafrica.com

We will get back to you as soon as we can.



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