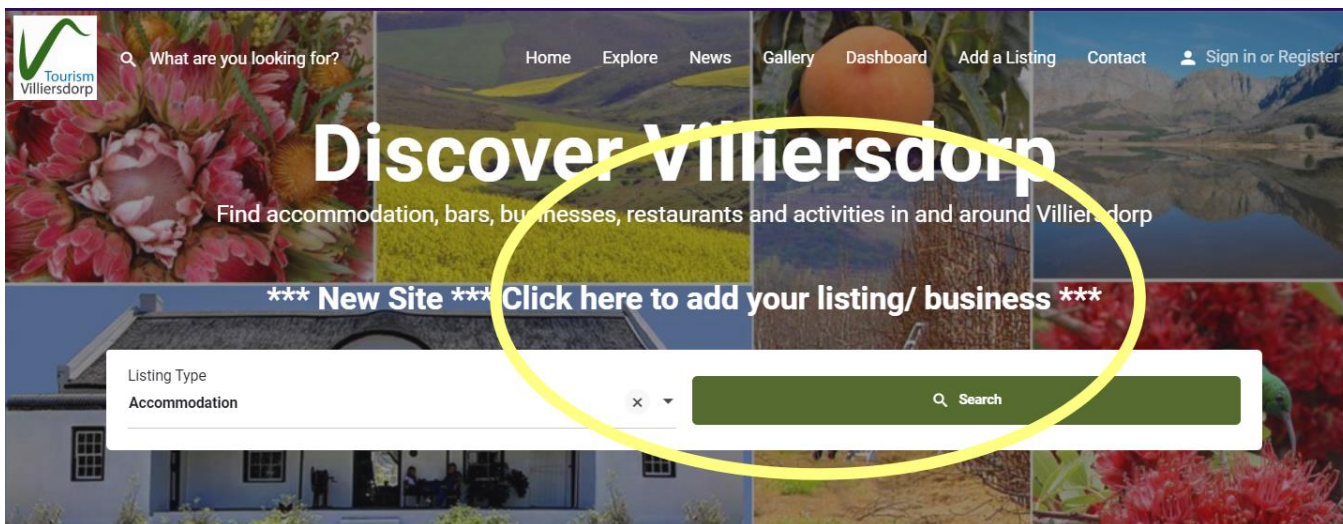


STEP 1 – go to [www.villiersdorptourism.co.za](http://www.villiersdorptourism.co.za) and register by clicking here:

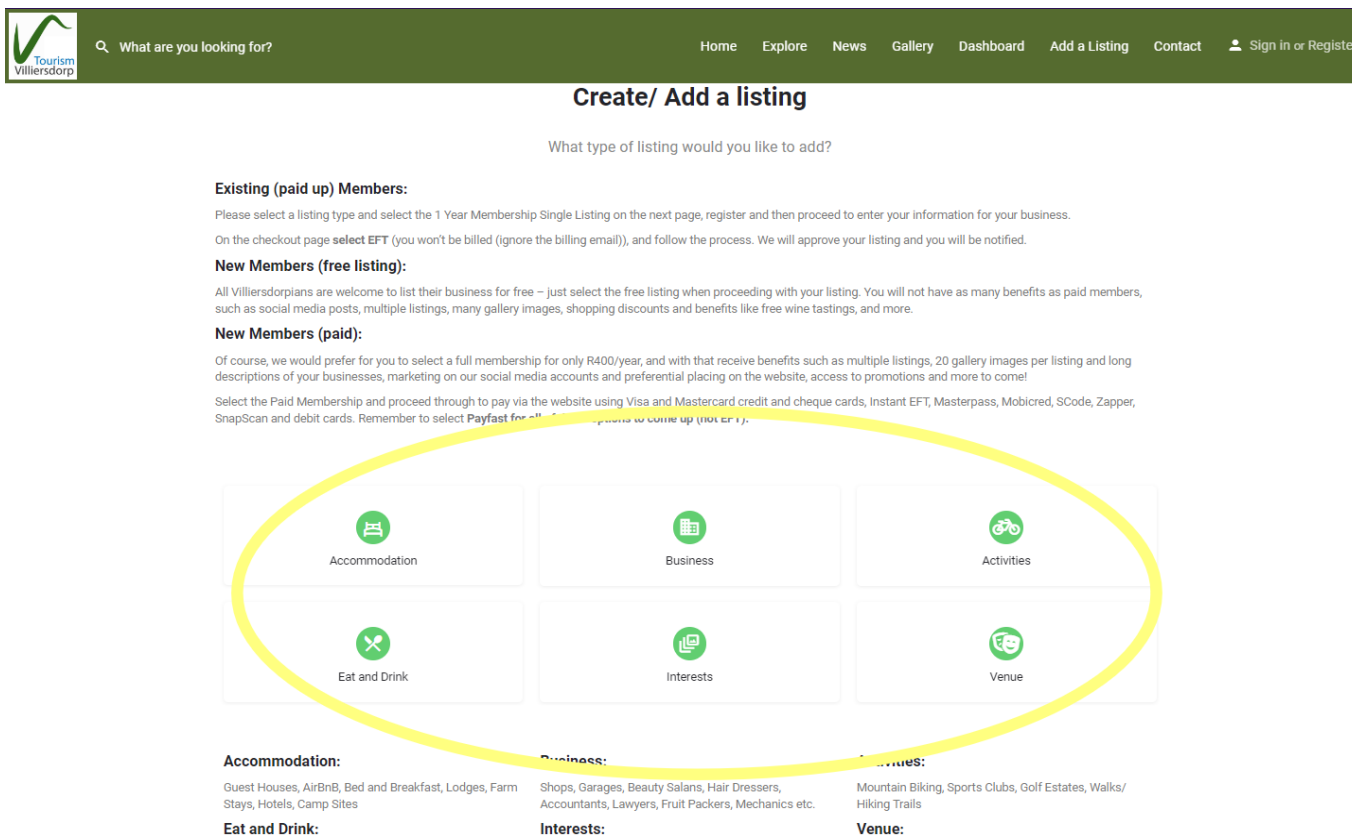


### Find places in and around Villiersdorp



STEP 2 – select the type of listing you want (we chose Accommodation for this example):

NOTE: Read through ALL the information on this page. It is self-explanatory and will guide you, as will the information on all pages:



STEP 3 – Choose your package (1 Year Membership has been chosen for this example) and click Buy Package:

The screenshot shows the 'Choose a Package' section of the Tourism Villiersdorp website. It features two package cards. The first card is for a 'FREE LISTING' priced at 'R0,00', with a description: 'This listing allows for one image and a short description.' The second card is for a '1 YEAR MEMBERSHIP SINGLE LISTING' priced at 'R400,00'. This card lists several benefits: 'Full gallery of multiple images per listing', '2 listings allowed per membership', 'Multiple listings per account available', 'Full description and more representation', 'Listing will be featured', and 'Extra promotion in social media and online'. A yellow circle highlights the '1 YEAR MEMBERSHIP SINGLE LISTING' card, and another yellow circle highlights the 'Buy Package' button at the bottom of this card. The website header includes a search bar and navigation links: Home, Explore, News, Gallery, Dashboard, Add a Listing, and Contact.

STEP 4: Click on Register:

The screenshot shows the 'Sign in Register' form on the Tourism Villiersdorp website. The 'Register' link is circled in yellow, and a grey arrow points to it. The form includes fields for 'Username' and 'Password'. Below the password field is a reCAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link. At the bottom of the form is a green 'Sign in' button with a user icon. Below the button are two links: 'Remember me' and 'Forgot password?'. The website header is visible at the top, including a search bar and navigation links: Home, Explore, News, Gallery, Dashboard, Add a Listing, and Contact.


STEP 5: Enter your details, click the “I’m not a robot” Captcha and click on Sign Up.

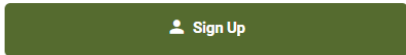
Sign in Register

Email  
joe@villiersdorptourism.co.za

First Name  
Joe

Last Name  
Soap

I'm not a robot  reCAPTCHA  
Privacy - Terms

 Sign Up

STEP 6: Enter ALL OF YOUR BUSINESS INFORMATION - scroll down and complete all fields






  Home Explore News Gallery Dashboard Add a Listing

### Your listing details

**General**

**Name of Establishment**  
Joe Soap Accommodation

**Tagline**  
Slip and slide in every room

**Description - Paid Listing** Up to 2000 words  
**B I**     

The kids love the bubbles of our slip and slide rooms. Put as much info here as you like

- General
- Images
- Social Networks - Paid Listing
- Work Hours - Paid Listing
- Location
- Listing details

## STEP 6 continued: TAKE NOTE of all of the instructions

**Gallery Images - Paid Listing (optional)** Can upload up to 20 Images

Maximum file size: 2000KB. Up to 20 files allowed.

**Email**  
Your email address

**Phone Number**  
Your phone number

**Website - Paid Listing (optional)**  
Your website URL - PLEASE INCLUDE https://

**Social Networks - Paid Listing**

Social Networks (optional)

Add

- General
- **Images**
- Social Networks - Paid Listing
- Work Hours - Paid Listing
- Address and Location
- Listing Details

**STEP 7: Submit your listing or preview first before submitting. NOTE that this listing will have to be manually approved by us, so it will not be available immediately on the website. Please be patient and wait for an approval email.**

NOTE: Please zoom in to your address or location and then click "Lock Pin Location" or enter your GPS coordinates by clicking on Enter coordinates manually if Address is not accurate

13 Graaf, Villiersdorp, Western Cape 6848, South Africa

**Lock Pin Location** Enter coordinates manually

**Listing Details**

**Category** Can select more than one

Bed and Breakfast  Guest House

**Tags (optional)** Can select more than one

Pet Friendly  Mountain Biking

**Submit listing**

## STEP 8: Enter your Billing Details and Select EFT if you are an existing member, and click Place Order

Home Explore News Gallery Dashboard Add

### Billing details

|   |             |
|---|-------------|
| First name *                            | Last name * |
| Joe                                     | Soap        |
| Company name (optional)                 |             |
| Slip n slide                            |             |
| Country / Region *                      |             |
| South Africa                            |             |
| Street address *                        |             |
| 13 Graaff Street                        |             |
| Apartment, suite, unit, etc. (optional) |             |
| Town / City *                           |             |
| Villiersdorp                            |             |
| Province *                              |             |
| Western Cape                            |             |
| Postcode / ZIP *                        |             |
| 6848                                    |             |
| Phone *                                 |             |
| +27846139091                            |             |

| Product                         | Subtotal |
|---------------------------------|----------|
| 1 Year Membership + Listing × 1 | R400,00  |
| Subtotal                        | R400,00  |
| Total                           | R400,00  |

EFT/ Direct Deposit. \*Existing Members Select This\*

On approval we will activate your account. Keep an eye out for our emails.  
Don't forget to set your password for your account.

Payfast **payfast**

Place order

## STEP 9: We will review your order” and you will hear from us as above. Click “Go to Dashboard”

Order received

Thank you. Your order has been received.

|               |                |         |   |
|---------------|----------------|---------|---|
| ORDER NUMBER: | DATE:          | TOTAL:  | PAYMENT METHOD:                                     |
| 1517          | August 6, 2024 | R400,00 | EFT/ Direct Deposit. *Existing Members Select This* |

Villiersdorp Tourism Association's banking details (please use your order ID as a reference):  
First National Bank Villiersdorp Cheque Account  
Account number: 62939212479  
Universal branch code: 200712

Joe Soap Accommodation has been submitted successfully and will be visible once payment has been confirmed.

Go to Dashboard

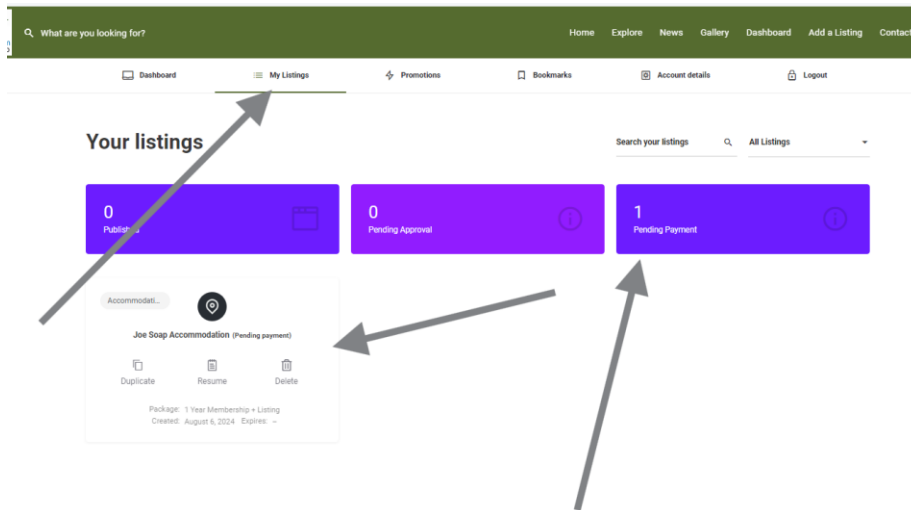
### ORDER DETAILS

| Product                         | Total   |
|---------------------------------|---|
| 1 Year Membership + Listing × 1 | R400,00   |
| Subtotal:                       | R400,00   |
| Payment method:                 | EFT/ Direct Deposit. *Existing Members Select This* |
| Total:                          | R400,00   |
| Note:                           | blah blah blah                                      |

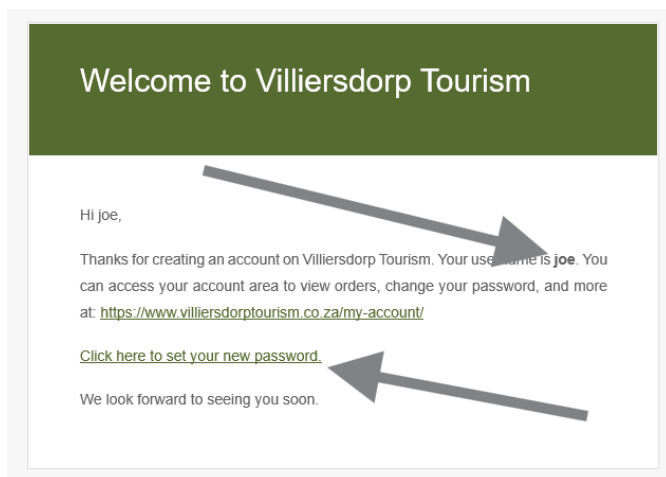
### Billing address

Joe Soap  
Slip n slide  
13 Graaff Street  
Villiersdorp  
Western Cape  
6848  
+27846139091

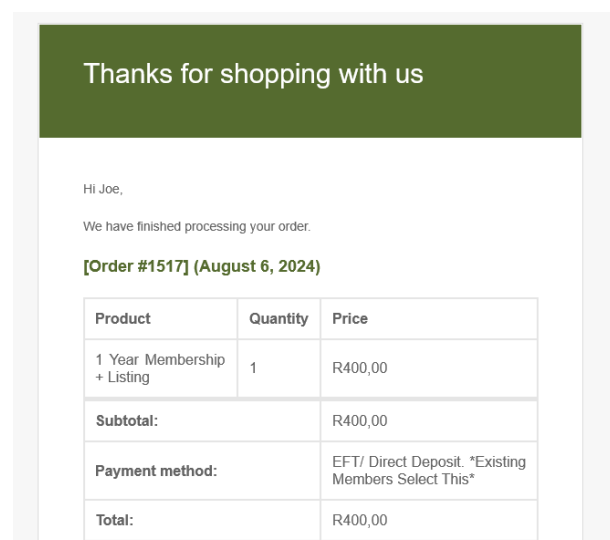
DASHBOARD: You will notice “Pending Payment” until we have approved your listing.



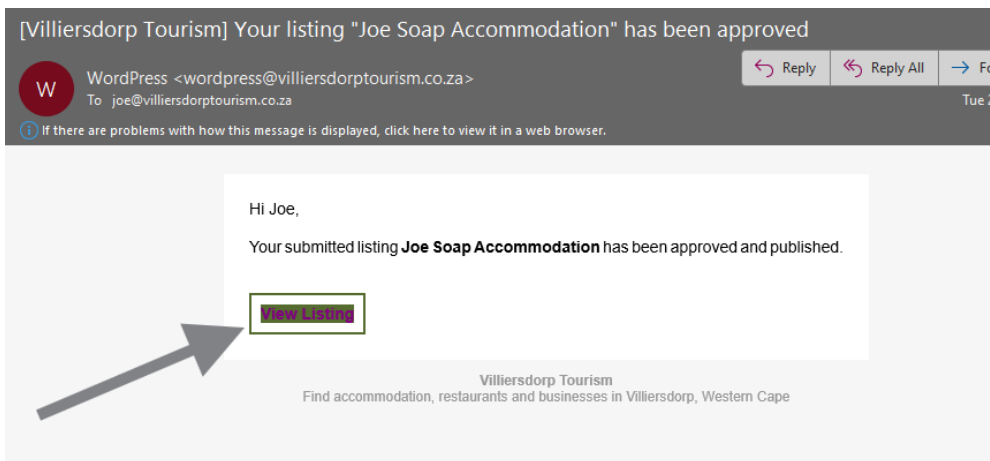
EMAILS: You will receive an email for your account just after registering. Take note of the info and click on the link to set a password for your account.



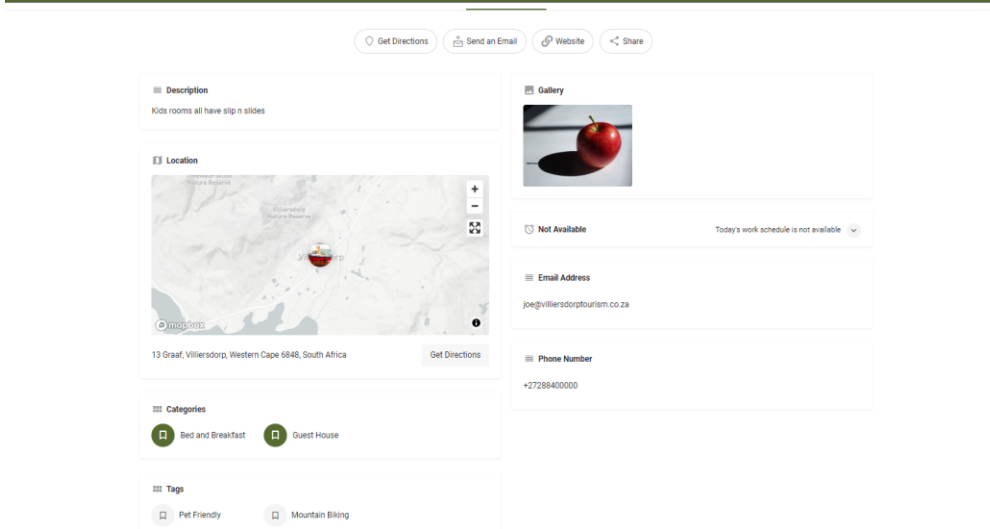
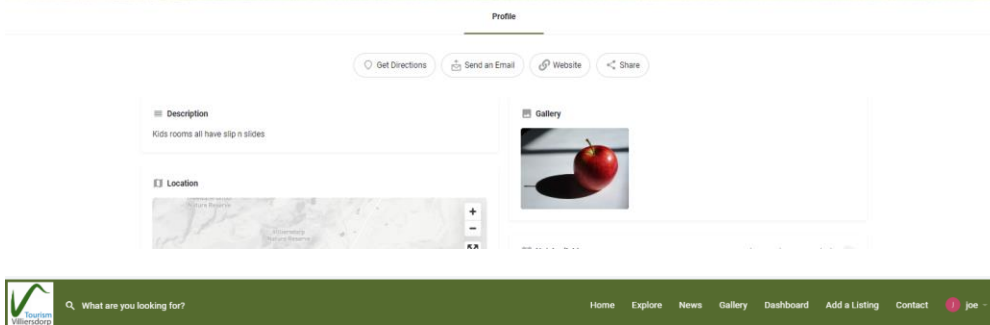
EMAILS: You will receive two more emails from us. #1 is the below stating your order has changed from Pending to Paid (IF you have paid)



And #2 is the email telling you that your listing has been approved and is now live:



Click on the "View Listing" link and you can view your listing:



DASHBOARD: You will now see that the dashboard has changed, and you can add more images, descriptions or change details with your listing.

The screenshot displays the 'Your listings' section of the Villiersdorp Tourism dashboard. At the top, there is a search bar and navigation links for Home, Explore, News, Gallery, Dashboard, Add a Listing, and Contact. Below this, a secondary navigation bar includes Dashboard, My Listings, Promotions, Bookmarks, Account details, and Logout. The main content area shows three summary cards: '1 Published', '0 Pending Approval', and '0 Pending Payment'. Below these cards, a detailed view of a listing titled 'Joe Soap Accommodation' is shown. This view includes a list of action buttons: Promote, Edit, Unpublish, Stats, Switch Plan, Duplicate, and Delete. At the bottom of the listing view, it states 'Package: 1 Year Membership + Listing' and 'Created: August 6, 2024 Expires: August 6, 2025'. Two grey arrows are overlaid on the image: one points from the '1 Published' card to the listing view, and another points from the 'Duplicate' button to the listing view.

If you get stuck, please feel free to contact Jon-Jon on:

Email: [web@villiersdorptourism.co.za](mailto:web@villiersdorptourism.co.za)

Mobile: 0833757000