



## How To Use Our Booking Site

### How To Create An Account:

1. Navigate to <https://agritourismafrica.com/>
2. In the top right hand corner click the icon that says "Sign In".
3. Click on "Register" and "Owner".
4. Fill in your details and then click register.

### How To Login:

1. Navigate to <https://agritourismafrica.com/>
2. In the top right hand corner click the icon that says sign in.
3. Fill in your login details.
4. You are now on your dashboard.

### How To Add A Listing: Service Listing

1. Go to <https://www.agritourismafrica.com/>
2. Click the button "Sign In" in the top right hand corner and register an owner account.
3. Once you are logged in click on "My Account" in the top right hand corner and select "Dashboard".
4. From the left hand side menu click "Add Listing".
5. Choose a subscription package.
6. Choose "Service" as a listing type. (This is for listings that do not have accommodation)
  - a. **Basic Information:**
    - Fill in the name of your farm or business
    - Choose a category
    - Fill in any keywords that would suit your listing eg: tourism, tour guide ect
    - Ignore the features section
    - Ignore the rooms section
    - Select the different activities you have.
  - b. **Location:**

- Fill in your address under “Address” and “Friendly Address”
  - Choose a region
  - Fill in the “Longitude and Latitude” of your address
- c. **Gallery:**
- Add up to 10 images
- d. **Details:**
- Describe your business
  - Video – Add a link/url to your video here.
  - Fill in your “Phone Number, Website and Email Address”
  - Add a link to your social media channels
  - Ignore “Minimum and Maximum Price Range”
- e. **Opening Hours:**
- Click on the toggle on the right to make this section active
  - You can leave the toggle off or you can fill in this section if you want
- f. **Booking** – Ignore this section
- g. **Coupon Widget Settings** – Ignore this section
7. Click preview.
  8. If you are happy with your listing click “Submit Listing”.
  9. We will approve your listing on our side and you will be notified when it is live.

### **Accommodation Listing:**

1. Go to <https://www.agritourismafrica.com/>
  2. Click the button “Sign In” in the top right hand corner and register an owner account.
  3. Once you are logged in click on “My Account” in the top right hand corner and select “Dashboard”.
  4. From the left hand side menu click “Add Listing”.
  5. Choose a subscription package.
  6. Choose “Rent” as a listing type. (This is for listings that have accommodation)
- a. **Basic Information:**
- i. Fill in the name of your farm
  - ii. Choose a category
  - iii. Fill in any keywords that would suit your listing eg: Accommodation, birding, swimming ect
  - iv. Choose your features
  - v. Fill in the amount of rooms you have
  - vi. Choose the different activities you have on your farm.
- b. **Location:**
- i. Fill in your address under “Address” and “Friendly Address”
  - ii. Choose a region
  - iii. Fill in the “Longitude and Latitude” of your address
- c. **Gallery:**
- i. Add up to 10 images
- d. **Details:**
- i. Describe your farm
  - ii. Video – Add a link/url to your video here.

- iii. Fill in your “Phone Number, Website and Email Address”
  - iv. Add a link to your social media channels
  - v. Fill in the “Min and Max” price of your accommodation (This gives visitors an idea of how much your accommodation costs and is only for display purposes. Your actual accommodation price will need to be added to the bookings section below.)
- e. Booking:**
- i. Click the toggle on the top right of this section
  - ii. You will now see “Booking Prices And Settings”
  - iii. Fill in the “Regular Price (Weekly)” and “Weekend Price” per person. If you have different pricing per season then please leave these blank and manually fill your pricing into the calendar by clicking the button set price.
  - iv. Fill in 48 hrs for the expiry of a reservation
  - v. Fill in “Minimum Stay” if you have a certain amount of days, otherwise just leave it blank
  - vi. Fill in the “Maximum Number Of Guests”
  - vii. Enable the toggle for “Price Per Guest” or leave the toggle off if you would like to have price per unit instead.
- f. Availability Calendar:**
- i. The prices that you just filled in will automatically be added to this section.
  - ii. If you will not be open on a certain day you can remove this day from the calendar. Simply click on the green block and it will go red and people won’t be able to book on that day.
- g. Coupon Widget Settings – Ignore this section.**
7. Click preview.
  8. If you are happy with your listing click “Submit Listing”.
  9. We will approve your listing on our side and you will be notified when it has been approved.

### **How The Booking Process Works:**

1. The visitor makes a booking.
2. You get a notification via email.
3. In your dashboard you either accept or reject the booking.
4. If you accept it then the visitor will receive an email with a link to pay via the site.
5. If you reject it then they will get a rejection email.
6. Once the booking has been paid we change the booking order status on our side and you will be able to see your earnings in your dashboard.
7. We take a 15% commission per booking.

### **Different Tabs In Your Dashboard:**

- a. **Main:**

1. **Dashboard** – This gives you an overview.
2. **Messages** – This is where you will receive messages from a visitor that wants to ask you a question about your farm.
3. **Bookings** – You can see which bookings are pending, approved or cancelled.
4. **Wallet** – This is where you can see your total withdrawable amount and total earnings.

**b. Listings:**

1. **Add a listing** – This isn't relevant as we have already added your listing for you.
2. **My listings** – You can see your listing here
3. **Coupons** – Please see how to add a coupon below.
4. **Reviews** – These are reviews that people have written on your listing

**c. Account:**

1. **My profile** – This is your personal information and where you can change your login details.

**How To Add A Coupon:**

To add a new coupon, go to **Dashboard → Coupons** and click **Add New Coupon**. The Opening Screen will present you with the Coupon Code and other Settings.

**Important Notes:**

1. Make sure that you add a Minimum Spend.
2. Leave "usage limit per Coupon" as is, BUT change "Usage Limit per user" to 1.

**Here's an example:**

## General Coupon Settings

Coupon code

2Nights1Free

Coupon Description

33% discount if you book for 3 nights  
Weekdays only (Monday to Thursday)  
Until 30th April 2021

Upload Widget Background

Discount type

Percentage discount

Coupon amount

33

Coupon expiry date

2021-04-23

## Usage restrictions

Minimum spend

4500

Maximum spend

No maximum

For products: ?

Beaumont Family Wines ✕

Individual use only ?



Allowed emails

No restrictions

## Usage limits

Usage limit per coupon

Unlimited usage

Usage limit per user

1

**Add the Coupon to your listing:**

**Dashboard** → **My Listings** → **Active** and click **Edit listing**.

1. Scroll all the way to the bottom of your Listing.
2. Activate the Section by clicking the toggle in the top RHS of the section to RED.

3. Choose your Coupon Code from the Dropdown Menu.
4. Save your listing.

If you get stuck or have a question please contact Camilla on 082 313 2941 or email [camilla@agritourismafrica.com](mailto:camilla@agritourismafrica.com)