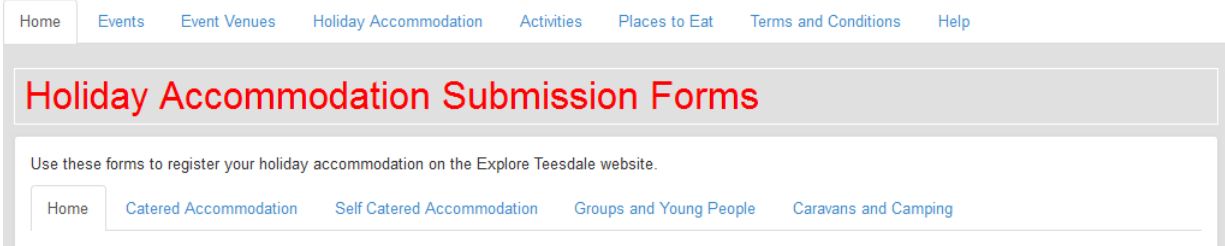


Submitting Holiday Accommodation



The accommodation submission forms are available at;
<http://www.exploreteesdale.uk/submissions/submit-accommodation.php>

The **catered** accommodation submission form is available at;
<http://www.exploreteesdale.uk/submissions/submit-catered-accommodation.php>

Catered Accommodation – How to Complete the Form

The form comprises of 8 sections;

- Accommodation Details
- Accommodation Location
- Capacity and Restrictions
- Quality Standards
- Pricing
- Owner Contact Details
- Applicable Symbols
- Form Completed By

1. Accommodation Details

Accommodation Details

Establishment Name

Type

Website Address

Open

Description

Enter the name of your establishment and select the type of accommodation.

Enter the address of your website, if you have one, and enter a description of your open times e.g. All Year, March to September.

Provide a description of your accommodation. This is a free text field.

Please do not over-use capitalization. Include any awards / accreditations that your property may have in the description e.g. Walkers and Welcome, Cyclists are Welcome, Welcome Host trained, Green awards. You can select national accreditation awards from Visit England and the AA later in the form.

Also include any facilities that you offer that are not covered by our basic icon set e.g. packed lunches available.

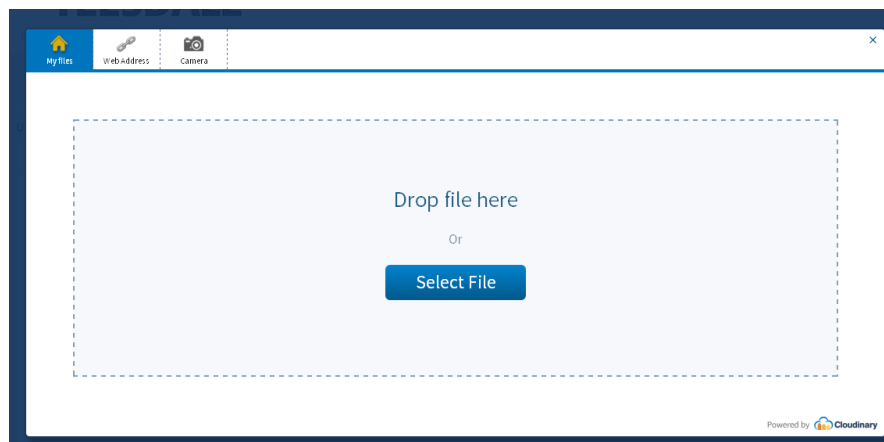
You can upload a single image for inclusion in your listing;

If you want to upload an image to accompany your venue listing then click on the **Upload One Image** button.

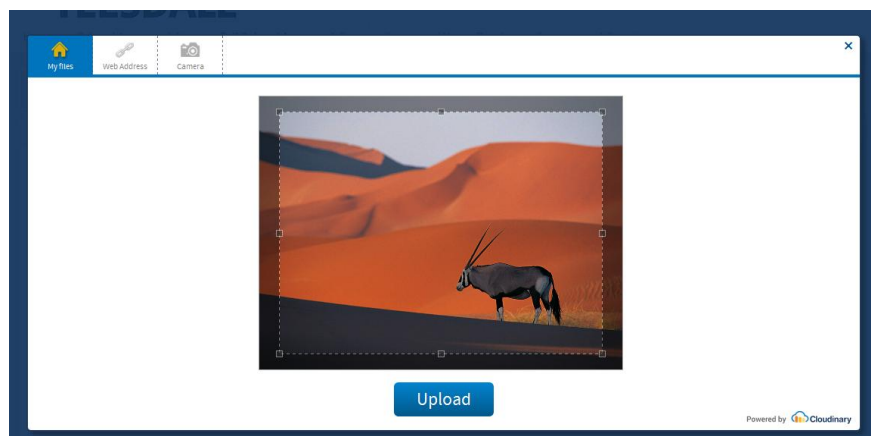
Upload One Image

You can use the camera on your device, upload an existing image from an album or provide a url link to an image on another web page.

You can 'drag and drop' an image onto the widget or you can use Windows Explorer or File Manager to locate the image you wish to upload.




You have the opportunity to crop the image before you upload it.



A thumbnail of your uploaded image will be displayed on your form to confirm satisfactory upload.

[Upload One Image](#)



is located in beautiful Teesdale.
nsectetur adipiscing elit. Sed nunc leo gravida eu pharetra id rutrum id magna Morbi nisi ante

You will have the opportunity to replace this image before your listing is finalised later in the process.

2. Accommodation Location

Accommodation Location

Location
Post Code

Select the nearest town or village from the list as the property location. Please provide the post code of the accommodation so that we can include this location on our Googlemap.

3. Capacity and Restrictions

Capacity and Restrictions

No. Rooms
Room Details

Parking Spaces
Child Age Limit

Enter the number of rooms available in your establishment. This parameter is used in the site accommodation search. Provide details of the room types and numbers e.g. 3D 1F where;

- **S** denotes a single room
- **D** denotes a double room
- **T** denotes a twin room
- **F** denotes a family room
- **D/T** denotes a twin / double dual use room.

4. Quality Standards

Quality Standards

Rating
Inspected by
Accolade

Other Awards

If your property has been assessed by a national accreditation agency e.g. Visit England or the AA, select your star rating and select the inspection body. If you hold an accolade e.g. gold or silver select that too. If your property has not been inspected select 'none' for each of these fields. If you are waiting for inspection select 'awaiting inspection' under rating.

5. Pricing

Pricing

Single from £ <input style="width: 80%;" type="text" value="Minimum price single room"/>	Double from £ <input style="width: 80%;" type="text" value="Minimum price double room"/>
--	--

Enter the prices for single and double occupancy. You can customise the prices for multiple occupancy by adding an appropriate suffix e.g.

- 55 pppn (where pppn stands for 'per person per night')
- 60 per room

6. Owner Contact Details






Owner Contact Details

Contact Name	<input style="width: 90%;" type="text" value="Contact name"/>	
Address	<input style="width: 90%;" type="text" value="First line of address"/>	
Post Town	<input style="width: 90%;" type="text" value="Post town"/>	
Land-line Number	<input style="width: 45%;" type="text" value="Telephone number"/>	Mobile Number <input style="width: 45%;" type="text" value="Mobile or fax number"/>
Email Address	<input style="width: 90%;" type="text" value="Email address"/>	

Please enter the contact details for the accommodation. These details will appear in your listing

7. Applicable Symbols

Applicable Symbols

					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5	6

Select those symbols appropriate to your accommodation. If you position your mouse pointer over the symbol its meaning will be shown. The 6 symbols available for this type of accommodation are;

1. Children welcome
2. Garage or parking on site
3. Dogs welcome by arrangement
4. Credit cards accepted
5. Ground floor bedrooms
6. Wifi available.

8. Form Submitter Contact Details

Form Completed by:

We ask for these contact details so that we can contact you if we have any queries relating to your submission. This information will **not** appear in the on-line listing.

Name

Telephone

Email

This information is required so that we can contact you about your listing, if necessary. Please enter your name and either your telephone number or your email address or both.

When you have completed the form click on the 'Submit' button.

The 'Clear Form' button will remove any entries so that you can restart the process if required.

If any of the required fields have not been completed then you will be prompted to complete them when you click the 'Submit' button.

When you click on Submit a summary of your listing will be displayed;

Example B and B
Harwood in Teesdale, DL12 8BP

Address: 3 Montalbo Road
Open: All Year




Visit Website

Contact: Gary Coppack
Telephone: 01833 631870
Email: gary@wensleyhouse.com

★★★ **Silver Award** Visit England inspected - Breakfast Egg Award

Donec lacinia. Quisque blandit. Nam pretium mattis metus. Aenean diam mi, lacinia at, porttitor eget, fringilla ac, nibh. Maecenas tempus nisi sit amet est. Curabitur vel lacus ac felis imperdiet posuere. Pellentesque leo leo, mollis non, egestas vitae, posuere vel, dolor. Curabitur sollicitudin nunc pretium pede. Sed varius diam vitae ligula. Donec nec elit. Pellentesque tempor volutpat erat. Quisque vel odio. Integer non felis. Aenean euismod.

Single from: £30ppn Double from: £30ppn
3 rooms - 3D.

Submitted by: Gary Coppack Tel: 01833 631870 Email: gary@coppack.me.uk
If you need to change these details now then please click on the 'Edit' button below.

At this point you have 4 options available through the buttons at the bottom;

Edit – allows you to modify or correct the information you have entered and replace the image

All Done – will take you back to the submission form home page

Print – allows you to print a hard copy of your listing

Submit More Accommodation – opens a blank submission form.


Choose 'Edit' if you wish to make any changes to your listing. Your submission will open in editable form e.g.

Edit Catered Accommodation

Accommodation Details

Name

Type Website Address

 [Upload Replacement Image](#)

Open

Description

You can replace the image during the editing process as follows;

Click on the 'Upload Replacement Image' button; 

Follow the steps for uploading the new image, exactly the same process as for the first image.

A thumbnail of the new image will be displayed when successfully uploaded.

  [Upload Replacement Image](#)

ion | This delightful example cottage is located in beautiful Teesdale.
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed purus leo, gravida eu, pharetra id, rutrum id, magna. Morbi nisi ante

Make all the changes you require and click on 'Update' at the bottom of the form.


[Update](#)


©2015 Teesdale Marketing Limited

The summary of your listing will be redisplayed;

Example B and B Harwood in Teesdale, DL12 8BP

Address: 3 Montalbo Road
Open: All Year



 [Visit Website](#)

★★★ **Silver Award** Visit England inspected - Breakfast Egg Award

Donec lacinia. Quisque blandit. Nam pretium mattis metus. Aenean diam mi, lacinia at, porttitor eget, fringilla ac, nibh. Maecenas tempus nisi sit amet est.

Curabitur vel lacus ac felis imperdiet posuere. Pellentesque leo leo, mollis non, egestas vitae, posuere vel, dolor. Curabitur sollicitudin nunc pretium pede. Sed varius diam vitae ligula.

Donec nec elit. Pellentesque tempor volutpat erat. Quisque vel odio. Integer non felis. Aenean euismod.

This listing has been edited.

Single from: £30pppn Double from: £30pppn

3 rooms - 3D.

Contact: Gary Coppack
Telephone: 01833 631870
Email: gary@wensleyhouse.com

Click on 'Edit' if you need to edit your listing again, choose 'All done' if you have finished.