

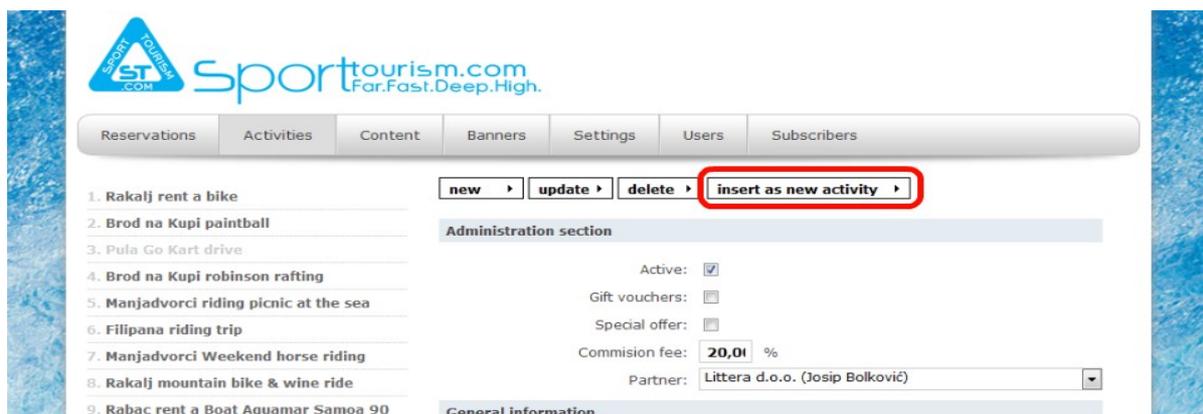
# SPORTTOURISM.COM TUTORIAL

## Prije unosa

Before inserting new activities we advise you to prepare all texts and photos which you want to add next to the activity. The texts should precisely describe the activity and attract the readers. The optimal length is between 150 and 180 words (up to 1200 signs with spaces). Users notice the images first so make sure they are in good quality in order to sell your activities better. Moreover, the images **should be optimized** to 72 dpi (web page image standard) and **not larger** than 500 kb (50 to 100 is enough).

Backoffice editing is in English thus making it simple for all users in the world. After typing the activity name, and before you continue with the calendar, it is recommended to click on Insert button on the top of the page. We also advise you to **click on Update** from time to time to prevent losing already entered data for any reason (network disconnection, automatic log off...).

## Insert as a new activity



The screenshot shows the SportTourism.com backoffice interface. At the top, there is a navigation menu with tabs: Reservations, Activities, Content, Banners, Settings, Users, and Subscribers. Below the menu, there is a list of activities on the left and an administration section on the right. The 'insert as new activity' button is highlighted with a red box. The administration section includes fields for Active (checked), Gift vouchers (unchecked), Special offer (unchecked), Commission fee (20,01 %), and Partner (Littera d.o.o. (Josip Bolković)).

If you have already entered an activity to your profile, now you can make a similar activity with less effort. First change all the information on the existing activity and then make new entry by clicking on the Insert as a new activity button.

## General information

7. Manjadvorci Weekend horse riding
8. Rakalj mountain bike & wine ride
9. Rabac rent a Boat Aquamar Samoa 90
10. Medulin touristic flight
11. Rakalj, Through bays and paths of channel of Raša
12. Medulin Sky dive
13. Cave exploring Croatia
14. Pula weekend diving

General informations	
Activity code:	0000009
Activity type:	Mountain bike
Activity / english:	Rakalj mountain bike & wine ride
Activity / croatian:	Rakalj, Vožnja brdskim biciklom i vinska proba
Min. num. of persons per date:	2
Max. num. of persons per date:	20
Latest booking:	3 days before activity

There is Activity code under General information which is added automatically to each new activity and you are not allowed to change it. Next step is choosing the type of your activity in the Activity type box, (e.g. Mountain bike). If the type of your activity does not exist, please be free to contact us and we will create a new entry. By that time please choose the type which is the most similar to your activity.

In the Activity box you can type in activity name. Each activity generates its URL (Uniform Resource Locator – page location). Start with the place where the activity is performed, click on space and continue with optimal activity name. You will notice that you need to add the activity name in all languages (English, Croatian...).

Minimal number of persons per date means the minimal number of people need to book this activity for specific date so that activity can be performed.

Maximal number of persons per date signifies the maximum number of people that can book the activity for that date.

Latest booking indicates the latest date (number of days before the beginning of the activity) when the certain activity can be booked.

## Calendar

- 15. Rabac rent a boat Vega
- 16. Okuč ATV drive
- 17. Pomer basic windsurf course
- 18. Glavani park routes
- 19. Pula walkabout
- 20. Podstrana tennis training Le Meridien
- 21. Podstrana, discover Scuba Diving Le Meridien
- 22. Gorski Kotar adrenalin park
- 23. Lokve, Fužine, Lika cave exploring in Croatia
- 24. Brod na Kupu, rafting on Kupa
- 25. Venice, Rent Limousine boat
- 26. Pomer advanced windsurf course
- 27. Pomer fun windsurf course
- 28. Pomer race windsurf course

Start dates:  select individual dates  select date range

August 2012							September 2012							October 2012						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5						1	2							
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28
														29	30	31				
November 2012							December 2012							January 2013						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2						1	2	1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													

Calendar is used by users to choose and book the activities on the dates which are available and which you determine. It is therefore very important to regularly update your available dates.

In order to select available dates you can click on certain dates individually and use Select individual dates. If you want to select longer time period we advise you to use Select date range, click on the first and last available date, scroll at the top of the page and click on Update. If you wish to select a longer time period, but not with all dates included, first you need to choose longer period at Select date range, then you click on Update and finally go to Select individual dates where you unselect the dates and click on Update again.

## Start time & Notes

- 29. Pula one week diving
- 30. Pula, Fotosafari diving
- 31. Pula, Spearfishing in Istria
- 32. Pula, Fishing day
- 33. Pula - Physical fitness pre&post season program
- 34. Sal, Cape Verde kitesurf 3 hours introductory lesson
- 35.
- 36. Sal, Cape Verde kitesurf practical course
- 37. Sal, Cape Verde kitesurf intermediate

Start time & notes / english: 

- ★ Start from Rakalj at 17:00
- ★ Riding by asphalt and old forrest roads
- ★ Viewing around villages
- ★ Wine probe
- ★ Possible to organize a cheese probe at the Eko Farm

Start time & notes / croatian: 

- ★ Krećemo iz Raklja u 17:00
- ★ Vozimo se cestama i starim šumskim putevima
- ★ Razgledavamo okolna sela
- ★ Degustacija vina
- ★ Moguće je dogovoriti degustaciju sira na Eko Farmi

Duration (hours):

Length (km):

Start time & Notes field give information on the starting period and some other details. Enter the time when users have to be at the specific meeting point (e.g. 17.00 or 5 pm). You can also describe some of the main highlights of the activity. It is obligatory to specify the percentage of the price that has to be paid at booking. For example: Booking is in addition of 20% of full amount, the rest you can pay at site in cash.

Duration indicates the approximate number of hours of the activity duration.

Some activities have their specific length so you can indicate that by clicking on Length and enter the kilometres.

## Price list

- course
- 38. Sal, Cape Verde kitesurf complete course
- 39. Sal, Cape Verde kitesurf advanced course

**Price list**

Currency:

<input type="text" value="1"/>	person(s)	<input type="text" value="20,00"/>	EUR
<input type="text" value="5"/>	person(s)	<input type="text" value="18,00"/>	EUR
<input type="text"/>	person(s)	<input type="text"/>	EUR
<input type="text"/>	person(s)	<input type="text"/>	EUR
<input type="text"/>	person(s)	<input type="text"/>	EUR
<input type="text"/>	person(s)	<input type="text"/>	EUR
<input type="text"/>	person(s)	<input type="text"/>	EUR

Price list shows the price of certain activity. You need to specify the number of persons and price in euro. Sometimes the price for more persons is different and lower than the price for one person. The upper example shows that the price for one person is €20 and for 5 and more persons €18 per person.

The price you indicate is always per person, no matter what number of persons you enter.

## Discounts

Discounts			
Children	<input type="text" value="4"/>	%	
Early bird	<input type="text" value="38"/>	or more days before event	<input type="text" value="5"/> %
Last minute	<input type="text"/>	or less days before event	<input type="text"/> %

It includes special discounts which you may or may not indicate.

You can enter the discount for children with the age limit of 12 years. In this example all children under 12 will get 4% discount on the price you entered in the previous step.

Early bird is a discount for people who book your activity very early. For example, everyone who books the activity 38 days in advance gets 5% discount.

Last minute discount is for people who book the activity very late. For example, if you know that there are 3 more places left in the group you can point out special discount which can be used 4 days before the beginning of the activity.

## Location

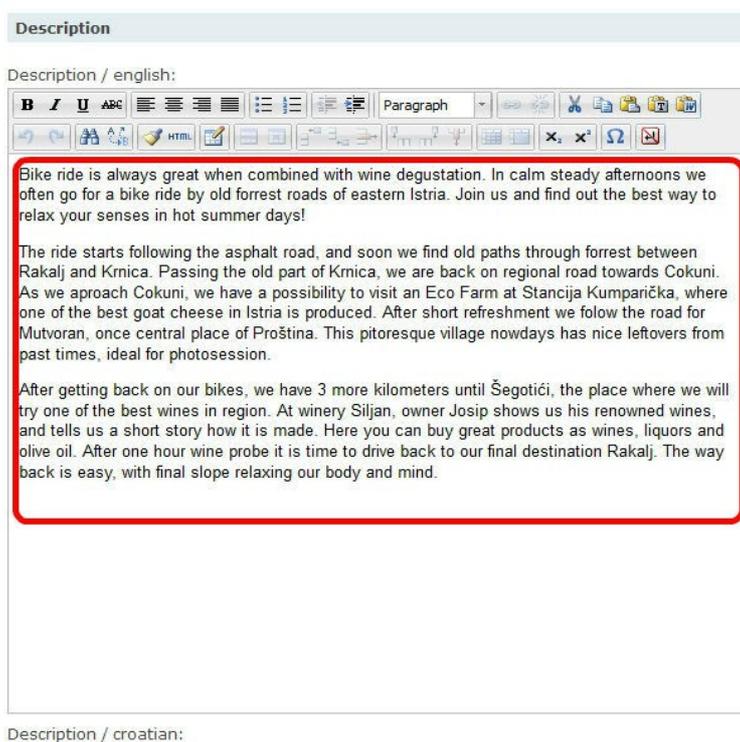
Location	
Region:	<input type="text" value="Istria"/>
City / english:	<input type="text" value="Rakalj"/>
City / croatian:	<input type="text" value="Rakalj"/>
Address:	<input type="text" value="Dalmatinska bb, 52208 Rakalj"/>
Latitude:	<input type="text" value="44.98209913324224"/>
Longitude:	<input type="text" value="14.04559422455213"/>



Location indicates Google map location of your activity. First you select Region from the menu and enter the region of your activity. It is very important for the search engine. Next, you select City and enter the name of the place in all languages, then the address, if there is any, and finally geographical latitude and longitude.

If you do not know the latitude and longitude of your place you can easily find it if you open a new tab with Google map, find your place, click on it with the right click and choose What's here?. In the top left window you will see the numbers separated by decimal character. The first number is latitude, the second is longitude.

## Description



The screenshot shows a 'Description' field in a Google Maps interface. The field is titled 'Description / english:' and contains three paragraphs of text. The text is enclosed in a red rectangular border. The text describes a bike ride through eastern Istria, mentioning locations like Rakalj, Krnica, Cokuni, Mutvoran, and Šegotići, and activities like wine degustation and visiting an Eco Farm. Below the text is a 'Description / croatian:' label, which is currently empty.

Description / english:

Bike ride is always great when combined with wine degustation. In calm steady afternoons we often go for a bike ride by old forrest roads of eastern Istria. Join us and find out the best way to relax your senses in hot summer days!

The ride starts following the asphalt road, and soon we find old paths through forrest between Rakalj and Krnica. Passing the old part of Krnica, we are back on regional road towards Cokuni. As we approach Cokuni, we have a possibility to visit an Eco Farm at Stancija Kumparička, where one of the best goat cheese in Istria is produced. After short refreshment we follow the road for Mutvoran, once central place of Proština. This pitoresque village nowadays has nice leftovers from past times, ideal for photosession.

After getting back on our bikes, we have 3 more kilometers until Šegotići, the place where we will try one of the best wines in region. At winery Siljan, owner Josip shows us his renowned wines, and tells us a short story how it is made. Here you can buy great products as wines, liquors and olive oil. After one hour wine probe it is time to drive back to our final destination Rakalj. The way back is easy, with final slope relaxing our body and mind.

Description / croatian:

It is a description of your activity. The ideal description would be about 150 words where you clearly describe your activity. The best way to start is the appealing paragraph which shows why your activity, or its geographical surrounding, is so special.

Then, shortly describe your activity and inform about important news (e.g. additional payment for extra services, lunch, tickets...). Our example shows the longest text version. You should try to make it shorter and your activity can be later supported by great photos.

It is necessary to enter the text in all available languages. If not, the English version will be shown everywhere you left the empty field.

## Additional information

Additional informations	
Includes / english:	<ul style="list-style-type: none"><li>★ Mountain Bike</li><li>★ Professional guide</li><li>★ Bike ride</li><li>★ Wine probe</li></ul>
Includes / croatian:	<ul style="list-style-type: none"><li>★ Brdski bicikl</li><li>★ Profesionalni vodič</li><li>★ Biciklistička vožnja</li><li>★ Vinska proba</li></ul>
To take / english:	<ul style="list-style-type: none"><li>★ Sporty outfit</li><li>★ Security helmet (if have one)</li><li>★ Sunglasses</li><li>★ Photo camera</li></ul>
To take / croatian:	<ul style="list-style-type: none"><li>★ Sportska odjeća</li><li>★ Zaštitna kaciga (ako ju imate)</li><li>★ Sunčane naočale</li><li>★ Fotoaparar</li></ul>

Additional information includes extra facts you want to share with users in order to inform them in more detailed way and to lower the number of their possible questions.

Includes is for entering everything you provide to the users when they arrive at the activity. In other words, everything that is included in the price.

Under To take category you enter your advice to users on what to bring with them for certain activity. It can be obligatory equipment or something that can be useful during activity.

## Restrictions

Restrictions	
Minimum age:	<input type="text" value="14"/>
Maximum age:	<input type="text" value="70"/>
Health condition:	<input type="text" value="Proper health and minimum condition required"/>
Experience level:	<input type="text" value="Intermediate"/>
Watching point:	<input type="checkbox"/>
For people with disabilities :	<input type="checkbox"/>

Restrictions include parameters which have to be fulfilled by user in order to be able to book the activity. Some of these parameters are unimportant for certain activities so you can leave them out.

Here you enter minimum age the user must be in order to perform your activity, as well as the maximum age.

Health condition category has a menu where you select the level of user's health condition which is necessary for your activity. The same thing stands for the Experience level.

Watching point is an option on which you can put a tick with a click if it is suitable for people who just watch or love photosessions for instance.

For people with disabilities is a category where you need to mark if your activity is suitable for people with special needs.

## Around activities

Around activities	
Around activity type & distance:	Attractions <input type="text" value="1,00"/> km
Around activity / english:	<b>St. Tudor church</b>
Around activity / croatian:	<b>Crkvice Sv. Tudora</b>
Around activity type & distance:	Attractions <input type="text" value="3,00"/> km
Around activity / english:	<b>Krnica</b>
Around activity / croatian:	<b>Krnica</b>
Around activity type & distance:	Attractions <input type="text" value="10,01"/> km
Around activity / english:	<b>Mutvoran</b>
Around activity / croatian:	<b>Mutvoran</b>
Around activity type & distance:	Attractions <input type="text" value="10,01"/> km
Around activity / english:	<b>Eko farm Stancija Kumparička</b>
Around activity / croatian:	<b>Eko farma Stancija Kumparička</b>
Around activity type & distance:	Attractions <input type="text" value="14,01"/> km
Around activity / english:	<b>Winery Siljan Šegotići</b>
Around activity / croatian:	<b>Vinarija Siljan Šegotići</b>

Around activities are all the activities and locations that you find attractive and tempting for your users. It can additionally strengthen the interest of your offer. For instance, you can enter the sights that users are able to see during your activity.

Each around activity can be categorized in the menu, e.g. church, island, shopping mall etc. You can also give information on the distance from your starting point (km).

## Cancellation policy

Cancellation policy	
Cancellation policy / english:	In the event of force majeure, for which neither the Client, Partner nor the Sporttourism.com are to assume responsibility (be it, for example, either storm, earthquake, fire or any other similar natural disaster), and when it is not possible to use the service, the Client is entitled either to use the said
Cancellation policy / croatian:	U slučaju nemogućnosti korištenja usluge iz razloga za koji nisu odgovorni Klijent, Partner ni Sporttourism.com (primjerice olujno nevrijeme, potres, požar ili slične elementarne nepogode) Klijent ima mogućnost iskoristiti uslugu u daljnjim terminima koji budu slobodni ili dobiti potpuni

Cancellation policy is where you enter cancellation conditions which are identical to those you signed in the Contract with Sporttourism.com. Those conditions are displayed to the customer before the payment is processed so it is important to make the conditions clear.

Here you also enter the number of days before the activity start when customer can cancel the activity and ask for reservation refund from Sporttourism.com.

## Meta tags

Meta tags (for SEO purpose only)	
Keywords / english:	Rakalj, Istria, Croatia, bike, rent, rent a bike, riding, exploring, swimming, restaurants, accommodation, bike routes, vine, route, olive oil, museum, gallery, souvenir shop, bakery, vine routes, olive oil routes, stone fireplace, dry ham pršut, cheese,
Keywords / croatian:	Rakalj, Istra, Hrvatska, bicikl, rent bicikla, vožnja, istraživanje, kupanje, restorani, smještaj, apartmani, biciklističke staze, vino, rute, putevi, maslinovo ulje, muzej, galerija, suvenirnica, pekara, vinske staze, staze maslinovog ulja, krušna peč, pršut, sir,
Description / english:	Explore Istria by tasting its tradition. Ride through old Roman paths, take a swim in the most beautiful beaches in Istria, and taste Istrian delicacies; vine, olive oil, natural bread, dry ham (pršut) and cheese.

Meta description and meta key words, under mutual name Meta tags, define the short description of your activity, which appears in the links. The best example is Facebook link and key words that help your activity to be easily found in search engines.

In the Keywords field you can enter your activity key words and separate them by comma.

Description – enter one or two sentences, not longer than 50 words, which best describe your activity.

The procedure is the same for all languages. When you finish, go to the top of the page and click on Update.

## Gallery

The screenshot shows a web interface titled "Gallery". At the top left, there is a button labeled "update gallery". Below it, there is a form with the following elements:

- "New image:" followed by a text input field and a "Browse..." button.
- "Order:" followed by a text input field.
- A 3x2 grid of image thumbnails. Each thumbnail has an "order:" field and a "delete:" checkbox.

The thumbnails are numbered 1 through 6. The first two thumbnails are highlighted with a red border.

Check if you have already clicked on Update on the top of the page and if you have prepared photos for your activity. You can start now with the image upload.

The first image you upload will be chosen by the system as the main one that will appear for your activity. You can change it later but why not doing it immediately. We advise you to choose the most attractive one.

When you are ready click on Browse next to New image and mark the image you have chosen from your archive. Then click on Update gallery. The system automatically generates the upload and brings you back at the top of the page. Repeat the procedure until you upload 10 images maximum.

Please pay attention that your images are optimized to 72 dpi (web page image standard) and not larger than 500kb. Between 50 and 100kb is just fine. After your last upload we advise you to click on Update once again.

When you finish and want to leave Backoffice, you should always log off. It is at the bottom of our home page.

Congratulations! You have just finished with the most difficult part, from now on let the system work for you!

Thank you for your cooperation,

Your Sporttourism.com team