

# LILIZELA TOURISM AWARDS 2019



SOUTH AFRICAN TOURISM

# How to reset your password:

1. Visit <https://directory.southafrica.net/>
2. Click “Sign in”
3. Click “Recover your password here”
4. Click “Send Reminder”
5. Check your email for reset details
6. Then login once you’ve reset your password

# Entry process:

1. Visit <https://www.lilizela.co.za/>
2. Top navigation click ENTER
3. Click on category you would like to enter

# Entry process:

## **Service Excellence**

- Accommodation
- Venues
- Tourist Guides
- Tour Operators
- Visitor Experience of the Year

## **Sustainable Development**

- Universal Accessibility

## **Entrepreneurship**

- ETEYA

# Entry process:

4. This will redirect you to the different sub categories that you can enter

- Bed & Breakfast
- Self-catering - Shared vacation
- Self-catering - Exclusive
- Guest House
- Nature Lodge
- Country House
- Backpacking & Hostels
- Caravan & Camping
- Game Lodge
- Campsite
- Boutique Hotel
- Small Hotel
- Apartment Hotel

# Entry process:

5. Select the desired sub category
6. The sub category will pop down with an **Enter Now** button
7. Click the Enter Now button
8. The login page will appear
9. You will need to enter your email address and password
10. First time entry
  - Scroll down slightly as you will need to register your details on the same page.
11. You will need to enter your TGCSA Number
12. Check that all your information is still correct
13. If any of your information on the entry page needs to be updated, this will need to be one on the Travel Directory

# Entry process:

## To update your details on the Travel Directory:

1. Visit <https://directory.southafrica.net/>
2. Click “Sign in”
3. Enter Email/Username and password
4. Click login
5. Click “Edit”
6. Upload gallery images
7. Upload videos if necessary
8. Click Room Type
  - a) Click “Add Room”
  - b) Complete the empty fields
  - c) Click “Save”
  - d) Click “Done”
9. Complete all the fields on the page (Please note the fields marked \* are mandatory)
10. Click “Save” at the bottom of the page

## Entry process:

14. Visit [Lilizela.co.za](http://Lilizela.co.za) to enter the awards
15. Login
16. Enter TGCSA number
17. Check your information
18. Upload the images
19. Click “Submit” to submit the entry (Only click save if you want to go back and update your entry later)



# Using the toolkit:

1. Please note to utilize the toolkit your entry needs to be completed and submitted.
2. Once you have submitted your entry and you are logged in you can automatically access the toolkit.
3. If not, please visit <https://www.lilizela.co.za/>
4. Click login top right hand corner
5. Enter your login details.
6. Click toolkit – top right hand corner

## Using the toolkit:

7. You will be on the toolkit landing page and see the below:
  - 5 x banners
  - 1 x Email signature
  - 1 x QR code
  - 1 x Emailer
8. Please note you will only be able to download and use any of the above toolkit elements once your entry is complete and submitted
9. You can only select any of the toolkit elements and download them once your information has been populated from the entry

# Voting process:

1. Visit <https://www.lilizela.co.za/>
2. Top navigation click VOTE <https://www.lilizela.co.za/vote-for-your-favourite/>
3. The voting page will load all the submitted entries
4. Either select the entry from the landing page or
5. Click the drop down and “select the category” and name of under “search for an establishment”
6. Click search and the entry will appear
7. Click on the more button
8. Vote Here ribbon at the bottom click start
9. Complete your vote (selecting the ribbons)
10. Click next
11. Fill in the required details (please note the vote will not be counted if details are not all completed)
12. Click submit for the vote to count

**THANK YOU**



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