



Creating a Conservation Activity for the Conservation Activity Locator

1 Navigate to extranet.padi.com

2 Click "Sign In"

Welcome back.

florian.allgaeuer@padi.com

.....

Password is case sensitive

Sign In

[Forgot your password?](#)

← Go back

3 Click "Create / edit activities"

Shop info

Photos & videos

Courses offered ✓

Dive sites

Marine life

Adventures Toolkit ^

Create / edit activities

Manage schedule

Manage bookings

Create widget

Create Referral Links

Activities FAQ

Be found - get leads & bookings

- ✓ Confirm your master data, especially y
- Provide key information about your sh
- Inspire potential customers with attra
- ✓ List all the courses you offer
- Show divers which dive sites you go to
- Inform divers what marine life they ca

[Finish your dive shop page](#)

2. Your Bookable Activities (Ad

Get online bookings for all your ac

- ✓ PADI courses
- Dive packages & fun dives

4

Click "Add product"

Price ▾ Status ▾ Vacation packages Adventures

on Ac... - Draft ☐ ☒

Add product

5

Click "Conservation Activity"

Product type *

Select... ▾

- Dive trips
- Snorkelling
- Dive courses
- Social event
- Conservation Activity**

Standard product name *

Select...

Number of open water dives *

Group size & Ratio



Tip! If the program comes with any form of PADI Certification, choose Dive Course

6

Select Activity Type

time and Review the [Guidelines](#) before submitting your listing!

Activity type *

Conservation Activity

Activity Type *

Select...

Product Type *

Select...

Is this a special event? *

Select...

Duration *

Select...

Select...

Number of open water dives

Dive trips

Snorkelling

Dive courses

Social event

7

Select Product Type Tag

Product type *

Conservation Activity

Activity Type *

Social event

Tag with Product Type *

Select...

Marine Species

Marine Debris

Habitat Restoration

Climate Change

Citizen Science

Courses & Education

Internship

Community

Activity Title *

Select...

8

Select event association

	Tag with Product Type * <div>Marine Debris x v</div>	
	Is this for a special event ? * <div>Select... v</div> <div>No AWARE Week Women's Dive Day</div>	Activity Title * <div></div>
	Number of open water dives <div></div>	
	Location * <div><input type="radio"/> Dive site <input type="radio"/> Address <input type="radio"/> Online</div>	



Tip! By selecting this you will get more exposure via the event page and promotion

9

Add Activity Title

Product type * <div>Conservation Activity v</div>	Activity Type * <div>Social event x v</div>
Tag with Product Type * <div>Marine Debris x v</div>	
Is this for a special event ? * <div>AWARE Week v</div>	Activity Title * <div></div>
Activity duration * <div><div></div><div>Select... v</div></div>	
Number of open water dives <div></div>	

10

Add Activity Duration

	Tag with Product Type * <div>Marine Debris x v</div>	
	Is this for a special event ? * <div>AWARE Week v</div>	Activity Title * <div>Dive Against Debris</div>
	Activity duration * <div></div>	<div>Select... v</div>
	Number of open water dives <div></div>	
	Location * <div><input type="radio"/> Dive site <input type="radio"/> Address <input type="radio"/> Online</div>	

11

Add the amount of open water dives

	Is this for a special event ? * <div>AWARE Week v</div>	Activity Title * <div>Dive Against Debris</div>
	Activity duration * <div>3</div>	<div>Hour v</div>
	Number of open water dives <div></div>	
	Location * <div><input type="radio"/> Dive site <input type="radio"/> Address <input type="radio"/> Online</div>	

Continue

12

Add the location

Activity duration *

3 Hour

Number of open water dives

1

Location *

☐ Dive site ☒ Address ☐ Online

Group size & Ratio

Minimum of people per event

Maximum of people per event



Tip! By listing this on the dive site you will gain extra exposure on the dive-site section of the Dive Shop Locator

13

Add minimum and maximum amount of pax

Location *

☐ Dive site ☒ Address ☐ Online

Group size & Ratio

Minimum of people per event

Maximum of people per event

Languages spoken by staff

Select...

14

Add available languages

Minimum of people per eventMaximum of people per event

Languages spoken by staff

Select...

Does your event have any age or certification requirements? *

☐

Yes

☐

No

Continue

15

Add certification requirements

Minimum of people per eventMaximum of people per event

Languages spoken by staff

English x

x

v

Does your event have any age or certification requirements? *

☒

Yes

☐

No

Continue

16

Add age requirement if applicable

Does your event have any age or certification requirements? *



Yes



No

Requirements

Minimum age *

years

Minimum certification *

Select...



Minimum # of logged dives *

Select...

Other requirements

17

Add diver requirements

Requirements

Minimum age *

years

Minimum certification *

Select...



Minimum # of logged dives *

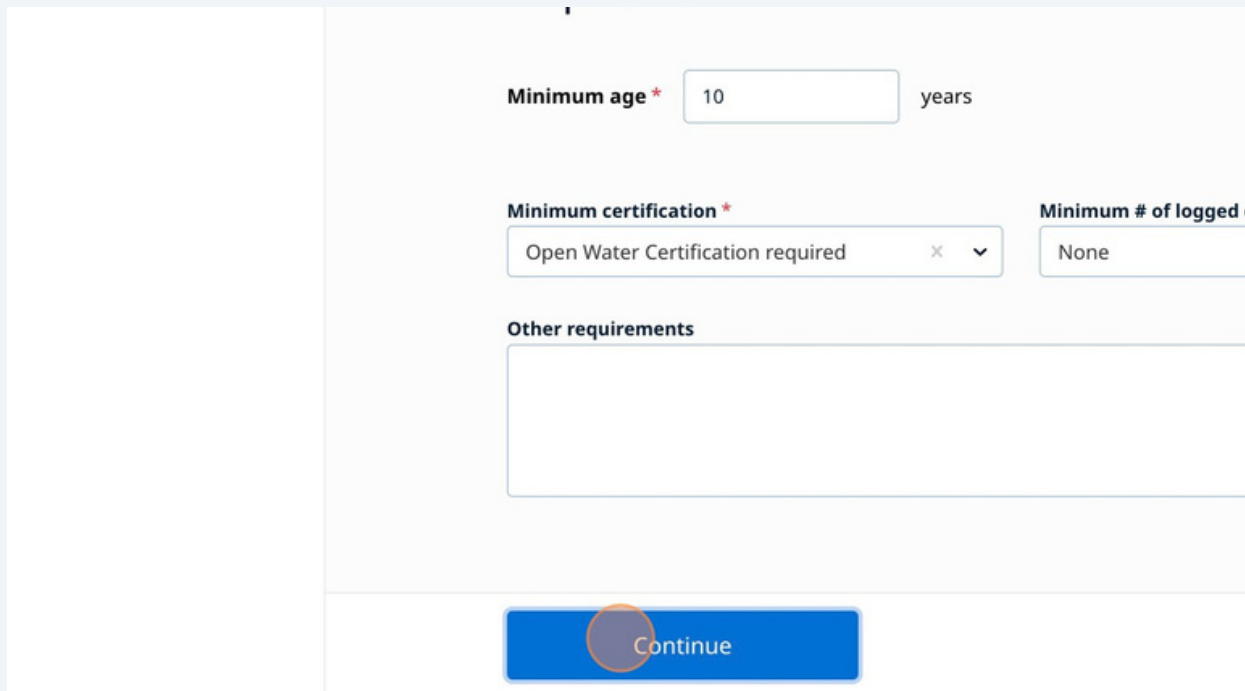
Select...

Other requirements

[Continue](#)

18

Click "Continue"



A screenshot of a form for activity requirements. The form is divided into two main sections. The top section contains three fields: "Minimum age *" with a text input containing "10" and the unit "years", "Minimum certification *" with a dropdown menu showing "Open Water Certification required" and a close button, and "Minimum # of logged" with a dropdown menu showing "None". The bottom section is titled "Other requirements" and contains a large text area. At the bottom of the form is a blue button labeled "Continue".

Minimum age * 10 years

Minimum certification * Open Water Certification required x v

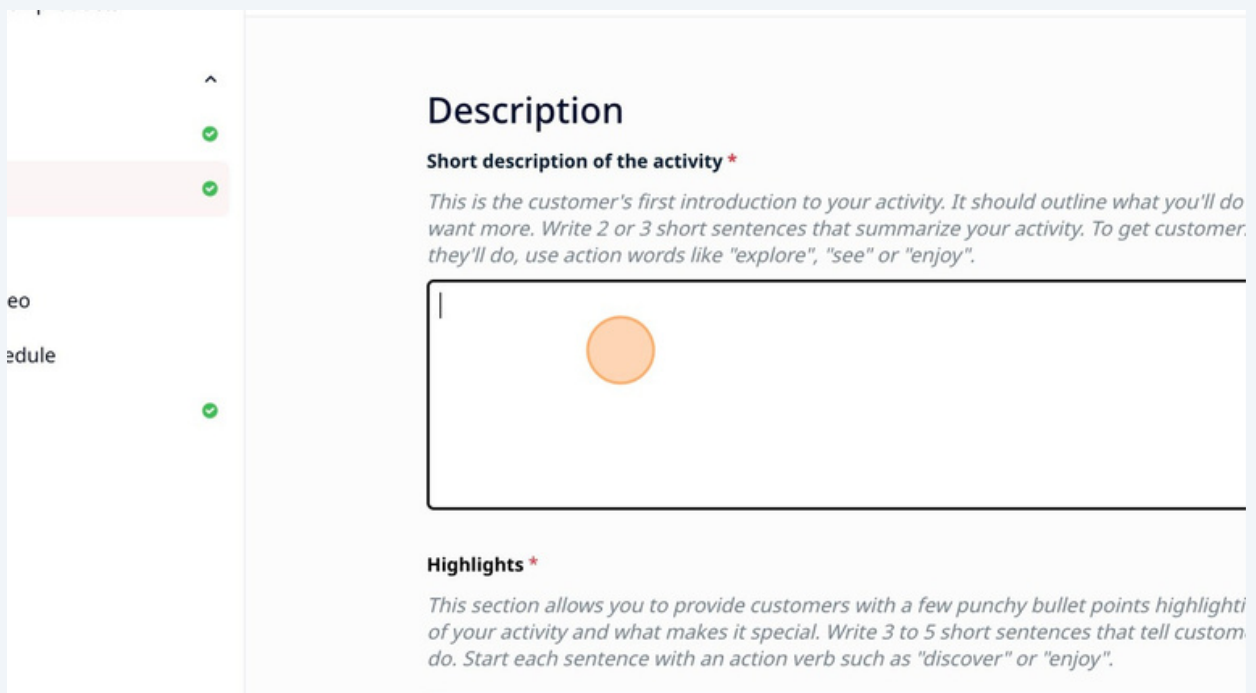
Minimum # of logged None

Other requirements

Continue

19

Add description of the activity



A screenshot of a form for activity description. The form is divided into two main sections. The top section is titled "Description" and contains a "Short description of the activity *" field with a text input. Below this is a large text area for the description. The bottom section is titled "Highlights *" and contains a text input for bullet points. On the left side of the form is a sidebar with a list of items, each with a green checkmark. The items are "eo" and "chedule".

Description

Short description of the activity *

This is the customer's first introduction to your activity. It should outline what you'll do want more. Write 2 or 3 short sentences that summarize your activity. To get customer. they'll do, use action words like "explore", "see" or "enjoy".

eo

chedule

Highlights *


This section allows you to provide customers with a few punchy bullet points highlighti of your activity and what makes it special. Write 3 to 5 short sentences that tell custom. do. Start each sentence with an action verb such as "discover" or "enjoy".

20

Add activity highlights

**Highlights ***

This section allows you to provide customers with a few punchy bullet points highlighting the key elements of your activity and what makes it special. Write 3 to 5 short sentences that tell customers what they'll see and do. Start each sentence with an action verb such as "discover" or "enjoy".



21

Add logistics

all products



leo

edule

**Logistics****Meeting point or pick-up**

Customer must go to a set meeting point



Customer can choose a place

22

Click "Continue"

The Farman, 51 Magistrate Road, Shatin, 221201, United Kingdom

You can edit your address in the first tab of your dive center profile

Meeting point description
What should customers look for at the meeting point? Is there a specific landmark or

Continue

23

Upload image or video to promote activity

eo

chedule

Main cover image or video of activity

Recommended upload size:
Minimum 600 pixels wide and 400px tall. Maximum file size: 15Mb.

From your gallery

Upload new picture

Ad

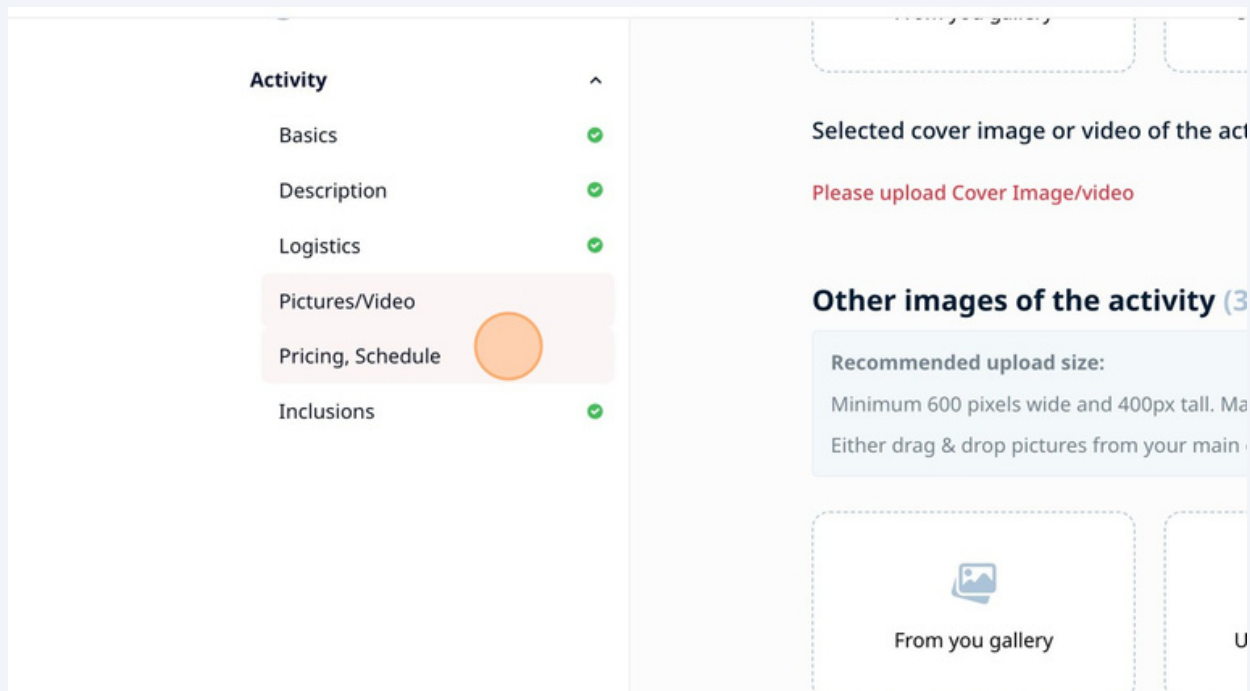
Selected cover image or video of the activity

Please upload Cover Image/video


Other images of the activity (3-5 images)

24

Click "Pricing, Schedule"



Activity ^


- Basics ✓
- Description ✓
- Logistics ✓
- Pictures/Video**
- Pricing, Schedule** 
- Inclusions ✓

Selected cover image or video of the act

Please upload Cover Image/video

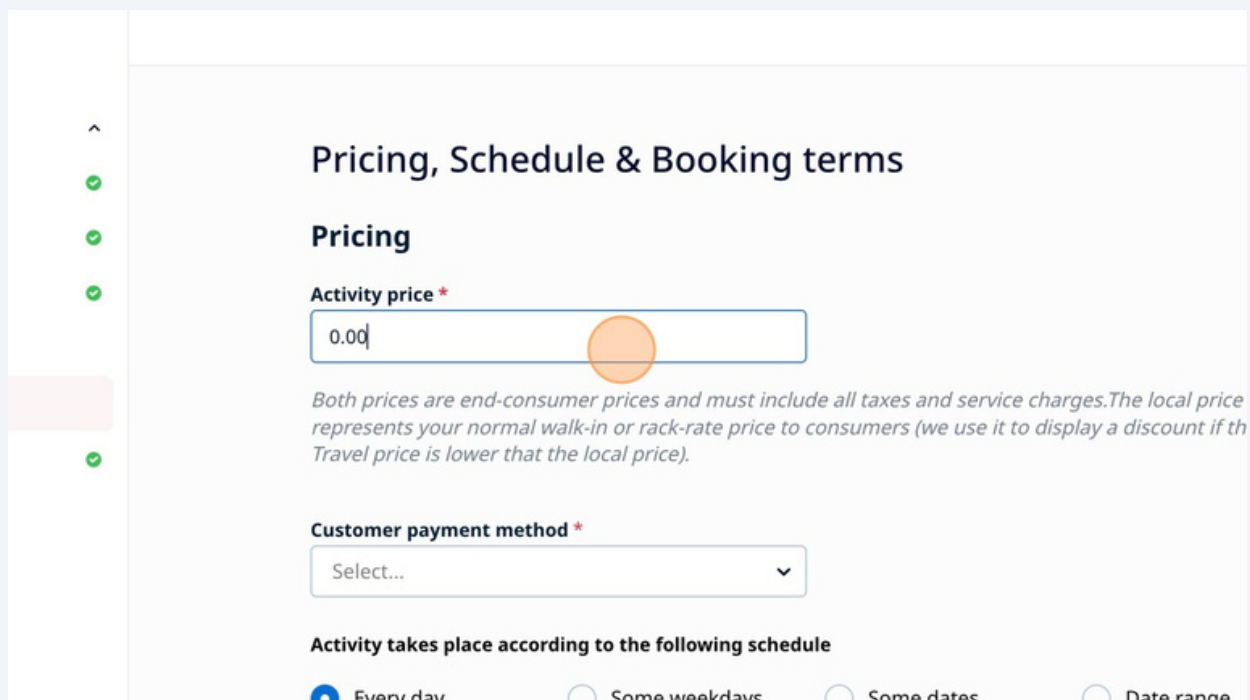
Other images of the activity (3)

Recommended upload size:
Minimum 600 pixels wide and 400px tall. Ma
Either drag & drop pictures from your main


From you gallery

25


Enter price



Pricing, Schedule & Booking terms

Pricing

Activity price *

0.00 

Both prices are end-consumer prices and must include all taxes and service charges. The local price represents your normal walk-in or rack-rate price to consumers (we use it to display a discount if the Travel price is lower than the local price).

Customer payment method *

Select...

Activity takes place according to the following schedule

☒ Every day ☐ Some weekdays ☐ Some dates ☐ Date range

26

Select payment method


Both prices are end-consumer prices and must include all taxes and service charges. The local price represents your normal walk-in or rack-rate price to consumers (we use it to display a discount if Travel price is lower than the local price).

Customer payment method *

Select...

Online - via PADI's website ☐ **Offline - you take payment from participants** ☒

☐ Some dates ☐ Date range

Start time * 

Time zone *

Booking terms

Instant booking confirmation *

☒ Yes ☐ No



Tip! Please note that there will be a 4.9% surcharge for online payments

27

Enter start and end time

Description ☒

Logistics ☒

Pictures/Video ☐

Pricing, Schedule ☒


Inclusions ☒

Customer payment method *

Offline - you take payment from participants ☒

Activity takes place according to the following schedule

☒ Every day ☐ Some weekdays ☐ Some dates

Start time * 

Time zone *

Booking terms

Instant booking confirmation *

☒ Yes ☐ No

Can be booked up to *

before the activity start

28

Select if you want an instant booking confirmation or not and the booking end time/date

12:15 PM

Europe/London

Booking terms

Instant booking confirmation *

☒ Yes ☐ No

Can be booked up to *

Enter number before the activity start t

Cancellation policy *

29

Enter cancellation policy and click 'continue'

Booking terms

Instant booking confirmation *

☒ Yes ☐ No

Can be booked up to *

1 Hour before the activity start time

Cancellation policy *

Continue

30

You are good to submit this activity ! Well done