

ATDW Fact Sheet

How to create a listing

Your ATDW listing will take between five and 20 minutes to complete. Before you get started, you should have at the ready:

- A description of your business / event (up to 200 words)
- Photos of your business / event. At least one image (maximum of 10)

Instructions:

1. Go to www.ATDW-Online.com.au
2. To create your new account, click the *Register Now* button
3. Select *Tourism Operator* as your Account Type and click *Continue* at the bottom of screen.
4. Complete the Organisation Information template with all relevant fields (ABN is not mandatory). **NB:** Ensure you enter your Organisation Phone Number with relevant Region Code and no spacing.

This information should reflect the address and contact information of your business or organisation.

5. Complete the Personal Information template.

Additional users can be added to an organisation to allow multiple people access to the one listing / account (this can be completed within the Account tab in the ATDW Dashboard).

6. Read and accept the Terms & Conditions.
7. Click *Let's Go* to create your first listing.
8. Select your desired *Listing Type* (read the ATDW Listing Guidelines if you are unsure which type is suited to your business).
9. Complete all relevant fields for your listing and click the *Send for Review* button when completed. **NB:** Mandatory fields are indicated with an asterisk symbol in the vertical orange navigation panel.
10. If required, pay for your listing via Coupon Code, Credit Card or BPAY. Event listings are FREE. An annual accredited business listing (ATAP, ECO or CIAA) is \$120. An annual standard business listing is \$295. Listings for NFP organisations are free.

Once your payment is received, your listing will be reviewed within 1-2 business days before being published to a range of ATDW distributor websites.

The **ATDW Support Team** at Visit Victoria provides comprehensive guidance to ATDW users via telephone and email Monday to Friday 9:00am to 5:00pm.