# HOW TO CREATE YOUR AUSTRALIAN TOURISM DATA WAREHOUSE (ATDW) ONLINE LISTING



#### **REGISTER FOR YOUR ATDW ACCOUNT**

- Go to www.atdw-online.com.au
- Register to create a listing by clicking the Register Now button.
- Select your account type as Tourism Operator and click continue
- Enter your business's information, including the ABN. Enter all the details as prompted, read the terms and conditions and click register now.
- Once you have registered and created your account, you will receive an email with your chosen username and password and a link to activate your account.



The ATDW login pa

## **CREATE YOUR LISTING**

It's easy to create your listing. It will take about 30 minutes.

- Download your business category guide :
  - accommodation
  - attractions
  - events
  - tours
  - transport
  - hire
  - food and drink
  - general service.
- Work through the step-by-step wizard, completing each field.
- You can come back to optional fields later if you want to.
  Help text is on the right-hand side of each field.

**Hint!** It's best to complete your listing on a desktop PC or laptop because it's easier to see the program than on a tablet or phone.

#### **IMAGES**

To get the full benefits of ATDW-Online, it's essential your listing has good quality images and footage.

Images must meet these specs:

- a minimum of 2048 x 1536 pixels
- .jpg or .png file format
- landscape (horizontal) orientation (portrait images are not accepted)
- videos should be shareable through YouTube.

Each listing must have at least one image that meets these standards, to a maximum of 10 images.

#### **EXISTING USERS - NEED HELP LOGGING IN?**

Log into ATDW-Online using your email address, not your user name.

#### To log in:

- 1. Go to www.atdw-online.com.au
- 2. Click on Forgot password?
- 3. That takes you to the 'Having trouble signing in' screen. Enter your email address and click Continue. You'll get an email with a temporary password.
- 4. Click the link in that email, which will take you to the 'Reset your password' screen.
- Enter the temporary password then set your new password. You will then be logged into ATDW-Online.
- 6. Use your new password the next time you log in to ATDW-Online (along with your email address).
- 7. If you don't receive the temporary password email, contact Tourism NT for assistance.

### NEED MORE HELP?

Email: ATDW.TourismNT@nt.gov.au

Phone: 08 8999 3900