

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 and a maximum of 10.
- If you are eligible for the Indigo Shire Digital Excellence Package, a Coupon Code to create a FREE listing.

Create an ATDW Account

1. Go to www.atdw-online.com.au and click on the "Register Now" button below the login section.
2. Select the "Tourism Operator" box as Account Type and then click "Continue" at the bottom of the screen.
3. Complete the Organisation Information template with all relevant fields (ABN is not mandatory). NB: This information should reflect the address and contact information of your business.
4. 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).
5. Read and accept the Terms & Conditions.
6. Click "Register Now"
7. You will be sent an email with login details, the login is linked to your email address.

Create your listing

1. Go to www.atdw-online.com.au and Login using the credentials you created in the above step.
2. Select "Add New Listing"
3. Select your desired Listing Type. Read the ATDW listing guidelines if you are unsure which type is suited to your business.
4. There are various fields to complete, each has helpful tips that will guide you through it. Required fields within each section are marked as 'required'. To the left of the screen, the different categories are marked, any with an asterisk must be completed before you are able to submit your event.
5. When you have completed all the required fields, the "Send for Review" button in the top right hand corner will turn Orange. You can then click on this button when you have finished adding your event details. If you don't click this button, your event will not go live but will be saved for you to come back later.
6. When you click "Send for Review" you will be prompted to pay for your listing (excluding event listings which are free). If you have received a Coupon Code as part of the Indigo Shire Digital Excellence Package, use this code and you will receive the \$295 listing for free.
7. Once you have submitted your event, your listing will be manually reviewed by someone at Tourism Victoria which may take up to 48 hours or longer. When it is approved, you will receive an email saying that your listing is Live. In most cases, the listing will then be viewable on the relevant [Explore\[Town\].com.au](http://Explore[Town].com.au) website the following day.

For further assistance on creating an ATDW listing, or to obtain a Coupon Code, contact the Tourism Development Team at info@indigoshire.vic.gov.au or 1300 365 003.