

How to Upload an Event to visitwollongong.com.au



Register With ATDW

1. Visit: <https://oauth.atdw-online.com.au/login>
2. Click **REGISTER NOW**
3. Click **TOURISM OPERATOR – CREATE AN ATDW LISTING & CONTINUE**
4. It may take up to 48 hours for your login details to be sent to you

Login

[Forgot password?](#)

OR

Register, so you can create a listing or setup as a distributor in minutes.

REGISTER NOW

Select your Account Type

Tourism Operator

Create an ATDW listing

Check your Eligibility [here](#).

It's quick, easy and cost effective. Enter your details once and your ATDW listing will appear on any number of the 100+ ATDW distributor websites including those of your State and Regional Tourism Organisation.

OR

Web Developer

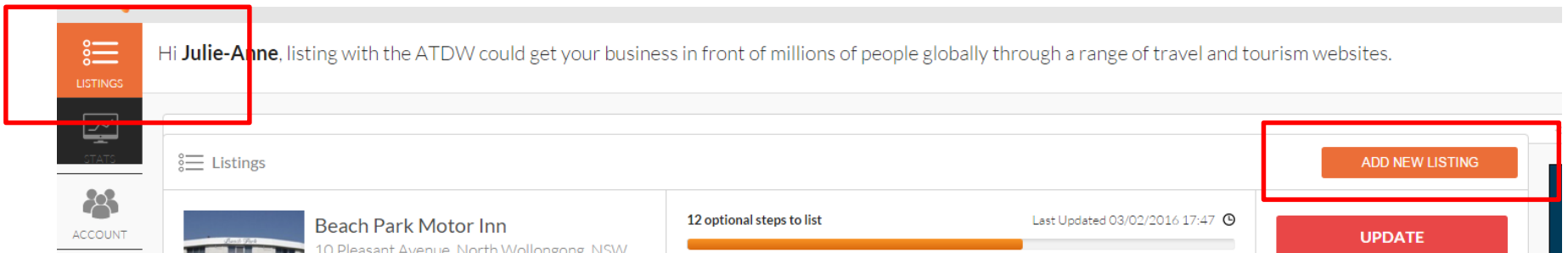
Distribute ATDW listings on my website

Gain access to a huge database of high quality, up-to-date tourism information, listings and events to share and publish on your website or digital channel! [Fees Apply](#).

CONTINUE

Uploading An Event

1. Login to ATDW Online
2. Click **LISTINGS** from the left hand column
3. Then click **ADD NEW LISTING**



The screenshot displays the ATDW Online user interface. On the left-hand side, a vertical navigation menu is visible, with the 'LISTINGS' option highlighted in orange and enclosed in a red rectangular box. The main content area shows a welcome message: 'Hi Julie-Anne, listing with the ATDW could get your business in front of millions of people globally through a range of travel and tourism websites.' Below this, there is a section for 'Listings' featuring a card for 'Beach Park Motor Inn' with the address '10 Pleasant Avenue North Wollongong NSW'. To the right of this card, there is a progress indicator showing '12 optional steps to list' and a timestamp 'Last Updated 03/02/2016 17:47'. In the top right corner of the interface, an orange button labeled 'ADD NEW LISTING' is highlighted with a red rectangular box. Below it is a red button labeled 'UPDATE'. The bottom right corner of the image features the 'WOLLONGONG press play' logo.

Choose Listing Type

Choose a listing type

NOTE: Please check your business is eligible for an ATDW Listing before proceeding. [Download our Guidelines.](#)



Accommodation

Accommodation establishments must offer accommodation bookable on a short term basis



Attraction

Attractions must be places/areas of interest that offer a distinct visitor experience to the leisure tourist



Destination information

Destination information about a Town, Suburb, City, Area, State or Region



Event

Events must have a leisure tourism focus with the best potential to stimulate visitation



Food & Drink

Establishments targeted at leisure visitors that offer a food and/or drink experience



General Service

General Services are limited to products or services which support tourism and those who travel



Hire

Hire Companies must provide products or services hired for a specific period of time to be used/operated by the leisure tourist



Information service

Information Services are limited to airports, cruise terminals and visitor information centres



Journeys

Suggested journeys which can include a series of routes and



Tour

Eligible tour operators must offer regularly organised tours with a

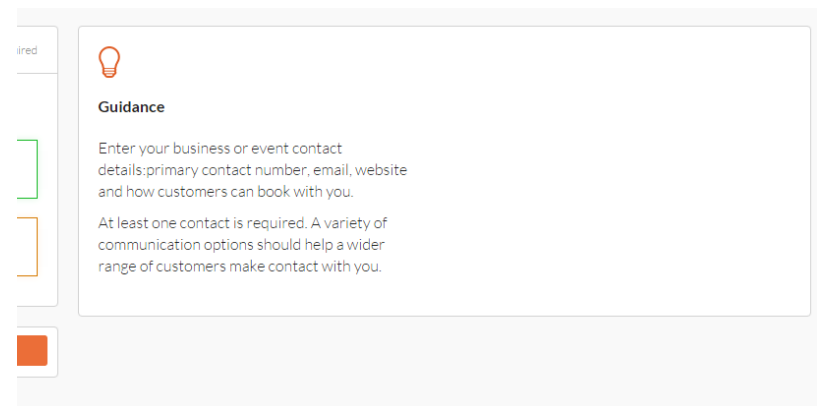
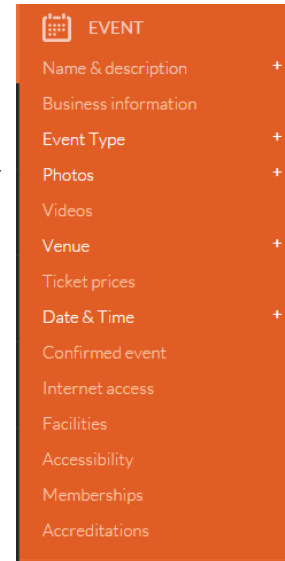


Transport

Transport companies must provide point to point


Tips!

- There are a number of sections to complete. Some are required while others are optional. Required sections will be solid white with an asterisk (*) while optional sections are transparent.
- Each section automatically saves. You can skip sections and come back to them at a later date if you don't have all the information.
- If at any time you have questions about a section check the guidance box on the right hand side of the page. This will give you more information about the section.
- If you need assistance in completing any of the sections or have any questions please call 02 4228 0300.



Add Event Name and Description

Include as much detail as possible in the description. This is your chance to entice visitors to your event.

 Name & description Required

What's the name of your event?

100 characters max

How would you describe your event?

Write a summary in 200 words or less

[SKIP TO NEXT STEP](#)

Select Your Event Type

Select the event type that best describes your event

📄 Event Type

Required

Please select the Event Type(s) that describes your event best

Business Event

Business events suitable for listings include: significant conferences, seminars, galas, launches, symposiums or other activities where the majority of participants will be travelling from interstate or overseas and the program will permit leisure time at the destination.

Classes, Lessons, Workshops and Talks

List educational events here such as art workshops, cooking classes/lessons and motivational and inspirational speakers.

Community Event

Eligible community events are those open to the general public, in a public venue, specially targeting audiences or attendances from the broader community and interested visitors e.g. fetes, charity events, street parades, local Christmas Light displays.

Concert or Performance

A Concert or Performance may include plays, musical theatre shows, opera, stand up comedy, circus performances, puppetry, music concerts of any genre, dance, one off film screenings and live shows e.g. The Wiggles Live, Disney on Ice, Top Gear Live.

Exhibition and Shows

Exhibitions and/or display events listed here can not be permanently available at an Attraction. Include that kind of information within an Attraction description. List temporary, or one-off exhibits e.g. Open Gardens, French Impressionism. Show events do not include musical shows - list these under Concert/Performance. Show events listed here include Easter Shows, Royal Shows, Agricultural Shows, Lifestyle Shows e.g. Caravan and Camping/Craft/Health & Wellness/Food & Wine Expos etc.

Festivals and Celebrations

A Festival event may include: film festivals, seasonal festivals e.g. Floriade, arts festivals, food and wine festivals, multicultural festivals, Mardi Gras etc. A Celebration or Commemoration event may include Australia Day activities, ANZAC Day, New Years Eve, Easter Egg hunt, Olympic Athletes Welcome Home Parade, Myer Christmas Windows, Open Days etc.

Food and Wine

Food and Wine Events listed here will have food, wine or other beverages as the core component of the event e.g. a one off themed dinner/lunch/performance at a winery, or a Truffle Hunt.

Markets

A market event is not a permanently housed, regular market. List those under Attractions/Shopping and Markets. Market events include one off, irregular or specially themed markets in temporary locations. Market events may include produce, crafts, special night markets etc.


Sporting Events

Sporting events listed here can either be for participation, viewing or a combination of both. The event needs to have the best potential to attract interstate/overseas visitors e.g. Tour Down Under, Australian Formula 1 Grand Prix, V8 Supercars, World

Upload Photos

Images must be high resolution.

The listing will be rejected if the images are not sized correctly.

 Photos Required

Drag & drop photos here or [click to upload](#)

Requirements: Landscape orientation photos only with a minimum size of 1600 x 1200 pixels.

PREVIOUSSKIP TO NEXT STEP

Venue Information

Be as specific in this section as possible. Provide exact details as to where your event will be held.

Venue Required ✕

Please provide information about your venue

Venue name

Street address


Unit / Apartment / Suite / Building

e.g. Unit 401

Suburb

e.g. Surry Hills

State Post code



Enter Date & Time Information

Use the top section to enter a time and date for a one off event or use the calendar at the bottom to include multiple dates and times.

 Date & Time

Required

- Once only
- Regular

On

Select date

Ends

- On the same day
- On a specific date

From

Time

To

Time

CLEAR PATTERN

APPLY

[Clear calendar](#)

March 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	


May 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

June 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Enter Contact Details

At least one phone number is required. There are also optional sections to include an email address, website etc.

 Phone Required

What number should your customers contact you on?

Primary phone number

Secondary phone number

[SKIP TO NEXT STEP](#)

Submit Your Event For Reviewing

1. Once you have filled in all the details click **SEND FOR REVIEW** at the top of the page
2. Your event listing will be reviewed by ATDW and once approved will appear live on Visit Wollongong, Visit NSW as well as any other tourism/ partner pages that are relevant to the area and/or event
3. It can take up to 48 hours for your event listing to be live. You should receive a confirmation email once your event has been approved.
4. If the event information changes at any time you can log in and make changes. Don't forget to click **SEND FOR REVIEW** after you make any changes.

