

# Creating Your Own: ATDW ONLINE LISTING

ATDW is the online platform that powers Destination NSW's Get Connected program.

## STEP ONE - REGISTER AN ACCOUNT

- Sign up for a free ATDW account at [www.atdw-online.com.au](http://www.atdw-online.com.au)
- Check your eligibility and 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 from ATDW-online with your chosen username and password and a link to activate your account.

## STEP THREE - UPLOAD YOUR 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 must be shareable through YouTube. Private accounts are not accepted.

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

Once you upload your images, and complete the other mandatory steps as required on the website, click the 'send for review' button, your listing will be automatically sent to the Quality Assurance team who will review your listing. You will be notified via email when your updates have been approved/rejected.

## STEP TWO - CREATE YOUR LISTING

It's easy to create your listing. Select your category and follow a step-by-step wizard.

- 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.

It has been optimised for mobile and tablet use!

## EXISTING USER HAVING PROBLEMS?

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

To log in:

1. Go to [www.atdw-online.com.au](http://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.
5. 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 the Get Connected team on 1300 655 077 or email [getconnected@dnsw.com.au](mailto:getconnected@dnsw.com.au).