

# HOW TO: REGISTER IN ATDW

## Registering and setting up on ATDW

In response to the unprecedented COVID-19 crisis facing the state's tourism and events industry, Tourism and Events Queensland, in partnership with Queensland's regional tourism organisations, is currently offering ATDW subscription with no annual fee, providing a saving of \$150 per year. This offer is available to all tourism and events operators in Queensland.

### Part One: Register your tourism business on ATDW

Steps	Instructions	Notes
1	Go to <a href="http://atdw.com.au">atdw.com.au</a>	
2	Select 'Join as an operator'	
3	Select 'Tourism Operator' and click continue	Please enter the ABN <b>without</b> spaces
4	Follow the prompts and enter your details	
5	Accept the 'Terms and Conditions'	
6	Congratulations, you're all set up!  Follow the next prompts if you would like to be visible on our tourism websites	

### Part Two: How to setup your profile on ATDW

Steps	Instructions	Notes
1	Log into your account on <a href="http://atdw.com.au">atdw.com.au</a>	
2	Select 'Create your first profile'	
3	Choose your profile category	
4	Complete all mandatory fields (noted with an asterisk *)	<b>The consistent mandatory fields for most profile categories:</b>  Profile Name, Description, Profile Type, Location (Address and Geocode), Contacts (Phone, Email or Website), Accessibility, Image
5	Click 'Send For Review'	
6	You will receive an email by the ATDW Quality Assurance once your profile passes, or if there are any changes that need to be made	
7	Congratulations, your profile is published onto <a href="http://Queensland.com">Queensland.com</a>  You can log back into your ATDW Online account anytime if you need to make changes.	

## Help

If you need help during the campaign, please contact:

### ATDW Helpdesk

Monday to Friday | During business hours

Ph. 1800 629 749

Email: [atdw@queensland.com](mailto:atdw@queensland.com)