

# HOW TO GUIDE TWO: 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.



### How to video

There is an instructional video you can watch to help you sign up for ATDW. Alternatively, you can follow the instructions below. Click to watch.

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

Steps	Instructions	Notes
1	Check your eligibility, listed in the campaign fact sheet <a href="#">here</a> .	
2	If you're eligible, go to <a href="http://atdw.com.au">atdw.com.au</a>	
3	Select 'Join as an operator'	
4	Select 'Tourism Operator' and click continue	Please enter the ABN <b>without</b> spaces.
5	Follow the prompts and enter your details	
6	Accept the 'Terms and Conditions'	
7	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 are:</b> Profile Name, Description, Profile Type, Location (Address and Geocode), Contacts (Phone, Email or Website), Accessibility, Image
5	Click 'Send For Review'	
6	You'll 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.	

If you are having trouble setting up your profile, you can contact the ATDW Helpdesk.

#### ATDW Helpdesk

Monday to Friday | During business hours  
Ph. 1800 629 749  
Email: [atdw@queensland.com](mailto:atdw@queensland.com)

**Confidential industry briefing document only**

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