

ATDW Fact Sheet

How to renew a listing



Renewing your ATDW listing will take between five and 10 minutes. Before you get started, ensure you have at the ready:

- Your login details or username / email address
- Any photos you would like to update your listing with

Instructions:

1. Go to www.atdw-online.com.au
2. Enter your ATDW login details. If you have forgotten your password – select the *Forgot Password* link to have a new temporary password emailed to you.
Ensure that you select the *Reset Password* link within the password reset email and copy / paste the temporary password into the new form before creating a new password.
3. From your listing dashboard, click the *Update* button next to the listing you would like to renew.
4. Review your listing ensuring that key information regarding your business is up to date, i.e. business description, photos, pricing, opening hours, etc.
5. Click on *Send for Review* when you have finished updating your listing.
6. At Payment Step 1, click *Continue* if you do not have a coupon code from your Regional Tourism Organisation.
7. At Payment Step 2, ensure your organisation details are accurate (NB: you must include an email address in this form).
8. Pay for your listing via Coupon code, Credit Card or BPAY. A standard annual business listing is \$295. An accredited business listing (ATAP, ECO or CIAA) is \$120. NFP organisations and Events are not required to pay a listing fee.

Your listing will be reviewed within 1-2 business days before being published to a range of ATDW distributor websites.

The **ATDW Support Team** at Visit Victoria provides comprehensive guidance to ATDW users via telephone and email Monday to Friday 9:00am to 5:00pm.