



Accessing and Updating the State Tourism Data Warehouse - Operators

1. **Open** <http://stdw.tourism.nsw.gov.au>

Tip: Add the log-in page to your favourites, so you can access it quickly in the future.

2. **Login** using your STDW user name and password.

Eg: User Name: **1234**

Password: **xxxxxxx** Click on '**LOGIN**'

3. To access your record, click onto your product name
4. To commence updating click on '**EDIT**' at the top of the page.
5. Once you have completed updating please select the '**FINISH**' or '**RELEASE LIVE**' button at the top or bottom of the page to release the changes live.

The STDW database works best using IE (Microsoft Internet Explorer) Version 6+ & a PC. It will not work if you have a Google toolbar or if you have a POP-UP blocker activated.

MAC Users The STDW database can be accessed using Safari (similar to IE Microsoft Internet Explorer)

Important to remember! In the case of incorrect information being displayed, Tourism NSW reserves the right to alter this information or de-list the operator until the error is corrected. Continual misuse will lead to a permanent de-listing. **Get Connected Members are required to update product information in the STDW at least once every 12 months.** Failure to update will result in your listing reverting to a basic listing (name and contact details only). To review the Get Connected Terms and Conditions please visit our website www.tourism.nsw.gov.au/getconnected

Mandatory Fields, You must complete all mandatory fields marked with a red asterisk, or those surrounded by a red outline. This information is required to appear on Tourism NSW's website www.visitnsw.com.au, Tourism Australia's website www.australia.com. If you do attempt to move to the next page without completing a mandatory field, an error message will appear **in a pop-up window**. You will then be directed to the incomplete field.

ATDW Information from the STDW is provided to the Australian Tourism Data Warehouse (ATDW) for distribution to other third party websites for a complete listing visit http://www.atdw.com.au/web_services.asp

Updating Tips

- Once you have completed a section, **click** on the '**SAVE & NEXT**' button. This will save your content and take you to the next section. If you want to take a break from the section you are on, but not move to the next section, **click on 'SAVE'** at the top of the page.
- To navigate to any page quickly, **click** on the appropriate tab at the top of the page
- Throughout the sections, when you hover your mouse over a field name, a description or instruction for that field will be shown. Use this hover feature if you are unsure of what a field name means.
- **To delete a field**, select the delete box to the left of the text to be deleted. The system will delete it when you save or move to the next page.

For assistance email getconnected@tourism.nsw.gov.au or call 1300 655 077



STDW Updating Tips for Attraction Product

Attraction Overview

- When entering your ABN use a format: 88 444 444 444
- Alternate Names: This is usually left blank for attractions however an alternative name for 'Big Grape Winery' could be '*The Big Grape Winery*'.
- Physical address is where the property is located. Your postal address is where you would like any information to be sent.
- Communication Details is for phone, fax, email & URL information. Each time an entry is made a new blank field will appear. This allows you to add additional phone numbers and email addresses. It is mandatory to enter one phone and one email address.
- **Select the Attraction Type** that best describes your attraction. Multiple selections are allowed.
- Apply any awards applicable to your attraction and the year in which they were won.

Attraction Details

- Type a description that best suits your attraction, up to 300 words
- Complete the opening and closing times using free format e.g. *9am to 5pm Tuesday to Sunday. Closed Monday.*
- Provide public holiday details i.e. *Closed Christmas day and Good Friday*
- If your attraction caters for special needs, provide these details. If you don't cater for their needs, leave the section blank. If you tick a special need, you must provide a description. Provide details on what is provided, not what isn't provided
- Select activities, facilities and experiences available at your attraction.

Admission Costs

- If your attraction has no entry fee, tick the free entry box. You cannot tick free and also add an entry cost.
- If you do charge an entry fee you can create multiple pricing and validity dates.
- Select the type of rate. To create more rates click on '**more entry costs**'
- If you do not specify validity dates a default validity period will automatically be added for attractions the validity date is based on the date of update + 1 year
- Add any restrictions and/or inclusions that apply to the entry fee

When you have completed the **Admission Costs** section click the '**FINISH/RELEASE LIVE**' button at the bottom of the page to send the record live to the database and website.

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