



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 Event Product

Event Overview

- When entering your ABN use a format: 88 444 444 444
- Tick the status of the event. '**Confirmed**' means Confirmed Event with the Venue, Date and Open times available. '**Unconfirmed**' means these details are not available.
- Enter in the Frequency of the event from the drop down box (i.e., Annual, Once Only, Weekly) and the **first date** and the **last date**.
- Examples

Event being held over several days/ months

From Date 01 May 2007 To Date 31 July 2007

Event held for 1 day only

From Date 30 May 2007 To Date 30 May 2007

- Physical address is where the event is located. Your postal address is where you would like marketing literature 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 Event Type that best describes your event in the '**Event Types**' section. You must select at least one category, multiple categories may be chosen if they apply

Event Description

- Type a description that best describes your event, up to 300 words.
- Enter event start and finish times
- **Select** experiences available at your Event.
- If your event 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
- **Comments** this section is for adding extra information it is not mandatory to complete this section.

Entry Costs

- If your event 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 entry costs for adult, child & concession
Select an entry type, validity dates and cost.

When you have finished your update **click** on '**FINISH/RELEASE LIVE**' at the bottom of the page and your product will be sent to Tourism New South Wales for quality control.

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