



Accessing and Updating the State Tourism Data Warehouse

To assist Regional Tourism Organisation and Visitor Information Centre staff update and maintain tourism products in the State Tourism Data Warehouse (STDW).

1. Open <http://stdw.tourism.nsw.gov.au>
2. Login using your STDW user name and password
Eg: User Name: VICABC Password: training
3. After Logging on, your Owing Organisation will be displayed, usually consisting of four numbers.
NB While these four numbers are displayed on the search screen you will only ever be able to search for products that are located within your area. To search for a record outside of your area, you will need to change the Owing Organisation Code from your four numbers to **TNSW** this will enable a search across the entire STDW. **You may view records outside of your area but cannot edit them.** If you need to update a record outside of your area contact the Getconnected Helpdesk.
4. Under **Functions** select **Product Search**
5. Product Search Screen will display.
6. By clicking on **'Search'** without selecting any other criteria a list of all of the products in your area will be displayed
Or
7. Refine your search by selecting a particular **product type** eg Accommodation and clicking **'Search'**, this search will include accommodation listings only.
Or
8. Search by Product Name by entering it into the **Search Value** field
9. To Undertake a Quick Search within your Owing Organisation – used when you are sure of product name
 - In **Search Value** enter in the **Product Name**
 - Select a Category (optional) – e.g. Accommodation
 - Click **'Search'**
10. A single product or a product list will display.
11. Choose the correct product, and click on the name of the product
12. This will display the product **Overview** page
13. To begin updating click on the **'Edit'** button
14. This will redisplay the Product Record in update mode.
15. From here you can update the product, moving between the pages by selecting **'SAVE AND NEXT..'** at the bottom of each page.
16. Once you have completed updating please select the **'FINISH'** button at the top or bottom of the page to release the changes live.

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 stage 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.
- 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 box to the left of the text to be deleted. The system will delete it when you save or move to the next page.

STDW Updating Tips for Event Product

Event Overview

- When entering an 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. Postal address is where information is 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 the 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 the event, up to 300 words.
- Enter event start and finish times
- **Select** experiences available at the Event.
- If the event caters for special needs, provide these details. If not, 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 the event has no entry fee, tick the free entry box. You cannot tick free and also add an entry cost.
- If there is an entry fee you can create entry costs for adult, child & concession
Select an entry type, validity dates and cost.



Tourism New South Wales

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.

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