

Adding your Business to the ATDW

Before you begin, ensure you have appropriate images.

The system is very strict on image requirements and will not accept it unless it is landscape and at least 2048 pixels wide by 1536 pixels high. If your image does not meet these requirements, there are online programs where you can resize your image. A good free online program is www.canva.com/photo-editor/. You simply upload your image, click “Resize” and change the width and height to at least 2048 and 1536 pixels, respectively. You then download your altered image to your computer, and it is ready to use on the ATDW.

Create an ATDW Account

1. Go to www.atdw-online.com.au and click on the “Register Now” button below the login section.
2. Select the “Tourism Operator” box and then click Continue.
3. Fill in the relevant information and click “Register Now”.
4. You will be sent an email with login details, the login is linked to your email address.

Create your listing

1. Go to www.atdw-online.com.au and Login using the credentials you created in the above step.
2. Select “Add New Listing” then select the relevant category for your business.
3. There are various fields to complete, each has helpful tips that will guide you through it. Required fields within each section are marked as required. To the left of the screen, the different categories are marked, any with an asterisk must be completed before you are able to submit your event.
4. When you have completed all the required fields, the “Send for Review” button in the top right hand corner will turn Orange. You can then click on this button when you have finished adding your business details. If you don’t click this button, your listing will not go live but will be saved for you to come back later. When you click “Send for Review” it will prompt you to make payment. If you are a member of the digital excellence partnership you will have received a coupon code for a free listing. Input that at this stage and your listing fee should be waived.
5. Once you have submitted your listing, it will be manually reviewed by someone at Tourism Victoria which may take up to 48 hours or longer.

At any time after your listing is published you can go into your ATDW account and make changes to it.

For any further enquiries on the ATDW, contact Council’s Tourism Development Team on 03 5728 8000 or at tourism@indigoshire.vic.gov.au