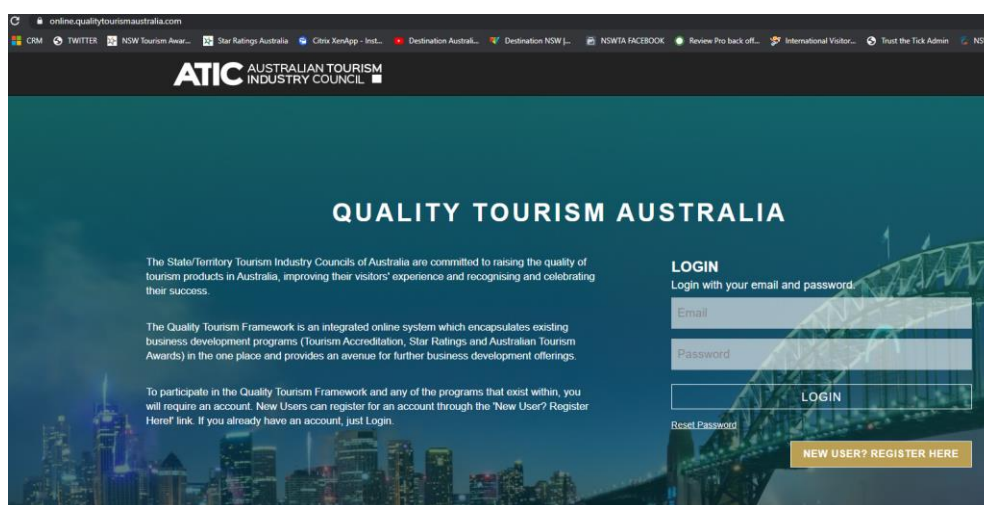


User guide: Quality Tourism Australia Portal

How to Nominate

Visit the [Quality Tourism Australia portal](https://online.qualitytourismaustralia.com).

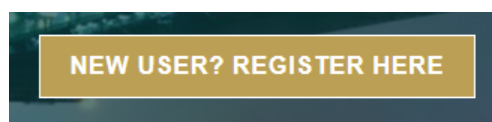


Log in to your account

If you have an existing account for past entries to the Tourism Awards, or for the Quality Tourism Accreditation or Star Ratings, you may use the same log-in details. If you have forgotten your password, you can reset it – please see marked in red below.



If you don't already have an account, select **New User? Register Here**.



How to Nominate via the awards portal

When **creating a new account**, you will have to enter some details about your business. This includes:

- Business name (registered trading name promoted to customers)
- Company name (if different to registered trading name)
- Commencement date of business
- ABN/CAN • Business structure, e.g., sole trader, partnership, trust, public, etc.
- Staff numbers: full-time, part-time, casual and volunteers
- Business contact details: address, phone, website and social media URLs
- Contact person: name, position, email and phone number
- And it will ask if you have an Australian Tourism Data Warehouse (ATDW) listing.

Amend business details

Please note the business details can be amended at any time – please see marked in red below. If you have more than one business, you can also add this to your dashboard – please select ADD ORGANISATION.

Welcome Nicole O'Donnell

User Guide Manage Users Organisation Details Account Details Add Organisation

User Account Details: Name: Nicole O'Donnell Email: [redacted]

Organisation: Nicole test

ACCREDITATION

Accreditation Summary

View more detail

TOURISM AWARDS

Awards Summary

Year	Category
2020	Small Tourism Town
2020	Top Tourism Town
2020	Top Tourism Town

View more detail

STAR RATINGS

Star Ratings Summary

Category	Room	Rating
Self Catering	Standard Apart...	3.5 (Accommod...

View more detail

Useful Links

ACCESS CERTIFICATIONS

LOGOS AND RESOURCES

UPDATE ATDW

Apply For...

Accreditation Awards Star Ratings

Select the program(s) from the list and click the "Apply" button.

APPLY Choose programs -

More info about programs offered by ATIC

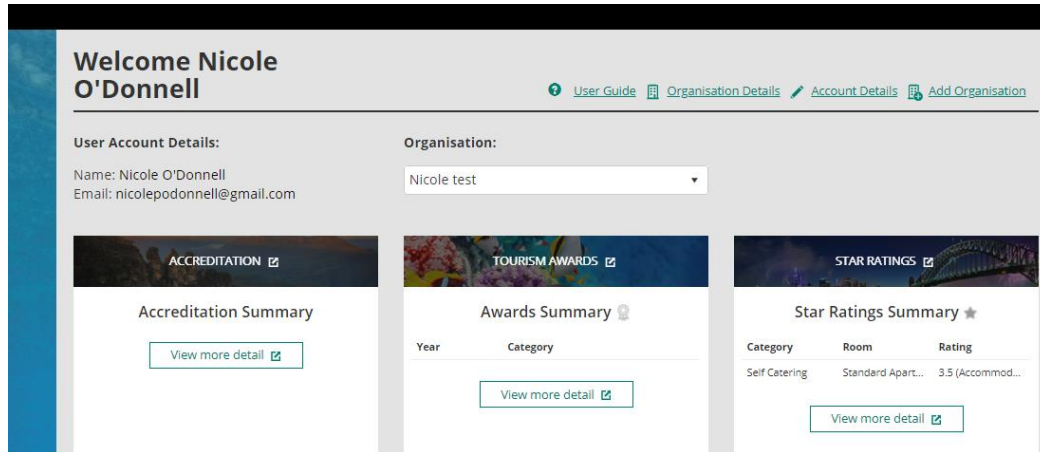
ReviewPro

No ReviewPro account linked yet. Please verify your details.

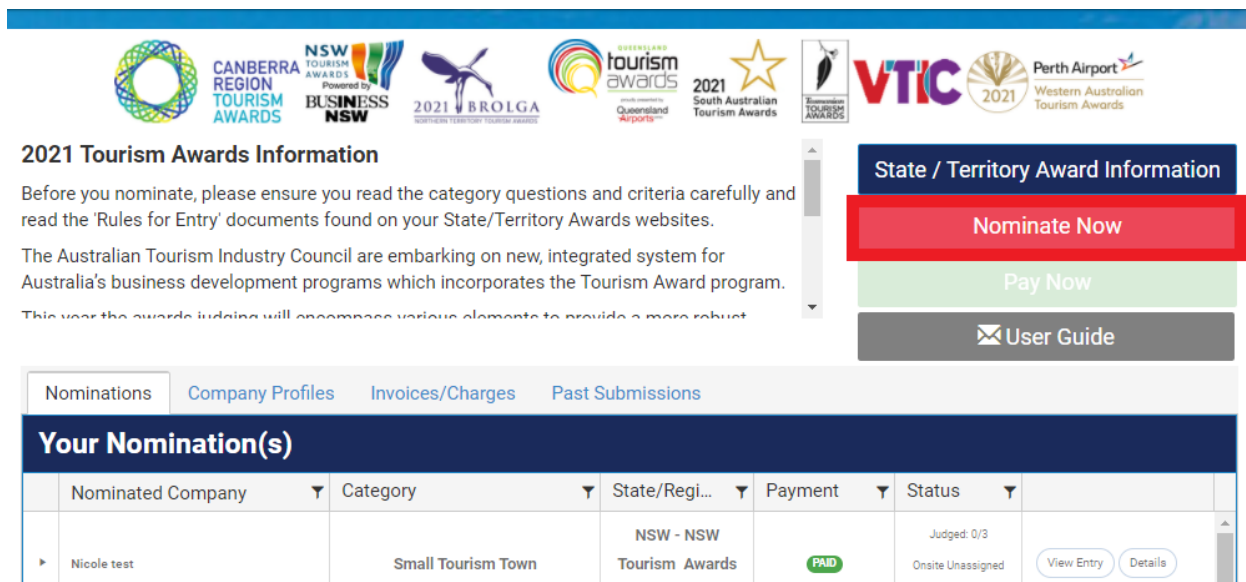
VERIFY

How to Nominate via the awards portal

Once logged in, scroll down to **Apply For...** and select **Awards**. This will redirect you to the Awards Summary:



1. Select **Nominate Now**:



2021 Tourism Awards Information

Before you nominate, please ensure you read the category questions and criteria carefully and read the 'Rules for Entry' documents found on your State/Territory Awards websites.

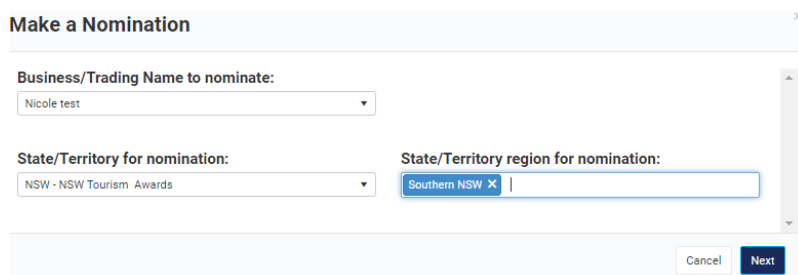
The Australian Tourism Industry Council are embarking on new, integrated system for Australia's business development programs which incorporates the Tourism Award program. This year the awards judging will encompass various elements to provide a more robust

State / Territory Award Information

- Nominate Now
- Pay Now
- User Guide

Nominations	Company Profiles	Invoices/Charges	Past Submissions		
Your Nomination(s)					
Nominated Company	Category	State/Regi...	Payment	Status	
Nicole test	Small Tourism Town	NSW - NSW Tourism Awards	PAID	Judged: 0/3 Onsite Unassigned	<button>View Entry</button> <button>Details</button>

2. Enter **Business Details**. Enter the name of the organisation under which the nomination will be made. The region is designated via the [NSW Destination Network](#) area, see map [here](#)



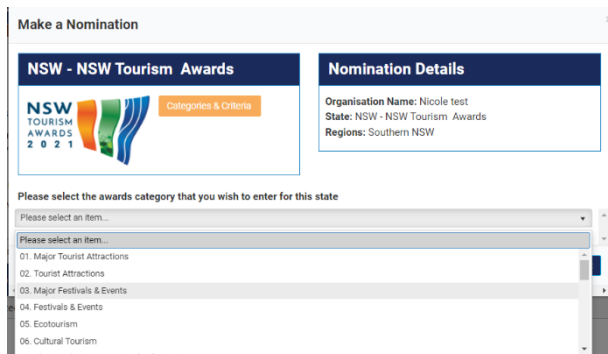
Make a Nomination

Business/Trading Name to nominate:

State/Territory for nomination: State/Territory region for nomination:

3. Select category and agree to program terms & conditions.

If you need to review the categories [click here](#).



The next step will ask you to agree with the terms and conditions of the Tourism Awards and respond to the below:

- Name of establishment/ event/ person being nominated for the awards. Please note this can be the same or different from your business name.

Please note: the name you add to this field will be the name displayed on screens, in the printed awards program, on certificates and trophies etc.

- A 100-word description for your entry to demonstrate eligibility for the chosen category.
- The following URL links of your establishment/ event (if applicable):

Website
Facebook
Twitter
Instagram
Pinterest
Google
TripAdvisor
Booking.com

Please note: these links will be accessed by the judges for the online review.

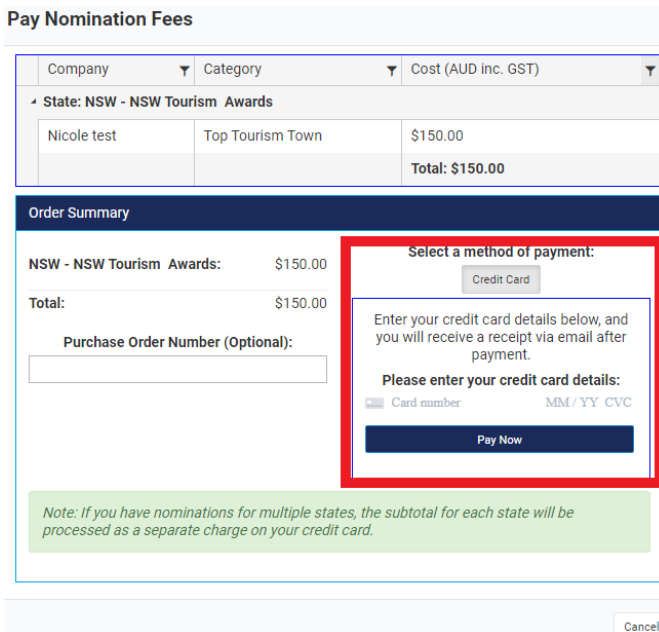
- Site inspection details (in NSW we call these Business Verification Meetings – they are not scored)
 - Address where inspection is to occur (for 2020 the visit will most likely be conducted virtually, should a judge be able to visit in person every effort will be made to do so)
 - Contact name for the site inspection
 - Email
 - Phone and mobile number
 - Special instructions/ comments for the site judge

Please note: the business verification meetings will be conducted during July – September, and at a time agreed by both the judge and the business. If any of the above details change

How to Nominate via the awards portal

during the program, please ensure the information is amended. Individual categories (28, 29) do not receive a site visit.

4. **Pay nomination fee via credit card.** Once method of payment has been selected select Pay Now. The invoice and receipt of payment will be emailed to the primary contact on the account. The nomination is complete.



Company	Category	Cost (AUD inc. GST)
State: NSW - NSW Tourism Awards		
Nicole test	Top Tourism Town	\$150.00
		Total: \$150.00

Order Summary

NSW - NSW Tourism Awards: \$150.00
Total: \$150.00

Purchase Order Number (Optional):

Select a method of payment:
Credit Card

Enter your credit card details below, and you will receive a receipt via email after payment.

Please enter your credit card details:
Card number MM / YY CVC

Pay Now

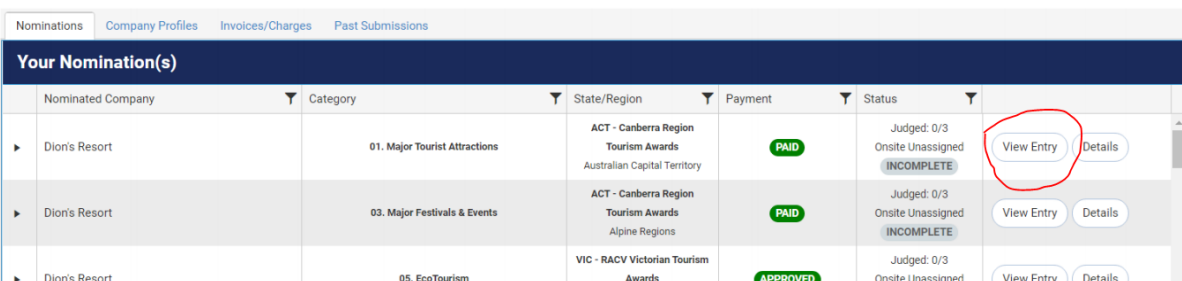
Note: If you have nominations for multiple states, the subtotal for each state will be processed as a separate charge on your credit card.

Cancel

How to Enter:

Once the nomination fee has been paid, the primary contact on the account will receive an invoice and the entry is ready to start. The nomination will be marked as PAID in the Awards Summary - Your Nomination(s) grid:

To start the entry, click on **View Entry** button. The entry will open in a new tab.



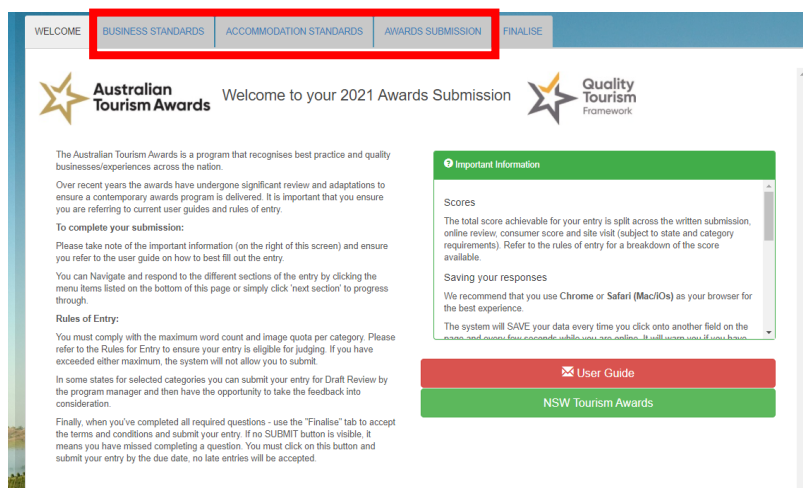
Nominated Company	Category	State/Region	Payment	Status
Dion's Resort	01. Major Tourist Attractions	ACT - Canberra Region Tourism Awards Australian Capital Territory	PAID	Judged: 0/3 Onsite Unassigned INCOMPLETE
Dion's Resort	03. Major Festivals & Events	ACT - Canberra Region Tourism Awards Alpine Regions	PAID	Judged: 0/3 Onsite Unassigned INCOMPLETE
Dion's Resort	05. EcoTourism	VIC - RACV Victorian Tourism Awards	APPROVED	Judged: 0/3 Onsite Unassigned

If you need to complete business or accommodation standards question set, they will appear within your entry portal.

You are encouraged to complete these early (if possible, by 14 July) to allow adequate time to focus on your awards submission.

How to Nominate via the awards portal

- This is a requirement of the Australian Tourism Industry Council (ATIC) and applies to all state and territory tourism award programs.
- Both questions sets are located within the awards submission portal.
- Completion of the business standards should take no longer than 30 mins - 1 hour. Uploading the compliance documentation such as insurance, workers compensation certificate of currency, and applicable licences is the most important.
- Accommodation standards may take 1-2 hours, you can delegate this to a team member.
 - If you don't have the requested documents, simply choose to answer a short series of questions. Don't hesitate to state N/A if the question does not apply to your business.
- Any questions? [Contact us](#) or call 02 9466 4195, we are here to help and prefer you spend the time on your awards submission.



WELCOME BUSINESS STANDARDS ACCOMMODATION STANDARDS **AWARDS SUBMISSION** FINALISE

Australian Tourism Awards Welcome to your 2021 Awards Submission **Quality Tourism Framework**

The Australian Tourism Awards is a program that recognises best practice and quality businesses/experiences across the nation.

Over recent years the awards have undergone significant review and adaptations to ensure a contemporary awards program is delivered. It is important that you ensure you are referring to current user guides and rules of entry.

To complete your submission:
Please take note of the important information (on the right of this screen) and ensure you refer to the user guide on how to best fill out the entry.

You can Navigate and respond to the different sections of the entry by clicking the menu items listed on the bottom of this page or simply click 'next section' to progress through.

Rules of Entry:
You must comply with the maximum word count and image quota per category. Please refer to the Rules for Entry to ensure your entry is eligible for judging. If you have exceeded either maximum, the system will not allow you to submit.

In some states for selected categories you can submit your entry for Draft Review by the program manager and then have the opportunity to take the feedback into consideration.

Finally, when you've completed all required questions - use the "Finalise" tab to accept the terms and conditions and submit your entry. If no SUBMIT button is visible, it means you have missed completing a question. You must click on this button and submit your entry by the due date, no late entries will be accepted.

Important Information

Scores
The total score achievable for your entry is split across the written submission, online review, consumer score and site visit (subject to state and category requirements). Refer to the rules of entry for a breakdown of the score available.

Saving your responses
We recommend that you use **Chrome** or **Safari (Mac/OS)** as your browser for the best experience.

The system will **SAVE** your data every time you click onto another field on the page and **save** for **complete** while you are online. It will **save** once if you have

[User Guide](#)

NSW Tourism Awards

QUESTIONS?

Contact Nicole O'Donnell

Industry Development Manager – Tourism, Business NSW

admin@nswtourismawards.com

02 9466 4195