



## User guide: Quality Tourism Australia Portal

### How to Nominate

Visit the [Quality Tourism Australia portal](https://www.qualitytourism.com.au).



### 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.

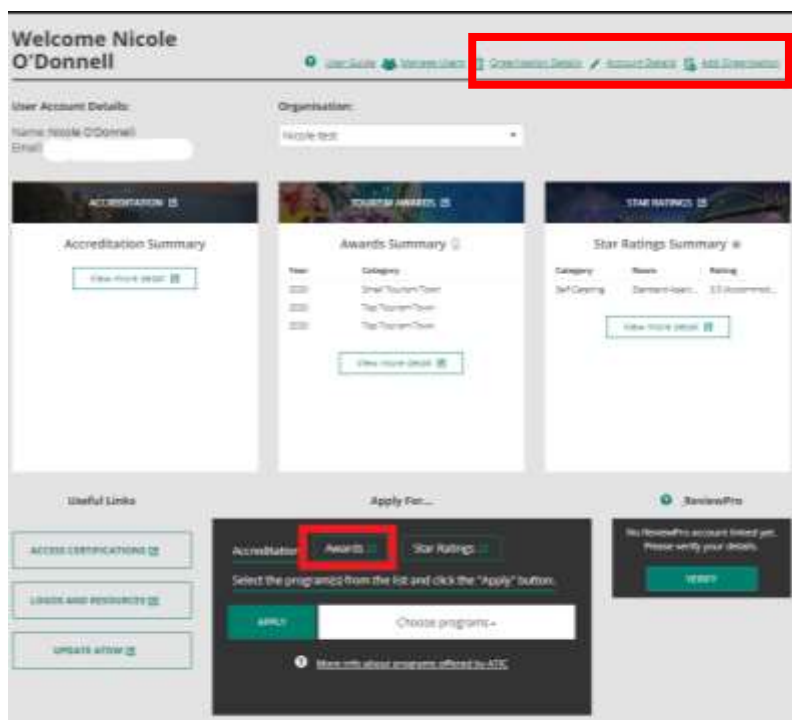


When **creating a new account**, you will have to enter some details about your business. This includes:

- 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 Profile](#)
[My Business](#)
[Organisations](#)
[Create New Organisation](#)
[Account Details](#)
[Add Organisation](#)

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

Organisation: Nicole test

**ACCREDITATION** | **AWARDS AWARDED** | **STAR RATINGS**

**Accreditation Summary** | **Awards Summary** | **Star Ratings Summary**

**Useful Links** | **Apply For...** | **BusinessPro**

[ACCESS CERTIFICATIONS](#) | [Awards](#) | [Star Ratings](#)

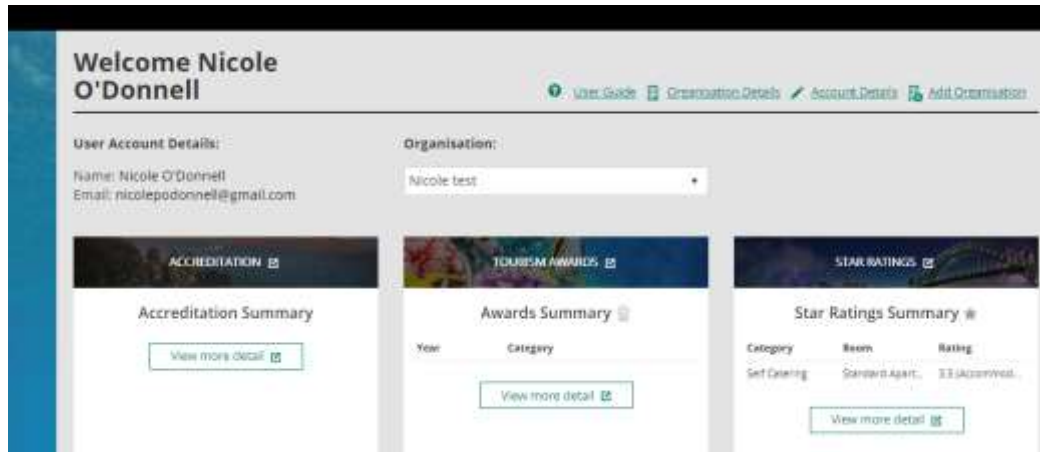
Select the programs from the list and click the "Apply" button.

More info about programs offered by ATC

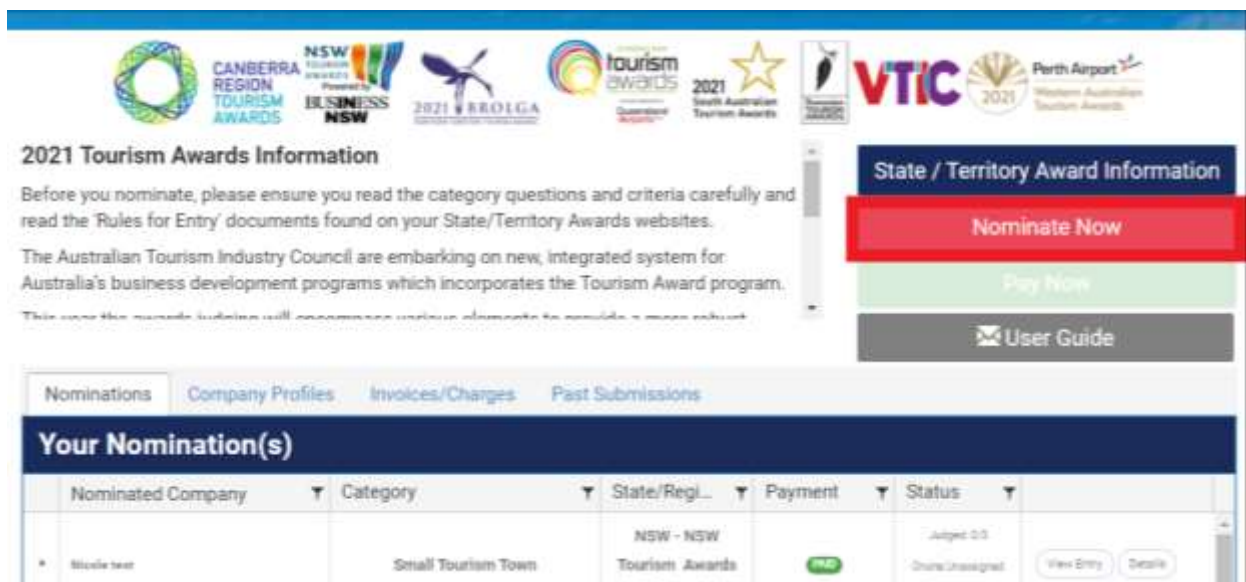
No BusinessPro account listed yet. Please verify your details.



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



1. Select **Nominate Now**:



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](#)





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

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

A screenshot of a web browser showing the "Make a Nomination" form. The form is divided into two main sections: "NSW - NSW Tourism Awards" on the left and "Nomination Details" on the right. The "Nomination Details" section contains fields for "Organisation Name: Tricola Hotel", "State: NSW - NSW Tourism Awards", and "Region: Southern NSW". Below these sections, there is a dropdown menu for selecting an awards category, with a list of categories visible: "01. Airport Travel Arrangements", "02. Travel Arrangements", "03. Airport Facilities & Services", "04. Festivals & Events", "05. Eco-tourism", and "06. Cultural Tourism".

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.

- Business verification meeting details (no scores are applicable for the business verification meeting as part of judging in NSW, refer to the rules of entry as to whether your business requires a meeting)
  - Address where meeting is to occur (for 2022 the visit may be conducted virtually, dependent on the allocated business verification judge's ability to travel to your location).
  - Contact name for the meeting
  - Email
  - Phone and mobile number
  - Special instructions/ comments for the site judge



Please note: the business verification meetings will be conducted during August - September, and at a time agreed by both the judge and the business. If any of the above details change during the program, please ensure the information is amended.

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.

Pay Nomination Fees

Company: [Dropdown] Category: [Dropdown] Cost (AUD inc. GST): [Dropdown]

State: NSW Tourism Awards

Nicole test	04. Festivals & Events	\$190.00
		Total: \$190.00

Order Summary

NSW Tourism Awards: \$190.00

Total: \$190.00

Select a method of payment:

Credit Card Invoice

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

Please enter your credit card details:

Card number: [Input] MM / YY CVC: [Input]

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.

## 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	
▶ Doria Resort	01. Major Tourist Attractions	ACT - Canberra Region Tourism Awards Australian Capital Territory	PAID	Judged 0/3 Details Unassigned INCOMPLETE	View Entry Details
▶ Doria Resort	02. Major Festivals & Events	ACT - Canberra Region Tourism Awards Alpha Regions	PAID	Judged 0/3 Details Unassigned INCOMPLETE	View Entry Details
▶ Doria Resort	03. EcoTourism	VIC - RACV Victorian Tourism Awards	APPROVED	Judged 0/3 Details Unassigned	View Entry Details

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

You are encouraged to complete these by Wednesday 3 August to allow adequate time to focus on your awards submission.

- 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 may take 1 – 2 hours. This is if you have all licenses, insurance details and plans documented and easily accessible. More time would be required otherwise.
- 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.



## QUESTIONS?

Contact Nicole O'Donnell

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02 9466 4195