



Tourism New South Wales

## Summer School Holiday Promotion

### TOUR OFFER LODGEMENT FORM

#### How to register your offer online

This form has been developed to guide you on how to get your latest offer uploaded onto the Tourism NSW, [www.visitnsw.com](http://www.visitnsw.com) site. The site has 222,000 visitors a month clicking on, looking for information to plan their holidays, and great offers that they can book, so it's a fantastic opportunity for any tourism operator, no matter what the size.

Before you can get your offer uploaded, we need to ensure that you can complete the following checklist:

- You have a listing on visitnsw.com via Get Connected. If you are not registered, you can do so at [www.tourism.nsw.gov.au/getconnected](http://www.tourism.nsw.gov.au/getconnected) and click on register
- You have a clear image of your product- inline with specifications listed below - see details below on 'Image Supply'
- You have supplied all the information requested on page 2

Image supply: If you are already present on [www.visitnsw.com](http://www.visitnsw.com) with an up-to-date image that you are happy with, then you do not need to supply an additional image. Any images you provide will replace existing images. Any images supplied need to relate to your whole listing, not just this particular offer.

Once you have filled out the form on page 2, all you need to do is email it direct to [getconnected@tourism.nsw.gov.au](mailto:getconnected@tourism.nsw.gov.au) . From there, a specialist consultant will process the offer and send it back to you for approvals. At times they may contact you to confirm some of the information.

Please be aware that the information we process for you via this Online Offer Lodgement Form is purely for short term offers for individual campaigns. The management and maintenance of the information on your standard [www.visitnsw.com](http://www.visitnsw.com) listing will still need to be maintained by you, via GetConnected.

<b>CAMPAIGN NAME:</b>	<b>Summer School Holiday Promotion</b>
<b>DEADLINE:</b>	<b>Tuesday 27<sup>th</sup> October</b> <b>Note: Offers received after this date will not be accepted except in extenuating circumstances</b>

### Online Offer Lodgement Form

Return to: [getconnected@tourism.nsw.gov.au](mailto:getconnected@tourism.nsw.gov.au)

For assistance please call Get Connected on: 1300 655077

Contact details of person providing the offer:

(Double click on the shaded area and enter details into the pop up box that appears- under default text)

Name

Street Address

Phone

Fax

Email

Enter details normally in the shaded box on the left hand side

#### Operator Name

As listed on visitnsw.com

#### Offer – Must Apply to Families -150 word limit

Please provide all details e.g.

- Must provide a lead in rate in conjunction with offer
- If there are meals/ entries included pls specify
- Are there any age limits

#### Product Description – 100 word limit

#### Image

- Jpeg file
- One image minimum size
  - Portrait 228 x 280 pixels
  - Landscape 280 x 228 pixels
- All image files should be named as per your property for filing reasons

I have emailed my images to GetConnected

#### Terms and Conditions

- Validity dates (Must be valid during school holidays 19/12/09 to 26/01/10)
- Inclusions
- Exclusions
- Minimum stay
- Any other terms of the offer

#### Booking Details

If you offer online bookings via a booking engine, please provide a URL that leads direct to the booking page. This cannot be a URL to a home page. If you do not have an online booking engine, the booking details (email/ phone) from STDW will be used, or you can provide alternative booking details here.