



## How to edit your Company's Information on the Manukau Tourism website at [www.welcome2manukau.com](http://www.welcome2manukau.com)

This is an easy process if you follow the simple steps given in the following pages

*Page 2* - How access your **Company Details**

*Page 5* - How to add to your **Product Details**

*Page 6* - How to edit your **Company Details** and enter additional or edit **Product Details**

If you have problems, there is a **HELP** button on each page, or you can email **David Pegman** at:

[dpegman@manukau.govt.nz](mailto:dpegman@manukau.govt.nz)

*First, you will have to go to*

[www.tourismdata.co.nz](http://www.tourismdata.co.nz)



**Note:** To obtain the best results from *TourismData*, and to check your details on the **Welcome2Manukau** website, we suggest you use only **Internet Explorer**.



# How to gain access to your Company information

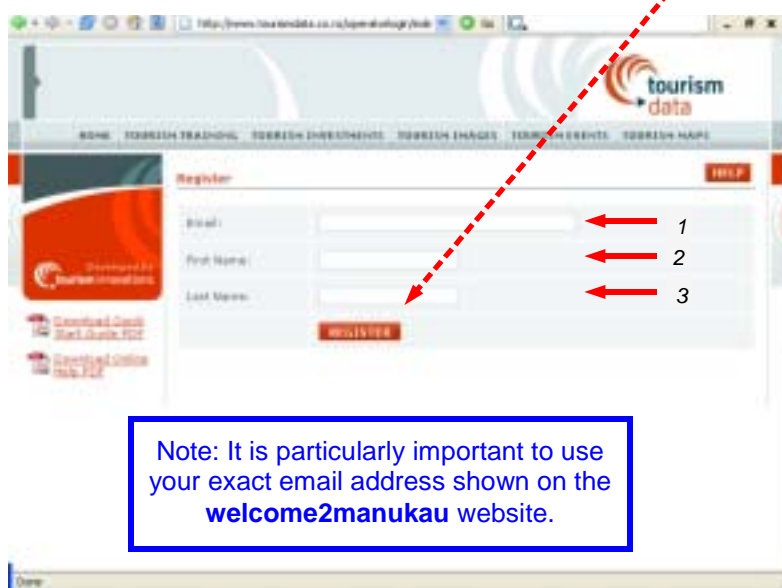
This is a step-by-step guide to help you to access & edit details of your Company and its products on the [www.welcome2manukau.com](http://www.welcome2manukau.com) web site.

## Part 1 - How to reach your Company

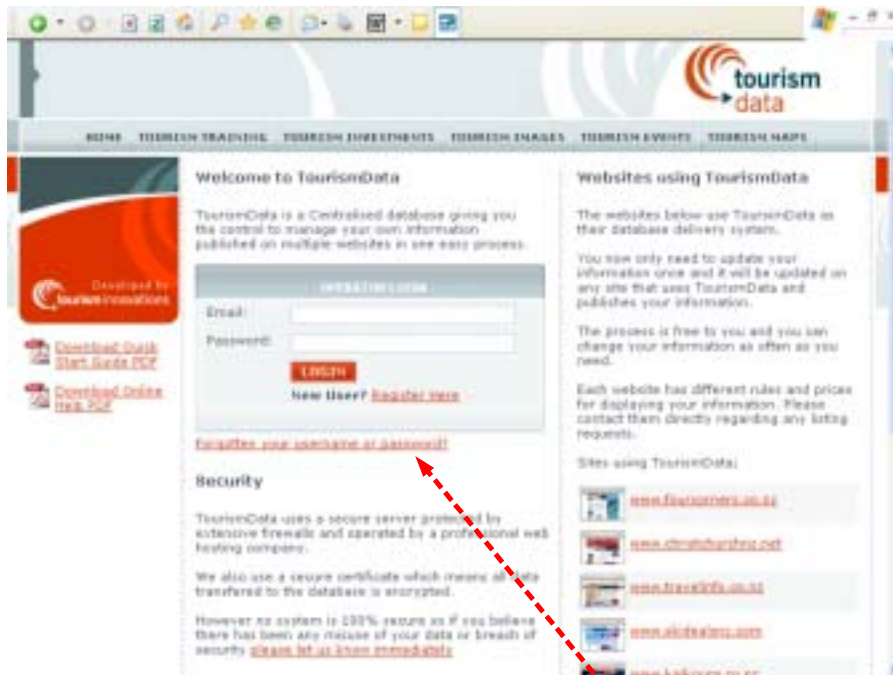


Your first step is to click on **Register Here**.

Next, the following new screen will appear. Enter your Email address (1), First Name (2), Last Name (3), and then click on **Register**

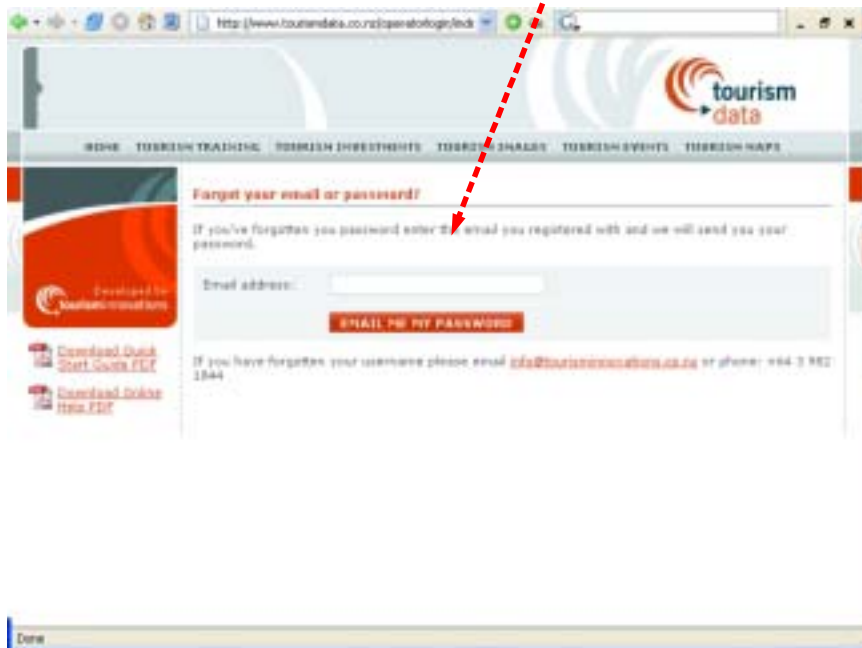


# Help! I've forgotten my Password



Don't worry, help is at hand! If you click on **this**, you will be directed to the following page, where you simply **enter** your email address, and click on **EMAIL ME MY PASSWORD**

An email will be sent to you by *TourismData* with your **Password**.



**Note:** While most computers will open this .pdf (*Acrobat*) file, you will need Acrobat Reader to print these notes. Click on the icon (right) on our Web site to get this useful programme.



## Part 2 - How to enter your Company details



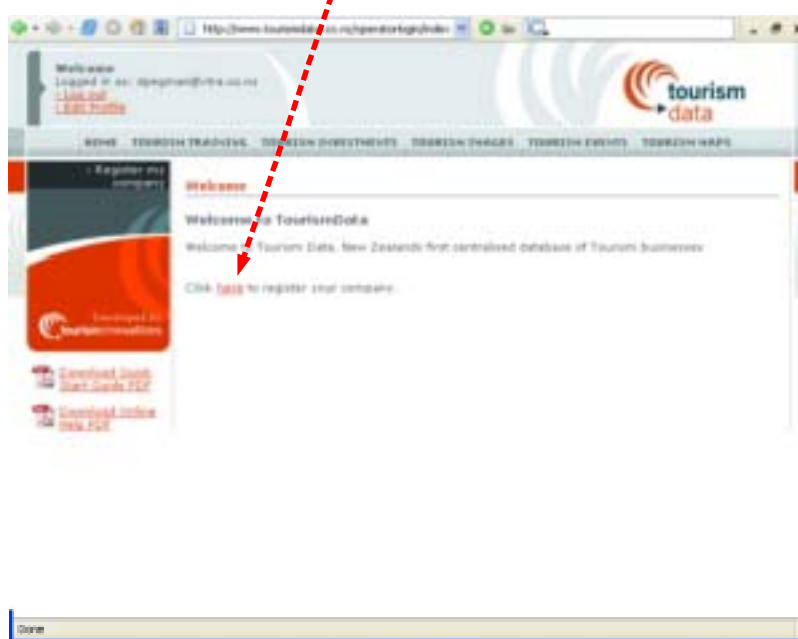
After you have clicked on **Register**, you will see the above message. Before you can use the site fully, you will now wait for a Password to be emailed to you at the above address.

When you receive your **Password**, you will see this link:

<http://www.tourismdata.co.nz/operatorLogin/>

Clicking on this link will automatically open your Web Browser, and take you to the next step in the Registration process.

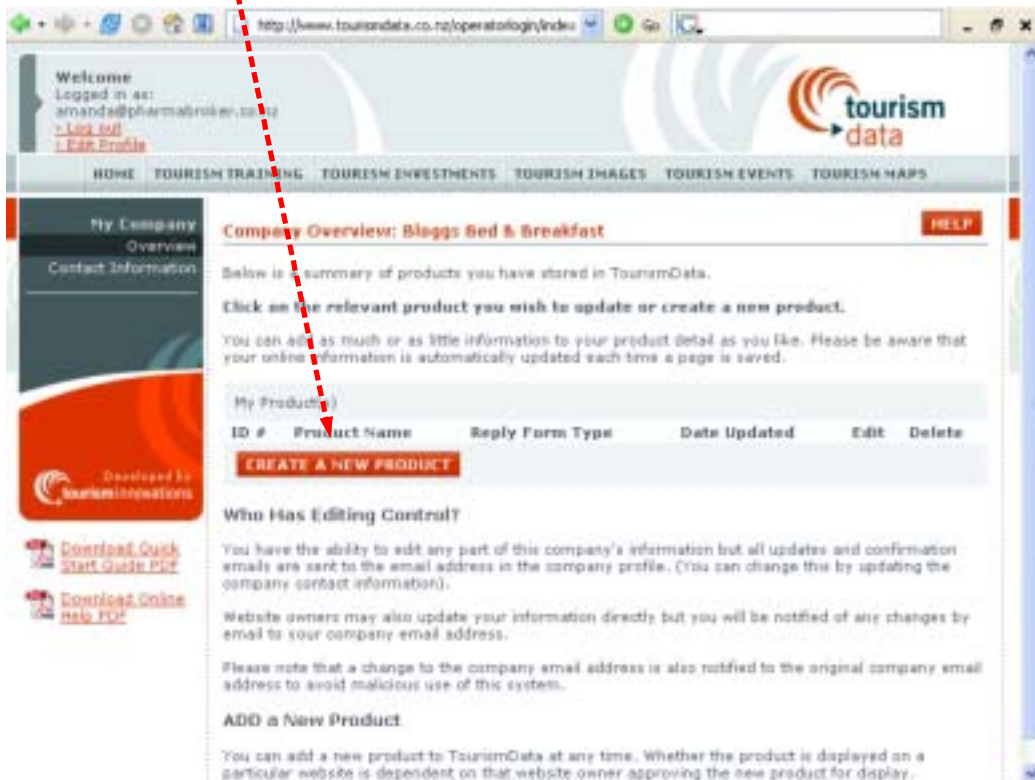
First, you will see the same screen that you saw when you first visited this site. This time, enter your email address and your new password. You will see the following screen. It is time to access your **Company**, by clicking **here**



**!**  
*Remember to note your password, and keep it safe!*

Having Logged on to *TourismData*, you will be taken to the page below. Here, you have the choice of whether you want to add a new product, or amend existing products, by following a 7 step process.

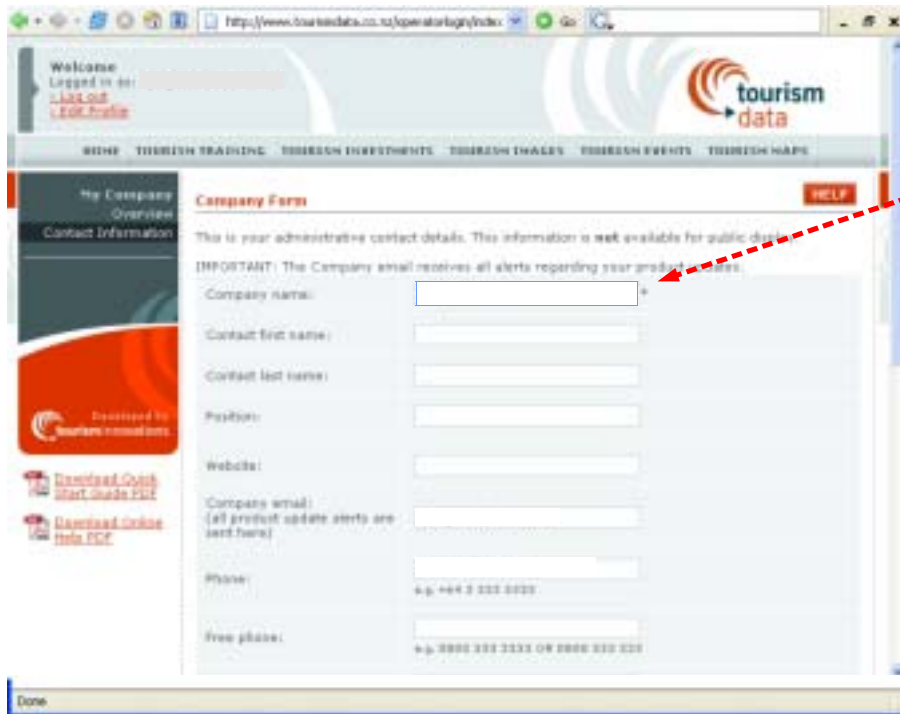
Click on **CREATE A NEW PRODUCT**



You might, however, wish to change the **Contact Information** for your Company. In this case, you would go to the box (*left*), and click on that item.



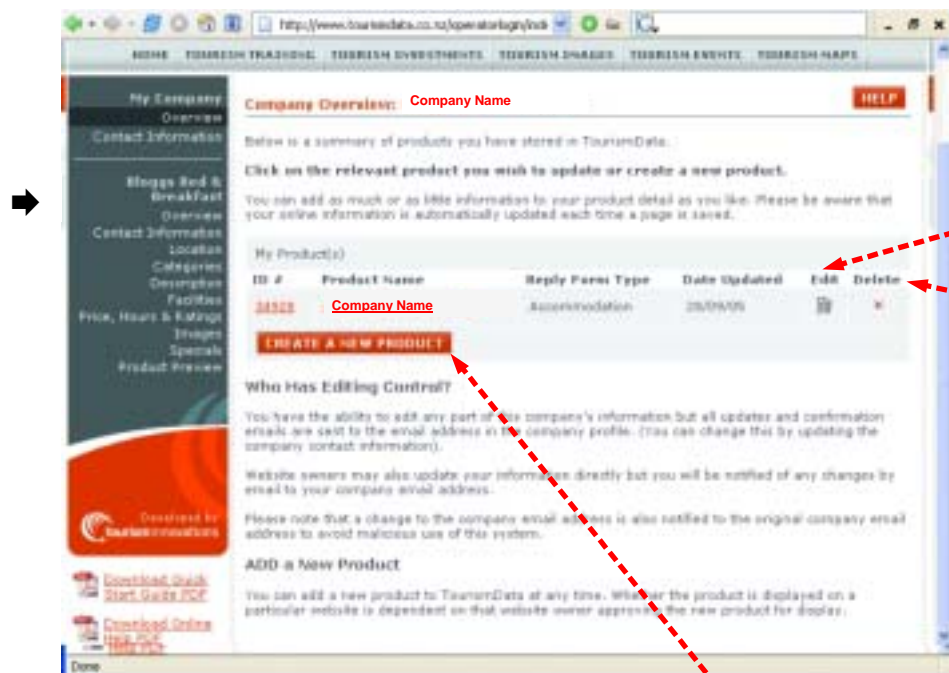
You will be taken to the page below. Here, you can amend any details shown. However, should you change the email address, you will have to remember it, so that *TourismData* can 'remember' you!



**Note:**  
boxes (2)  
marked \*  
must be  
entered

**Hint:**  
Remember to  
enter both  
street & postal  
addresses

Having edited your Contact Information, you will now want to add or edit additional Products you have to offer. Make sure you click on **Overview** in the box marked ➡



**Notes:**  
You can edit the  
**Product** by  
clicking here.  
You can delete  
the **Product** by  
clicking here.

To enter a new **Product**, click on **CREATE A NEW PRODUCT** box. Please read the notes on the page - they are important!

## Part 3 - How to enter your Product details

Welcome  
 Logged in as: [Your email address](#)  
[Logout](#)  
[Edit Profile](#)

[HOME](#) [TOURISM TRAINING](#) [TOURISM INVESTMENTS](#) [TOURISM IMAGES](#) [TOURISM EVENTS](#) [TOURISM MAPS](#)

My Company  
[Overview](#)  
[Contact Information](#)

Company:

Product Information:

Step 1 of 7

**Product Contact Information** [HELP](#)

The following contact information is available for public display on all websites using TourismData. Some websites may only display certain elements depending on their own listing criteria, however we recommend you enter as much information as possible.

The contact details you provide should be the ones you want consumers to use.

Product name:  \*

Response form type:

Contact first name:

Contact last name:

Website Address:

Email:

Developed by [tourism innovations](#)

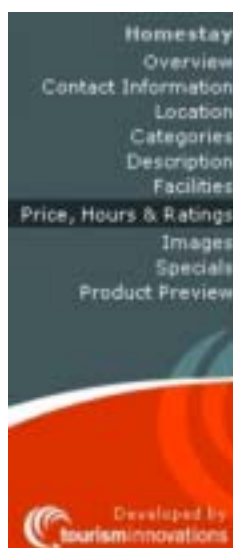
[Download Quick Start Guide PDF](#)  
[Download Online Help PDF](#)

This is the first of 7 steps you will encounter in entering your product information. Boxes marked \* must be completed.

☑ Denotes a scrolling box, giving you a selection of options.

It is important you complete this form as fully as possible - your contact details are an essential part of your promotion.

When you have completed the form, click on the box **SAVE & CONTINUE**



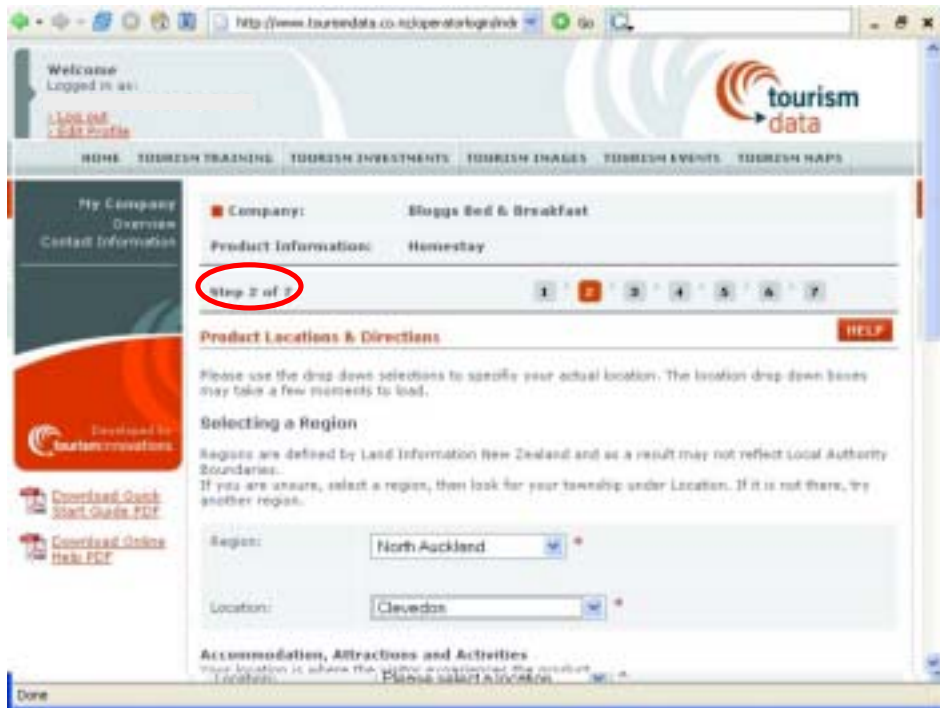
### Note:

If, when entering your Product Details, you save a page, which automatically takes you to the next, and realise that you've missed something, don't panic!

At the top left, you will see ← box. Simply click on the item you wish to edit, then return to the step you are working on.

However, it is recommended that you complete all steps in order 1-7.

The first time you enter Product details will take, on average, about 20 minutes.



It is vital that your **Location** is precise since this is where the visitor experiences your product. Remember all boxes marked \* must be completed (you will be reminded if you forget!)

We use the **LINZ** (*Land Information New Zealand*) database to specify particular regions and locations. You can see from the map (*right*) that **Manukau City** is located in the **North Auckland** region. Rotorua, as an example, is located in South Auckland.

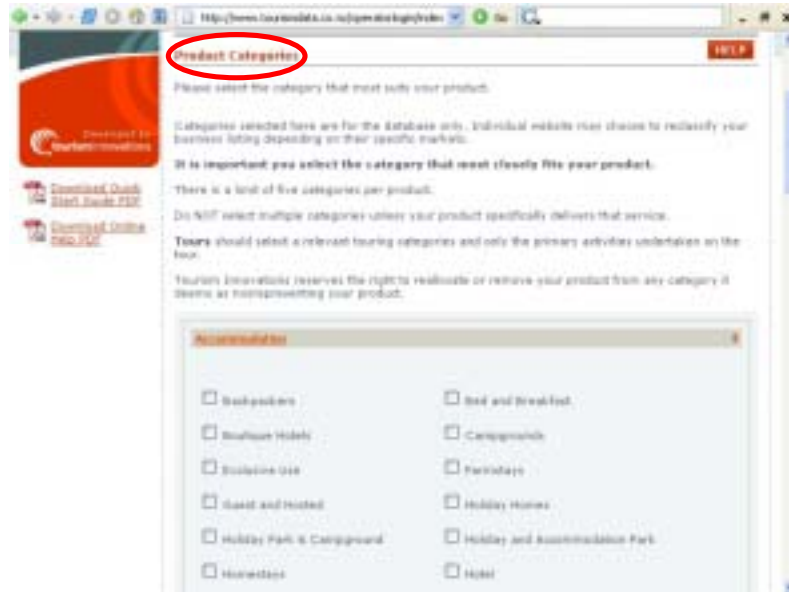




- Using this button allows you to scroll down until you locate your own Region and Location.

**Note:** *TourismData* does not currently support multiple locations for one product. You will need to create a new product for each location your product is available by going back to the Product Confirmation page, and entering a new Product.


For example, 'Rental Company - Auckland'; 'Rental Company - Christchurch'. (*TourismData* will support multiple locations within the next 12 months)

Maps can be added on this page as an image (see Page 11)



On this page, you will see a range of **Products** in red. By clicking on the symbol  the box will open as above. You can select up to **5 Categories** per **Product**. To close the box, click on the  box.

Do not select more than one Product.

When completed, click on the box 

**Step 4**

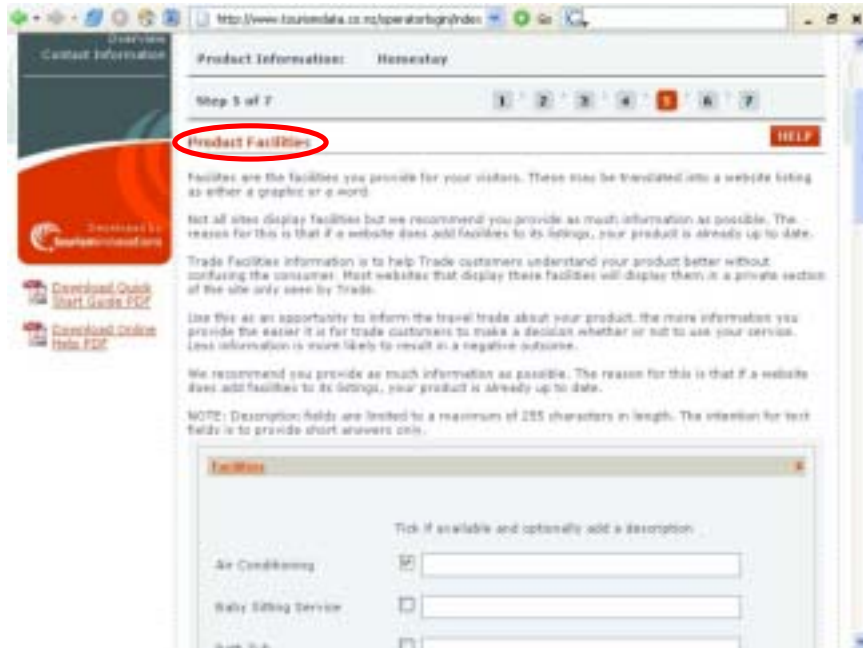


*This is not published, but you must enter, at least, a brief description of your Product.*

Please read the notes on this page. They are very important!

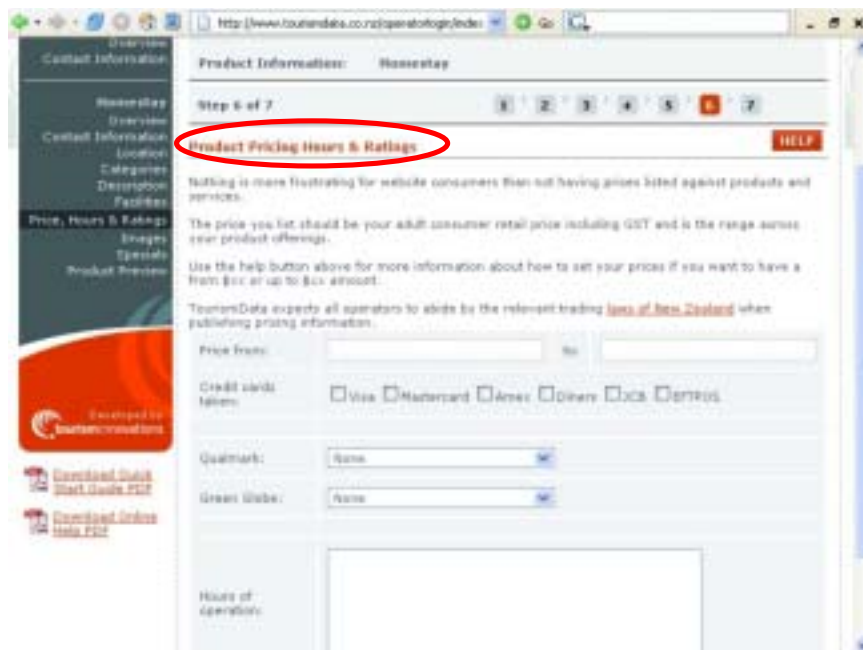
Again, when completed, click on the box 

Step 5



Steps 5 and 6 are where you list **Product Facilities** and **Product Pricing, Hours & Ratings**. Simply tick in boxes  or scroll down for options in boxes

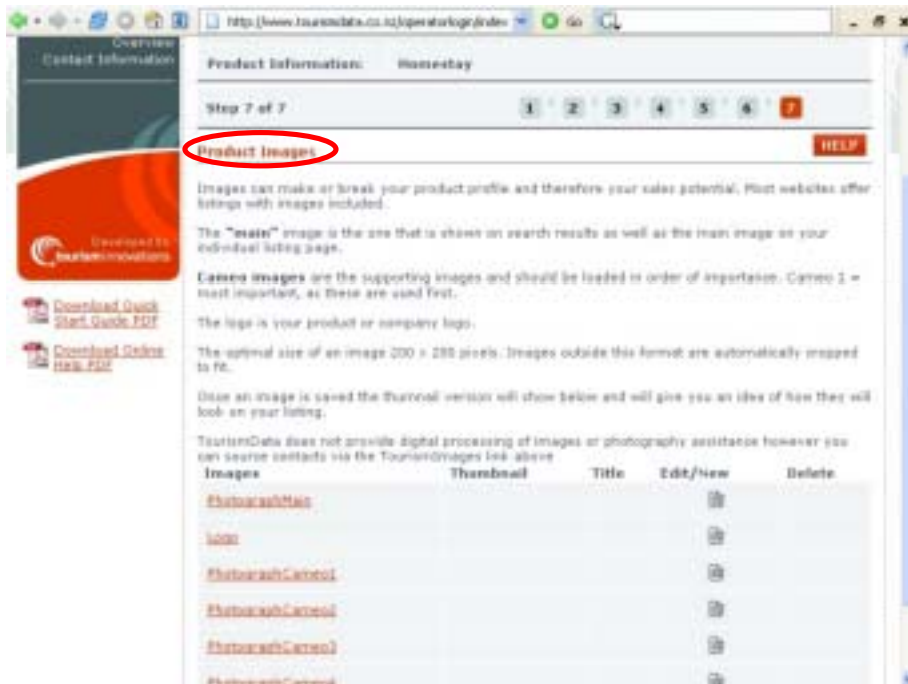
Step 6



Note: When entering the Price Range, simply enter a figure as shown below; the system will automatically enter \$ and + signs.

What is displayed	Price From	Price To
Price \$100-\$150	100	150
Price: \$100+	100	Leave blank
Price: up to \$100	Leave blank	100
Price \$100	100	100

## Step 7



It is said 'A picture is worth a 1,000 words', and this is especially true when you are promoting your Company and its products. Inserting a picture is quite simple. Click on the image type you wish to enter, then click on **Edit/New**. Follow the instructions.

Most digital cameras save images as .jpg type. We recommend this. Please make sure your image is no larger than 100 kb in size.



For example, the picture (*left*) of All Saints Church in Howick is 98 kb in size, and the original image measures 1.5 X 1.6 cm. Its resolution is 300 dpi (dots per inch). This last is important, since a lower resolution will not display as well.

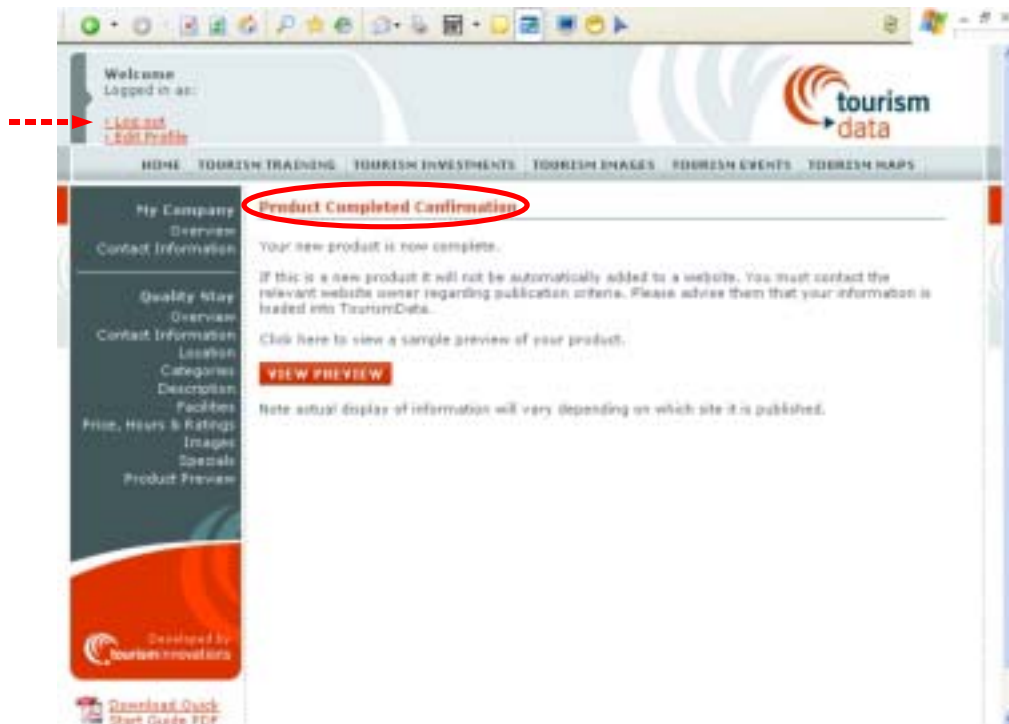
*If you require help, you can email your image as an attachment to*

[info@welcome2manukau.com](mailto:info@welcome2manukau.com)

You have now completed all the necessary steps to post your Company & Product details to the *TourismData* database.

You can, at any time, go back to any particular step and change details, remembering to **Save & Continue** through the remainder of the 7 step process.

**Well Done! You have now completed the process.**



The information you have entered will be made available to the Web Site operator ([www.welcome2manukau.com](http://www.welcome2manukau.com)), and you will be able to view it within 2-3 days. Please note that what is displayed and the decision to display your products is solely at the discretion of [welcome2manukau.com](http://welcome2manukau.com).

Remember, there is a Help button on each page

**HELP**

Or, you can email [asmth2@manukau.govt.nz](mailto:asmth2@manukau.govt.nz) (Phone: 09-262-8900 ext 8779) for more assistance.

When you have completed entering your information, and are happy with the Preview, please **Log out**.

You will then be leaving [www.tourismdata.co.nz](http://www.tourismdata.co.nz)



Thank you for using this site!