Hooker Valley, Mount Cook National Park

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# HOW TO EDIT YOUR OPERATOR DATABASE (OD) PRODUCT LISTING

**The purpose of your listing on newzealand.com is to drive valuable traffic to your website so that people can find out more information on your product and then book it. Therefore it's very important that you make the most out of your listing by keeping it as up to date as possible.**

## Step 1 - Sign into your OD account

To sign into your account, go to **register.newzealand.com** and enter your email address and password. To keep your listing showing on newzealand.com, you must log into your account once every 12 months.

If you don't have your password, you can reset it by clicking *Forgotten your password*. This will send you an email with the steps to reset your password.
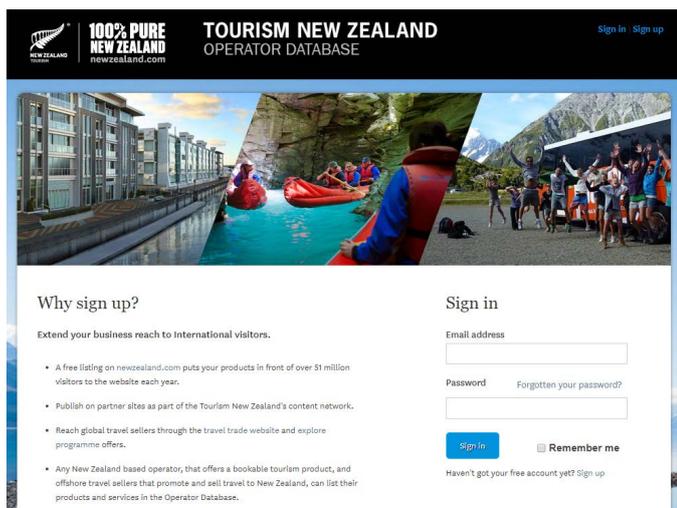


**Note: If you have reset your password but still can't sign in, please contact the Tourism Operator Database Specialist at register@tnz.govt.nz or on +64 21 416 027 for help.**

## Step 2 - Manage your business

Once you have signed in you will be taken to your account homepage. This is where you can add a new business by selecting *Add a new Business.* You can also add new account users or edit user permissions.

**Please see the Operator Database User Guide for more information on creating a new business and editing users.**
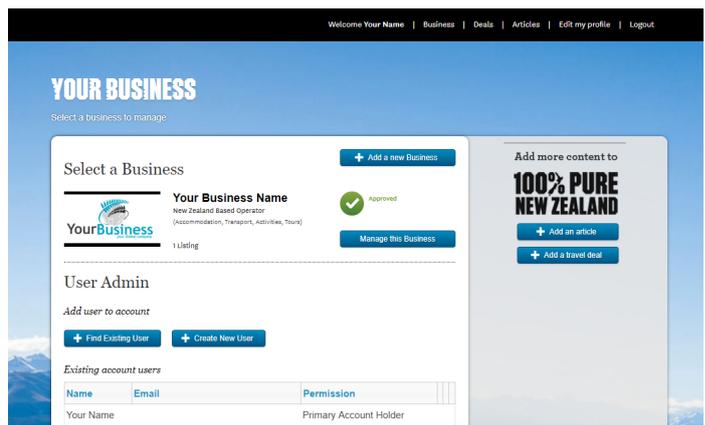


From this page you can start editing your information by selecting *Manage this Business*. This will take you to your business overview page. From here, you will be able to edit your business information by clicking '*edit this business*', and your product listings by selecting 'edit this listing'.

Cape Kidnappers, Hawke's Bay

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## Step 3: Edit your business information

To start editing your business information, select **Edit this Business**. This will take you to where all your business information is so you can check that your details, specifically your contact information, is up to date.
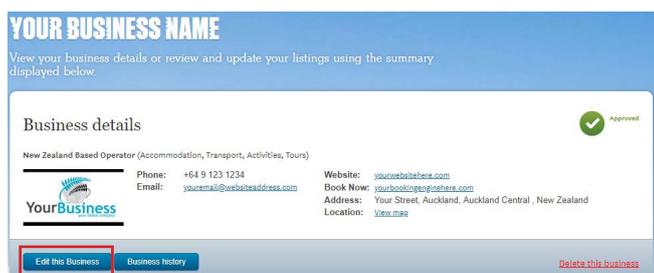


Your business information is also where your **social media** links are stored (under the *Social Media* tab), where your **TripAdvisor** information is (also in the *Social Media* tab) and where your **business logo** can be uploaded and/or changed (under the *Business Logo* tab).

**Note: It is important to remember that this business information is not displayed on newzealand.com directly, rather it is the product listing that shows on newzealand.com.**

After you make any changes to your information, make sure to click '*save*' after each step to ensure all updates are saved.
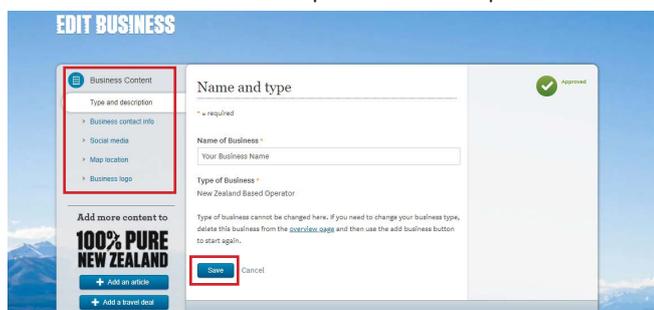


**Note: When you have finished editing your listing it will be sent to Tourism New Zealand for approval. This process can take up to seven working days. Once approved, please allow 24 hours for your listing to update on newzealand.com.**

## Step 4: Edit your product listing

To edit your product listing select **Edit this Listing**. This is where you can update and change your listing details that display on newzealand.com.



**Note: If your business information is already up to date, you can edit your product listing seperately.**

Important things to check are up-to-date are; your listings' photos (under the *Images and Video* tab), your contact and website information (under the *Contact and Booking Info* tab) and the cost of your product (under the *Pricing and Details* tab).
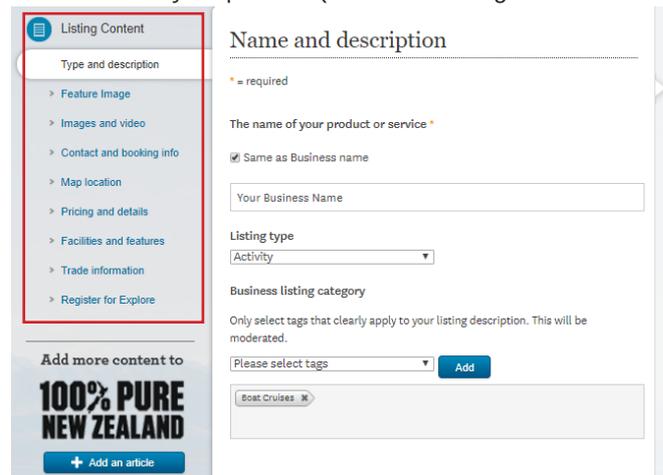


If you have a **Qualmark endorsement**, you can add this in the *Type and Description* tab by entering your ID number, clicking *Refresh* and adding the correct award to display with your product. See the **Operator Help** page for more information about Qualmark awards on product listings.

To ensure all changes that have been made show on newzealand.com, click '*save*' after each step.