



HOW TO EDIT YOUR OPERATOR DATABASE (OD) 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 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.



Why sign up?

Extend your business reach to international visitors

- A free listing on newzealand.com puts your business in front of over 24 million potential visitors each year
- Publish on partner sites as part of the Tourism New Zealand's content network
- Reach global travel sellers through the travel trade website

[Sign up for free now](#)

Sign in

Email address

Password

[Forgotten your password?](#)

[Sign in](#)

Remember me

Haven't got your free account yet? [Sign up](#)

Step 2 - Manage your business

Once you have signed in you can start editing your information by selecting **Manage this Business**.

This will take you to your listing details where you can start to make changes to your business and product information.

Home
Select a business to manage

[+ Add a new Business](#)

Select a Business

Tourism Hotel 123
New Zealand Based Operator
(Accommodation, Transport, Activities, Tours)
1 Listing

[Approved](#)

[Manage this Business](#)

[+ Add User](#)

User Admin

Name	Email	Permission
Jane Doe	jane.doe@hotel123.co.nz	Primary Account Holder

Note: This is where you can add a new business by selecting **Add a new Business**. Please see the [Operator Database User Guide](#) for more information on creating a new business and product listings.

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 +64 21 416 027 for further assistance.



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.

Business details

New Zealand Based Operator (Accommodation, Transport, Activities, Tours)



Phone:
Email:
Facebook:

Website:
Address:
Location:

[Edit this Business](#)

[Business history](#)

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.

Edit Business

Business Content

- Type and description
- > Business contact info
- > Social media
- > Map location
- > Business logo

Name and type

* = required

Name of Business *

Type of Business *

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.

Tourism Hotel 123
Accommodation
Hotels

[+ Add a listing](#)

[Edit this Listing](#)

Tourism Hotel 123

Accommodation [Edit](#)

Hotels ▾

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

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).

Listing Content

- Type and description
- > Feature image
- > Images and video
- > Contact and booking info
- > Map location
- > Pricing and details
- > Facilities and features
- > Trade information
- > Register for Explore

Name and description

* = required

The name of your product or service *

Same as Business name

Listing type

Need help? Find out which accommodation tags to use

Business listing category

Only select tags that clearly apply to your listing description. This will be moderated.

Please select tags ▾ [Add](#)

Hotels ▾

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.

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