

HOW TO GUIDE FOUR: REGISTER IN PORTAL

How to register to take part in the upcoming promo code campaign

Operators

Steps	Instructions	Notes
1	Meet all eligibility requirements	See the campaign factsheet for full details on eligibility.
2	Go to the operator registration portal that matches your RTO region: Cairns & Great Barrier Reef, Townsville North Queensland and Whitsundays - register here Mackay Isaac, Capricorn, Gladstone and Bundaberg - register here Fraser Coast, Sunshine Coast, Brisbane, Gold Coast and Southern Queensland Country - register here Outback Queensland - register here	
3	For TEQ to reimburse you for the promo codes that are redeemed through your business, we need to onboard you into our finance system. Please have your financial details ready. This verification forms part of your agreement to the Terms and Conditions in the next section.	Header of Bank statement; or Bank Deposit Slip To verify your banking details.
4	You'll need to agree to the Terms and Conditions of the program, as well as agree to maintain confidentiality about the program's details.	It is in every tourism business's best interests to keep the details of the campaign confidential, in order to gain the best response when the program is officially unveiled to the general public - which in turn will keep excitement and demand high for Queensland's tourism experiences.
5	Your registration will progress to TEQ's team to check. Once approved and accepted into the program, you will receive log in details for the operator portal.	

**Note: Brisbane, Cairns, Gold Coast and Whitsundays operators - will need to register again for this campaign to comply with our updated Terms and Conditions and receive new login details.*

Help

If you need help during the campaign, please contact:

ATDW Helpdesk

Monday to Friday | During business hours

Ph: 1800 629 749

Email: atdw@queensland.com

Dedicated Operator support:

Monday to Friday | 8:30am-4:30pm

operatorsupport@queensland.com

Ph: (07) 3216 0040



How to video

There is an instructional video you can watch to help you register in the portal. Alternatively, you can follow the instructions above. [Click to watch.](#)