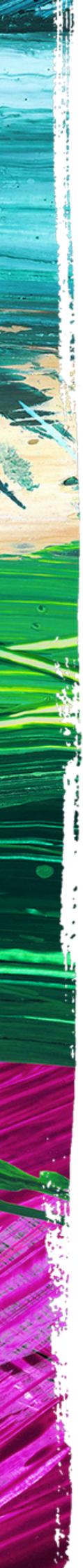# DiscoverNorthernIreland.com
Listing Process

TOURISM NORTHERN IRELAND

How to get featured on DiscoverNorthernIreland.Com

3 easy steps

1

Join Tourism NI

Visit tourismni.com and sign up to a membership account. This is available to anyone.

2

Create a Product Page on discovernorthernireland.com

Once you have a Tourism NI account you can apply to create a product page on discovernorthernireland.com

3

Add marketing content to the product page

Once your application is approved you can add marketing content to your discovernorthernireland.com page. This marketing content should feature images, a good description of what the product offers along with details around opening hours, location address, and any contact details.

Then you are good to go, and you have the opportunity to reach the 2.7 million visitors to discovernorthernireland.com each year!

For further instructions and troubleshooting on joining and creating a product page, please see .

Benefits of being a member of Tourism NI

As a member of Tourism NI, you can apply to attend upcoming business sales opportunities such as Meet the Buyer and sign up for Tourism NI events – both in person and webinar events.

You also have the opportunity to sign up to Tourism NI mailing lists covering a multitude of interesting topics ranging from news, insights, events and sales opportunities.

Benefits of having a product on DiscoverNorthernIreland.com

Once you have a product listed on discovernorthernireland.com you have the opportunity to reach the 2.7 million visitors to the website every year, from 227 different countries. The most common visitors are from the UK, Ireland and United States.

Being on discovernorthernireland.com, also gives the opportunity to feed out to Tourism Ireland's website, Ireland.com, which is aimed exclusively at the overseas market and also many of the local council tourism websites as well. This increases your exposure and opportunity for business.

All of Tourism NI's marketing and PR campaigns targeted across the Ireland of Ireland promote discovernorthernireland.com. It is a free opportunity too good to miss!

E Commerce bookings on discovernorthernireland.com

Through Tourism NI's partnership with Tourism Exchange GB (TXGB) any product listing on Discovernothernireland.com can become bookable online, offering another route to market for your business.

Joining TXGB is free and simple. This provides a valuable resource to products not currently available for bookings online or as an extension to current online booking platforms.

The platform works on a pay as you go model – no bookings, no fees. A Booking Fee of 2.5% + VAT is payable to TXGB for bookings made through the platform.
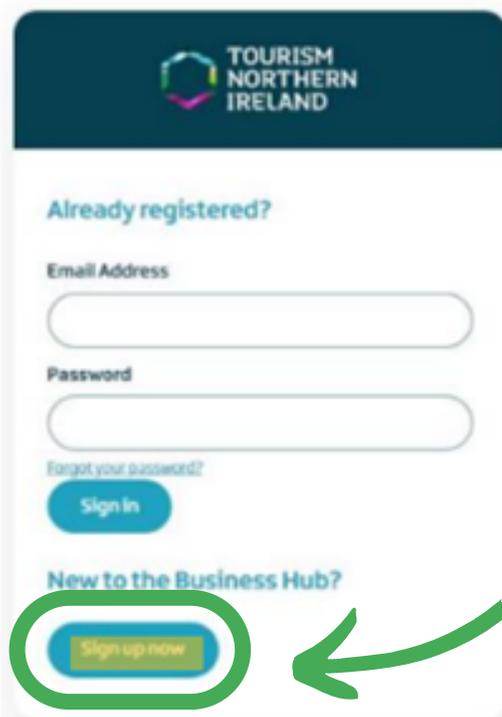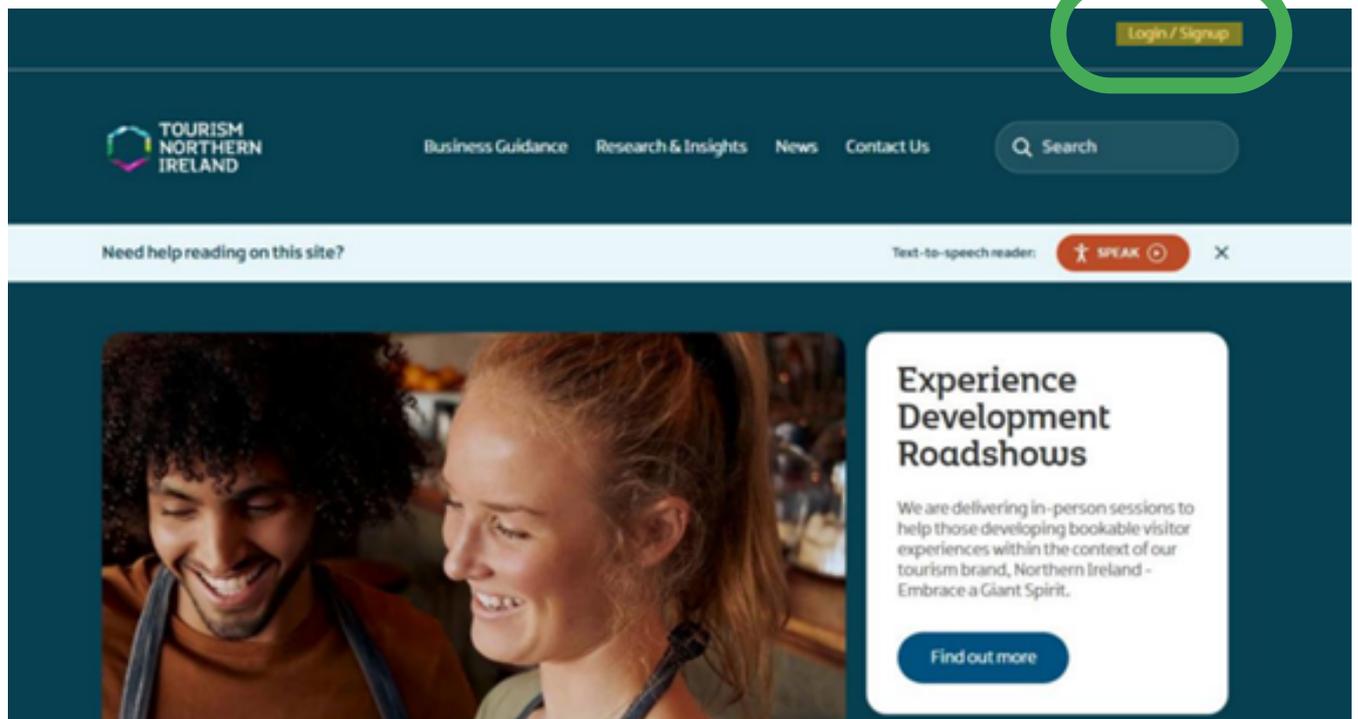
For further information, or to arrange a demonstration, and see how you can be part of the £500,000 value in product bookings made annually via Discovernorthernireland.com please visit Tourism Northern Ireland – TXGB

Troubleshooting

Joining Tourism NI

1. Go to www.tourismni.com and click 'Login/Signup'

2. Under 'New to the Business Hub' click 'Sign up now'

3. Type in the email address you want to use for your account and the press 'Send Verification Code'.

Once you press the 'Send Verification Code' button, you will get an email from Microsoft on behalf of Tourism NI containing your verification code (check your junk folder).

Tourism NI B2C account email verification code

MO Microsoft on behalf of Tourism NI B2C <msonlineservicesteam@microsoftonline.com>
To

Retention Policy Over 18 Month Delete (1 year, 6 months)   Expires 16/03/2025
(i) Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

⚠ **Caution - External Mail**

▷ **Stop - Think before you click! Is the email relevant to your area of work?**

▷ **Do not click on links or attachments unless the email was expected, you recognise the sender and you are certain the content is safe!**

Verify your email address

Thanks for verifying your ▇▇▇▇ account!

Your code is: 312050

Sincerely,
Tourism NI B2C

4. Type your verification code into the text box and press 'Verify Code'

Step 1: Create an account

Email address

312050   Verify code

Send new code

Create   Cancel

5. Create a password for your Tourism NI account and fill out your first name and last name.

Please note your password must have at least three of the following:
• A lowercase letter
• An uppercase letter
• A Digit
• A symbol

Once you have filled in your details, tick the box agreeing to the Tourism NI Privacy Policy and click 'Create'.

TOURISM NORTHERN IRELAND

Hi TEST,

You are almost there. Thank you for registering with Tourism NI Business Hub.

Please complete Step 2 to create your profile and complete your registration.

Once you have completed this step and your onboarding request has been approved you will receive a confirmation email. Please ensure your data is accurate and kept up-to-date.

Step 2: Create a Profile

Kind regards,

Tourism NI

© 2022 Microsoft Dynamics. All rights reserved.
Linum Chambers, Bedford Square, Bedford St, Belfast BT2 7ES
Unsubscribe

6. In order to continue to submit your request to join Tourism NI, you must complete 'Create a Profile'. Fill out all the sections that are marked with an asterisk (*).

Once you have completed your details, there is an option to sign up to receive information from Tourism NI. Tick the information you are interested in then click 'Submit'.

Creating a Product Page on discovernorthernireland.com
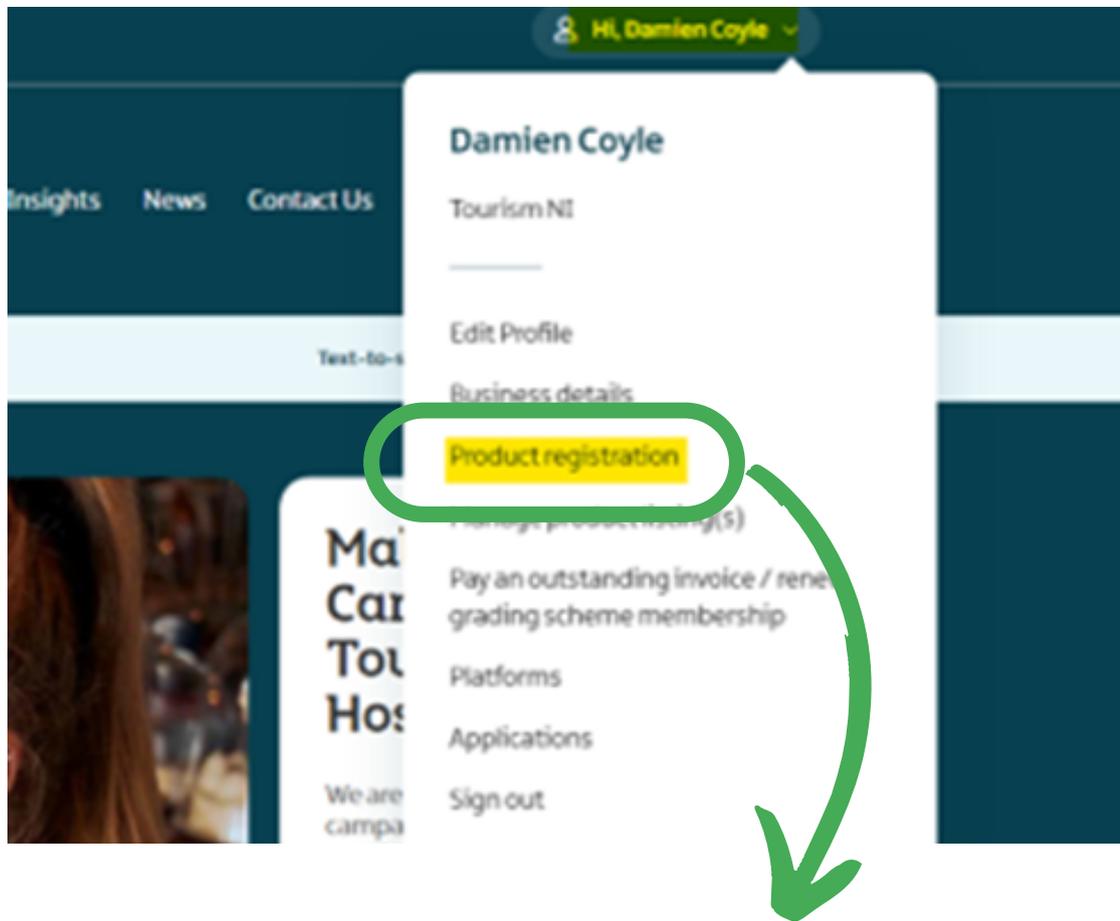
1. The first step to getting listed is the 'Product Registration'

Log into your tourismni.com profile, click on your name at the top of the screen to display the drop-down menu, click on the 'Product Registration'.

2. You will be navigated to the Product Registration page.

Click the 'Create' tab to open the Registration form.

Complete the short registration form with all the relevant details, anything marked with an asterisk * is a mandatory field.

Please read through the Tourism NI Contributor Agreement, tick the box to agree to its terms and conditions. You are unable to proceed without agreeing to the Contributor Agreement.

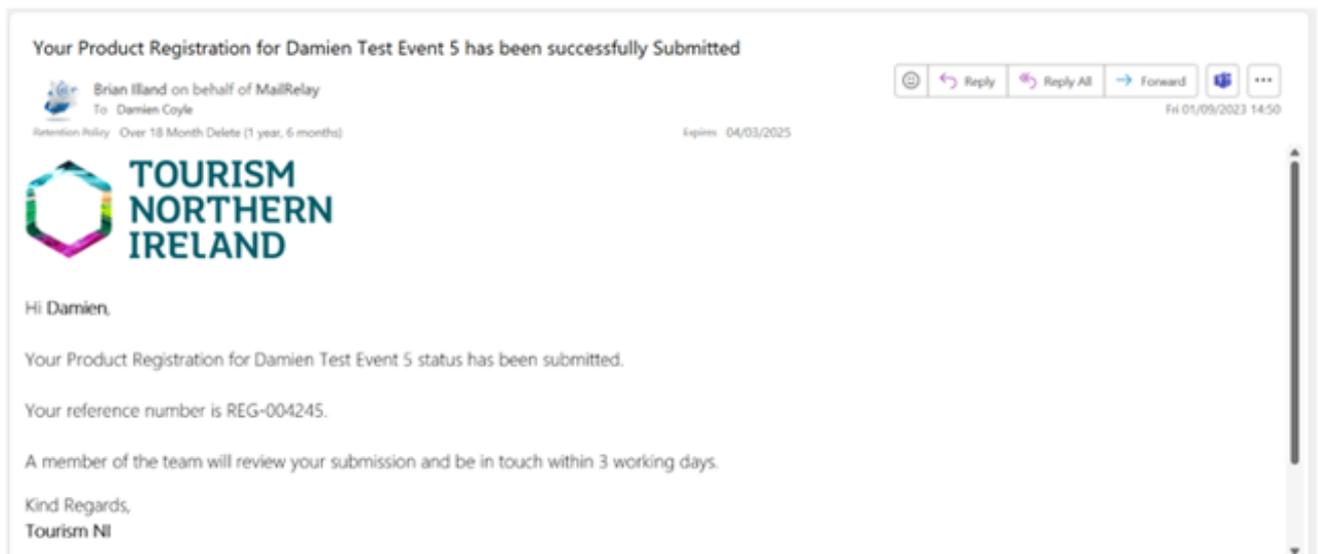3. Click 'Submit'. If you wish to finish completing the form later, click 'Save as Draft' button

4. A confirmation your submission will be sent to the email address entered in the product registration form.

Your Product Registration for Damien Test Event 5 has been successfully Submitted

Brian Illand on behalf of MailRelay
To   Damien Coyle
Retention Policy Over 18 Month Delete (1 year, 6 months)   Expires 04/03/2025
Fri 01/09/2023 14:50

TOURISM NORTHERN IRELAND

Hi Damien,

Your Product Registration for Damien Test Event 5 status has been submitted.

Your reference number is REG-004245.

A member of the team will review your submission and be in touch within 3 working days.

Kind Regards,
Tourism NI

Once the registration is reviewed and approved by Tourism NI, you will then receive an approval email and a link to a new product or event form.

Complete the product/event form and click the 'Submit' tab. Your listing will be reviewed and approved for publication.

If you are an accommodation provider, or you are registering an existing listing you will be emailed a link to the listing via the 'Manage Product Listings' tab
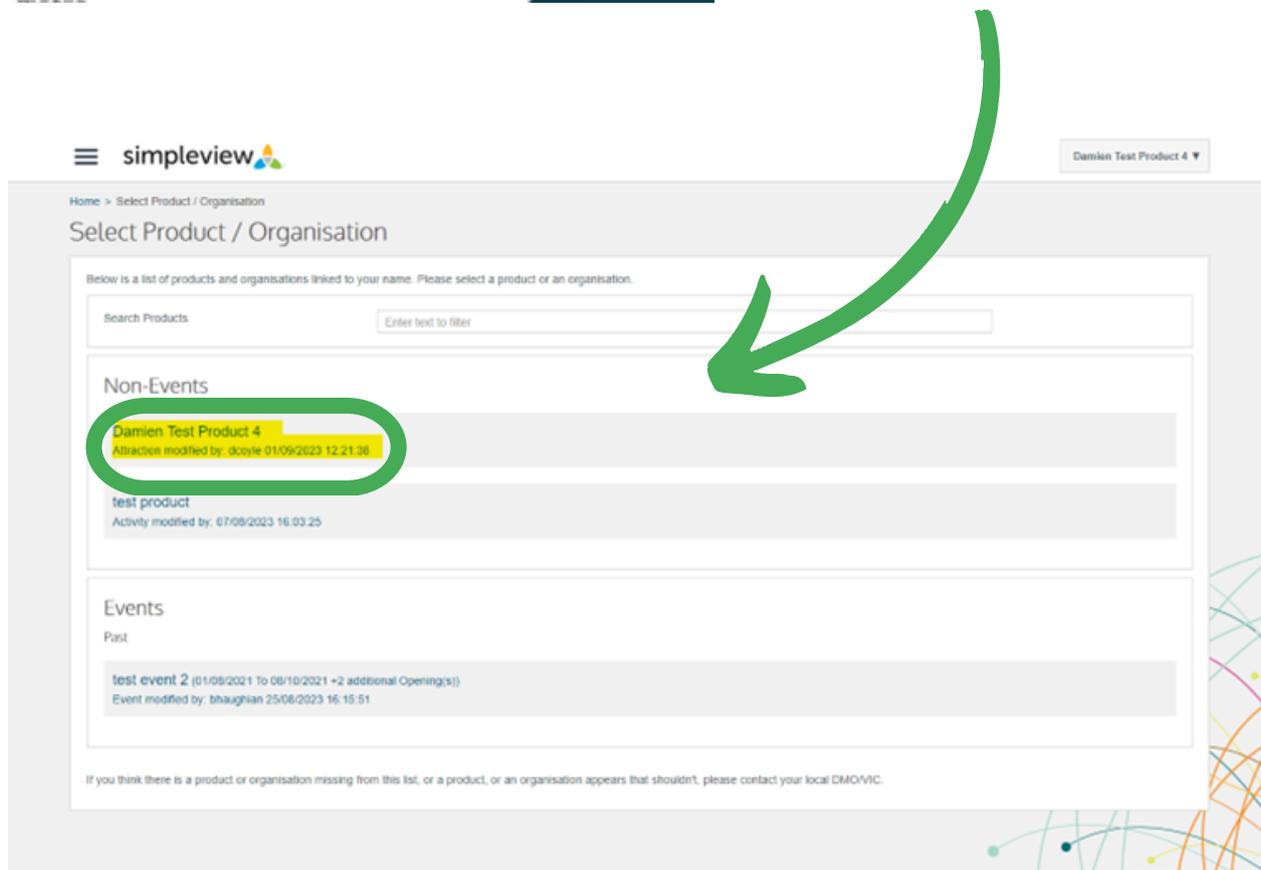
Adding marketing Content and keeping your listing updated

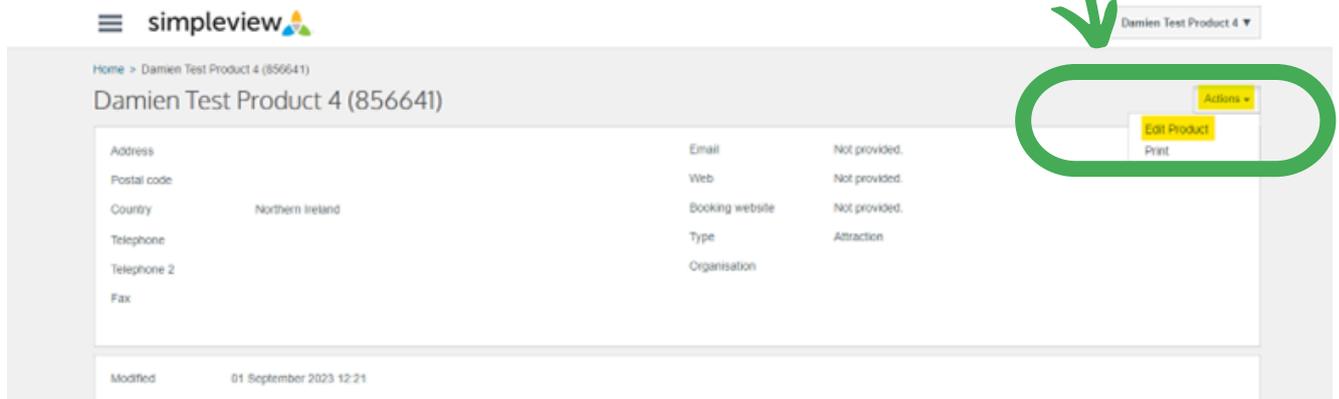You are able to access your listing 24/7 to add marketing content and to keep it updated.
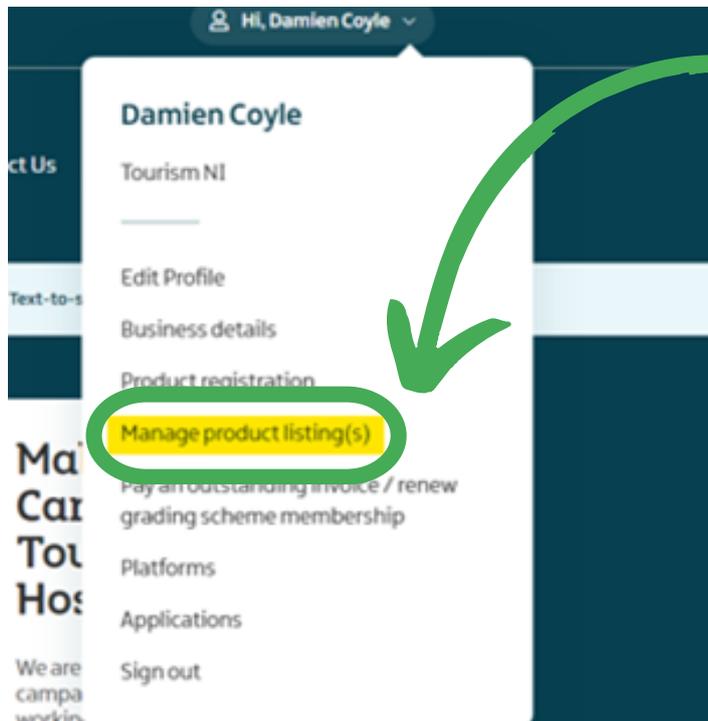
1. Use the Manage product Listings' tab on the drop-down menu of your tourismni.com profile.
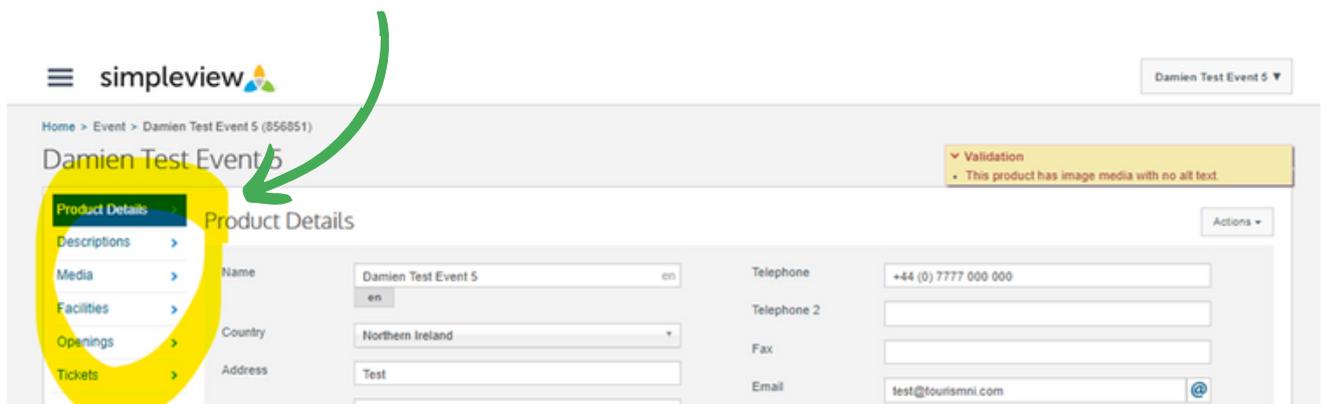
2. From here you will be directed to the Product Manager/Extranet portal

3. Click on 'Actions' tab followed by 'Edit Product'.

4. Another menu will appear on the left hand. Select the sections of your listing you would like to update.

5. When you finished editing and updating your listing click the 'Request Approval' tab at the bottom of the page to submit the updates for approval.