

ATDW: How to Upload an Event

Watch the [how to video here](#).

Why upload your event to ATDW? ATDW increases the exposure of your event so it is visible to customers searching on visitsunshinecoast.com, Queensland.com and Australia.com.

Have you previously listed your event on ATDW? If you have created an event listing for your event in a previous year, you can update that existing listing in ATDW rather than creating a new one. Simply log into your ATDW account and update your event listing on your Profile Dashboard.

Featured events

EVENTS ♥

Sat Dec 09 2023 - Sun Jan 28 2024

Summer Holiday Fun

Get ready to turn your summer into a wild adventure at Australia Zoo! Join in all the excitement with Summer Holiday fun...

EVENTS ♥

Sat Jan 13 2024 - Sun Jan 14 2024

Maleny Wedding Festival

Hinterland Tourism Sunshine Coast is bringing the 2023 Summer Maleny Wedding Festival Trail to life on Saturday 14 and S...

EVENTS ♥

Thu Jan 18 2024 - Sun Jan 21 2024

Queensland Open of Beach Volleyball

The Queensland Open is the pinnacle event of the Queensland Beach Volleyball Tour, attracting local, International and Na...

EVENTS ♥

Fri Jan 26 2024 - Sun Jan 28 2024

Summer of Surf - Murphy Homes Maroochy Classic

The Summer of Surf Murphy Homes Maroochy Classic combines one of the worlds longest running surf life saving carnivals w...

How to upload your event

Step	Instruction	Notes
1	Go to www.atdw.com.au .	
2	Login to your account using your username and password.	
3	On your profile dashboard, click the ADD NEW PROFILE button in the top right of the page.	
4	Select Event from the list.	
5	Follow the steps to add your event details.	<ul style="list-style-type: none"> We recommend saving all of your answers in a separate document just in case you lose your progress on ATDW or get logged out.
6	Enter the name of your event.	<ul style="list-style-type: none"> This is how your event will appear on visitsunshinecoast.com
7	Enter the description of your event.	<ul style="list-style-type: none"> Include what your event involves and how visitors can register or purchase tickets.
8	Select your event type from the drop down list.	<ul style="list-style-type: none"> This is how events are filtered on some websites.
9	Enter the contact details (phone, email and website) that you want customers to reach you on.	<ul style="list-style-type: none"> This is how customers will contact you, so please enter the business/event's contact details, not your personal contact.

10	Enter the booking URL.	<ul style="list-style-type: none"> This is where customers can register or purchase tickets.
12	Click to Next Step.	
13	Enter the information about where your event is being held.	<ul style="list-style-type: none"> This includes the venue name and address. By entering your address, the Area and Region will automatically populate. If this populates as the Sunshine Coast, then your event will be listed on visitsunshinecoast.com.
14	Click to Next Step.	
15	Answer if your event is confirmed.	<ul style="list-style-type: none"> Only select yes if the dates of your event are approved and you've obtained all applicable licenses/permits.
16	Select how often your event occurs.	<ul style="list-style-type: none"> Only select Daily if your event runs every day of the year. If your event runs every day in July, select Annually. If your event runs the first Sunday of every month, select Monthly.
17	Enter the dates and times of your event and select Apply.	<ul style="list-style-type: none"> The calendar below will automatically populate with your event dates. You can then 'Add New Pattern' if your event is repeated. E.g. If it is run every weekend in May, you can add each weekend as a 'pattern' so you don't need to create a new profile for each set of dates.
18	Click to Next Step.	
19	Select the accessibility of your event.	<ul style="list-style-type: none"> If you select the first option, please provide more details of accessibility at your event.
20	Upload a high-quality image that showcases what your event is all about.	<ul style="list-style-type: none"> Ensure you upload high-res landscape images. You can upload a maximum of 10 images. Images must be 1600 (W) x 1200 (H) pixels and less than 10mb.
21	Click to next step.	
22	Here you can provide further information about your event. These sections are optional but please provide as much information as you have for your event.	<ul style="list-style-type: none"> Under 'Business Information' be sure to enter your ABN and business name. This section is optional but we recommend adding as much information as you can, especially the ticket prices, facilities and social accounts.
23	Submit your event for review.	<ul style="list-style-type: none"> Once approved by ATDW, it will automatically pull through to the What's On page on visitsunshinecoast.com.

ATDW Helpdesk

Monday to Friday | Business Hours

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