

# NOMINATE - How to in an Awards category



1 Navigate to <https://atic.qualitytourismaustralia.com/>

2 Login to your account.

\*If you cannot gain access - Hit "forgot password" and check the email address mail the account is registered to.

Follow the instructions!

3 Click in NOMINATE section to start the entry process

The screenshot shows a user dashboard for 'Deidre McFazzle'. At the top, it says 'Welcome Deidre McFazzle'. Below this are three buttons: 'Manage Account' (highlighted in green), 'Resources', and 'Cert &amp; Logos'. Underneath are three main sections: 'Nominate' (highlighted with a brown circle), 'Info on Programs', and 'Enrol For a new program'. The 'Nominate' section has a sub-header 'Top Tourism Town &amp; Australian Tourism Award Nominations are now open for selected states.' The 'Info on Programs' section says 'Find out more about our programs.' The 'Enrol For a new program' section says 'Available to members only.' Below these is a 'Pending Actions' section with a yellow bar. At the bottom is a table header with columns: 'Program', 'Status', 'Action', and 'Last Modified'.

4 Fill in all sections

The screenshot shows a nomination form with a sidebar on the left containing 'Manage Account', 'Nominate', 'Pending Action', and 'Program'. The main form area includes a 'State website' button, a 'Business Name' field with 'AwardsT', and 'Category', 'State', 'Region', 'Fee(\$)', and 'Employees' fields. Below these are three sections: 'How many employees in your business?' with a slider, 'What region is your business in?' with a dropdown, and 'Please tick if member of the following:' with a checkbox for 'Tourism Council'. A 'Which category do you wish to enter?' text box is also present. A 'Close' button is in the bottom right.

5 Make sure you accurately record your employee numbers.

Some categories require a certain amount to enter.

This screenshot is identical to the previous one, but the 'How many employees in your business?' dropdown menu is open, showing four options: '0 to 10 employees', '11 to 19 employees', '20 to 24 employees', and '25 employees or more'. An orange circle highlights the '25 employees or more' option. The rest of the form and sidebar are the same as in the previous image.



\*\*\*You may be disqualified from the awards if caught falsifying.\*\*\*

6 Choose which category you want to enter.

e.g: 11. Major Tour & Transport Operators

State website  
Australian Awards

Category:  
State:                      Region:  
Fee(\$):                      Employees:

How many employees in your business?  
25 employees or more

What region is your business in?  
[Dropdown menu]

Please tick if member of the following:  
 Tourism Council

Which category do you wish to enter?

- 09. Visitor Information Services
- 10. Business Event Venues
- 11. Major Tour & Transport Operators
- 12. Tour & Transport Operators
- 13. Adventure Tourism
- 14. Tourism Marketing & Campaigns
- 15. Tourism Restaurants & Catering Services
- 16. Tourism Wineries, Distilleries & Breweries

7

15 or more employees is clearly stated for this category

State website  
Australian Awards

Category:  
State: [dropdown] Region:  
Fee(\$): Employees:

How many employees in your business?  
25 employees or more [dropdown]

What region is your business in?  
[dropdown]

Please tick if member of the following:  
 [dropdown]

Which category do you wish to enter?  
11. [dropdown] Tour & Transport Operators

This category recognises a business who makes a major contribution in the combined provision of touring and transport services. This category is open to businesses with 15 or more annual full-time equivalent employees.

Close Next

8

Some categories will require to know how many employees you have to accurately categorize your company...

State website  
Australian Awards

Category:  
State: [dropdown] Region:  
Fee(\$): Employees:

How many employees in your business?  
25 employees or more [dropdown]

What region is your business in?  
[dropdown]

Please tick if member of the following:  
 Tourism Council

Which category do you wish to enter?  
11. [dropdown] Tour & Transport Operators

This category recognises a business who makes a major contribution in the combined provision of touring and transport services. This category is open to businesses with 15 or more annual full-time equivalent employees.

Close Next

## 9 Accurately report your employee numbers

The screenshot shows the '9 Accurately report your employee numbers' step of the Australian Awards application. At the top left, there is a 'State website' button and the 'Australian Awards' logo. The top right section contains the following fields: Business Name: AwardsT, Category: (empty), State: (empty), Region: (empty), Fee(\$): (empty), and Employees: (empty). Below this, there are three main sections: 1. 'How many employees in your business?' with a dropdown menu showing options: '25 employees or more' (highlighted in red), '0 to 10 employees', '11 to 19 employees', and '20 to 24 employees'. 2. 'What region is your business in?' with a dropdown menu. 3. 'Please tick if member of the following:' with a checkbox for 'Tourism Council'. Below these sections, there is a text description: '...who makes a major contribution in the combined provision of touring and transport services. This category is open to businesses with 15 or more annual full-time equivalent employees.' At the bottom right, there are 'Close' and 'Next' buttons.

## 10 Choose your relevant region

The screenshot shows the '10 Choose your relevant region' step of the Australian Awards application. The top left section is identical to step 9, with the 'State website' button and 'Australian Awards' logo. The top right section contains: Name: (empty), Category: (empty), State: (empty), Region: (empty), Fee(\$): (empty), and Employees: (empty). Below this, there are three main sections: 1. 'How many employees in your business?' with a dropdown menu showing '25 employees or more'. 2. 'What region is your business in?' with a dropdown menu showing a list of regions: 'Australia's Coral Coast' (highlighted with an orange circle), 'Australia's Golden Outback', 'Australia's North West', 'Australia's South West', 'Destination', and 'Indian Ocean Territories'. 3. 'Please tick if member of the following:' with a checkbox for 'Tourism Council'. Below these sections, there is a text description: 'This category recognises a business who... transport services. This category is open... n in the combined provision of touring and... ore annual full-time equivalent employees.' At the bottom right, there are 'Close' and 'Next' buttons.

## 11 Click "Next" to proceed

State website  
Australian Awards

Category:  
State: [dropdown]  
Region:  
Fee(\$):  
Employees:

employees in your business or more [dropdown]  
What region is your business in? [dropdown: Australia's Golde...]  
Please tick if member of the following:  
 Tourism Council

Category do you wish to enter?  
Tour & Transport Operators

This category recognises a business who makes a major contribution in the combined provision of touring and services. This category is open to businesses with 15 or more annual full-time equivalent employees.

Close Next

## 12 T&C's must be checked to proceed

Manage Account

Nominate  
Top Tourism Town & Australian Tourism Awards Nominations are now open

Pending Activities

Program

Achievements

By entering the Top Tourism Town or Australian Tourism Awards, you authorise your state awards industry committee to use and/or reproduction of images and the entry word description provided in relation to any editorial/advertising purposes initiated in conjunction with the awards and the Australian Tourism Awards.

Your contact details may also be supplied to agencies/sponsors engaged on behalf of award/organisers/commissioners for promotional purposes.

Under no circumstances will judges be held responsible for any comment, viewpoint or expression, whether or implied, concerning the standard or quality of an entrant's submission.

By ticking the terms and conditions box, you agree not to bring a claim against any Judge, or state/territory/industry owner in relation to feedback on your submission.

By ticking the terms and conditions box, you agree that you have read the rules and entry requirements and abide by these.

I agree to the Terms and Conditions

Close Previous

### 13 Click "Next"

By entering your name as the Top Tourism Town or Australian Tourism Awards, you authorise your state awards industry council the production of images and the entry word description provided in relation to any editorial/advertising material published in conjunction with the awards and the Australian Tourism Awards.

Details may also be supplied to agencies/sponsors engaged on behalf of award/organisers/committees for promotional purposes.

In all instances judges will be held responsible for any comment, viewpoint or expression, whether expressed or implied, concerning the standard or quality of an entrant's submission.

By clicking on the terms and conditions box, you agree not to bring a claim against any Judge, or state/territory Award or to seek feedback on your submission.

By clicking on the terms and conditions box, you agree that you have read the rules and entry requirements and agree to be bound by them.

[Go to the Terms and Conditions](#)

Close

Previous

Next

### 14 This text will be carried through the awards process and will be entered in show slides and trophies.

We will not accept responsibility for misspelled company or punctuation in the wrong place on a trophy | - CAPS v non CAPS . ' etc.

The screenshot shows an awards application form with several sections. At the top left, there is a logo for the 'State website' and 'Australian Awards'. To the right, a table lists the following details:

Business Name:	AwardsT		
Category:	11. Major Tour & Transport Operators		
State:		Region:	Australia's Golden Outback
Fee(\$):	825	Employees:	25 employees or more

Below this table, there is a text box with the instruction: "Please clearly write the name of the business/event/campaign/person EXACTLY how you would want it to be written on your trophy if you are successful. Be careful with spelling & punctuation as this title will be used throughout the awards process and show." An orange arrow points to the word "EXACTLY" which is circled in orange. Below this instruction is a text input field containing the text "Clearly spell the business name AS IS".

Below the text input field, there is another instruction: "Please provide a brief description of your eligibility for this category (limit to 100 words)." followed by a large text area.

At the bottom, there are two sections: "Commencement date of your business" with fields for Day, Month (pre-filled with "JAN"), and Year; and "How many previous years have you entered these Awards?" with a text input field.

15

Are you eligible to enter this category? Enter a brief description for review from your Program Manager.

Manage Account

**Nominate**  
Top Tourism Town & Australia  
Nominations are now open

Pending Activities

Program

Achievements

Fee(\$): 825      Employees: 25 employees or more

Please clearly write the name of the business/event/campaign/person EXACTLY how you would want it to be written trophy if you are successful.  
Be careful with spelling & punctuation as this title will be used throughout the awards process and show.

Clearly spell the business name AS IS

Please provide a brief description of your eligibility for this category (limit to 100 words).

Commencement date of your business  
Day      Month      Year  
      JAN     

How many previous years have you entered these awards?

Close      Previous

16 This will determine if you need to enter the "new tourism business" category.

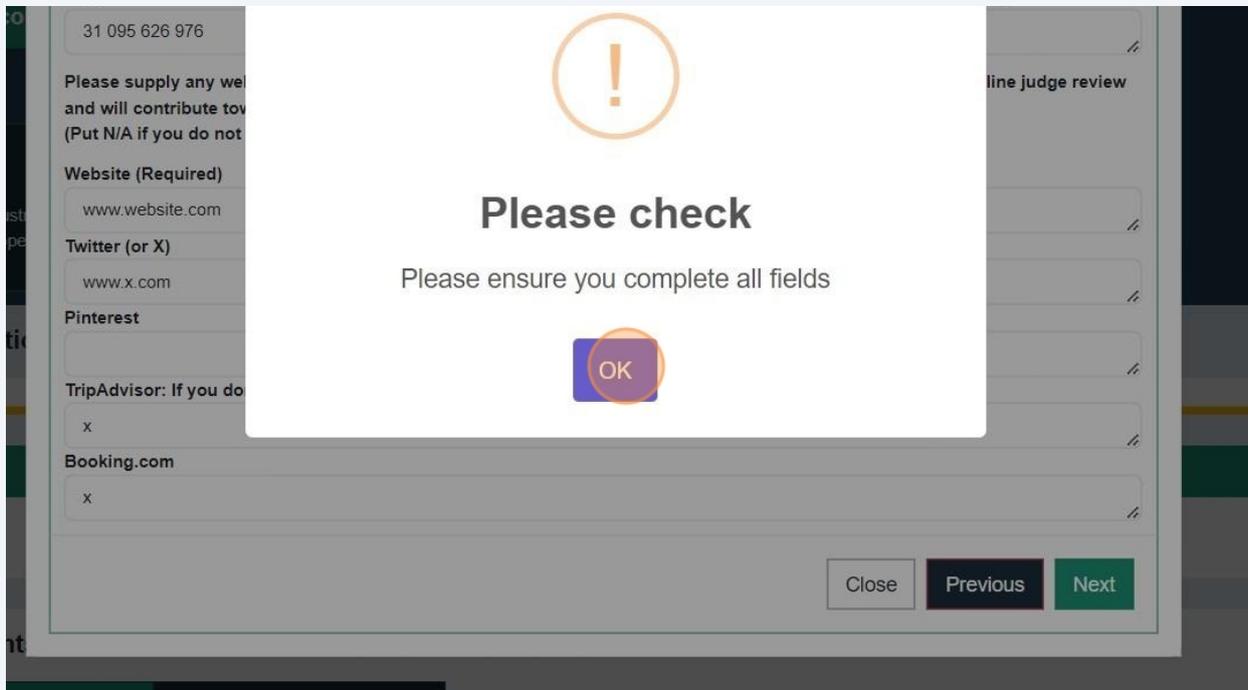
All businesses that commenced less than a year ago will only be accepted in the "New Tourism Business" or "Accessible" category.

The screenshot shows a nomination form with a sidebar on the left containing 'Manage Account', 'Nominate', 'Pending Activities', 'Program', and 'Achievements'. The main form area includes fields for 'Fee(\$): 825' and 'Employees: 20 or more'. Below these are instructions: 'Please clearly write the name of the business/event/campaign/person EXACTLY how you would want it to be written on your trophy if you are successful. Be careful with spelling & punctuation as this title will be used throughout the awards process and show.' This is followed by a text input field. Below that is another instruction: 'Please provide a brief description of your eligibility for this category (limit to 100 words).' followed by another text input field. The 'Commencement date of your business' section has three input fields: 'Day' (with a red circle around it), 'Month' (containing 'JAN'), and 'Year'. To the right is a field for 'How many previous years have you entered these Awards?'. At the bottom right are 'Close' and 'Previous' buttons.

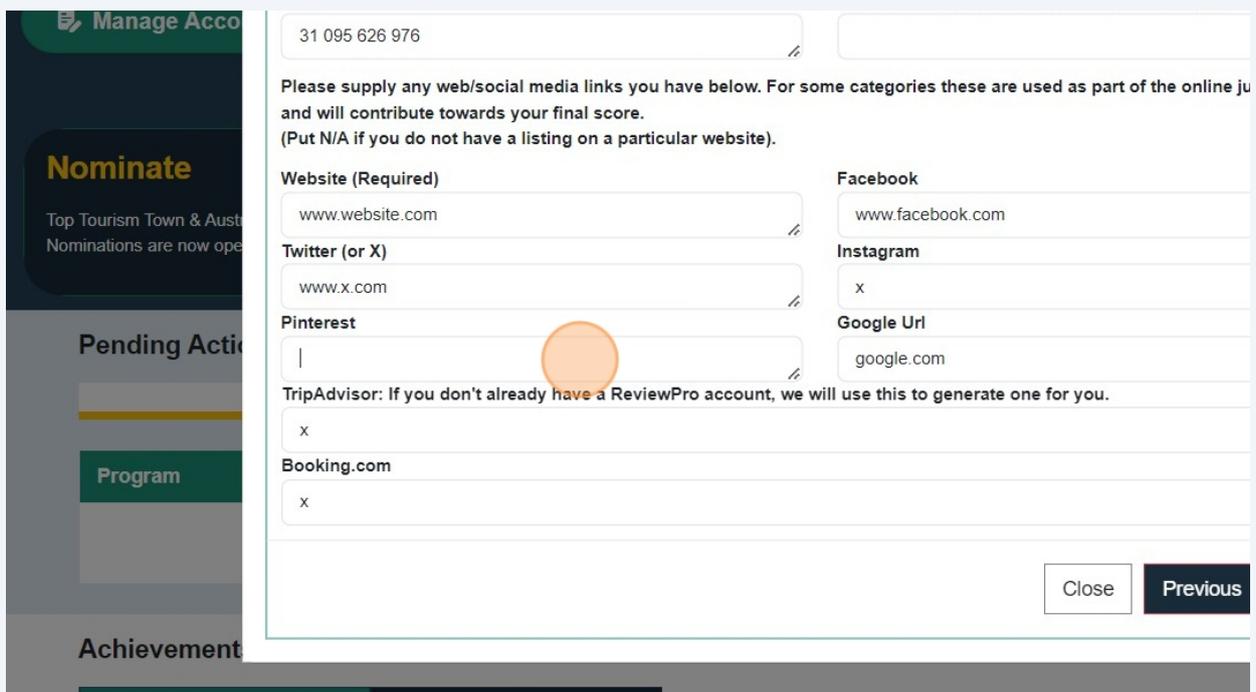
17 Click "Next" to proceed to next step

This screenshot shows the same nomination form as above, but with the 'Next' button highlighted by a red circle. The 'Day' field in the 'Commencement date of your business' section now contains the number '1'. The 'How many previous years have you entered these Awards?' field also contains the number '1'. The 'Next' button is now highlighted in green.

18 All fields must have text in them. N/A or X will suffice



19 Fill in any empty fields



20 Click "Submit Nomination"

The screenshot shows a nomination form for the Australian Awards. On the left, there is a logo for the State website. The form fields are as follows:

<b>Category:</b>	11. Major Tour & Transport Operators		
<b>State:</b>	<input type="checkbox"/>	<b>Region:</b>	Australia's Golden Outback
<b>Fee(\$):</b>	825	<b>Employees:</b>	25 employees or more

Below the form, there is a text area with instructions: "For your nomination. If you are satisfied with the information you entered click the 'submit' button to submit nomination." and "In order to gain access to your submission you will need to pay the required nomination fee. You can do this by clicking the 'Pay' button next to the relevant nomination(s). Please refer to your state/territory Awards website for conditions, rules of entry, category questions and deadlines." At the bottom of the form, there are three buttons: "Close", "Previous", and "Submit Nomination". The "Submit Nomination" button is highlighted with an orange circle.

21

The screenshot shows a confirmation dialog box titled "Nomination Submitted" with a green checkmark icon. The text inside the dialog reads: "We have received your nomination. If there is an entry fee for this category, please ensure you make the necessary payment before you will be able to access your entry". Below the text is an "OK" button. The background shows the same nomination form as in the previous screenshot, but it is dimmed. The "Submit Nomination" button at the bottom of the form is still visible.

22

The [button] to PAY will also appear here. Click PAY to choose between "credit card" or "invoice"

Australian Tourism Award open for selected states.

**Info on Programs**  
Find out more about our programs.

**Enrol For a new program**  
Available to members only.

### ctions

viewPro account has been requested. You will receive an email with instructions once it's been activated. Please make payment for your un  
ceed **PAY** .

	Status	Action	Last Modified
ur & Transport Operators the business name AS IS	Unpaid	Please make payment	

### ents

reditation

Awards

23

Click "PAY"

**Nominate**  
Top Tourism Town & Australian Tourism Award Nominations are now open for selected states.

**Info on Programs**  
Find out more about our programs.

**Enrol For a new program**  
Available to members only.

### Pending Actions

Your Shiji ReviewPro account has been requested. You will receive an email with instructions once it's been activated. Please mak  
in order to proceed **PAY** .

Program	Status	Action	Last Modified
11. Major Tour & Transport Operators Clearly spell the business name AS IS	Unpaid * Business Standards Required	Please make payment	

### Achievements



Make sure you have NOMINATED in all categories before making payment!

24 Choose between paying by "Credit Card" or "Invoice"

• 11. Major Tour & Transport Operators

**Total:** \$

Select a method of payment:  Credit Card  Invoice

Enter your credit card details below, and you will receive a receipt via email after payment.

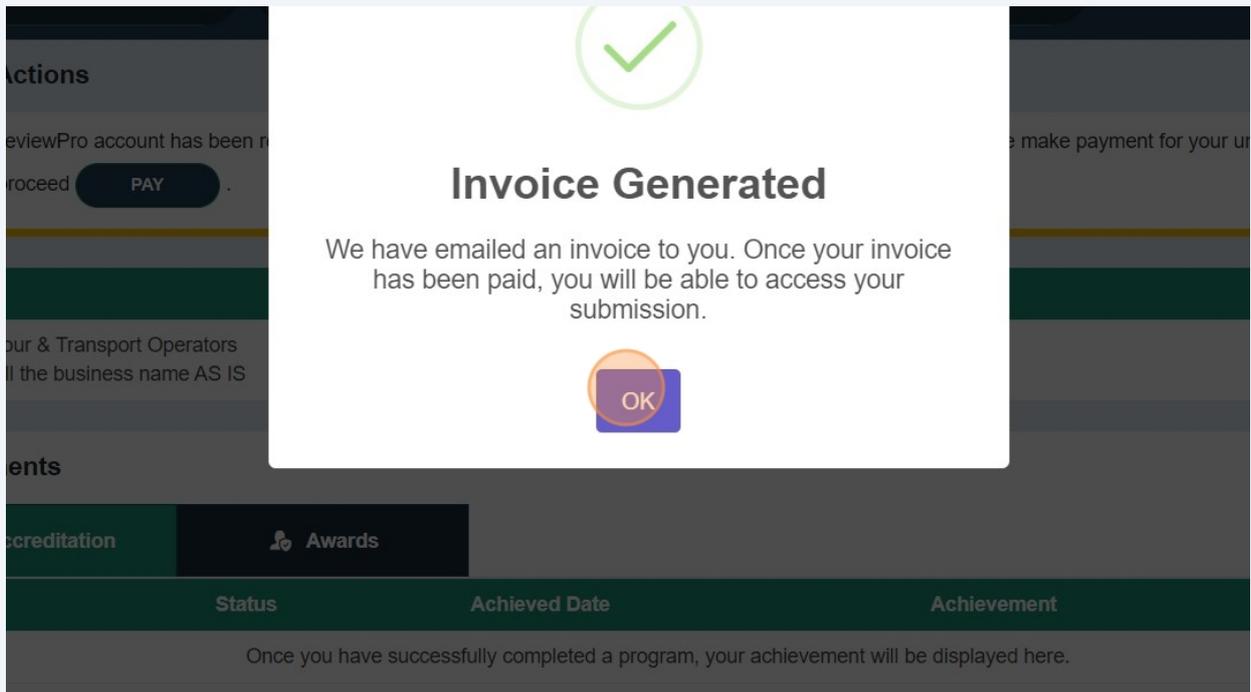


Card number MM / YY CVC

**Pay Now**

Cancel

25 Click "OK"



actions

ReviewPro account has been r  
proceed **PAY**

ur & Transport Operators  
the business name AS IS

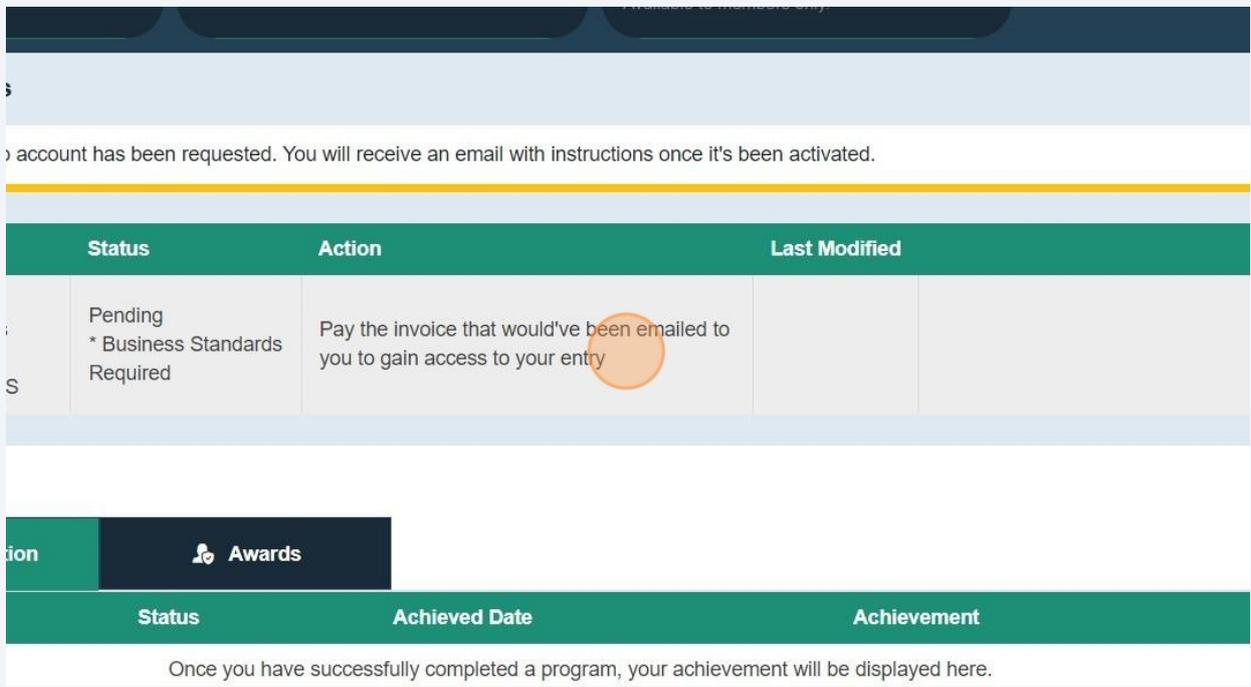
ents

accreditation **Awards**

Status Achieved Date Achievement

Once you have successfully completed a program, your achievement will be displayed here.

26 The Program Manager will be made aware of your entry, will review your 100 word description and category choice, and then you should be sent an invoice in the next few days.



account has been requested. You will receive an email with instructions once it's been activated.

Status	Action	Last Modified
Pending * Business Standards Required	Pay the invoice that would've been emailed to you to gain access to your entry	

ion **Awards**

Status Achieved Date Achievement

Once you have successfully completed a program, your achievement will be displayed here.