

# How to renew an ATDW listing using a Coupon Code



## Things to have ready:

- A Coupon Code provided by your Regional Tourism Organisation
1. Go to [www.atdw-online.com.au](http://www.atdw-online.com.au) and login with your username and password.
  2. On the 'Dashboard' page, click 'Renew' on the listing you want to renew.
  3. Work your way through the steps and click on 'Send for review' when finished.
  4. When prompted to pay enter the 'Coupon Code' you received from your Regional Tourism Organisation.
  5. Click 'Verify'.
  6. The system will adjust the listing fee to \$0.
  7. Finish the payment process as normal.

**Note:** If you don't have a Coupon Code contact your Regional Tourism Organisation.

Once submitted, your listing will be sent for QA (Quality Assurance) and will be published within 1-2 working days.

ATDW Support at Tourism Victoria operates Monday to Friday 9am–5pm

T: 1300 306 366 | E: [onlinecomments@tourism.vic.gov.au](mailto:onlinecomments@tourism.vic.gov.au)

W: [www.atdw-online.com.au](http://www.atdw-online.com.au) | [www.visitvictoria.com](http://www.visitvictoria.com) | [www.corporate.visitvictoria.com](http://www.corporate.visitvictoria.com)