

VIC Product Manager

**User Notes for Uploading or amending product
information on**

www.discovernorthernireland.com

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The following notes provide you with style guidelines and step by step instructions on how to upload or amend Product information on www.discovernorthernireland.com. In completing these tasks you will use the Product Manager, please follow these steps and read all instructions on the screen.

Entering a new Product

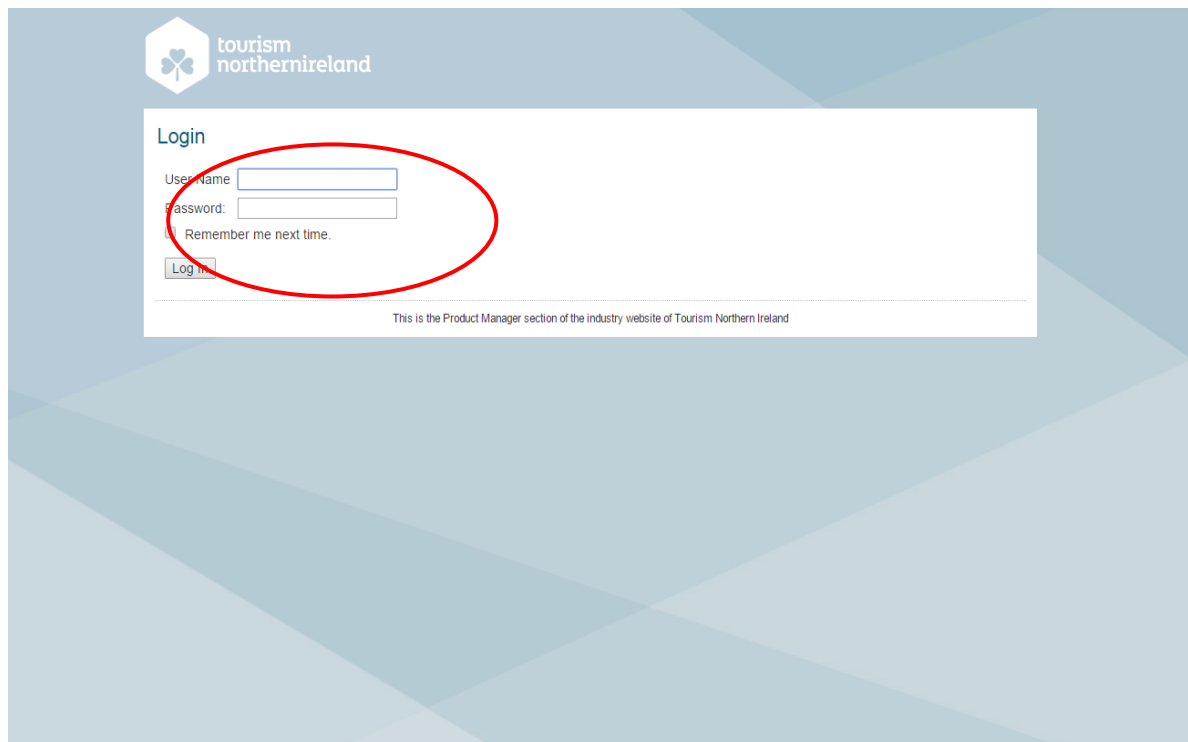
Step 1:

To go to the Product manager page, click the link below whilst pressing the Control key (CTRL):

<https://forms.tourismni.com/ProdMgr/Login.aspx?ReturnUrl=%2fProdMgr%2fmanager%2fsearch.aspx>

Enter your login details (circled in red).

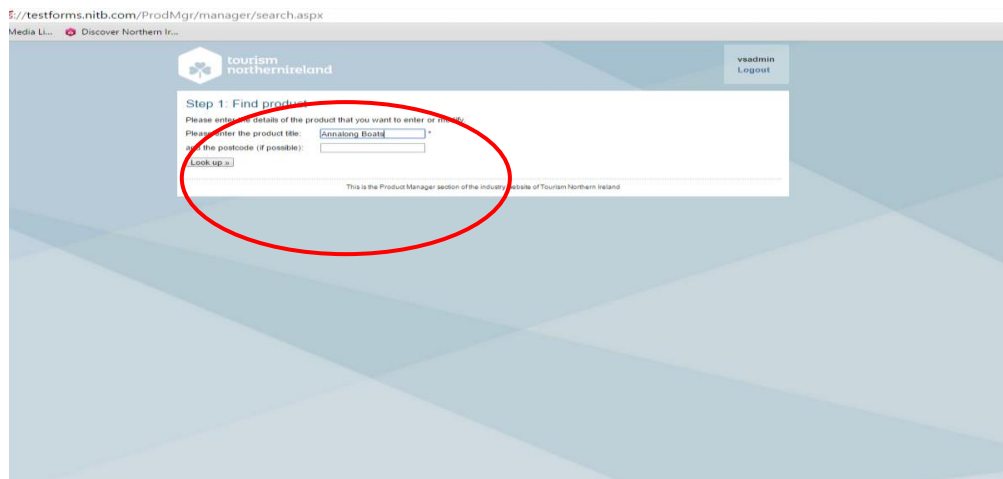
If you do not have log in details or have forgotten these, please email tidi@tourismni.com



The screenshot shows the Tourism Northern Ireland logo at the top left. Below it is a white login form titled "Login". The form contains the following elements: a "User name" text box, a "Password" text box, a "Remember me next time." checkbox, and a "Log in" button. A red oval is drawn around the "User name" and "Password" text boxes. At the bottom of the form, there is a small line of text: "This is the Product Manager section of the industry website of Tourism Northern Ireland".

Step 2:

Enter the product title then Click on “Look up” (circled in red). **The postcode is not required.**



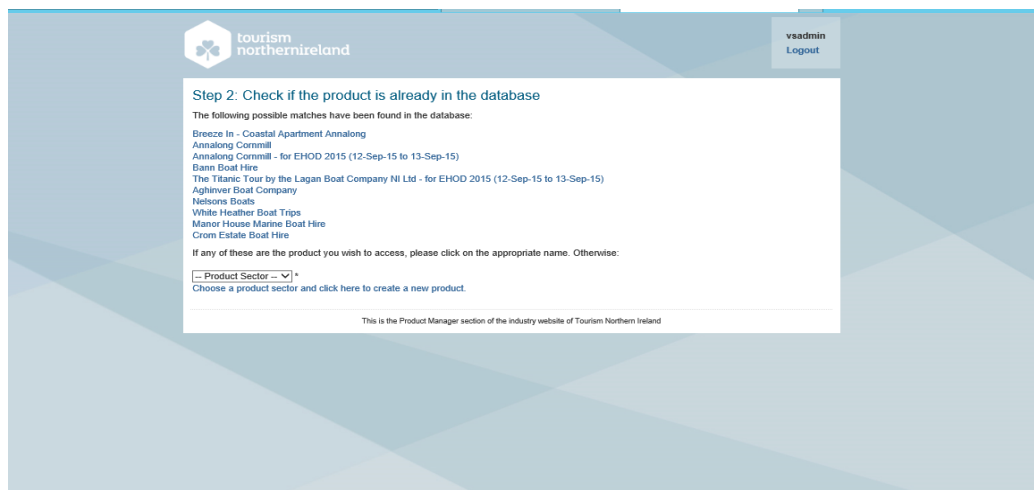
NB Products include; activities, attractions, cycling, entertainment & food, events, golfing, mobile app, shopping, tours, transport and walking & hiking

NB If a product is now closed or no longer exists and needs to be taken off the website please e-mail tidi@tourismni.com

NB Accommodation entries cannot be updated via this uploader, changes to be sent to qa@tourismni.com

Step 3:

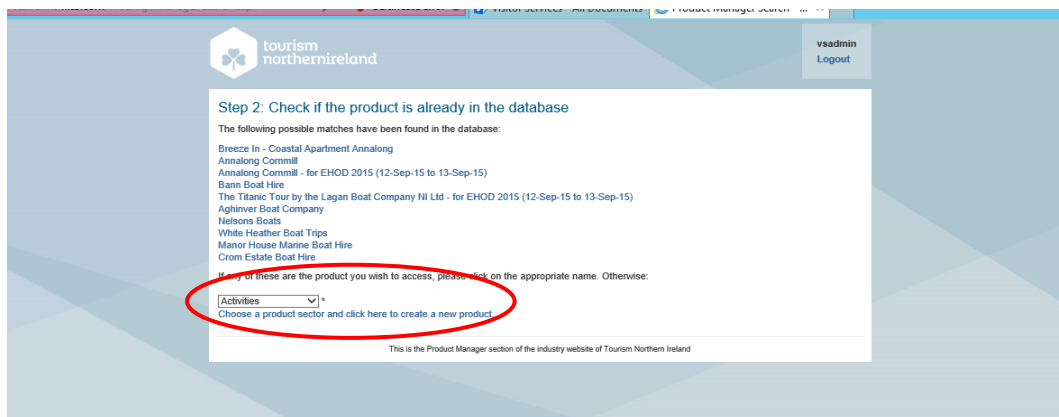
The database will list existing Product options based on your search criteria (see below).



If the product you want to upload has not appeared in the search results, follow the steps below to add a new entry. If it has appeared go to Step 4, page 22. (Updating/amending existing product.)

Step 4:

If your Product is NOT in the list and you wish to add it, please select a Product Sector and then click on the link below the drop down menu (circled in red):



Step 5:

All listings must meet the criteria set out in Tourism NI's Contributor Agreement.

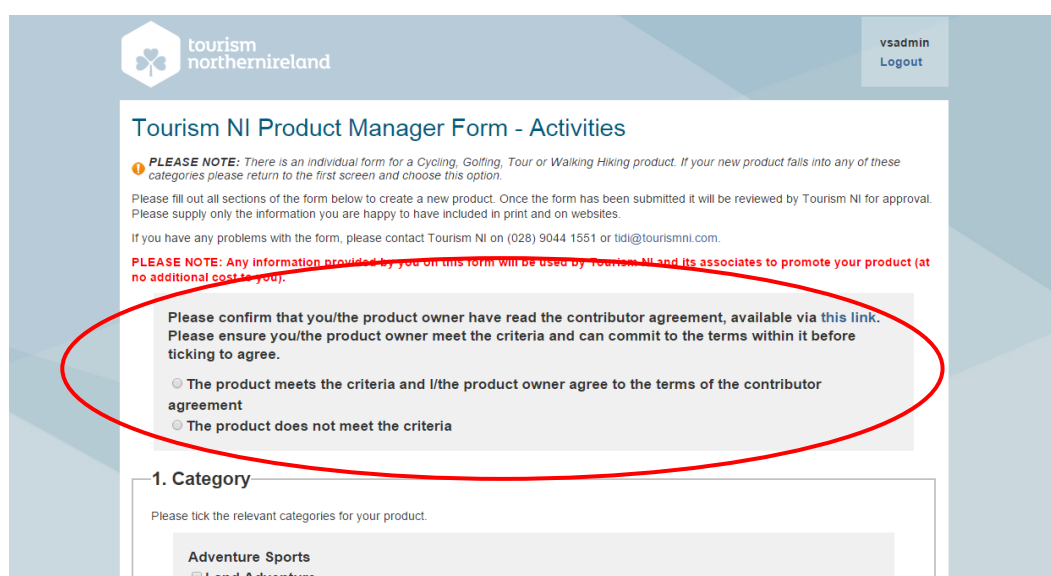
The agreement sets out the terms and conditions for how Tourism NI uses information on www.discovernorthernireland.com ("the Site") and governs distribution of such information to third parties.

Click on "this link" to read the contributor agreement.

Please ensure

- **you/the product owner meet the criteria and can commit to the terms within it before ticking to agree.**
- **the owner or event organiser has given their permission for the entry to be displayed on the site.**

After reading the contributor agreement, choose whether the product meets the criteria (circled in red). If the Product does not meet, the criteria go to Step 17. Page 12



Step 6:

Scroll down the page and select the categories the product falls under. Tick all relevant options. example below (circled in red).

1. Category

Please tick the relevant categories for your product.

- Adventure Sports
 - Land Adventure
 - Wind & Air
 - Motorsports
 - Target Sports
- Water Sports
 - Canoeing & Kayaking
 - Adventure Watersports
 - Diving & Surfing
 - Cruising, Sailing and Marinas
- Learning Experiences
 - Cookery School
 - Craft Workshops and courses
 - Cultural Learning Experiences
- Angling
 - Coarse
 - Game
 - Sea
 - Ghillies & Guides
- Mountain Biking
 - Mountain Bike Operators
 - Mountain Biking Trails

Step 7:

Scroll down the page after selecting the category/categories. The Product Name will be pre-populated from the search. Fill in the Main product details, these are the public contact details and are shown on the website (**details must be entered where there is an *, NO abbreviations accepted e.g. St, Rd, input County in full not as Co**):

2. Main product details

Product Name*: Annalong Boats

Product Address*:
Pier One
Harbour Street

Town/City*: Annalong
County*: County Down
Postcode*: BT1 1NB

Contact name: Mr K Gordon

Telephone Number*: (028) 9044 1512

Alternative Number: (028) xxxx xxxx

Mobile Number: (07790) 123 456

Email*: tidi@tourismni.com

Website: www.xxxxx.com

Twitter Handle: e.g. DiscoverNI

Facebook URL: e.g. www.facebook.com/DiscoverNI

3. Contact details for Tourism NI correspondence:

Step 8:

Scroll down the page, if the correspondent details held by Tourism NI are the same as the public contact details click on the button “copy from above” (circled in red), if not enter the contact details, it is important these are the correct correspondent details for data collection (**details must be entered where there is an *, NO abbreviations accepted e.g. St, Rd, input County in full not as Co).**

IF THE CONTACT ENTERED IS LINKED TO OTHER PRODUCTS, YOU WILL RECEIVE A WARNING AS SHOWN BELOW.

Tick the box - Confirm That You Wish To Update The Contact.

Step 9:

Continue scrolling down the page. Complete the summaries required **ensuring correct spelling and punctuation is used**; avoid colloquialisms and jargon, **remember description needs to appeal to visitors and should sell the product**. Copy should be short and punchy. Note the maximum number of characters in each section (**details must be entered where there is an ***).

testforms.nitb.com/ProdMgr/manager/default.aspx?sectorid=10&title=Annalong+Boats

m NI Media Li... Discover Northern Ir...

4. Marketing Information

Please add marketing descriptions for the new product. You can refer to the style guide for tips on completing these sections.

Website Description (for use on Tourism NI's website www.discovernorthernireland.com, and may also be used by other associates)

Short summary*:

Step back in time in and uncover a way of life from 100 years ago.

No changes required to short summary Max 100 characters (approx 15 words). **33 characters remaining**

Long summary*:

Step back in time in and uncover a way of life from 100 years ago. Discover cottages, farms, schools and shops as you wander through the beautiful parkland of the Folk Museum chatting to costumed visitor guides demonstrating traditional crafts.

No changes required to long summary Max 250 characters (approx 45 words). **6 characters remaining**

Full description*:

Step back in time in and uncover a way of life from 100 years ago. Discover cottages, farms, schools and shops as you wander through the beautiful parkland of the Folk Museum chatting to costumed visitor guides demonstrating traditional crafts. Climb on and off majestic steam

Step 10:

Continue scrolling down the screen once you have completed the summaries and description, next you need to input; opening times (must be in 24hr format and months spelled in full) and prices, include all prices e.g. concessions, adult, child, members, family group or if the attraction is free.

5. Details

Opening times

Lakeside gardens
Open all year 09:00 - 18:00, Monday-Sunday.


Prices

House tour and gardens: adult £7.80 (£7.09), child £3.90 (£3.54).
Gardens only: adult £5.90 (£5.36), child £2.90 (£2.63).

PLEASE NOTE: All details are subject to editorial control by Tourism NI and other associates.

6. Images (at least 1, maximum of 9 images)

Please add at least 1, maximum 9 images. Please be sure that you/the product owner have the rights to redistribute each image. The image selected as your main image will be used in brochures and website listings. Other images will be displayed on websites only. High resolution (at least 800*600) JPEG images should be supplied - digital camera photos are ideal.



Use as main image for visitor guide and websites Remove from database - not suitable for marketing material

I wish to add more images
For each new image, please select the image you wish to use and then click the "Upload" button.

No file chosen

Step 11:

Next upload the images for the product. (ensure you have saved images in a folder on your computer) Tick the box "Add Images" then click on "Choose file", select image and click on open button, the screen will go back to the uploader screen and then click on "Upload", (see small red circle below).

For multiple images tick the box "Add Images" again and follow the same process. To choose the main image select it by clicking on the option beside the image (see large red circle). **Please ensure images are the correct way round as this is how they will appear on DNI.**

5. Details

Opening times
Lakeside gardens
Open all year 09:00 - 18:00, Monday-Sunday.

Prices
House tour and gardens: adult £7.80 (£7.09), child £3.90 (£3.54).
Gardens only: adult £5.90 (£5.36), child £2.90 (£2.63).

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Use as main image for visitor guide and websites Remove from database - not suitable for marketing material

I wish to add more images
For each new image, please select the image you wish to use and then click the "Upload" button.

Choose file No file chosen
Upload

Step 12:

Next scroll down and enter the web address used for booking. (Booking URL) and booking website. In Section 8 select all additional segments the product would fall under.

rms.nitb.com/ProdMgr/manager/default.aspx?sectorid=10&title=Annalong+Boats

7. Book Button

Booking URL: <http://secure.hotels.uk.com>
If available, you can nominate a booking URL (website link) which your "Book" button, on your listing on discovernorthernireland.com, will automatically point web users to, to fulfil an online booking for your product. The visitor must be able to check availability, price (excluding restaurants, bars, nightclub) and confirm a booking on this website in real time. This can be done through your own website or a larger booking engine website e.g. http://www.mybookingengine.com/ksuly.js?utm_kjy

Book using: www.mybooking.com
This is the name of the host website of your booking system e.g. www.mybookingengine.com

8. Additional segmentation

Please tick any segments which are relevant to your product.

- Caving
- Climbing
- Mountaineering
- Orienteering
- Zorbing
- High ropes & Zip Lines
- Microlight Flying
- Hang-Gliding & Paragliding
- Gliding
- Skydiving & Parachuting
- Biokarting
- Motor Racing & Go Karting
- Rally & Off Road 4x4 schools
- Segway
- Hovercrafting
- Paintballing
- Quasar
- Clay Pigeon Shooting
- Archery

Step 13:

Scroll down to section 9 and tick all the relevant facilities for your product.

Discover Northern Ir... New Tab

9. Facilities

Please tick or untick any facilities which are relevant to your product.

PLEASE NOTE: It is your responsibility to ensure that all services/facilities are/will be fully operational for guests.

Product Facilities

- Parking Available
- Credit/Debit Cards Accepted
- Euro Accepted
- Lessons Offered
- Groups Catered For
- Showers
- Toilets
- Cafe
- Prior Booking Required

10. EHOD Categories

Step 14:

Scroll past section 10 to section 11. The person completing the entry fills their name in “Form completed by”, then next enter their email address in the box below and then press the “Submit” button (**details must be entered where there is an ***).

10. EHOD Categories

11. Keep us updated during the year

Tourism NI would encourage you to keep them updated on any changes to the product information.

To do this you can use the Product Manager system or ring Tourism NI's Visitor Information Unit on (028) 9044 1551 or tidi@tourismni.com.

Form completed by*:

Email*:

PLEASE NOTE: This email address will be used to contact you in the instance of the product or event being rejected by Tourism NI.

Submit

Once you are happy that the information you have supplied is correct please click the "Submit" button below. After you hit "Submit" please wait until a confirmation page is displayed to indicate that your information has been received.

This is the Product Manager section of the industry website of Tourism Northern Ireland

Step 15:

If a compulsory step has been missed when submit button is pressed it will take you back to the section that needs completed, and it will state what is missing in red (see red circle below). If everything is input correctly go to Step 16.

Admission free or
House tour and gardens: adult £7.80 (£7.09), child £3.90 (£3.54).
Gardens only: adult £5.90 (£5.36), child £2.90 (£2.63).

PLEASE NOTE: All details are subject to editorial control by Tourism NI and other associates.

6. Images (at least 1, maximum of 9 images)

Please add at least 1, maximum 9, images. Please be sure that you/the product owner have the rights to redistribute each image. The image selected as your main image will be used in brochures and website listings. Other images will be displayed on websites only. High resolution (at least 800x600). JPEG images should be supplied - digital camera photos are ideal.

You must supply at least one image.

✚ Add images
For each new image, please select the image you wish to use and then click the "Upload" button.

Choose file No file chosen
Upload

PLEASE NOTE: By approving these images or supplying alternative images you are confirming you are the image owner or have permission from the image owner and use will not infringe any third parties. You are also providing Tourism NI and related tourism partners with access and permission to use these and distribute these images in any future free promotional exercises they may run. Tourism NI and other associates retain the right to remove or change images accordingly.

7. Book Button

Booking URL:
If applicable, you can nominate a booking URL (website link) which your "Book" button, on your listing on discovernorthernireland.com, will automatically point web users to, to fulfil an online booking for your product. The visitor must be able to check availability, price (excluding restaurants, bars, nightclubs) and confirm a booking on this website in real time. This can be done through your own website or a larger booking engine website e.g. <http://www.mybookingengine.com/ksulyjtu-?ukeyk9ey>

Book using:
This is the name of the host website of your booking system e.g. www.mybookingengine.com

Step 16:

In the next screen it will state the product has been submitted for approval by TourismNI staff. Clicking on the Ok button will bring back the screen with the information submitted so this can be printed off for your records. You can return to the search page by clicking "Return to search page".

testforms.nitb.com/ProdMgr/manager/default.aspx?sectorid=10&title=Annalong+Boats

Media Li... Discover Northern Ir...

tourism northernireland

vsadmin Logout

The page at testforms.nitb.com says:

Your information has been successfully submitted. If you wish you may print a copy of this page for your records.

OK

Tourism NI Product

Thanks for submitting your information. If you wish you may print a copy of this page for your records.

Should any further changes be necessary, please contact Tourism NI on (028) 9044 1551 or tidi@tourismni.com.

[Return to search page](#)

Step 17:

If the Product does not meet the criteria select the button circled in red below. Next fill in the name and email address of the person filling in the form and submit.

Discover Northern Ir... New Tab

tourism
northernireland

JacquelineOKelly
Logout

Tourism NI Product Manager Form - Events - Bushmills Salmon and Whiskey Festival 2015

Please fill out the form below to update this event information. Please supply only the information you are happy to have included in print and on websites.

If you have any problems with the form, please contact Tourism NI on (028) 9044 1551 or tidi@tourismni.com.

PLEASE NOTE: Any information provided by you on this form will be used by Tourism NI and its associates to promote your product (at no additional cost to you).

Please confirm that you/the event organiser have read the Tourism NI Events Criteria available via this link. Please ensure you meet the criteria and can commit to the terms within it before ticking to agree.

The event meets the criteria and I/the event organiser agree to the stated terms

The event does not meet the criteria

Your details

Form completed by*:

Email*:

PLEASE NOTE: This email address will be used to contact you in the instance of the product or event being rejected by Tourism NI.

Submit

Once you are happy that the information you have supplied is correct please click the "Submit" button below. After you hit "Submit" please wait until a confirmation page is displayed to indicate that your information has been received.

Entering a New EVENT

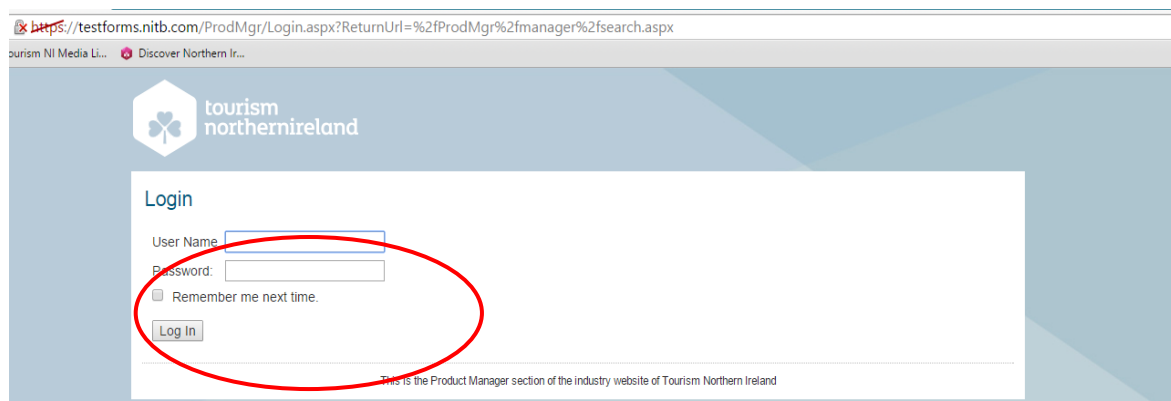
Step 1:

To go to the Product manager page, click the link below whilst pressing the Control key (CTRL):

<http://tourismni.com/ProdMgr/manager/search.aspx>

Enter your login details (circled in red).

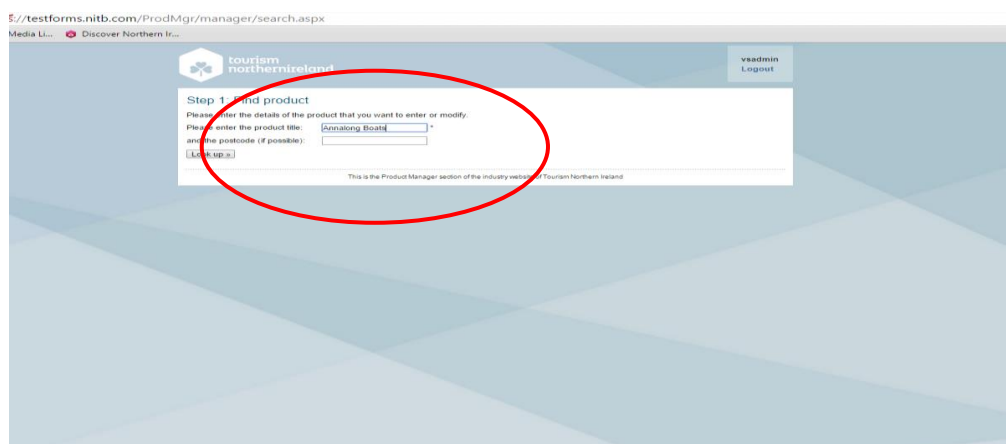
If you do not have log in details or have forgotten these please email tidi@tourismni.com



The screenshot shows a web browser window with the URL <https://testforms.nitb.com/ProdMgr/Login.aspx?ReturnUrl=%2fProdMgr%2fmanager%2fsearch.aspx>. The page header features the Tourism Northern Ireland logo and the text 'tourism northernireland'. The main content area is titled 'Login' and contains the following elements: a 'User Name' input field, a 'Password' input field, a checkbox labeled 'Remember me next time.', and a 'Log In' button. A red oval highlights the entire login form area. At the bottom of the page, there is a small text note: 'This is the Product Manager section of the industry website of Tourism Northern Ireland'.

Step 2:

Enter the Event title, then Click on “Look up” (circled in red). **The post code is not required.**



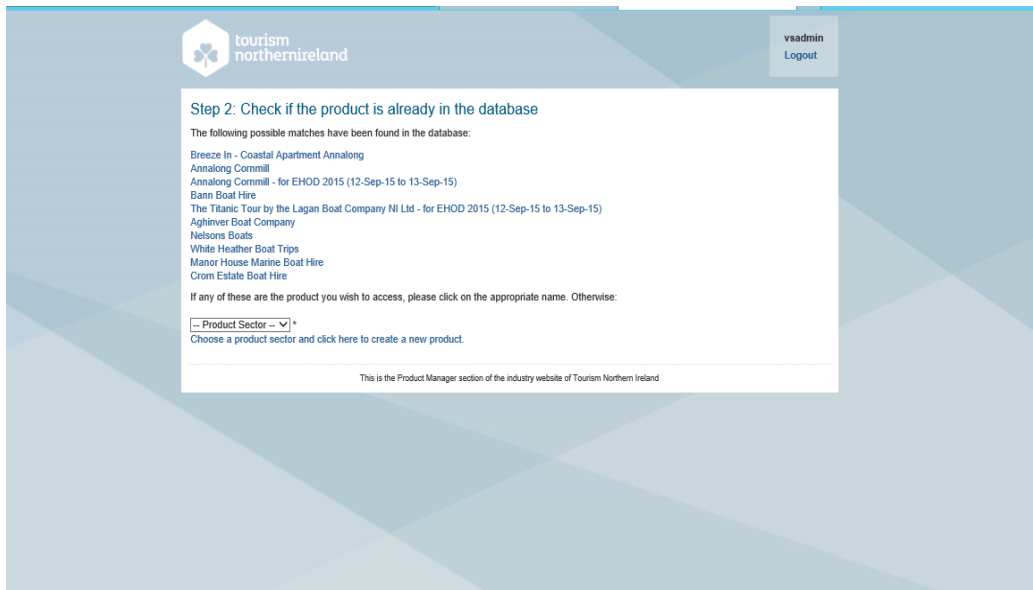
The screenshot shows a web browser window with the URL <https://testforms.nitb.com/ProdMgr/manager/search.aspx>. The page header features the Tourism Northern Ireland logo and the text 'tourism northernireland'. The main content area is titled 'Step 1: Find product' and contains the following elements: a heading 'Please enter the details of the product that you want to enter or modify.', a text input field labeled 'Please enter the product title:' with the value 'Annalong Boat', a text input field labeled 'and the postcode (if possible):', and a 'Look up' button. A red oval highlights the search form area. At the bottom of the page, there is a small text note: 'This is the Product Manager section of the industry website of Tourism Northern Ireland'. In the top right corner, there is a user profile for 'vsadmin' with a 'Logout' link.

NB If an Event is cancelled and needs to be taken off the website please e-mail tidi@tourismni.com

NB Accommodation entries cannot be updated via this uploader, changes to be sent to qa@tourismni.com

Step 3:

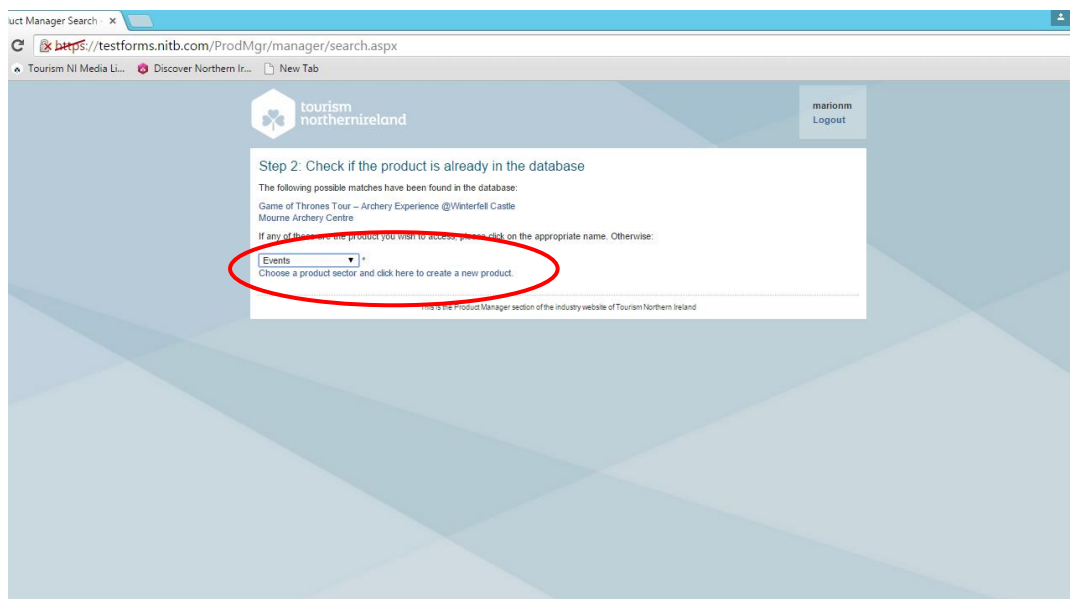
The database will list existing Event options based on your search criteria (see below).



If the Event you want to upload has not appeared in the search results, follow the steps below. If it has appeared go to Step 4, page 22. (Updating/amending existing product.)

Step 4:

If your Event is NOT on the list and you wish to add it, please select Event from drop down menu in the Product Sector (circled in red):



Step 5:

All listings must meet the criteria set out in Tourism NI’s Contributor Agreement.

The agreement sets out the terms and conditions for how Tourism NI uses information on www.discovernorthernireland.com (“the Site”) and governs distribution of such information to third parties.

Click on “this link” to read the contributor agreement.

Please ensure

- **you/the product owner meet the criteria and can commit to the terms within it before ticking to agree.**
- **the owner or event organiser has given their permission for the entry to be displayed on the site.**

After reading the contributor agreement choose whether the product meets the criteria (circled in red). If the Product does not meet the criteria go to Step 17, page 21.

Step 6:

In Section 1 select the venue in the drop down menu (circled in red), if the venue is not listed select N/A. Next enter the start and end date in dd/mm/yyyy format. Only use the Date Info field if the event is running on adhoc days throughout the start and end date, i.e. Every Saturday during October and November.

Step 7:

Scroll down and click on the categories that relate to your event.

2. Category

Please tick the relevant categories for your event.

- Agriculture, Nature & Gardens
 - Agricultural Shows
 - Nature and Gardens
- Angling
- Arts & Literature
 - Arts
 - Literature
- Comedy, Theatre & Dance
 - Comedy
 - Dance
 - Theatre and Shows
- Craft Events
- Equestrian
- Exhibitions
- Festivals, Music and Concerts
 - Festivals
 - Music and Concerts
- Food & Drink
- For Families
- Heritage/History
 - History Events
 - St. Patrick's & Christian Heritage

Step 8:

The event name will already be pre-populated, check it is in title case. Fill in the public contact/event details, (**information must be entered where there is an *, NO abbreviations accepted e.g. St, Rd, input County in full not as Co**). If the contact postcode is different to the event postcode please input the event postcode in the box as requested (this is for the location on the map).

If you have selected the venue above and contact details are the same you don't need to fill in the public contact/event details.

3. Public contact details

Event Name*: Lisburn Events

Public Contact/Event Address*: Island Centre

Town/City*: Lisburn

County*: County Down

Postcode*: BT1 1NB

Event Postcode*: BT27 3ET
If the event postcode is different to the public contact postcode, then please enter the event postcode here.

Contact name: Mr John Bloggs

Telephone Number*: (028) 9044 1512

Alternative Number: (028) xxxx xxxx

Mobile Number: (07712) 345 678

Email: tdi@tourismni.com

Website: www.xxxxx.com

Twitter Handle: e.g. DiscoverNI

Facebook URL: e.g. www.facebook.com/DiscoverNI

IF THE CONTACT ENTERED IS LINKED TO OTHER PRODUCTS, YOU WILL RECEIVE A WARNING AS SHOWN BELOW.

Tick the box - Confirm That You Wish To Update The Contact.

—3. Contact details for Tourism NI correspondence:—

WARNING: This contact is shared with the following products:
Live Product: Address house (2801) : Correspondent
Live Product: Mid-Antrim Museum and Arts Centre at The Braid (2816) : Correspondent
Live Product: Carrickfergus Museum (3027) : Correspondent

Please confirm that you wish to update this shared contact.

Contact name*: Ms Janis Smith
Position*: Property Management
Company*: Carrickfergus Castle

Address*: Marine Highway
Town/City*: Carrickfergus
County*: County Antrim
Postcode*: BT38 7BG

Telephone Number*: (028) 9335 1273
Mobile Number*: e.g. (0xxxx) xxx xxx
Email*: scmenquiries@communities-ni.gov.uk

*These fields are compulsory and must be completed to submit your form.

Step 9:

Scroll down the page, if the correspondent details for Tourism NI are the same as the public contact details click on the button “copy from above” (circled in red), if not enter the contact details, it is important these are the correct correspondent details for data collection (**details must be entered where there is an *, NO abbreviations accepted e.g. St, Rd, input County in full not as Co.**)

9. Contact details for Tourism NI correspondence:—

Contact name*: Mr K Gordon
Position*: Manager
Company*: Annalong Boats

Address*: Pier One
Harbour Street
Town/City*: Annalong
County*: County Down
Postcode*: BT1 1NB

Telephone Number*: (028) 9044 1512
Mobile Number*: (07790) 123 456
Email*: tidi@tourismni.com

*These fields are compulsory and must be completed to submit your form.

Step 10:

Continue scrolling down the page. Complete the summaries required **ensuring correct spelling and punctuation is used**; avoid colloquialisms and jargon, **remember description needs to appeal to visitors**. Copy should be short and punchy and sell the event. Note the maximum number of characters in each section (**details must be entered where there is an ***).

5. Marketing Information

Please check the marketing descriptions we currently hold for your event. Should you wish to make any improvements, simply untick the box and edit the text accordingly. You can refer to the style guide for tips on completing these sections.

Website Description (for use on Tourism NI's website www.discovernorthernireland.com, and may also be used by other associates)

Short summary*:

No changes required to short summary Max 100 characters (approx 15 words). **28 characters remaining**

Long summary*:

No changes required to long summary Max 250 characters (approx 45 words). **178 characters remaining**

Full description*:

Bushmills will come alive to the 4th Annual Salmon and Whiskey Festival.

Artisan stalls, street performers, whiskey tastings in the Distillery and presumably Salmon will keep guests amused during this popular celebration of local culture, heritage and produce. Events will take place at various sites.

See programme nearer the event.

Step 11:

Continue scrolling down the screen once you have completed the summaries and description, next you need to input; opening times (must be in 24hr format and months spelled in full) and prices, include all prices e.g. concessions, adult, child, members, family group or if the attraction is free.

6 Details

Opening times

Lakeside gardens
Open all year 09:00 - 18:00, Monday-Sunday.


Prices

House tour and gardens: adult £7.80 (£7.09), child £3.90 (£3.54).
Gardens only: adult £5.90 (£5.36), child £2.90 (£2.63).

PLEASE NOTE: All details are subject to editorial control by Tourism NI and other associates.

7. Images (at least 1, maximum of 9 images)

Please add at least 1, maximum 9, images. Please be sure that you/the product owner have the rights to redistribute each image. The image selected as your main image will be used in brochures and website listings. Other images will be displayed on websites only. High resolution (at least 800*600) JPEG images should be supplied - digital camera photos are ideal.



Use as main image for visitor guide and websites Remove from database - not suitable for marketing material

I wish to add more images
For each new image, please select the image you wish to use and then click the "Upload" button.

No file chosen

Step 12:

Next upload the images for the product. (ensure you have saved images in a folder on your computer) Tick the box "Add Images" then click on "Choose file", select image and click on open button, the screen will go back to the uploader screen and then click on "Upload", (see small red circle below). For multiple images tick the box "Add Images" again and follow the same process. To choose the main image select it by clicking on the option beside the image (see large red circle). Please ensure images are the correct way round as this is how they will appear on DNI.

6. Details

Opening times
Lakeside gardens
Open all year 09:00 - 18:00, Monday-Sunday.

Prices
House tour and gardens: adult £7.80 (£7.09), child £3.90 (£3.54).
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Use as main image for visitor guide and websites Remove from database - not suitable for marketing material

I wish to add more images
For each new image, please select the image you wish to use and then click the "Upload" button.

Choose file | No file chosen

Upload

Step 13:

Next scroll down and enter the web address used for booking. (Booking URL) and booking website. In Section 9 select all the product facilities relevant to the event.

8. Book Button

Booking URL:
If applicable, you can nominate a booking URL (website link) which your "Book" button, on your listing on discoverthemidlands.com, will automatically point web users to, to fulfil an online booking for your product. The visitor must be able to check availability, price (excluding restaurants, bars, nightclubs) and confirm a booking on this website in real time. This can be done through your own website or a larger booking engine website e.g. <http://www.mybookingengine.com/ksuyjbu=?uhsykfsy>

Book using:
This is the name of the host website of your booking system e.g. www.mybookingengine.com

9. Facilities

Please tick or untick any facilities which are relevant to your event.

PLEASE NOTE: It is your responsibility to ensure that all services/facilities are/will be fully operational for guests.

Product Facilities

- Credit/Debit Cards Accepted
- Euro Accepted
- Free (parking charges may apply)
- Prior Booking Required

Step 14:

Scroll past section 10 to section 11 the person completing the entry fills their name in “Form completed by”, then next enter their email address in the box below and then press the “Submit” button (**details must be entered where there is an ***).

10. EHOD Categories

11. Keep us updated during the year

Tourism NI would encourage you to keep them updated on any changes to the event information.
To do this you can use the Product Manager system or ring Tourism NI's Visitor Information Unit on (028) 9044 1551 or tdi@tourismni.com.

Form completed by*:

Email*:

PLEASE NOTE: This email address will be used to contact you in the instance of the product or event being rejected by Tourism NI.

Submit

Once you are happy that the information you have supplied is correct please click the "Submit" button below. After you hit "Submit" please wait until a confirmation page is displayed to indicate that your information has been received.

This is the Product Manager section of the industry website of Tourism Northern Ireland

Step 15:

If a compulsory step has been missed when submit button is pressed it will take you back to the section that needs completed, and it will be state what is missing in red (see red circle below). If everything is input correctly not go to Step 16.

Admission free or
House tour and gardens: adult £7.80 (£7.09), child £3.90 (£3.54).
Gardens only: adult £5.90 (£5.36), child £2.90 (£2.63).

PLEASE NOTE: All details are subject to editorial control by Tourism NI and other associates.

6. Images (at least 1, maximum of 9 images)

Please add at least 1, maximum 9, images. Please be sure that you the product owner have the rights to redistribute each image. The image selected as your main image will be used in brochures and website listings. Other images will be displayed on websites only. High resolution (at least 800x600) JPEG images should be supplied - digital camera photos are ideal.

You must supply at least one image.

Add images
For each new image, please select the image you wish to use and then click the "Upload" button.

No file chosen

PLEASE NOTE: By approving these images or supplying alternative images you are confirming you are the image owner or have permission from the image owner and use will not infringe any third parties. You are also providing Tourism NI and related tourism partners with access and permission to use these and distribute these images in any future free promotional exercises they may run. Tourism NI and other associates retain the right to remove or change images accordingly.

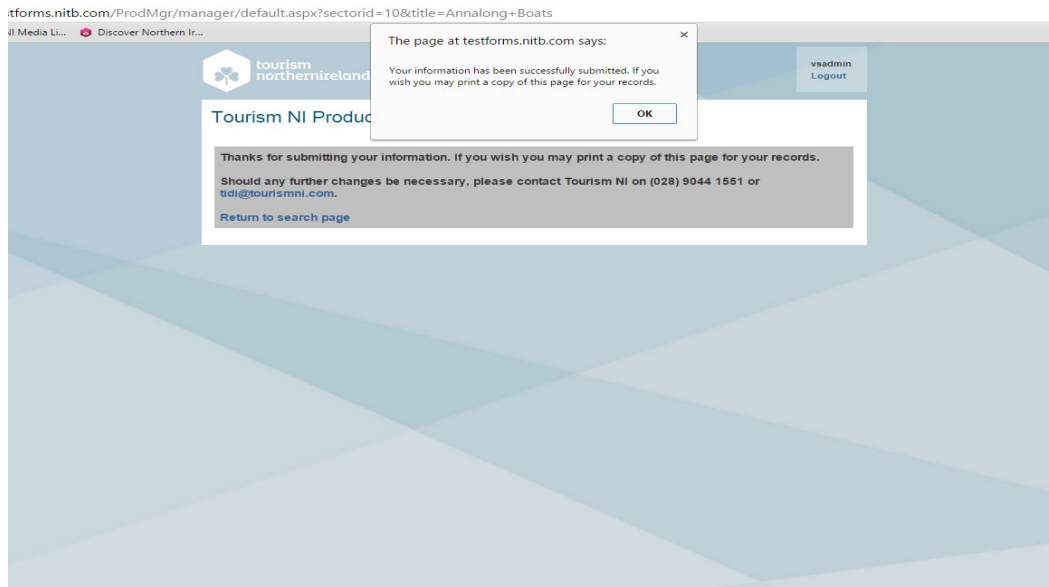
7. Book Button

Booking URL: <http://secure.hotels.uk.com>
If applicable, you can nominate a booking URL (website link) which your "Book" button, on your listing on discovernorthernireland.com, will automatically point web users to, to fulfil an online booking for your product. The visitor must be able to check availability, price (excluding restaurants, bars, nightclubs) and confirm a booking on this website in real time. This can be done through your own website or a larger booking engine website e.g. <http://www.mybookingengine.com/ksuiy/jtu=?uhsyk9sy>

Book using:
This is the name of the host website of your booking system e.g. www.mybookingengine.com

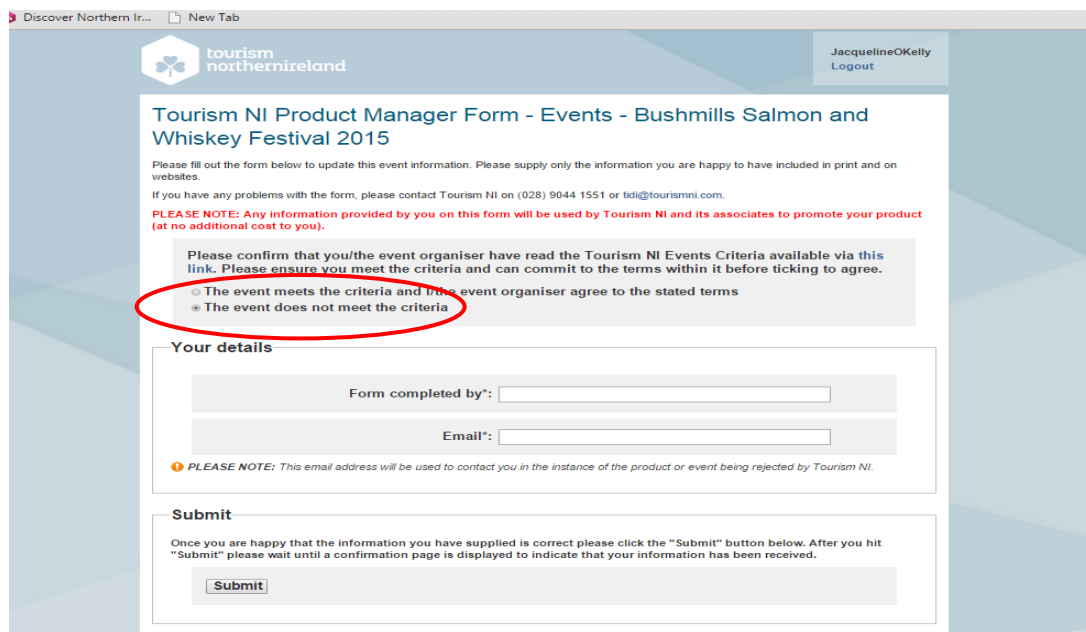
Step 16:

In the next screen it will state that the event has been submitted for approval by TourismNI Staff. Clicking on the Ok button will bring back the screen with the information submitted so this can be printed off for your records. You can return to the search page by clicking “Return to search page”.



Step 17:

If the Event does not meet the criteria select the button circled in red below, next fill in the name and email address of the person filling in the form and submit.

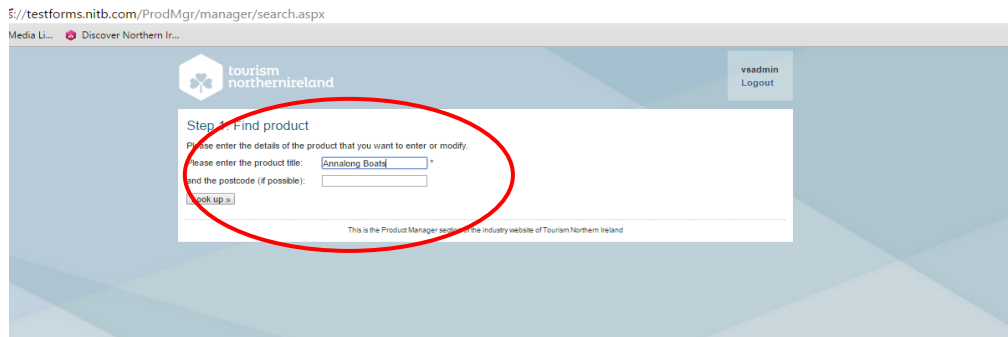


Amending/Updating Existing Products and Events

It is important to keep all the information up to date. You can review the information currently held for the given Product/Event and update/amend as necessary. Under Categories, some of these boxes may already have been pre-ticked using information held on the database. Please follow **all** instructions on the screen.

Step 1:

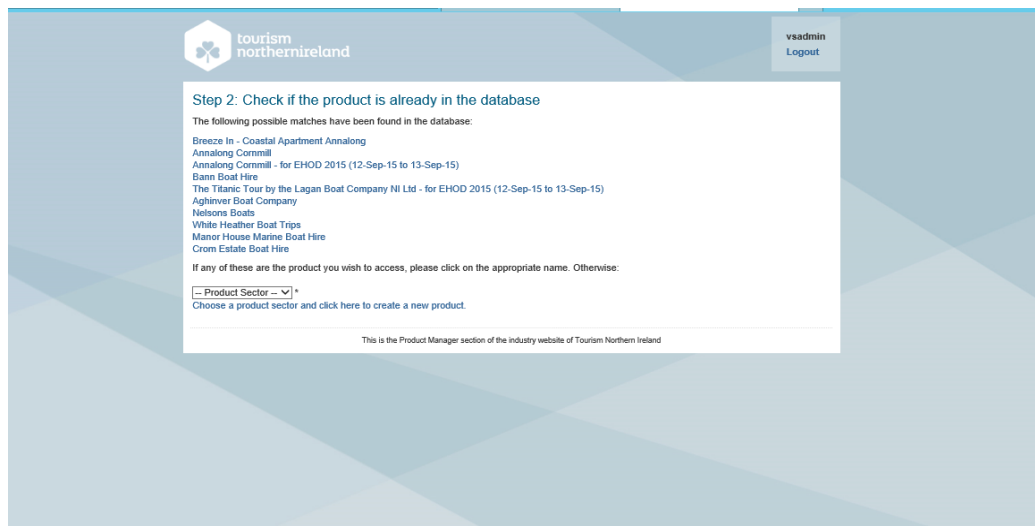
Enter the product/event title, then click on “Look up” (circled in red). The post code is not required.



The screenshot shows a web browser window with the URL `5://testforms.nitb.com/ProdMgr/manager/search.aspx`. The page header includes the Tourism Northern Ireland logo and a user profile for 'vsadmin' with a 'Logout' link. The main content area is titled 'Step 1: Find product' and contains the following text: 'Please enter the details of the product that you want to enter or modify. Please enter the product title: [Annalong Boats] * and the postcode (if possible): [] *'. Below the input fields is a 'Look up s' button, which is circled in red. At the bottom of the form, it says 'This is the Product Manager section of the industry website of Tourism Northern Ireland'.

Step 2:

The database will list some possible Product/Event options based on your search criteria (see below).



The screenshot shows the 'Step 2: Check if the product is already in the database' form. The page header is the same as in Step 1. The main content area is titled 'Step 2: Check if the product is already in the database' and contains the following text: 'The following possible matches have been found in the database: Breeze In - Coastal Apartment Annalong, Annalong Corrmill, Annalong Corrmill - for EHOD 2015 (12-Sep-15 to 13-Sep-15), Bann Boat Hire, The Titanic Tour by the Lagan Boat Company NI Ltd - for EHOD 2015 (12-Sep-15 to 13-Sep-15), Aghinver Boat Company, Wison's Boats, White Heather Boat Trips, Manor House Marine Boat Hire, Crom Estate Boat Hire'. Below the list is the text: 'If any of these are the product you wish to access, please click on the appropriate name. Otherwise: [Product Sector - v] * Choose a product sector and click here to create a new product.' At the bottom, it says 'This is the Product Manager section of the industry website of Tourism Northern Ireland'.

Step 3:

Select the existing Product/Event from the options listed by clicking on it.

Step 4:

All listings must meet the criteria set out in Tourism NI's Contributor Agreement.

The agreement sets out the terms and conditions for how Tourism NI uses information on www.discovernorthernireland.com ("the Site") and governs distribution of such information to third parties.

Click on "this link" to read the contributor agreement.

Please ensure

- you/the product owner meet the criteria and can commit to the terms within it before ticking to agree.
- the owner or event organiser has given their permission for the entry to be displayed on the site.

If the Product or Event does not meet the criteria go to Step 6 otherwise tick "the product meets the criteria and I/the product owner agree to the terms and conditions"

Please fill out the form below to update this product information. Please supply only the information you are happy to have included in print and on websites.
If you have any problems with the form, please contact Tourism NI on (028) 9044 1551 or tid@tourismni.com.
PLEASE NOTE: Any information provided by you on this form will be used by Tourism NI and its associates to promote your product (at no additional cost to you).

Please confirm that you/the product owner have read the contributor agreement available via this link. Please ensure you/the product owner meet the criteria and can commit to the terms within it before ticking to agree.

The product meets the criteria and I/the product owner agree to the terms of the contributor agreement
 The product does not meet the criteria

1. Category
Please tick or untick the relevant categories for your product.

Visitor attractions
 Visitor Centres & Museums
 Zoos & Amusement Parks
 Beaches, Country & Forest
 Gardens

Art & Culture
 Art Galleries
 Cultural Centres

Heritage/History
 Historic Sites, Houses, Castles & Buildings

Step 5:

Scroll down through the product or event entry and make the appropriate changes. Once they are complete, fill in the Form completed by section and submit (**information must be entered where there is an *, even if this isn't what you are amending**).

12. Keep us updated during the year

Tourism NI would encourage you to keep them updated on any changes to the product information.
To do this you can use the Product Manager system or ring Tourism NI's Visitor Information Unit on (028) 9044 1551 or tid@tourismni.com.

Form completed by*:
On behalf of:

Email*:

PLEASE NOTE: This email address will be used to contact you in the instance of the product or event being rejected by Tourism NI.

Submit

Once you are happy that the information you have supplied is correct please click the "Submit" button below. After you hit "Submit" please wait until a confirmation page is displayed to indicate that your information has been received.

This is the Product Manager section of the industry website of Tourism Northern Ireland

Step 6:

If the Product or Event does not meet the criteria select the button circled in red below, next fill in the name and email address of the person filling the form in and submit.

Northern Ir... New Tab

tourism northernireland

JacquelineOKelly
Logout

Tourism NI Product Manager Form - Events - Bushmills Salmon and Whiskey Festival 2015

Please fill out the form below to update this event information. Please supply only the information you are happy to have included in print and on websites.

If you have any problems with the form, please contact Tourism NI on (028) 9044 1551 or tdi@tourismni.com.

PLEASE NOTE: Any information provided by you on this form will be used by Tourism NI and its associates to promote your product (at no additional cost to you).

Please confirm that you/the event organiser have read the Tourism NI Events Criteria available via [this link](#). Please ensure you meet the criteria and can commit to the terms within it before ticking to agree.

The event meets the criteria and I/the event organiser agree to the stated terms

The event does not meet the criteria

Your details

Form completed by*:

Email*:

PLEASE NOTE: This email address will be used to contact you in the instance of the product or event being rejected by Tourism NI.

Submit

Once you are happy that the information you have supplied is correct please click the "Submit" button below. After you hit "Submit" please wait until a confirmation page is displayed to indicate that your information has been received.

New Product Style Guide

Field Name	Description of Information	Sample Layout
Categories	Select options by ticking the boxes under each relevant category; please use these tick boxes sparingly and only tick appropriate boxes for your product.	
Product Name	Enter Product name, this may be pre-populated.	Ulster Folk and Transport Museum
Product Address	<ul style="list-style-type: none"> Do not use abbreviations eg St, Rd, etc. Do not use commas after each line of address. Take a new line for each line of address. Town, county and postcode aren't inserted here.	153 Bangor Road Cultra
Town	As per example.	Hollywood
County	Spell out the word County in full	County Down
Postcode	As per sample.	BT18 0EU
Phone, Alt Tel & Fax	Use (xxx) xxxx xxxx for UK numbers International use +xxx xx xxxx xxxx	(028) 7082 2311
Mobile	Use (xxxxx) xxx xxx	(07123) 456 789
E-mail	Use normal format	info@royalportrushgolfclub.com
Website	Use normal format, check web address is valid.	www.royalportrushgolfclub.com
Twitter Handle	Use standard format	@discoverni
Facebook URL	Use standard facebook link	www.facebook.com/royalportrush
Contact details TourismNI Correspondence	If same as above click on the copy button; ensure to fill in the contacts Position and Company (company may have prefill), ensure this is filled in for Data Collection.	Position: Manager Company: Royal Portrush Golf Club
Short Summary	<ul style="list-style-type: none"> This appears in search results listings. To showcase the event and entice visitor to click for more information. Maximum 100 characters, approx 15 words. Copy should be short, punchy and well structured. Avoid colloquialisms and jargon. Ensure correct spelling and punctuation is used. 	Step back in time in and uncover a way of life from 100 years ago.
Long Summary	<ul style="list-style-type: none"> This appears in search results listings. To showcase the event and entice visitor to click for more information. Maximum 250 characters, approx 45 words. Copy should be short, punchy and well structured. Avoid colloquialisms and jargon. 	Step back in time in and uncover a way of life from 100 years ago. Discover cottages, farms, schools and shops as you wander through the beautiful parkland of the Folk Museum chatting to costumed visitor guides demonstrating traditional crafts.

	<ul style="list-style-type: none"> • Ensure correct spelling and punctuation is used. 	
Full Description	<ul style="list-style-type: none"> • Will appear when entry page is opened. • Approximately 2000 characters (370 words). • To provide visitor with more information on the event and a feel for what they will experience. 	<p>Step back in time in and uncover a way of life from 100 years ago. Discover cottages, farms, schools and shops as you wander through the beautiful parkland of the Folk Museum chatting to costumed visitor guides demonstrating traditional crafts. Climb on and off majestic steam locomotives or experience the sensation of flight in the Transport Museum bursting with horse drawn carriages, electric trams, motorbikes, fire-engines and vintage cars.</p>
Opening Times	Use 24 hour clock and ensure any months are spelled in full.	<p>Lakeside gardens Open all year 10:00 – 18:00, Monday-Sunday.</p> <p>Formal gardens 13 March - 31 October 10:00 – 18:00 Monday-Sunday.</p> <p>House 13 March - 31 October 11:00 – 18:00 Monday-Sunday (Except: Wednesdays) 2 April - 11 April 11:00 – 18:00 Monday-Sunday.</p> <p>Open Bank Holiday Mondays and all other public holidays in Northern Ireland, including 17 March. House: admission by guided tour (timed tickets only); last admission one hour before closing. Lakeside gardens closed 25 and 26 December.</p>
Prices	<ul style="list-style-type: none"> • Include all prices eg concessions, adult, child, member rates. • If family or group tickets are available provide details • If attraction is free write Free 	<p>Admission free or House tour and gardens: adult £7.80 (£7.09), child £3.90 (£3.54).</p> <p>Gardens only: adult £5.90 (£5.36), child £2.90 (£2.63).</p>
Picture	<ul style="list-style-type: none"> • Insert a good quality image reflecting the event. • Ensure image is in Jpeg format and landscape orientation. (not portrait) • Where an image isn't available check Tourism NI media library. • Ensure the image is the correct way 	

	up.	
Book Button	Input address used for booking (Booking URL). The visitor must be able to check availability, price (excluding restaurants, bars, nightclubs) and confirm a booking on this website in real time. This can be done through your own website or a larger booking engine website. NO enquiry forms	http://www.mybookingengine.com/ksuiy.itu=?uhsykljsy
Book using	Enter the host website of your booking system/site	www.mybookingengine.com
Additional Segmentation	Tick all the relevant segments to your Product	
Facilities	Tick all the relevant Facilities to your Product	
Completed by	Fill in the Name of the person completing the form and email address	

New Event Style Guide

Field Name	Description of Information	Sample Layout
Venue	Click on drop down menu and check if venue is listed, if so select, if not select N/A	
Start Date / End Date	<ul style="list-style-type: none"> • Date that event runs from and to. • A one day event will have the same start and end date. • An event running adhoc days within a month, the start date will be the first day and end date the last day, the individual dates can be inserted into date info field. 	dd/mm/yyyy
Date Info	Only use this field if event is running on adhoc days throughout the start and end date.	Every Sunday during July and August.
Categories	Select options by ticking the boxes under each relevant category; please use these tick boxes sparingly and only tick appropriate boxes for your product.	
Event Name	Event Title/Name. (as per example)	The Irish Open at Royal Portrush Golf Club
Public Contact/ Event Address	<ul style="list-style-type: none"> • Do not use abbreviations eg St, Rd, etc. • Do not use commas after each line of address. • Take a new line for each line of address. Town, county and postcode aren't inserted here. 	Dunluce Road
Town	As per example	Portrush
County	Spell out the word County in full and use title case.	County Antrim
Postcode	As per sample.	BT56 8JQ
Event Postcode	If the postcode of the location of the event is different to the public contact postcode enter it here.	BT56 5GH
Contact Name	Title, first name and surname in title case	Mr John Doe
Phone, Alt Tel & Fax	Use (xxx) xxxx xxxx for UK numbers International use +xx xx xxxx xxxx	(028) 7082 2311
Mobile	Use (xxxxx) xxx xxx	(07123) 456 789
E-mail	Use standard format	info@royalportrushgolfclub.com
Website	Use standard format, check web address is valid.	www.royalportrushgolfclub.com
Twitter Handle	Use standard format	@discoverni
Facebook URL	Use standard facebook link	https://www.facebook.com/royalportrush
Contact details TourismNI Correspondance	If same as above click on the copy button; ensure to fill in the contacts Position and Company (company may have prefill), ensure this is filled in for	Position: Manager Company: Royal Portrush Golf Club

	Data Collection.	
Short Summary	<ul style="list-style-type: none"> • This appears in search results listings. • To showcase the event and entice visitor to click for more information. • Maximum 100 characters, approx 15 words. • Copy should be short, punchy and well structured. • Avoid colloquialisms and jargon. • Ensure correct spelling and punctuation is used. 	August Craft Month is an annual celebration of contemporary craft in Northern Ireland.
Long Summary	<ul style="list-style-type: none"> • This appears in search results listings. • To showcase the event and entice visitor to click for more information. • Maximum 250 characters, approx 45 words. • Copy should be short, punchy and well structured. • Avoid colloquialisms and jargon. • Ensure correct spelling and punctuation is used. 	Dance, music, theatre, visual arts and film will all come together during this autumnal event, promising a world of talent on your doorstep!
Full Description	<ul style="list-style-type: none"> • Will appear when entry page is opened. • Approximately 2000 characters (370 words). • To provide visitor with more information on the event and a feel for what they will experience. 	<p>The 50th Ulster Bank Belfast Festival at Queen’s will take place from October and November 2012. Dance, music, theatre, visual arts, film, classical and world music will all come to life in many forms during this autumnal event. This year promises a world of talent on your doorstep. All we’re asking is for you to open the door, step outside and embrace the cultural experiences awaiting you.</p> <p>Details of the 2012 festival will be released early in 2012.</p>
Opening Times	Use 24 hour clock	09:30 – 17:00
Prices	<ul style="list-style-type: none"> • Include all prices eg concessions, adult, child, member rates. • If family or group tickets are available provide details. • If event is free write Free. 	<p>Admission free or House tour and gardens: adult £7.80 (£7.09), child £3.90 (£3.54).</p> <p>Gardens only: adult £5.90 (£5.36), child £2.90 (£2.63).</p>
Picture	<ul style="list-style-type: none"> • Insert a good quality image reflecting the event. • Ensure image is in Jpeg format and landscape. • Where an image isn’t available check 	Picture

	<p>NITB media library or a good quality logo can work.</p> <ul style="list-style-type: none"> • Ensure the image is the correct way up. 	
Book Button	<p>Input address used for booking, (Booking URL). The visitor must be able to check availability, price (excluding restaurants, bars, nightclubs) and confirm a booking on this website in real time. This can be done through your own website or a larger booking engine website. NO enquiry forms</p>	<p>http://www.mybookingengine.com/ksuiy.jtu=?uhsyk!jsy</p>
Book using	<p>Enter the host website of your booking system/site</p>	<p>www.mybookingengine.com</p>
Facilities	<p>Tick all the relevant Facilities to your Event</p>	
Completed by	<p>Fill in the Name of the person completing the form and email address</p>	
Submit	<p>Click Submit button</p>	

Commonly Asked Questions

Q: I have entered the name of a product/event I think is on Discover Northern Ireland but it is not being found when I search?

A: Double check the spelling. Check on Discover Northern Ireland to see if it is a current listing. If you still can't find it contact Visitor Information to check the database.

Q: I am trying to update an event in my area but I can't edit any of the details as they are greyed out and there's a message saying - *This product is sourced from an events database. Editing is disabled as we do not have permission to update this database - should changes to details be required, please contact tidi@tourismni.com*

A: This event or product is coming to DNI via a data feed from another source, (e.g. ORNI), which means it can't be updated by you. If you have updated information which is not included on the current listing contact Visitor Information to arrange the update.

Q: I have filled in the form but when I hit submit nothing happens.

A: Make sure that the contributor agreement check box has been ticked, if this is ticked scroll up the form to see if any areas are highlighted in red, are the phone numbers in the correct format i.e. (028) 1234 5678. Any sections marked with * must be completed. Are the descriptions too long? When submitted correctly you will see a pop up telling you your form has successfully been submitted.

Q: I am trying to edit the description but the text is greyed out.

A: Ensure you have unchecked the box below the text field No changes required to short summary. If you still can't make any changes check if there is a message at the top saying *This product is sourced from an events database. Editing is disabled as we do not have permission to update this database - should changes to details be required, please contact tidi@tourismni.com*. In this case contact Visitor Information.

Q: The form says the email/phone number/web address is invalid and it definitely is correct.

A: This is commonly caused by a space being entered after the last number/text. Check if there is space and if so remove the space and try again.

Q: I have uploaded an image and got a pop up saying the image would be cropped, will this effect how it looks?

A: No, this means the image was of a high resolution and the system has resized it to ensure it is displayed correctly.

Q: I have uploaded an image and got a pop up message saying the image is of low quality will this effect how it looks?

A: Yes, the image is of low resolution which means that it may not display fully and look blurry. Try uploading a better quality image.

Q: I am trying to add a pdf to an event but it won't upload?

A: Only images can be uploaded via the uploader.