

Getting listed/updating
your listing on
discovernorthernireland.com



TOURISM
NORTHERN
IRELAND

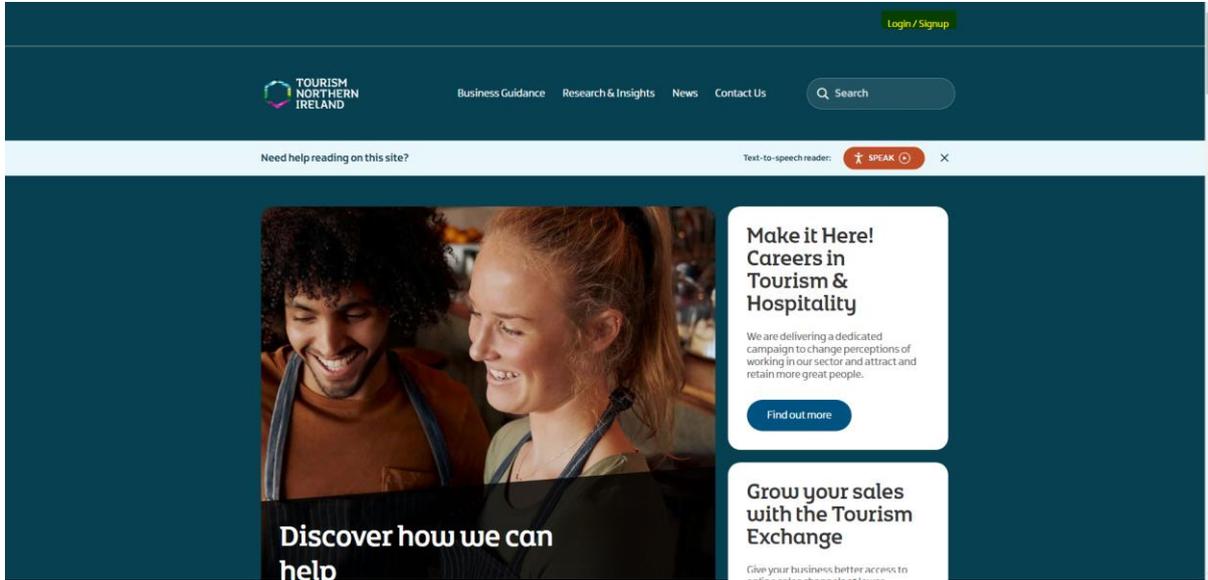


Contents

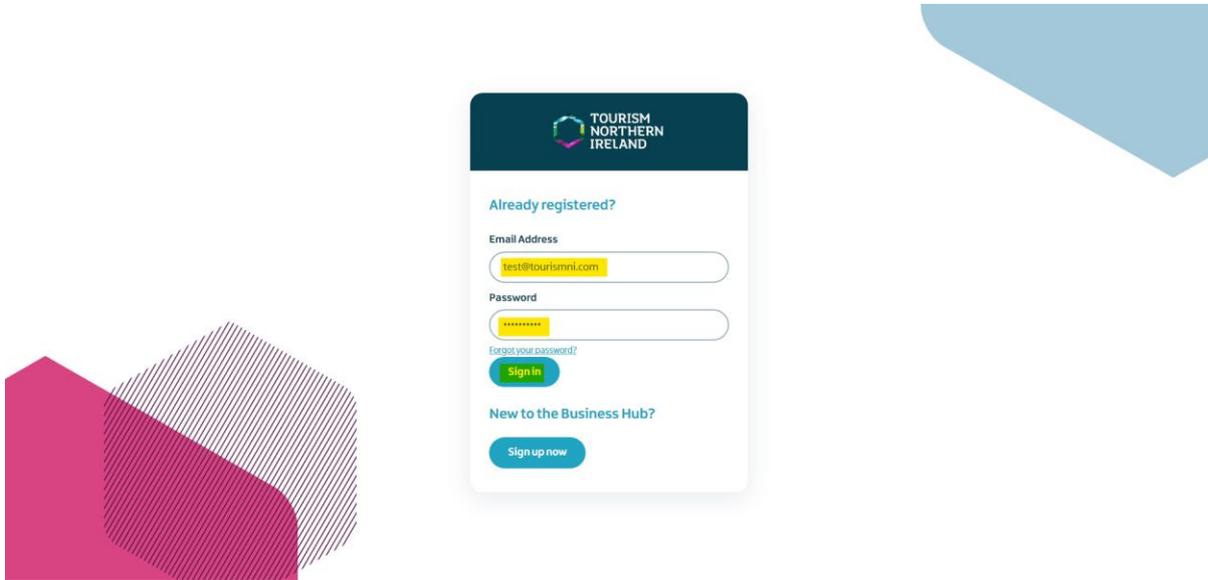
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- Page 21 - Special offers
- Page 28 - Events

Signing In

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



Enter login details (email address and password) and sign in.



If you have forgotten your password, Click on 'Forgot your password?' If you know your login details, [skip to page 6.](#)



TOURISM
NORTHERN
IRELAND

Already registered?

Email Address

Password

[Forgot your password?](#)

Sign in

New to the Business Hub?

Sign up now

Enter your email address and Click 'Send verification Code' so your email address can be verified before changing your password.

tourism
northern ireland
businesshub

Password Reset

Please provide the following details.

Verification is necessary. Please click Send button.

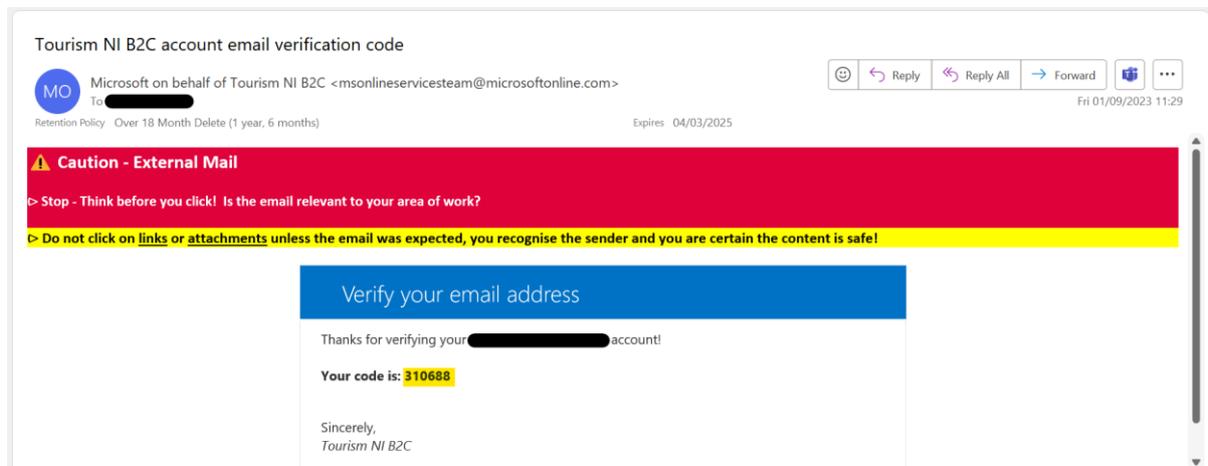
Email Address

test@tourismni.com

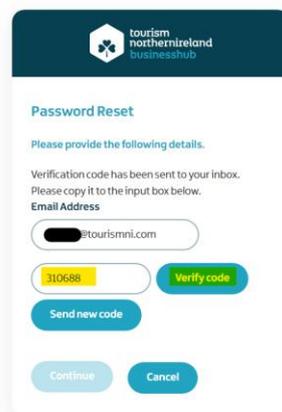
Send verification code

Continue Cancel

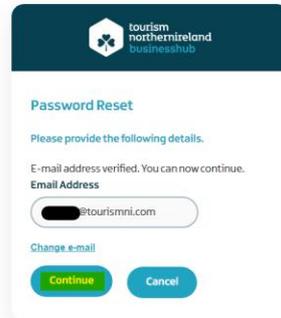
You will receive a verification email that looks like this (check your junk folder).



Copy and paste the verification code into the space below and click 'verify code'.

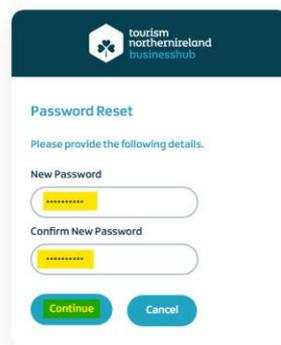


Your email address has now been verified. Click 'Continue'.



The screenshot shows a mobile application interface for the 'tourism northernireland businesshub'. The screen is titled 'Password Reset' and contains the following text: 'Please provide the following details.', 'E-mail address verified. You can now continue.', and 'Email Address'. Below the text is a text input field containing a partially obscured email address ending in '@tourismni.com'. At the bottom of the form, there is a link that says 'Change e-mail' and two buttons: a green 'Continue' button and a blue 'Cancel' button.

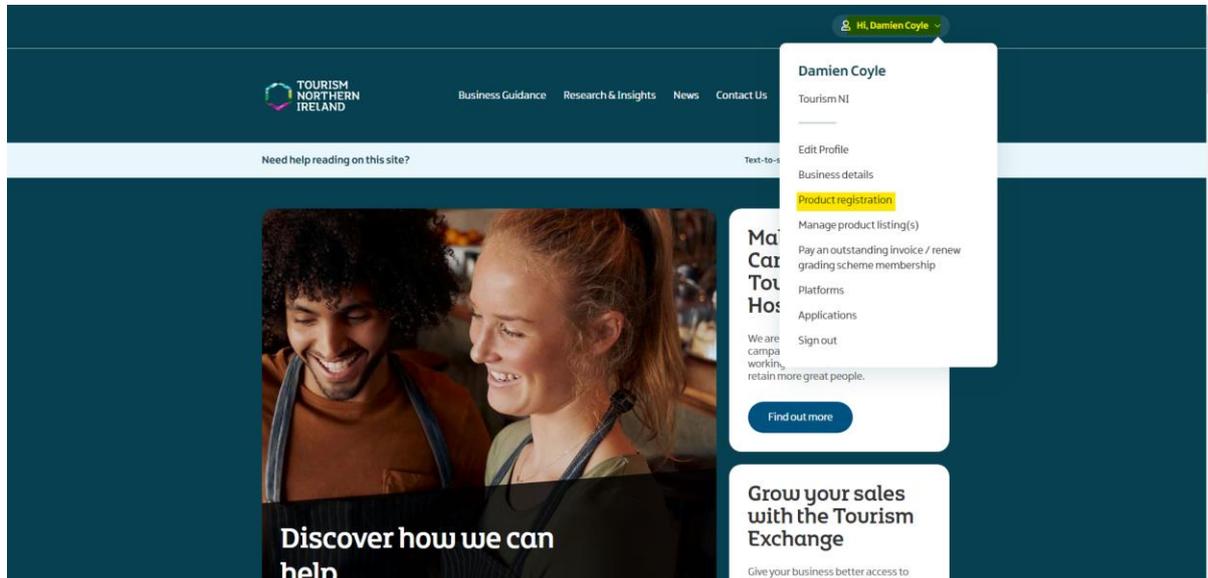
Enter your new password and re-enter it again to Confirm, then Click 'Continue' when done. Your password has now been reset.



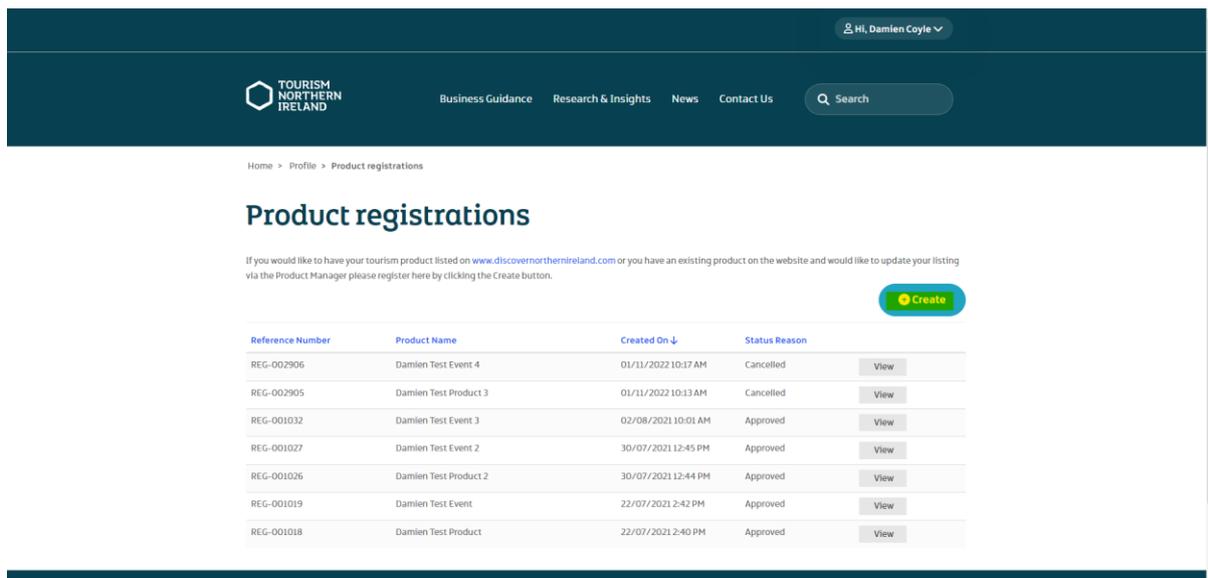
The screenshot shows the same mobile application interface as the previous one, but at a different step in the password reset process. The screen is still titled 'Password Reset' and contains the text: 'Please provide the following details.', 'New Password', and 'Confirm New Password'. Below the text are two text input fields, both containing masked characters (dots). At the bottom of the form, there are two buttons: a green 'Continue' button and a blue 'Cancel' button.

Product Registration

once logged in, click on your name at the top of the screen to display the drop-down menu, followed by 'product registration'.



Any existing product registrations will be displayed here. Click 'create' to create a new product registration. This is only required once per product/event.



If the product is already listed on discovernorthernireland.com and you are trying to update it, tick the box as shown below. This will remove section 4 and 5 of the registration form. Leave unticked if it is a new product. Complete the form with all the relevant details, anything with a * is a mandatory field.

New product registration

Are you registering an existing product on discovernorthernireland.com?

Section 1: Name of Accommodation, Product/Experience or Event

Name *

Section 2: Location/Venue Details

Address Line 1 *

Address Line 2

Town *

Use the email address that you wish to receive confirmation of submission and approval emails to (not displayed on website).

New product registration

Town *

County *

Postcode *

Tel Number *

Email *

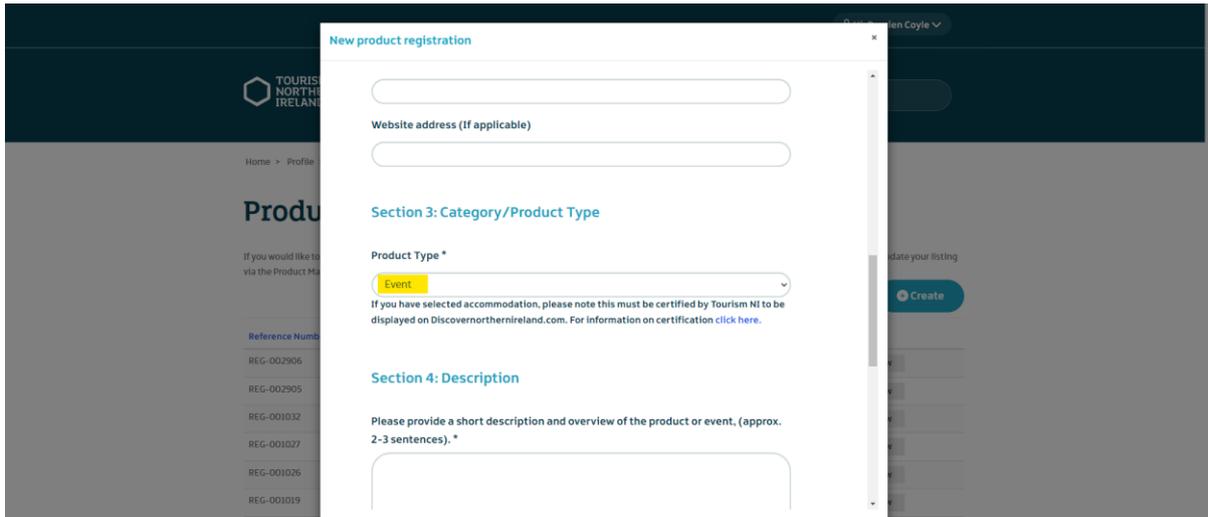
Website address (If applicable)

Section 3: Category/Product Type

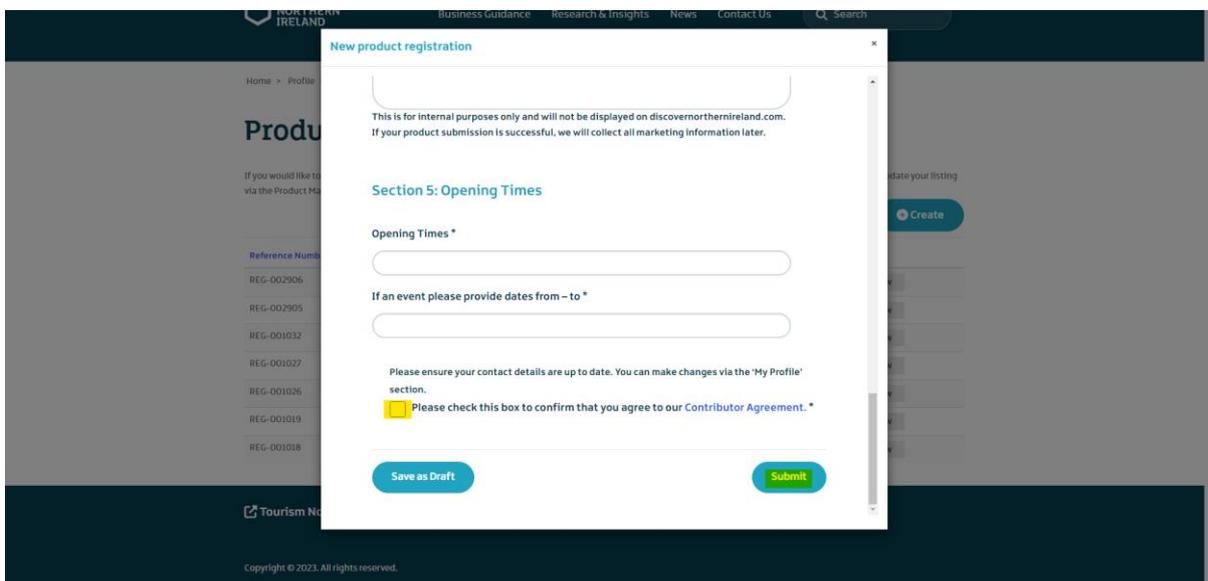
Select the appropriate product type from the menu and enter a brief description of the product/event.

The screenshot shows a 'New product registration' form. At the top, there are two empty input fields for 'Website address (if applicable)'. Below these is 'Section 3: Category/Product Type', which features a 'Product Type *' dropdown menu. The menu is open, showing a list of options: Event, Accommodation, Activity, Attraction, Entertainment and Food (includes eating out), Golf, Learning Experience (e.g. cookery school), Shopping (Retail), Tour, and Transport. At the bottom of the form, there are two buttons: 'Save as Draft' and 'Submit'.

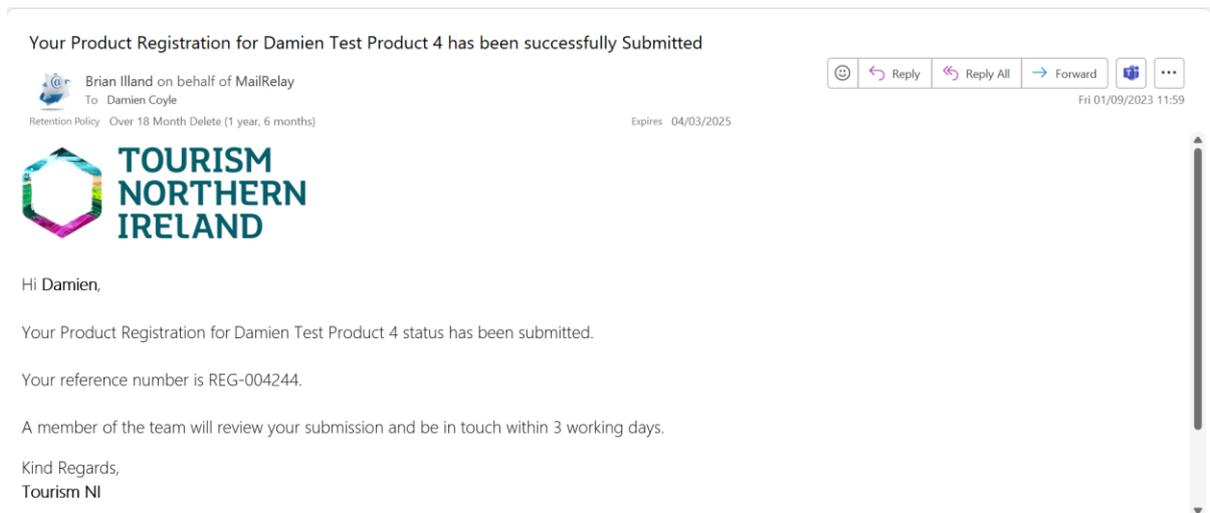
This screenshot shows the 'New product registration' form at a later stage. 'Section 3: Category/Product Type' is now closed, and the 'Product Type *' dropdown is set to 'Accommodation'. Below this, there is a note: 'If you have selected accommodation, please note this must be certified by Tourism NI to be displayed on Discovernorthernireland.com. For information on certification click here.' This is followed by 'Section 4: Description', which asks the user to 'Please provide a short description and overview of the product or event, (approx. 2-3 sentences). *'. A large text area is provided for this purpose. At the bottom of the form, a small note states: 'This is for internal purposes only and will not be displayed on discovernorthernireland.com.'



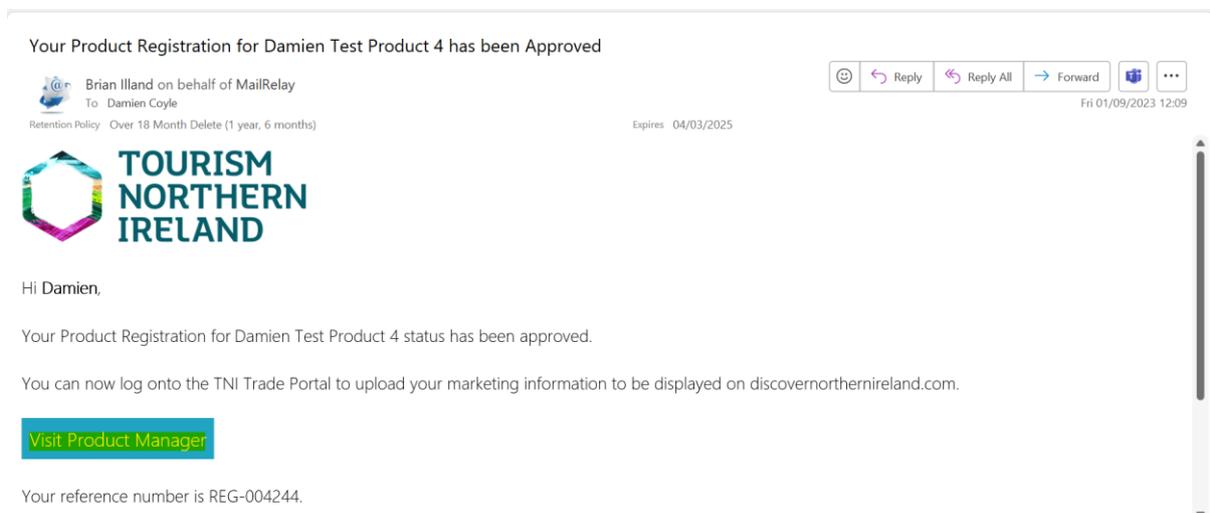
Read the [Contributor agreement](#) and tick the box to agree to its terms and Conditions, followed by 'Submit'. You are unable to proceed without agreeing. [If submitting an event, skip to page 28.](#) If you wish to finish completing the form later, click 'Save as Draft'.



A Confirmation of submission email will be sent to the email address entered in the registration form.

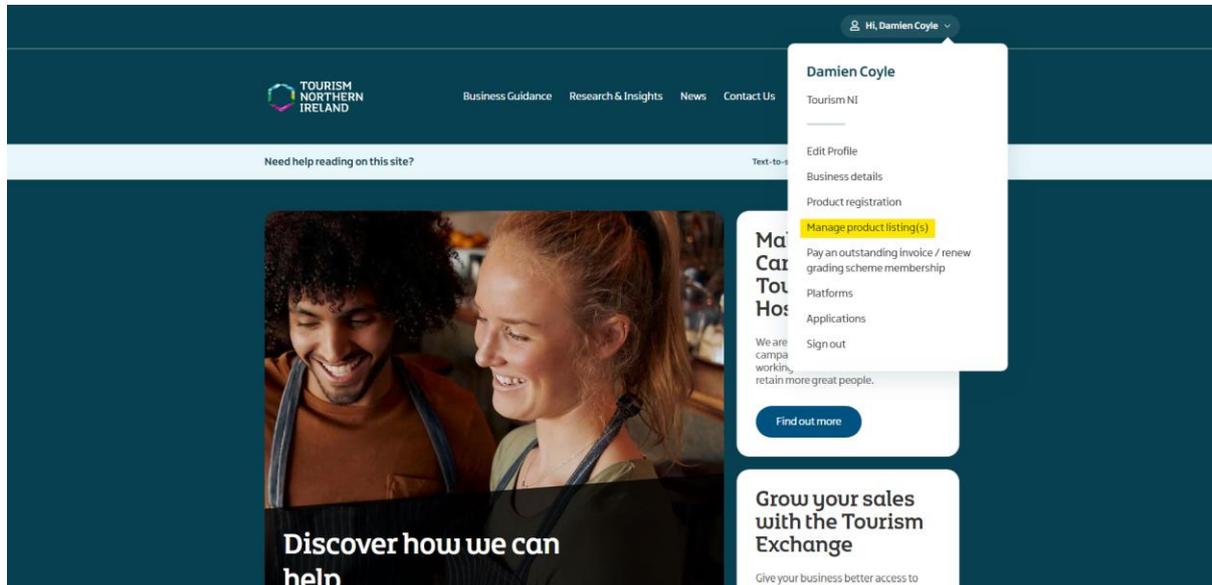


Once the registration is approved by Tourism NI, you will then receive a Confirmation of approval email with a link to the product manager. Click on 'Visit Product Manager'.

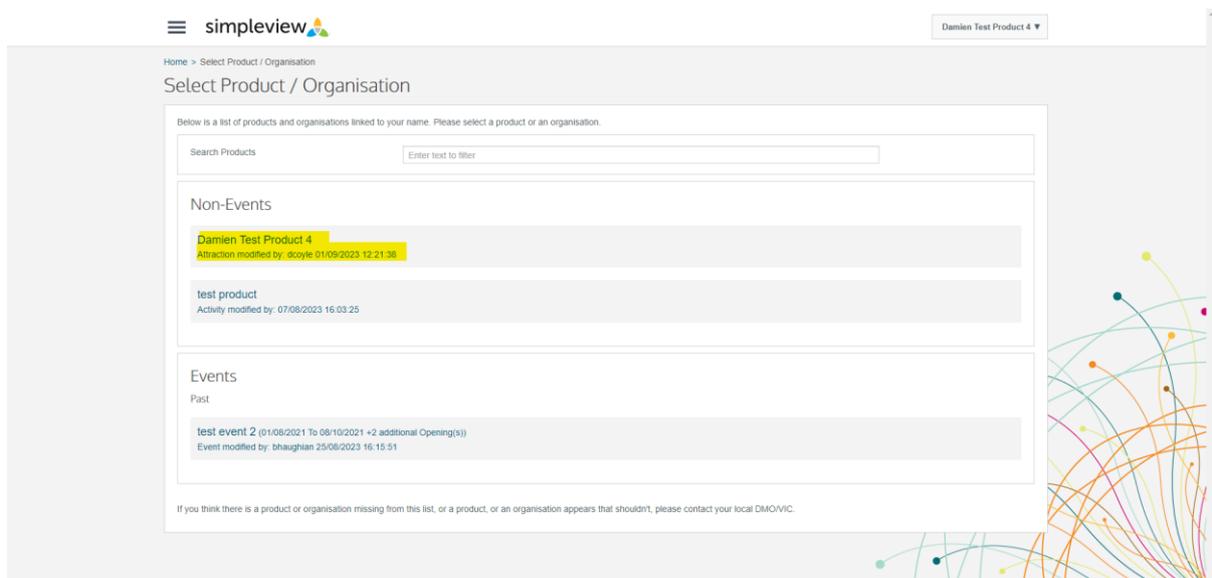


Updating Your Listing

Login again if required and click on your name to display the drop-down menu, followed by 'Manage product listings'.



You will be redirected to the Simpleview extranet. Click on the product/event you wish to update.



Click on 'Actions', followed by 'Edit Product'.

simpleview Damien Test Product 4

Home > Damien Test Product 4 (856641)

Damien Test Product 4 (856641)

Actions

Edit Product
Print

Address		Email	Not provided.
Postal code		Web	Not provided.
Country	Northern Ireland	Booking website	Not provided.
Telephone		Type	Attraction
Telephone 2		Organisation	
Fax			

Modified 01 September 2023 12:21
Modified by dcoyle
Created 01 September 2023 12:12
Created by dcoyle

Categories
Public Park

Text Type Values

Estate	Name	Language	Preview
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Complete all the necessary fields (highlighted in yellow).

simpleview Damien Test Product 4

Home > Attraction > Damien Test Product 4 (856641)

Damien Test Product 4

Product Details

Actions

Name Damien Test Product 4 en Telephone

en Telephone 2

Country Northern Ireland Fax

Address Email

Town Website

County Booking website

Postal code Keywords

Location Northern Ireland Visit duration Not set

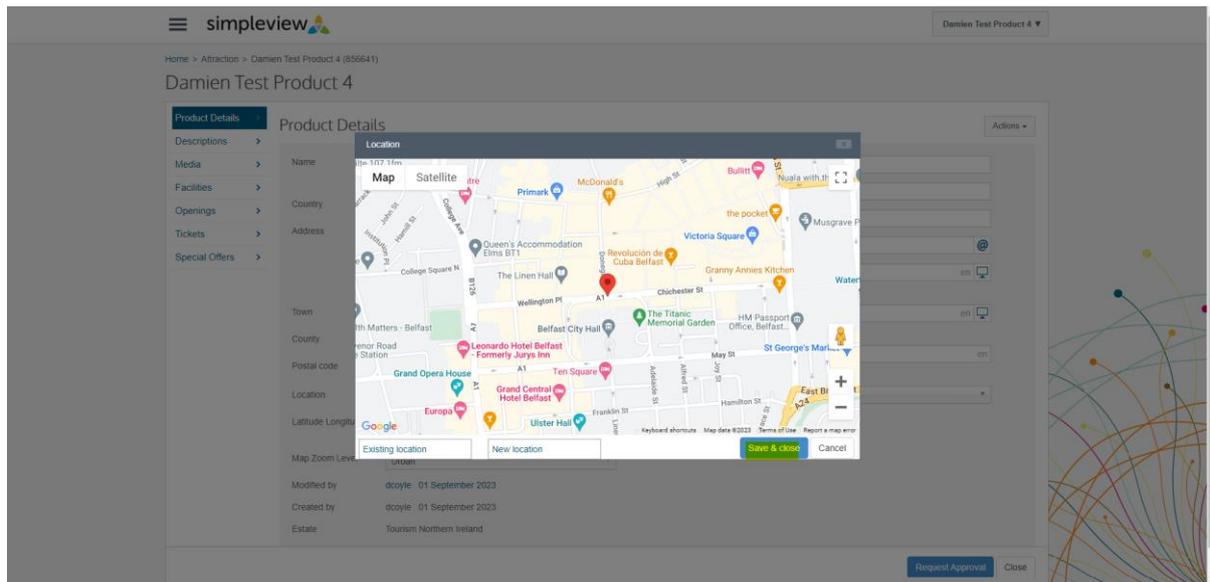
Latitude Longitude

Map Zoom Level Urban

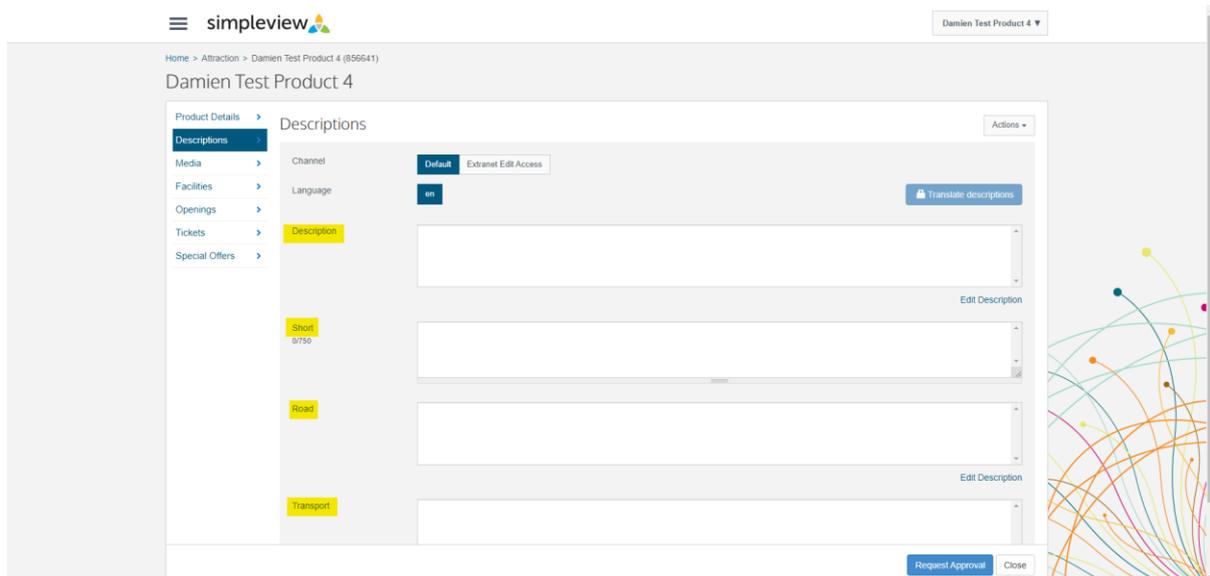
Modified by dcoyle 01 September 2023
Created by dcoyle 01 September 2023
Estate Tourism Northern Ireland

Request Approval Close

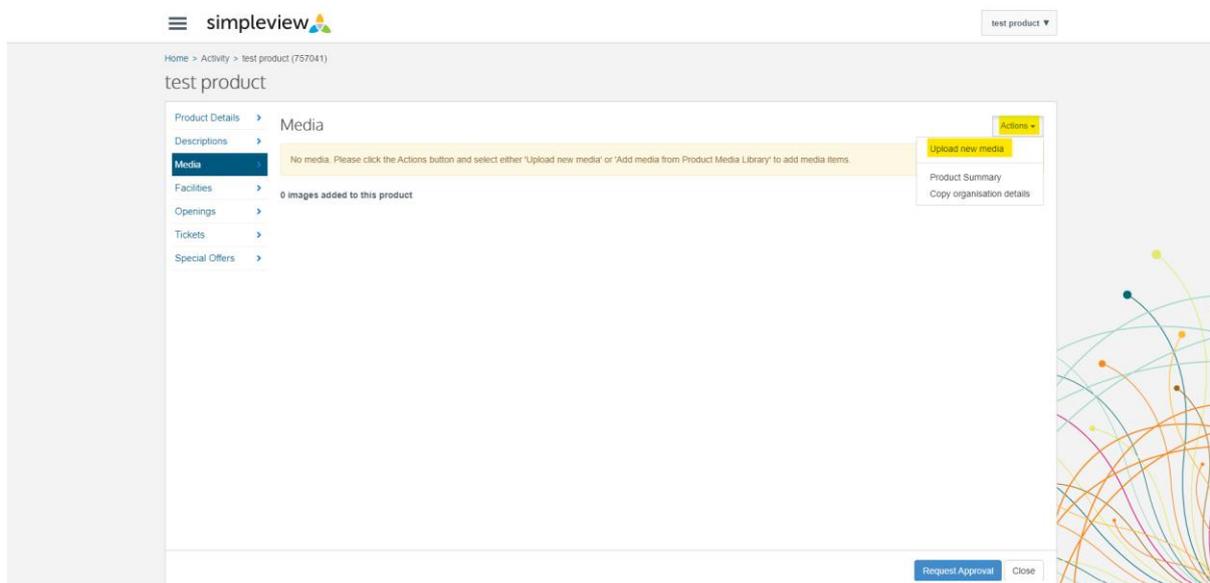
Select the geo location on the map, followed by 'Save & Close'.



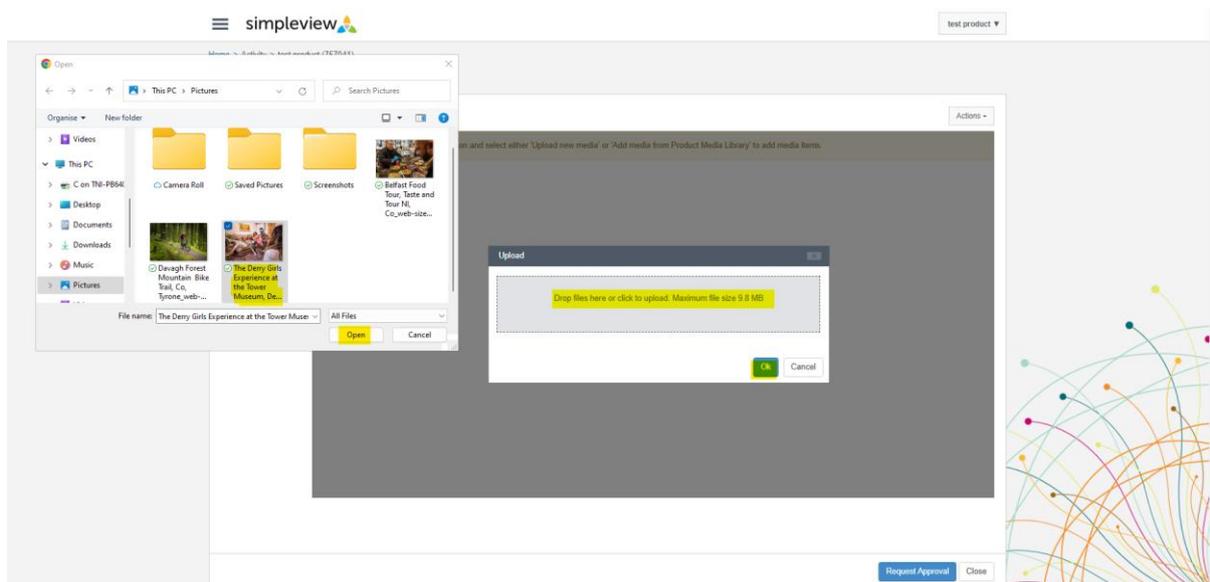
Enter the description (approx. 350 words), the short description (2-3 lines), directions if driving (optional), and public transport options (optional).



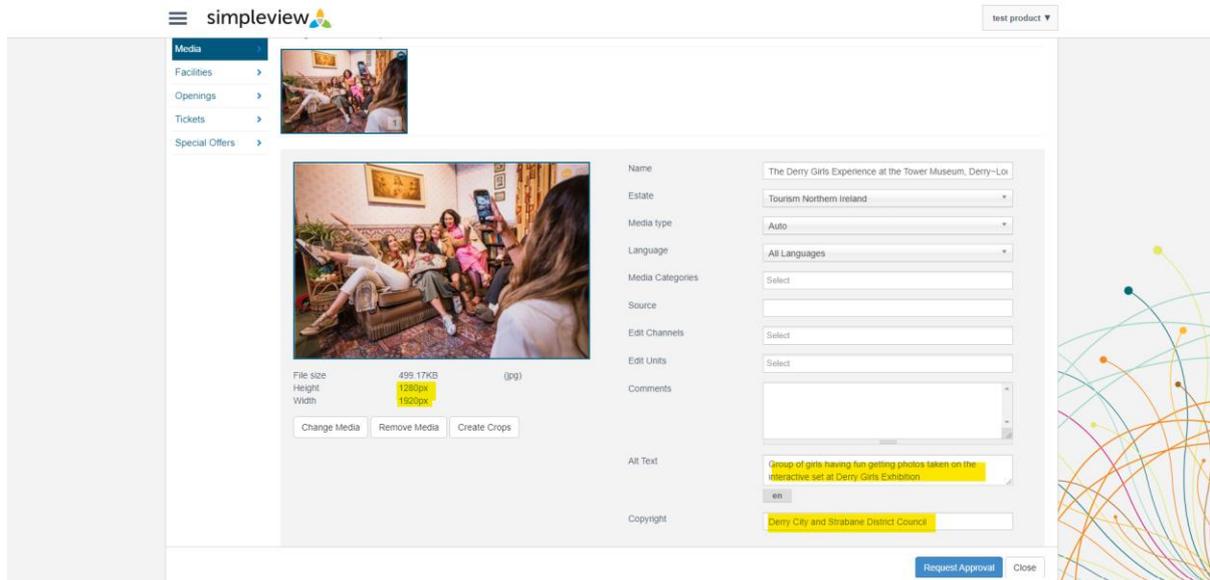
To upload images, select 'Media' on the left, then 'Actions', followed by 'upload new media'.



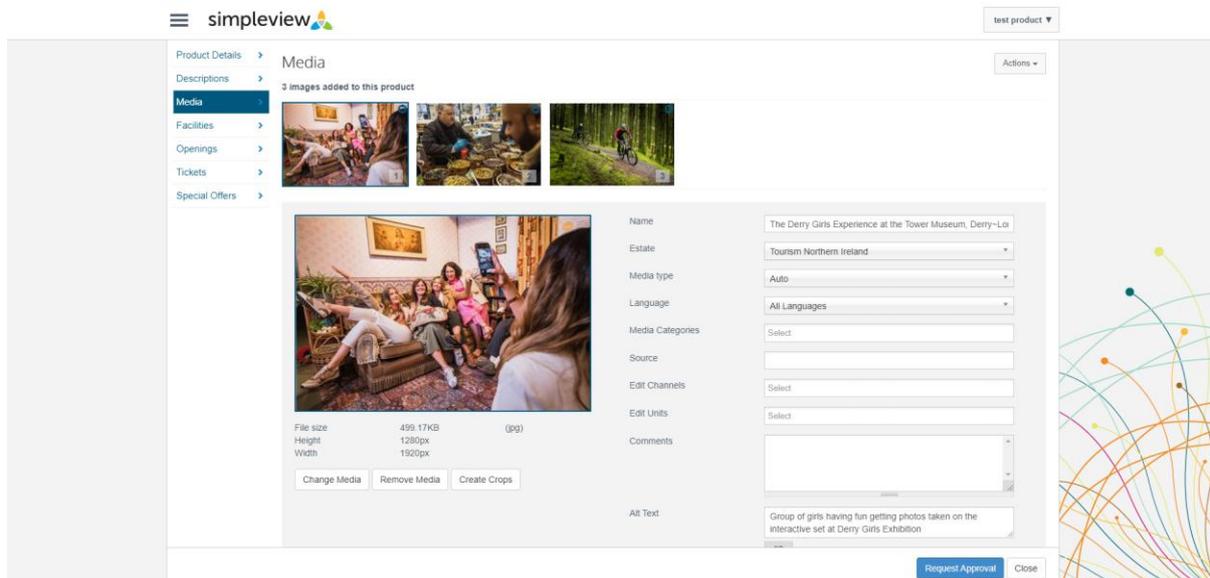
Select the image(s) you wish to upload (up to 10, maximum file size of 9.8MB – landscape images only), click on 'open' or alternatively, drag them across into the upload box. Click 'ok' when finished.



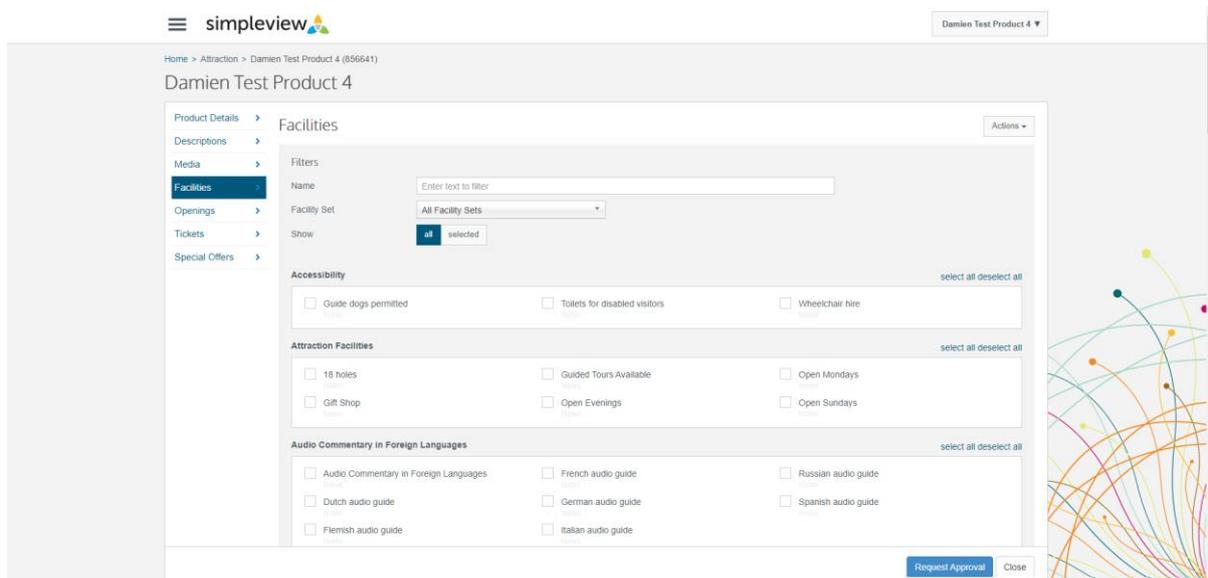
Enter copyright details if applicable and enter alt text (description of the image for accessibility purposes). The image must also have a minimum resolution of 1920 x 1080 (height x width).



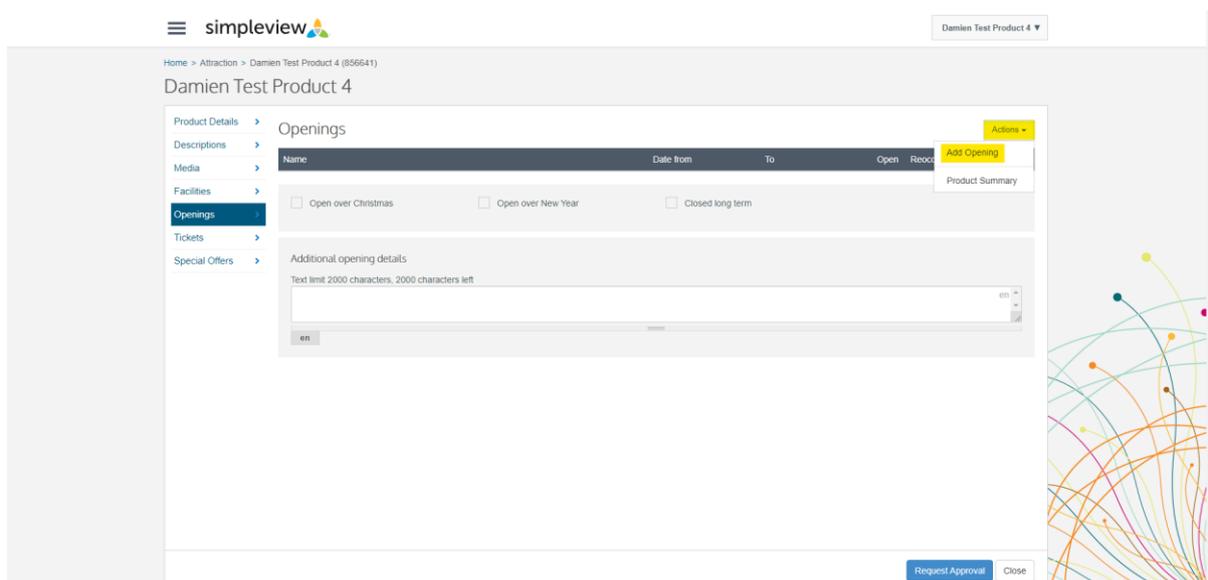
Repeat the process for up to 10 images.



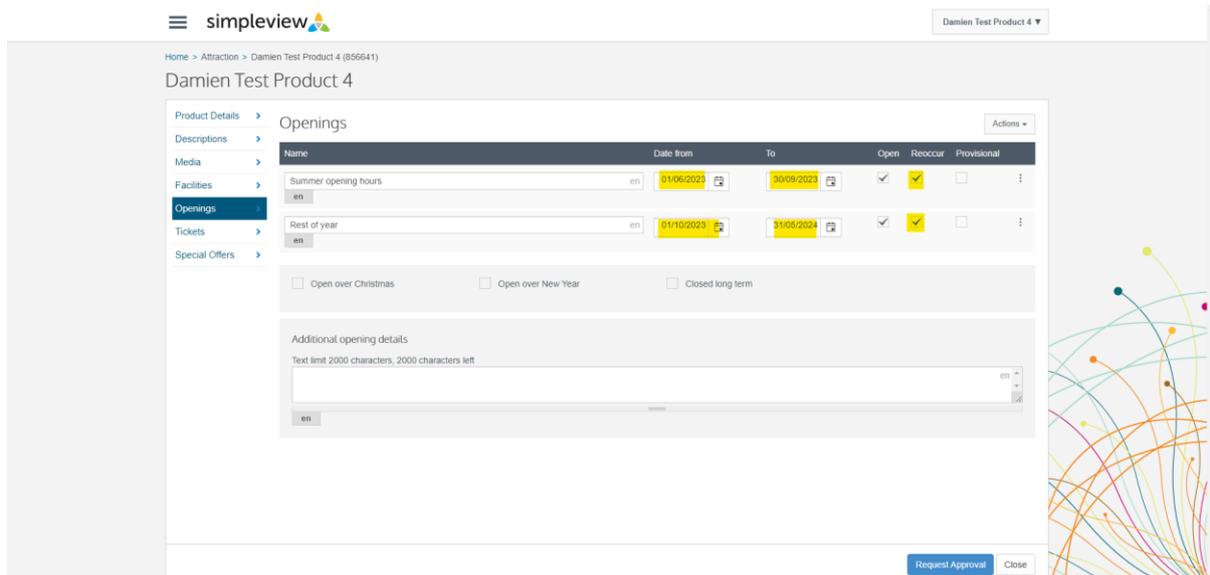
Select the relevant facilities (less is more).



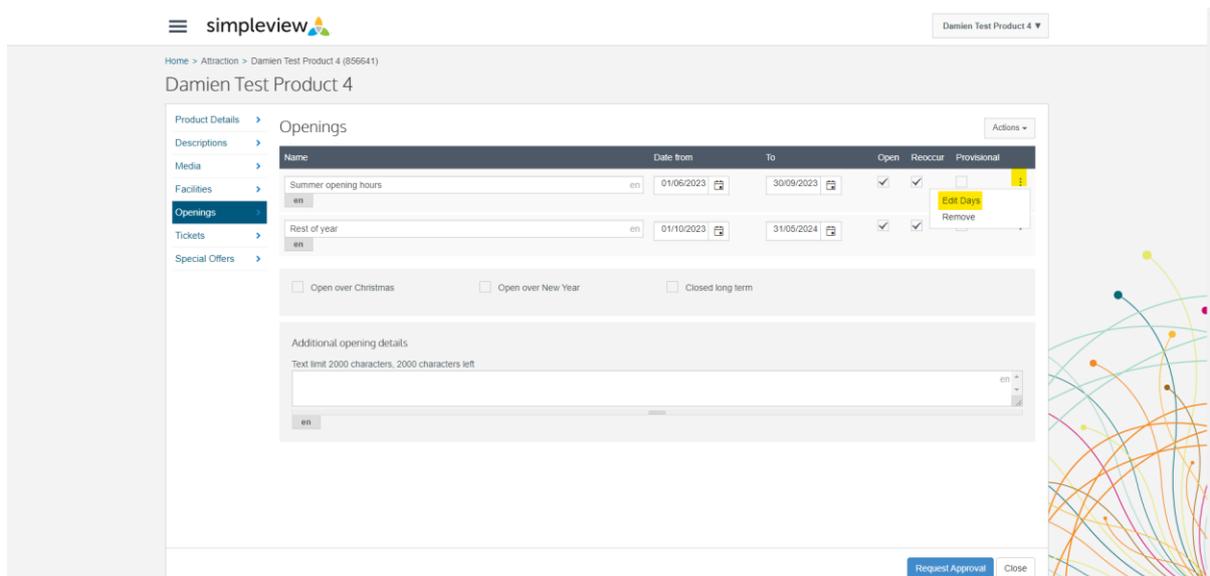
To add opening times, select 'openings' on the left-hand menu, then click 'Actions', followed by 'Add Opening'.



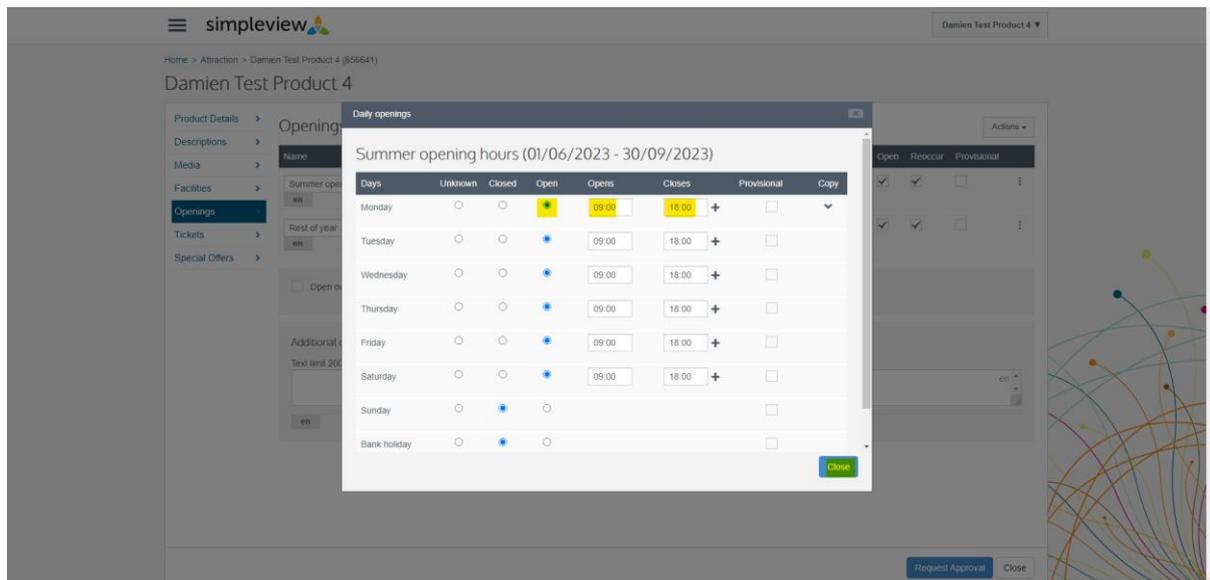
If applicable, you can add multiple opening dates if your product/event has various opening times. Click reoccur (if a product) so these dates and times automatically carry over to the following year.



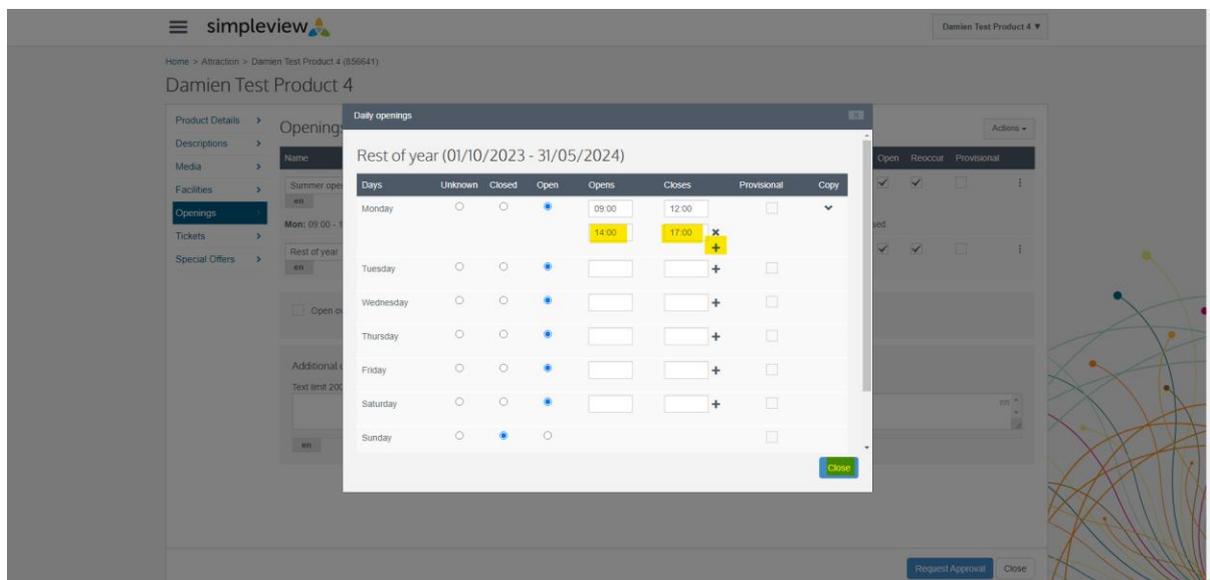
To add specific opening times for each day, click the vertical three dot menu, followed by 'Edit Days'.



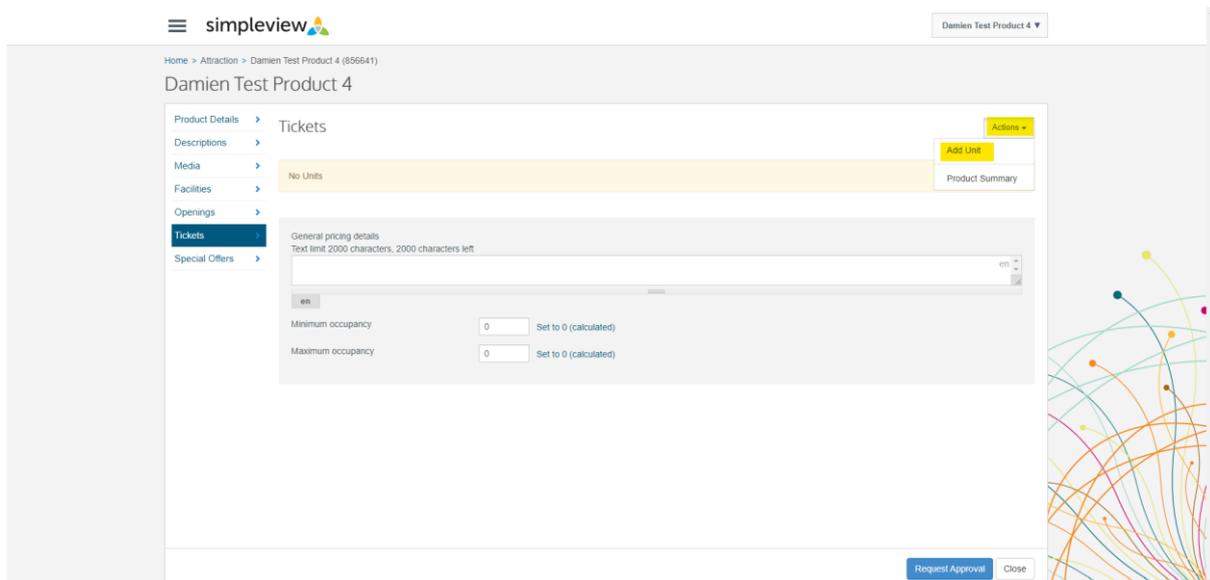
Select the days which the product/event is open/closed and enter the opening times for each day (24hr).



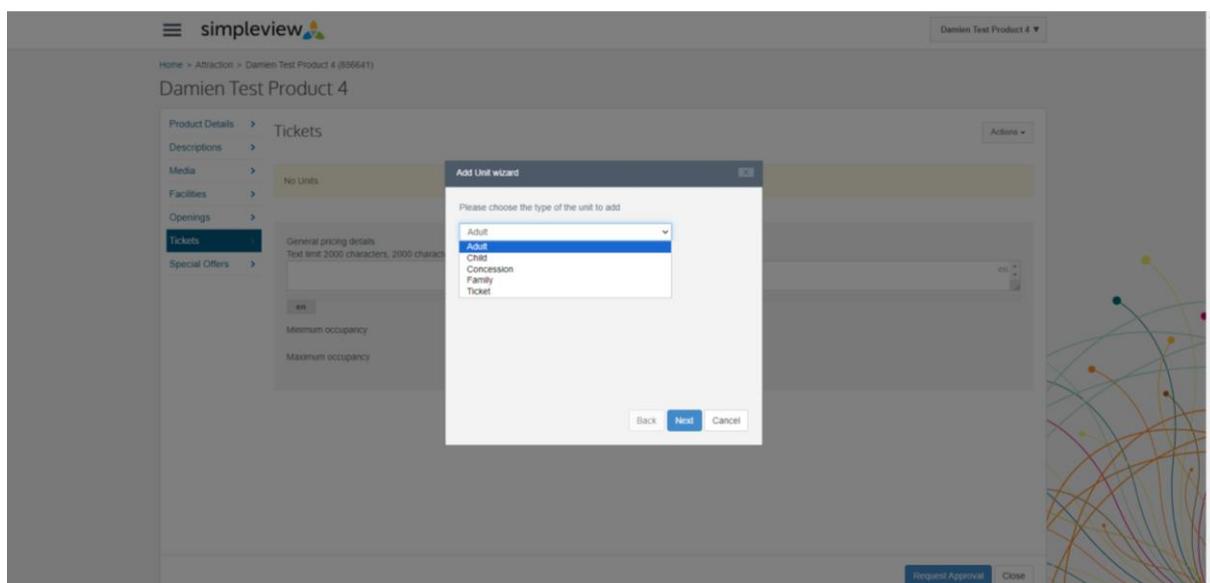
If there are multiple opening hours in one day, click the + icon to add another, then click 'close' when finished.



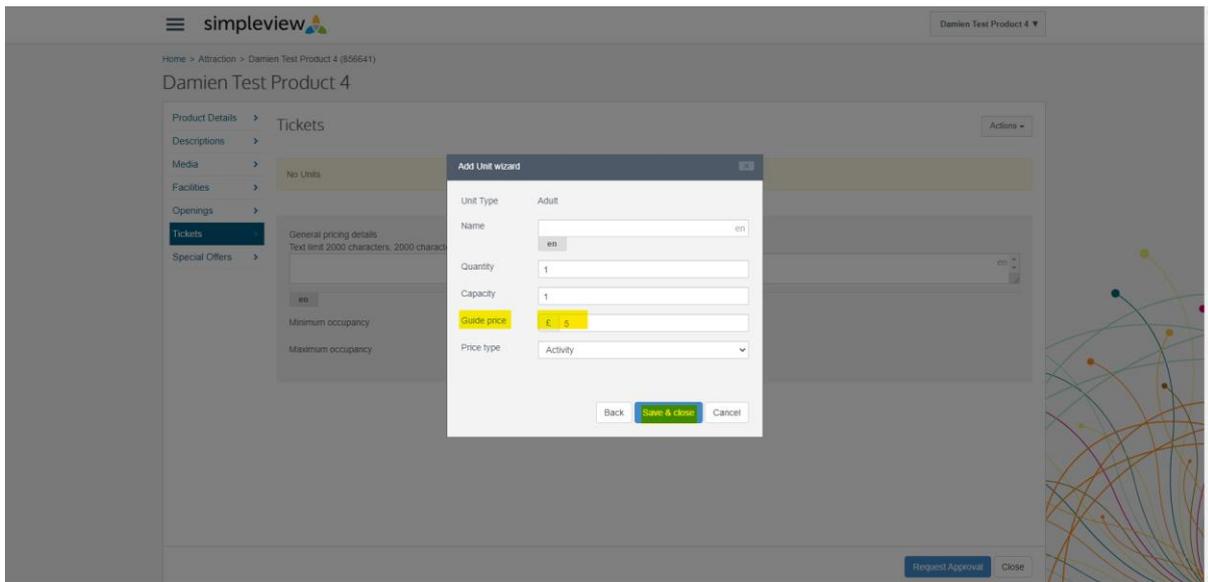
To add prices, select 'Tickets' from the left-hand menu, followed by 'Actions' and 'Add Unit'.



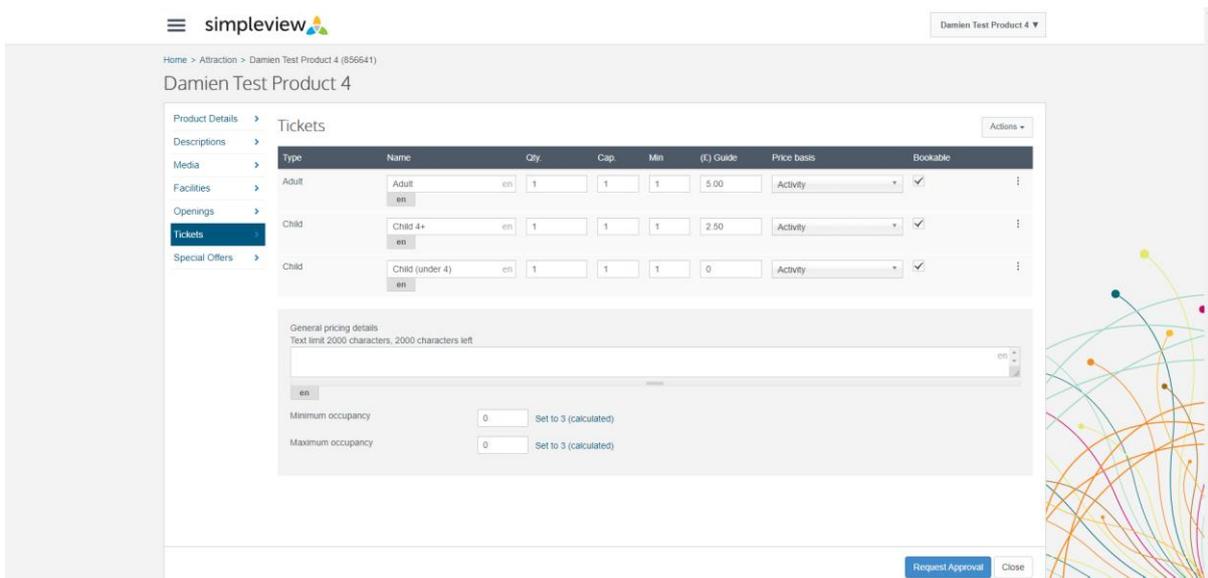
Select the appropriate unit of pricing (Adult, child etc.).



Enter the price in the 'Guide price' box.

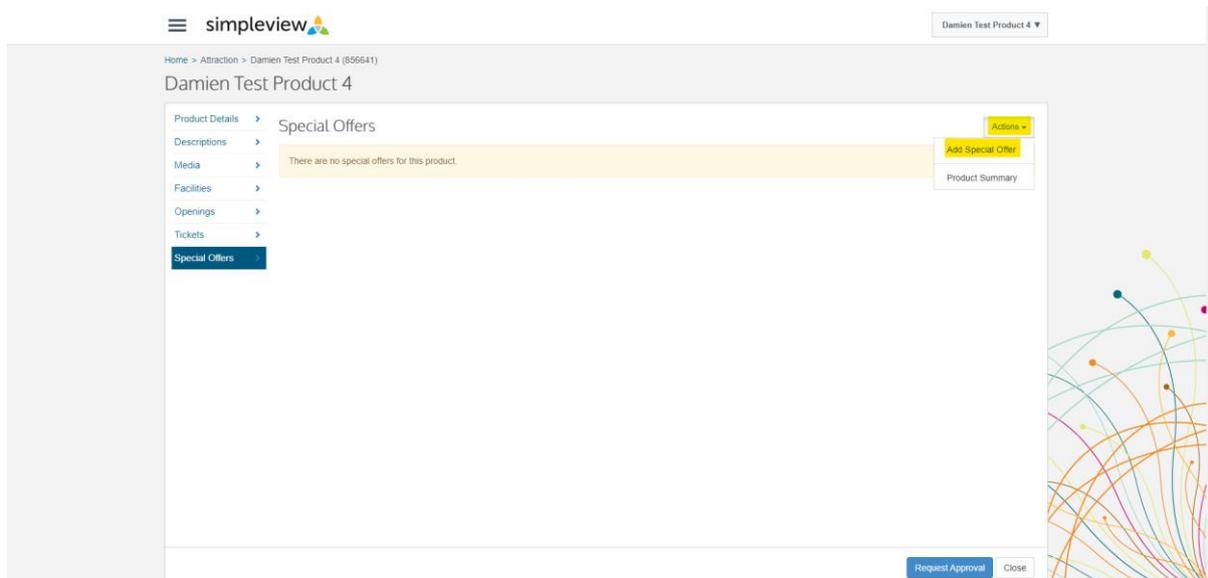


Repeat as necessary.

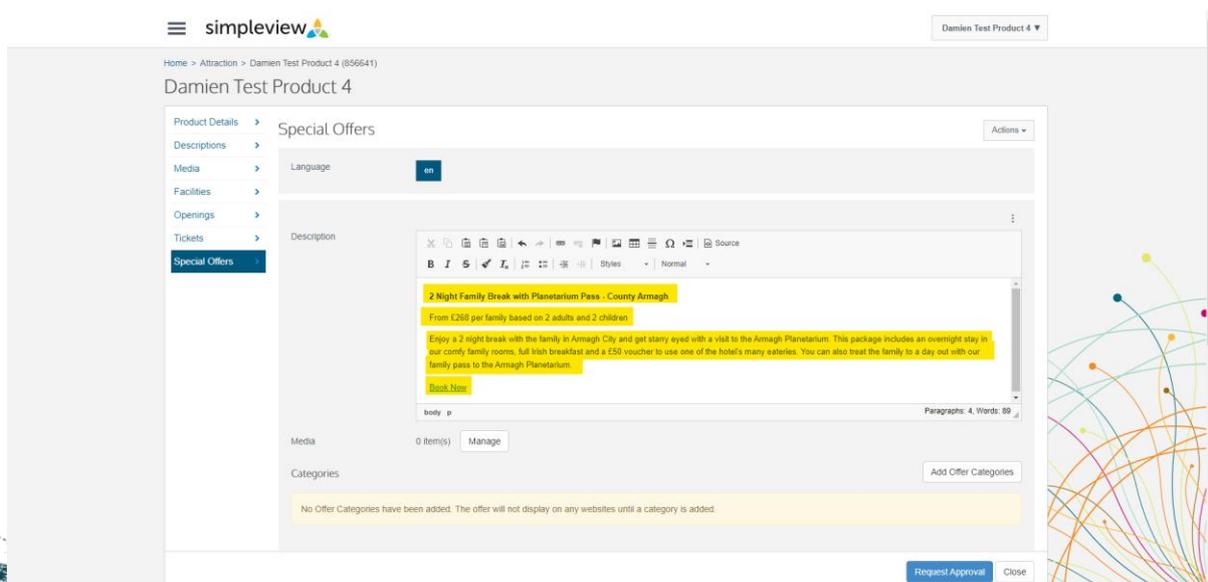


Special offers

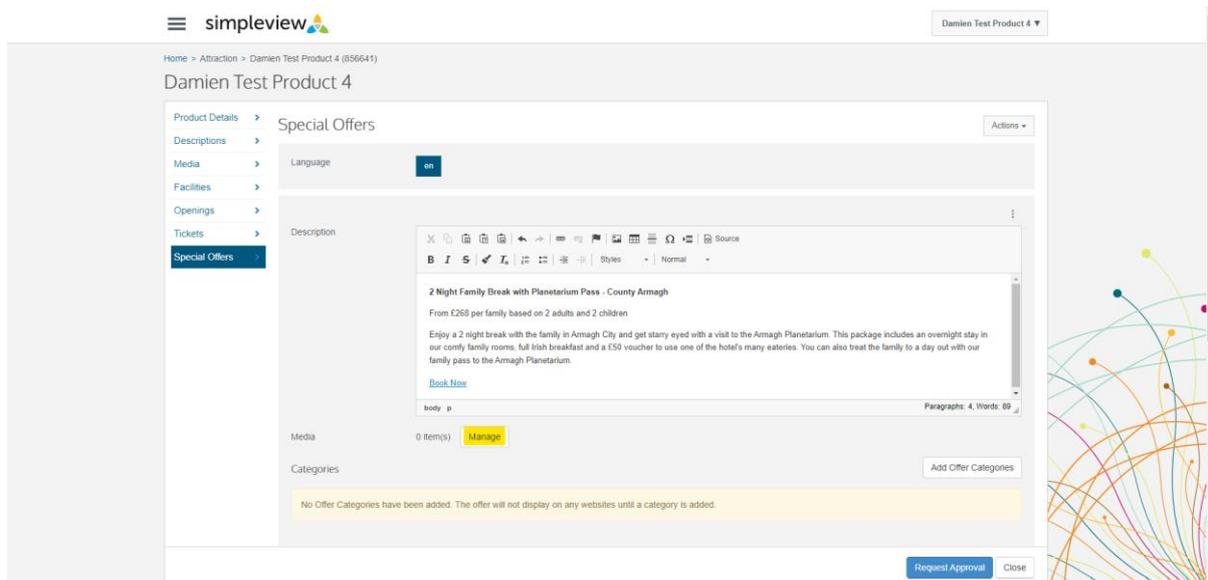
To add a special offer (if applicable), select 'Special offers' from the left-hand menu, then click 'Actions', followed by 'Add Special offer'. If not applicable, [skip to page 27](#).



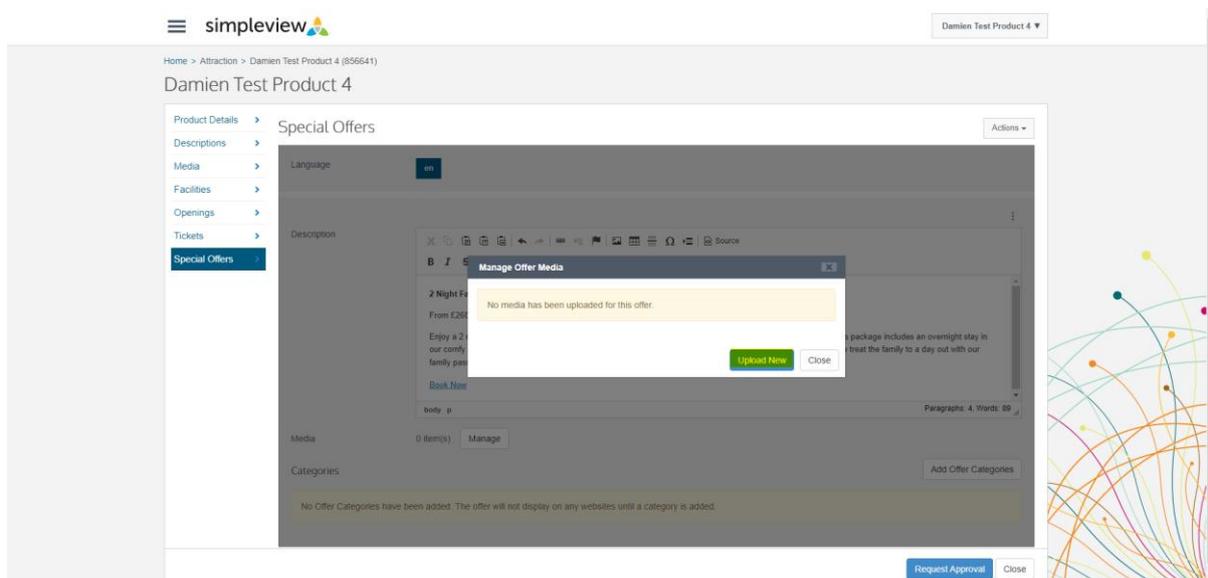
Enter details of the special offer. Include the name of the offer, the starting price, the price basis (per person sharing, per room etc.), what the offer is, and a booking link.



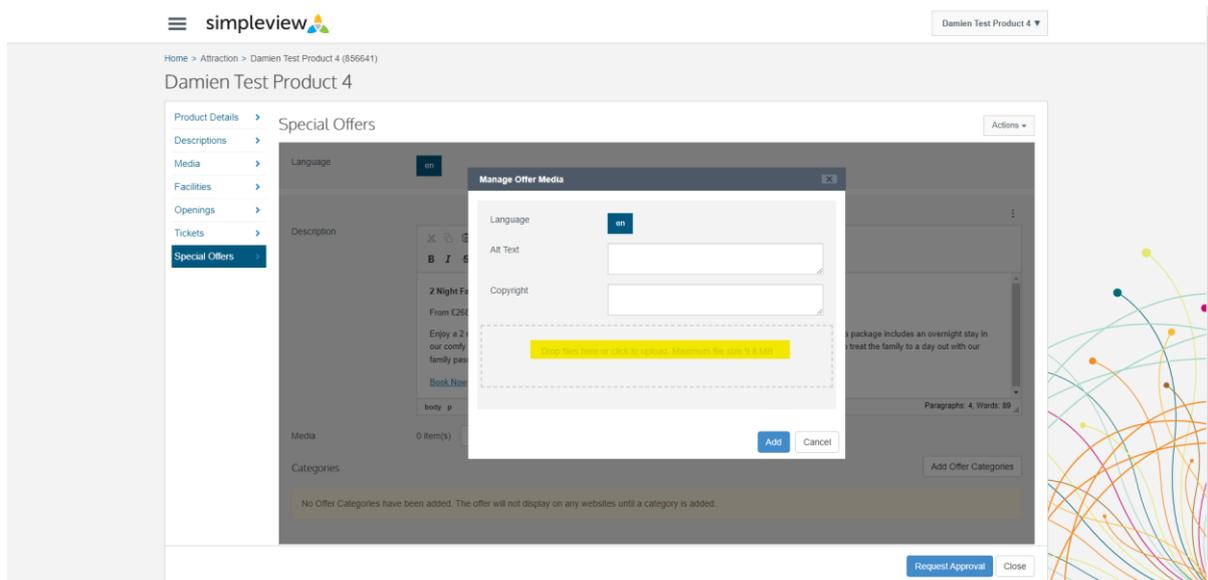
To add an image to the offer, click 'Manage'.



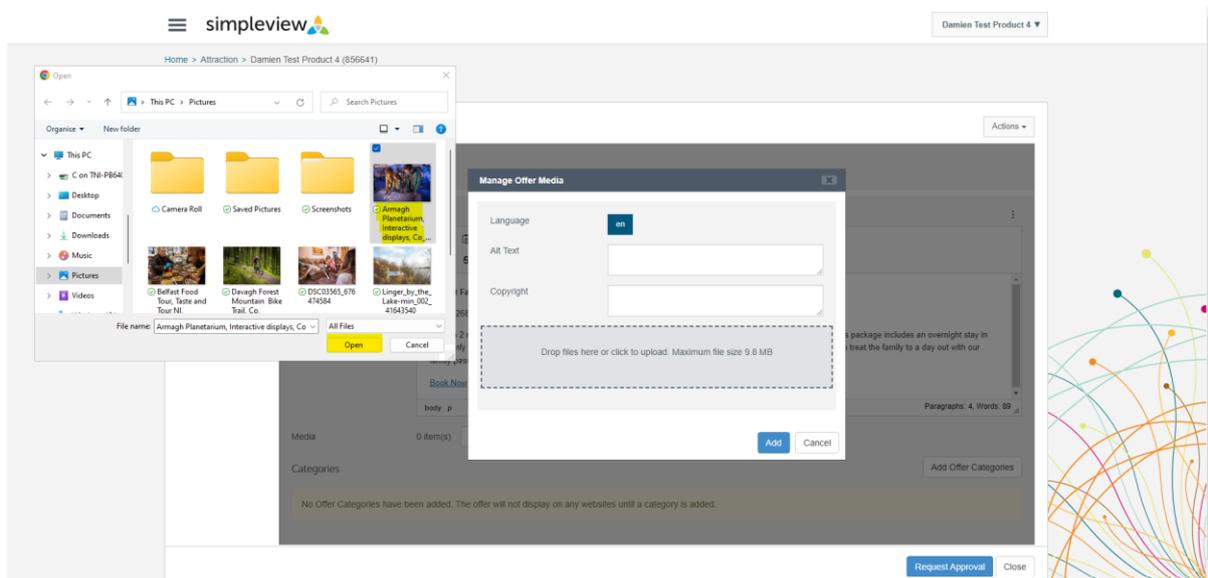
Read the Copyright notice and Click 'Ok', then Click 'Upload New'.



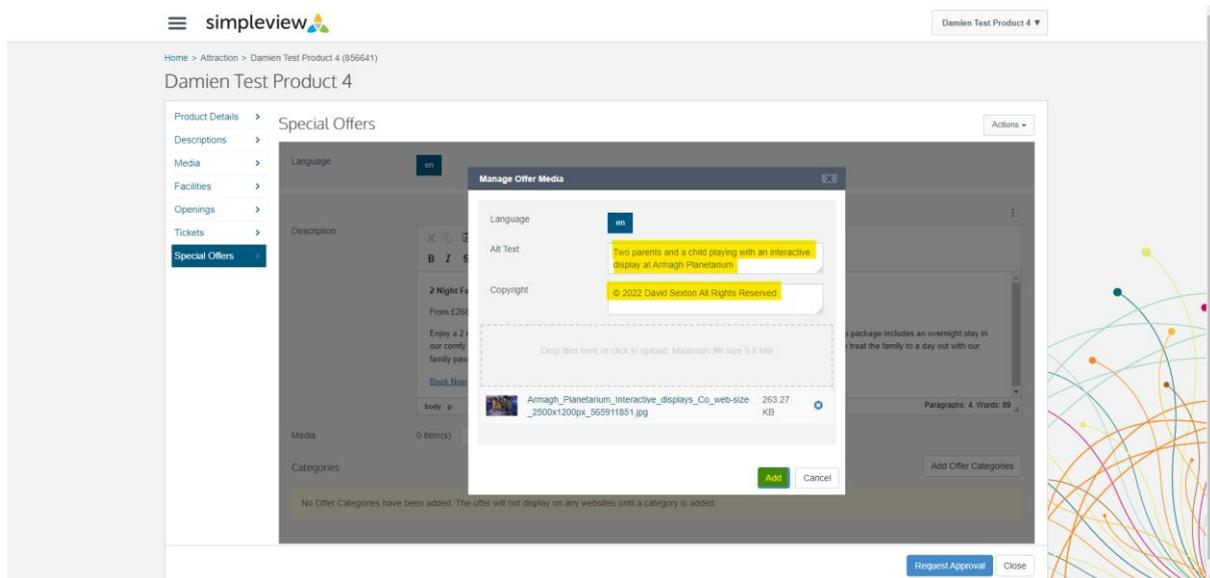
Click on the upload box.



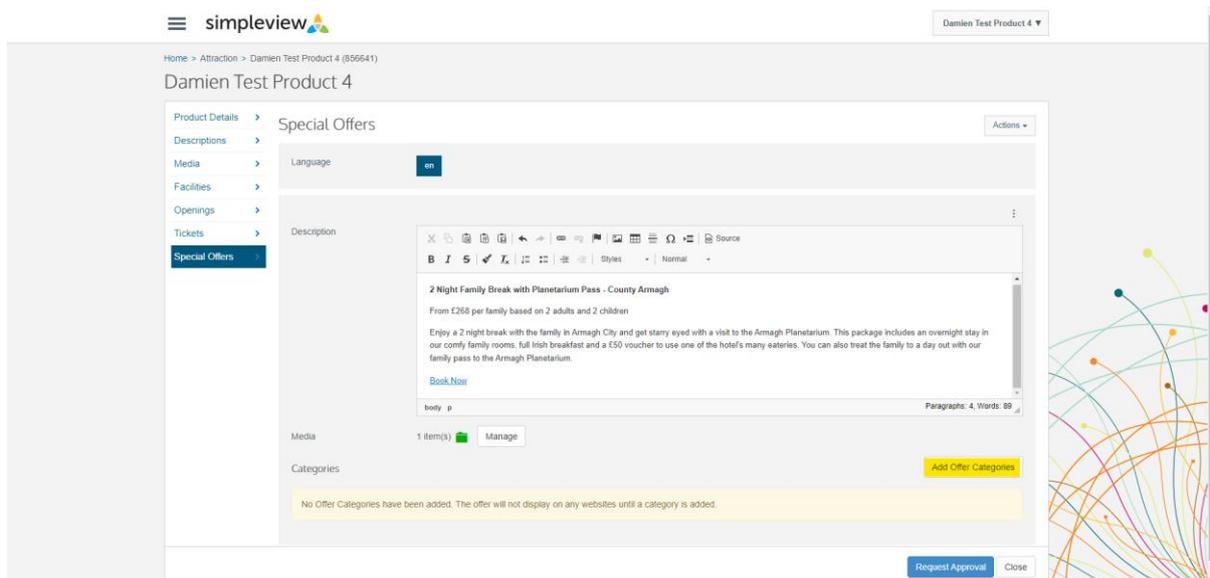
Select the image you wish to upload (1 only - maximum file size 9.8MB - landscape images only, minimum resolution 1920 x 1080) and click on 'open', or alternatively, drag it across into the upload box.



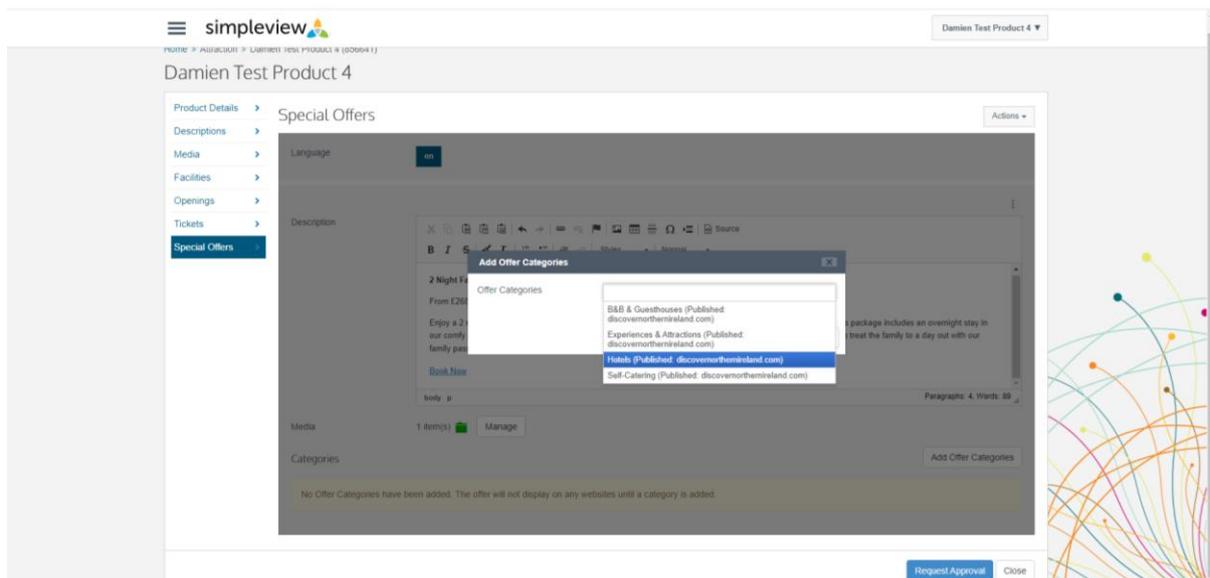
Enter the alt text (required) and Copyright details (if applicable), then click 'Add'.



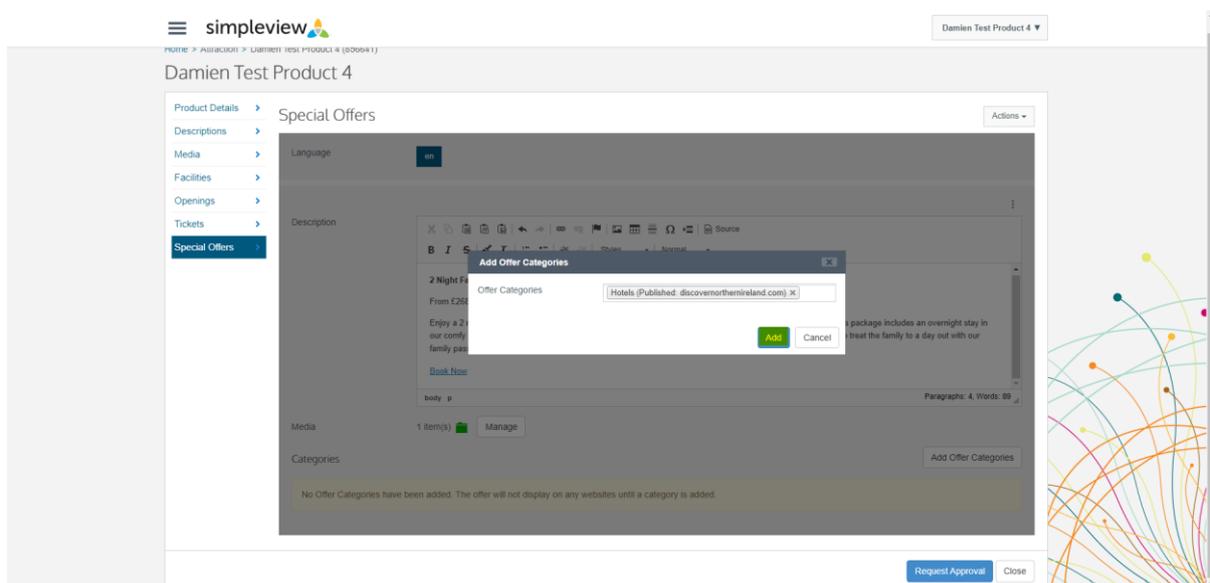
Click on 'Add offer categories'.



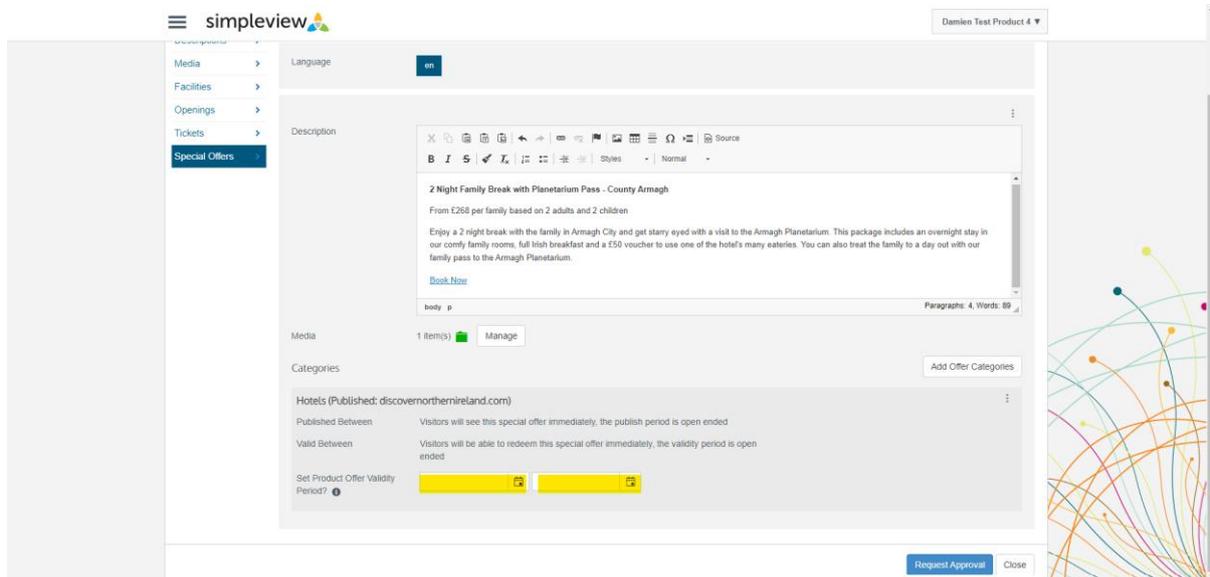
Select the relevant offer category (Hotel, Self-catering, Attraction etc.).



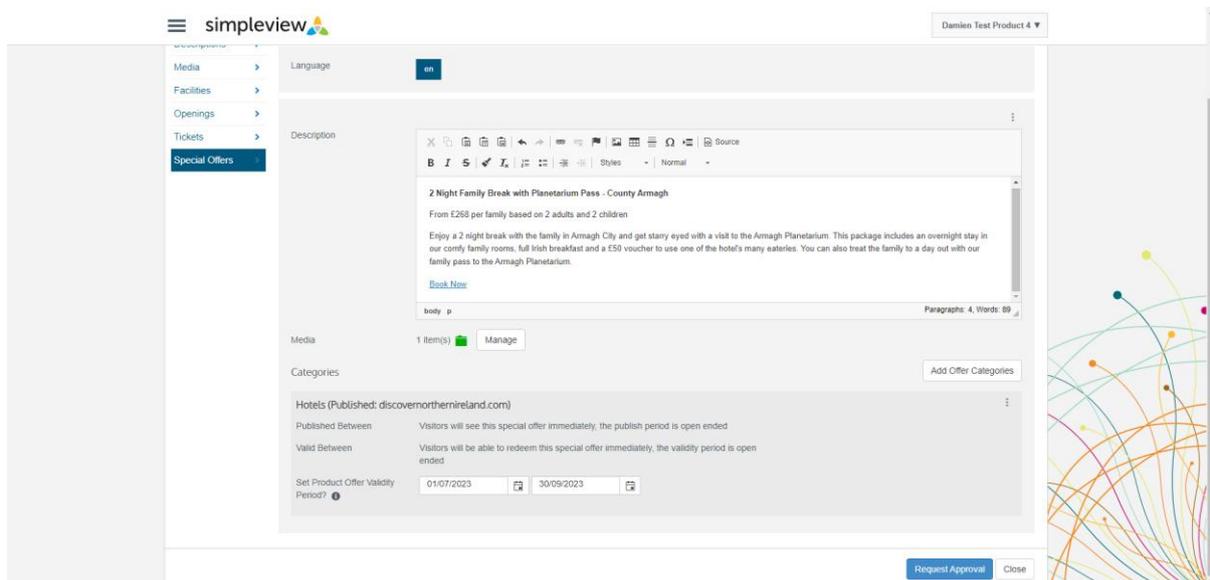
Click on 'Add'.



Enter the start/end date of the offer. Special offers should be for a limited time only and not open ended, or run continuously throughout the year.



Repeat as necessary.



once all updates have been completed, click 'Request Approval'.

simpleview Damien Test Product 4

Home > Attraction > Damien Test Product 4 (856641)

Damen Test Product 4

Product Details

Actions

Name	Damen Test Product 4 en	Telephone	+44 (0) 28 9023 1221
Country	Northern Ireland	Telephone 2	
Address	123 Main Street	Fax	
Town	Pomeroy	Email	test@tourismni.com
County	County Tyrone	Website	www.tourismni.com en
Postal code	BT70 2QZ	Booking website	https://www.tourismni.com/book en
Location	Dungannon > Pomeroy	Keywords	lake, forest, waterfall, green space, playground, family en
Latitude Longitude	54.59417 -6.9386	Visit duration	Not set
Map Zoom Level	Extra-Remote		
Modified by	dc Doyle 01 September 2023		
Created by	dc Doyle 01 September 2023		
Estate	Tourism Northern Ireland		

Request Approval Close

The product/event has now been submitted for moderation. You may cancel the request if submitted in error. The updates will not display on discovernothernireland.com until approved by Tourism NI.

simpleview Damien Test Product 4

Home > Attraction > Damien Test Product 4 (856641)

Damen Test Product 4

This product has been submitted for moderation. Some of the changes displayed here are not currently being reflected on the product or any website that it appears on.

Product Details

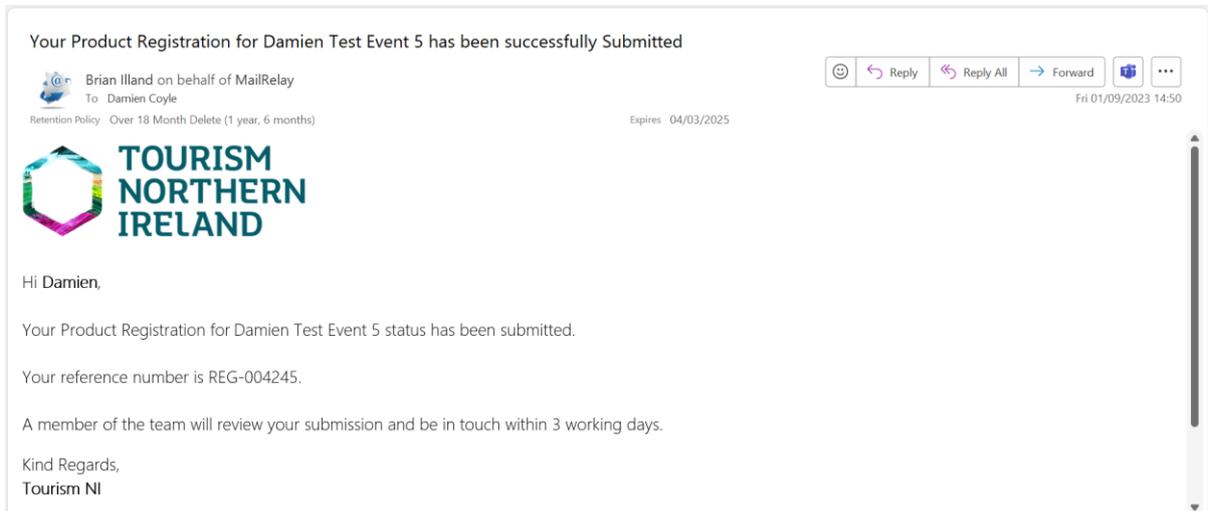
Actions

Name	Damen Test Product 4 en	Telephone	+44 (0) 28 9023 1221
Country	Northern Ireland	Telephone 2	
Address	123 Main Street	Fax	
Town	Pomeroy	Email	test@tourismni.com
County	County Tyrone	Website	www.tourismni.com en
Postal code	BT70 2QZ	Booking website	https://www.tourismni.com/book en
Location	Dungannon > Pomeroy	Keywords	lake, forest, waterfall, green space, playground, family en
Latitude Longitude	54.59417 -6.9386	Visit duration	Not set
Map Zoom Level	Extra-Remote		
Modified by	01 September 2023		

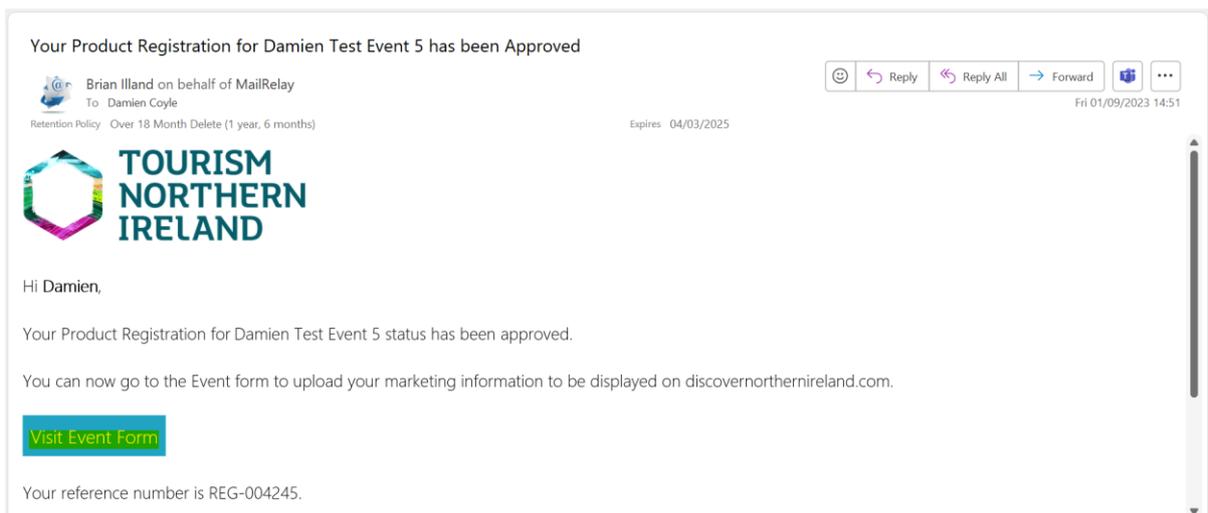
Request Approval Cancel Request Close

Events

You will receive a Confirmation of submission email to the email address entered on the product registration form.



Once the registration is approved, you will receive a Confirmation of approval email with a link to our event form. Click on 'Visit Event Form'.



You will be redirected to our event form. Please complete all necessary fields marked with a * (highlighted in yellow below).

You are here: Home > Information > Submit New Event

Submit New Event

The Discover Northern Ireland website is a trusted source of information for those planning a short-break in Northern Ireland. If you are running an event in Northern Ireland, and would like it to be considered for inclusion on the 'What's On' section of the Discover Northern Ireland website, please [review our Contributor Agreement](#) and then complete this form.

The information that you provide will be reviewed by Tourism Northern Ireland prior to approval. Tourism Northern Ireland cannot guarantee that we will publish details of all events submitted for consideration.

Please note that your event will not be approved for publication if it is not tourism related, or the event is not taking place in Northern Ireland.

Please enter your product information below.

Event name

Address

Address Line 2

Address Line 3

Town / City

County (Not State)

Postcode (Not ZipCode)

Location:

[Set Geo-location using a map](#)

SPEAK

Privacy

Please choose up to 4 categories that best describe your event.

Category:

- Agricultural Shows
- Ceremony
- Cinema / Film
- Comedy
- Concert
- Dance
- Exhibition
- Family Fun
- Festival
- Fete / Fair
- Food & Drink
- History
- Literature
- Markets / Fairs
- Nature
- Religious Event
- Sport
- Talks/Lectures
- Theatre
- Tour
- Workshop

Facilities:

- Booking Required
- Dogs permitted on lead
- All areas accessible to disabled visitors
- On site parking
- Station nearby

Telephone:

Please enter the event website or website for the event venue.

Website:

SPEAK

Privacy

Telephone:

Please enter the event website or website for the event venue.

Website:

Email:

Please add a description of the event. Please note: the longer the description and the more information, the better. We always recommend at least 300 words.

Description:

Short Description:

Images

Please upload an image with a maximum file size of 2MB. It is essential that images are uploaded in landscape format. By uploading a photograph or photographs, you are confirming that you own the copyright or that you have permission from the owner of the intellectual property to use the photographs featured and you confirm that use of such material does not infringe any third party rights.

Image:

Image Alt Text:

Image Copyright:

Please add opening and closing dates and times for your event. If your event takes place on more than one separate date please click 'Add another opening' and add additional dates.

Openings

From: To:

Opens the same time every day

Please add opening and closing dates and times for your event. If your event takes place on more than one separate date please click 'Add another opening' and add additional dates.

Openings

From: To:

Opens the same time every day

Monday	Opens: <input type="text"/>	Closes: <input type="text"/>	<input type="checkbox"/> Closed
Tuesday	Opens: <input type="text"/>	Closes: <input type="text"/>	<input type="checkbox"/> Closed
Wednesday	Opens: <input type="text"/>	Closes: <input type="text"/>	<input type="checkbox"/> Closed
Thursday	Opens: <input type="text"/>	Closes: <input type="text"/>	<input type="checkbox"/> Closed
Friday	Opens: <input type="text"/>	Closes: <input type="text"/>	<input type="checkbox"/> Closed
Saturday	Opens: <input type="text"/>	Closes: <input type="text"/>	<input type="checkbox"/> Closed
Sunday	Opens: <input type="text"/>	Closes: <input type="text"/>	<input type="checkbox"/> Closed

Tickets

Prices From (£)

Visit Duration:

This will not appear on the website.

Your Name:



Click 'Submit' when finished.

YOUR LANGUAGE: Please Select

This will not appear on the website.

Your Name:

Email Address:

Telephone:

I'm not a robot

SUBMIT

[View Maps and Visitor Guides](#)
View what Northern Ireland has to offer and some of the best things to see and do during a visit.
[MORE INFO](#)

[E-newsletter sign up](#)
Sign up for the Discover Northern Ireland newsletter for Inspiration and travel tips.
[MORE INFO](#)

[SPEAK](#)

[Privacy](#)

You will receive a Confirmation of event submission email. The event has been submitted and will undergo a final review by Tourism NI before being published to discovernorthernireland.com.

Discover Northern Ireland Event Submission confirmation

Discover Northern Ireland Event Submissions <donotreply@discovernorthernireland.com> (Discover Northern Ireland)
To: Damien Coyle

Retention Policy: Over 18 Month Delete (1 year, 6 months) Expires: 04/03/2025

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!

Damien Coyle,

Thank you for submitting the details of your event 'Damien Test Event 5'. Your information has been submitted for approval.

Your event submission ID for reference is EventRef-20230901032834498-NIR13.

Regards
Discover Northern Ireland

To update submitted events once published, follow the steps outlined between pages 11-20, then click 'Request Approval' once all updates are completed. You can select current events, or even add new dates to a past event that is taking place again. This is recommended instead of creating a new product registration each time.

simpleview

Select Product / Organisation

Below is a list of products and organisations linked to your name. Please select a product or an organisation.

Search Products

Non-Events

- Damien Test Product 4
Attraction modified by: dcayle 01/09/2023 15:04:12
- test product
Activity modified by: 07/08/2023 16:03:25

Events

Current/Future

- Damien Test Event 5 (08/09/2023 To 08/09/2023)**
Event modified by: dcayle 01/09/2023 15:57:05

Past

- test event 2 (01/08/2021 To 08/10/2021 +2 additional Opening(s))
Event modified by: bhaughan 25/08/2023 16:15:51

If you think there is a product or organisation missing from this list, or a product, or an organisation appears that shouldn't, please contact your local DMO/VIC.

simpleview

Select Product / Organisation

Below is a list of products and organisations linked to your name. Please select a product or an organisation.

Search Products

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