

LISTING USER GUIDE

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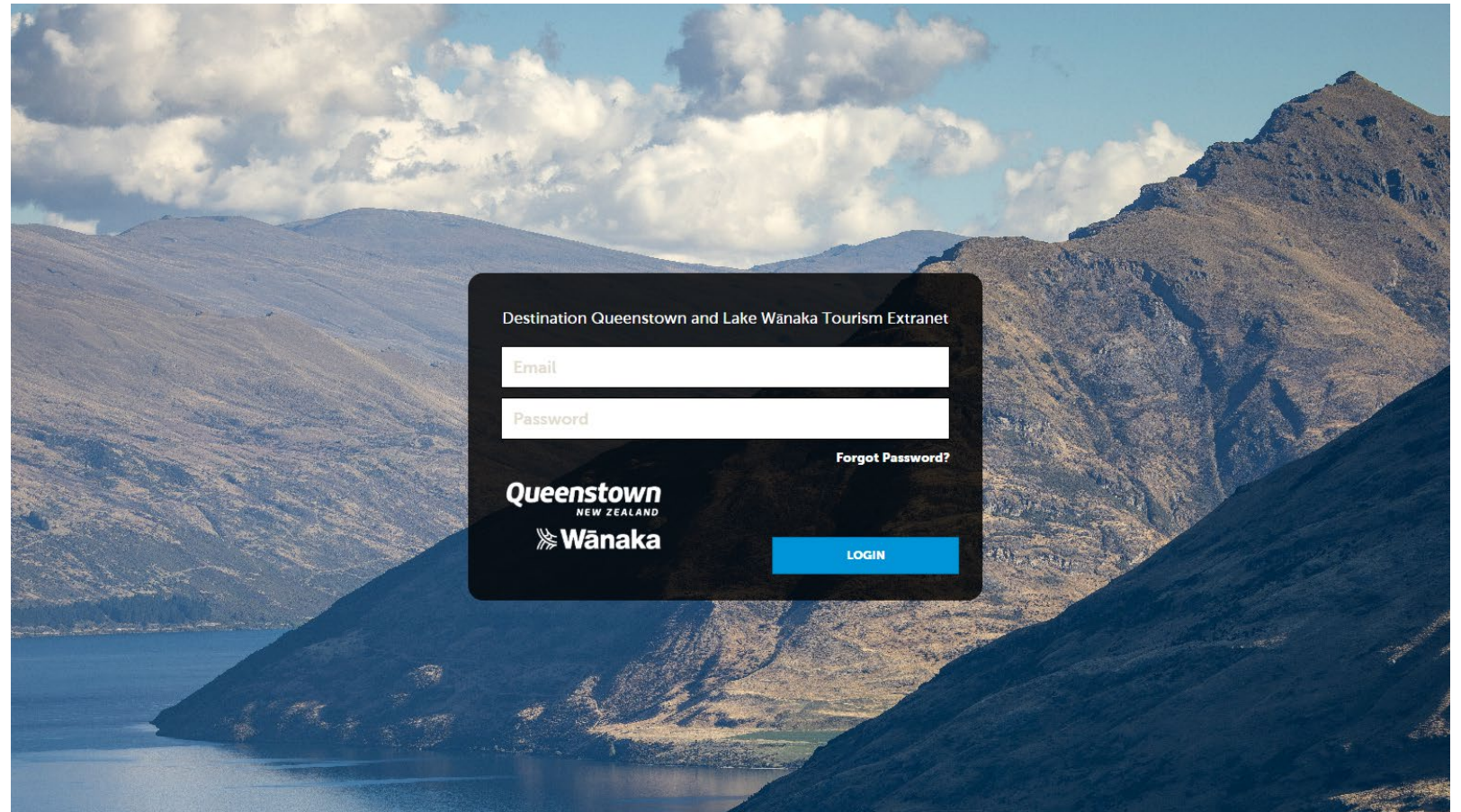
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LOGIN AND HOME SCREEN

LOGIN SCREEN

Access the listing management portal straight from the [Member Extranet here](#).

Alternatively, via the [Member Area](#).



HOME SCREEN

HOME

COLLATERAL

REPORTS

Welcome to the Destination Queenstown Extranet

View DQ business plans and annual reports and manage your product and event listings all in one place.

Get Started

Partner Bulletins

All Bulletins ▾

DQ Business Plans and Annual Reports (Read: 20-05-2024)
To view Destination Queenstown's business plans and annual reports, navigate to the Reports tab from the main menu.
[View Full](#)

Listing Portal User Guide (Read: 01-05-2019)
Read our 'How to' guide on creating and editing product listings, event listings, managing imagery (media) and all things to do with using the Listings Portal.
[View Full](#)

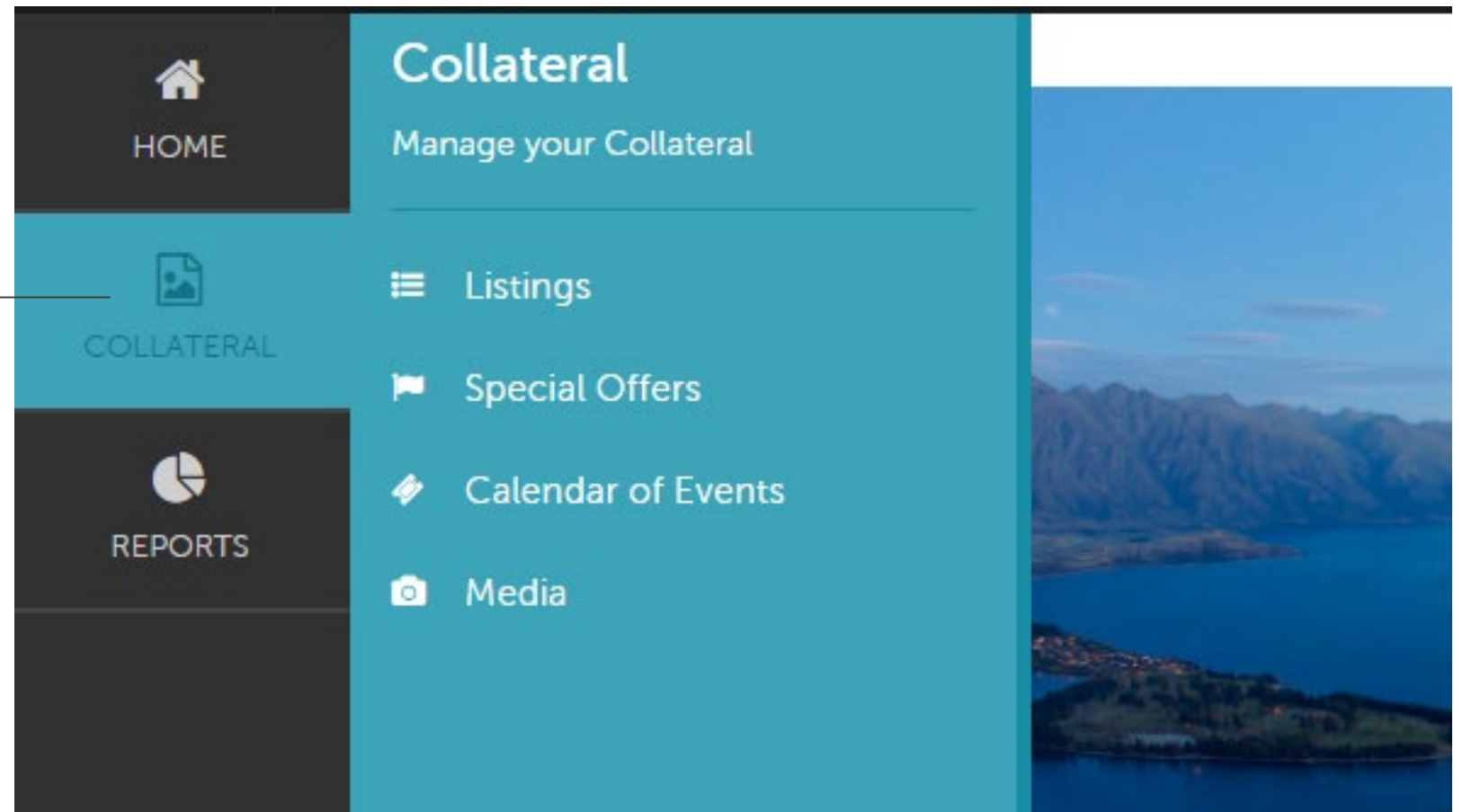
Rules of Destination Queenstown Inc (Not Read)

Here on the home screen, under Partner Bulletins you'll find useful documents including this user guide.

HOME SCREEN

Click on the **Collateral** icon to manage your listings, special offers, events and imagery/video content.

All listings are reviewed and approved by DQ prior to going live on the website.

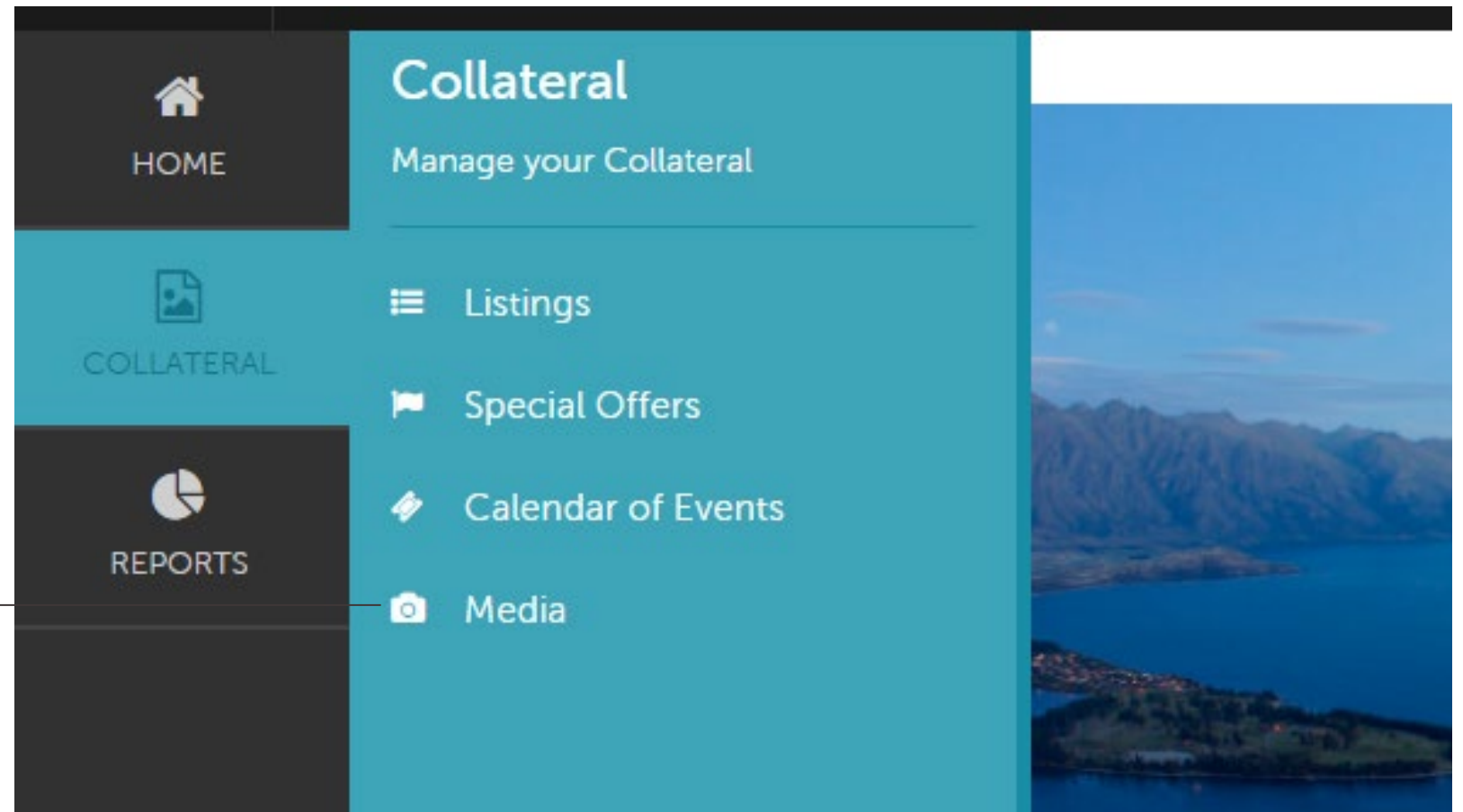


MEDIA: IMAGERY AND VIDEO

- Before you can create or edit a listing. The Logo and Banner Image you want to use for the listing needs to be loaded first.
- All product listings must have a Logo and at least one Banner Image.
- You can link a Logo, Image and Video to more than one listing.

MEDIA – IMAGERY AND VIDEO

Before you can create or edit a product listing. The **Logo** and **Banner Image** you want to use for the listing needs to be loaded first.



Under the collateral tab, click on Media.

MEDIA – IMAGERY AND VIDEO

Here you will see a table of all the imagery and videos available to use under your account.

Media









Filters (0) Manage Filters

Account is one of: Media Type is one of:

CHOOSE ▾ CHOOSE ▾

APPLY FILTERS

Click on **Add New Media** to add the images you will be using for your listing.

Actions	Media Type	Image	Title	Description	Account
  	Logo		DQ logo	DQ logo	Destination Queenstown
  	Image		Test Image		Destination Queenstown

Click on the **Pencil** icon to edit.
Click on the **X** icon to delete.
Click on the 3rd icon to **Clone**.

MEDIA - LOGO

All product listings must have a Logo. Event listings do not need one.

The recommended ratio for a **Logo** is 132x100px
JPEG only.

Select **Logo** as the 'Type'

New Media

SAVE

CANCEL

Sections:

Media Information



Media Information

Upload image(s) and logo for your product listing or special offer here.
Recommended banner image ratio is 1920x702px (landscape). Logo ratio is 132x100px.. JPEG only.
To embed a video into your listing, select 'YouTube' as the Type.

Tip: make sure the subject or point of focus is in the centre of the image, and allow some height above the subject where possible. Try not to have subjects on the outer edge of the image on mobile.

Account: ◀Required
Destination Queenstown DQ

Type: ◀Required
Logo

Select whether you are uploading an image, logo or YouTube video. Please ensure your listing has at least 1 image.

Listings:
CHOOSE AMONG TH
Select the listing(s) you would like the image linked to - you can leave this field blank.
DQ Logo

Title: ◀Required

Description:

File: ◀Required

Drag and Drop File To Page
or use the "Browse" button below to find a file to add

MEDIA – IMAGERY

All listings must have at least one image.

The recommended ratio for a banner image is 1920x720px (landscape) JPEG only.

Since mobile view is quite a different ration, make sure the subject or point of focus is in the centre of the image.

Allow some height above the subject where possible. Try not to have subjects on the outer edges to prevent them being cut off when resized on different devices.

Select **Image** as the 'Type'.

New Media

SAVE

CANCEL

Sections:

Media Information

Media Information

Upload image(s) and logo for your product listing or special offer here.
Recommended banner image ratio is 1920x720px (landscape). Logo ratio is 132x100px.. JPEG only.
To embed a video into your listing, select 'YouTube' as the Type.

Tip: make sure the subject or point of focus is in the centre of the image, and allow some height above the subject where possible. Try not to have subjects on the outer edges to prevent them being cut off when resized on different devices.

Account: Required

Destination Queenstown DQ

Listings:

CHOOSE AMONG TH

Select the listing(s) you would like the image linked to - you can leave this field blank.

Type: Required

Logo

Title: Required

DQ Logo

Select whether you are uploading an image, logo or YouTube video. Please ensure your listing has at least 1 image.

Description:

File: Required

Drag and Drop File To Page
or use the "Browse" button below to find a file to add

MEDIA – IMAGERY

Follow the prompts to upload the file.

Type: ◀Required

Logo

Title: ◀Required

DQ Logo

Select whether you are uploading an image, logo or YouTube video. Please ensure your listing has at least 1 image.

Description:

File: ◀Required

Drag and Drop File To Page
or use the "Browse" button below to find a file to add

BROWSE **REMOVE**

You can drag a file to the page to replace this file or use the "Browse" button.

Sort Order:

Use the Sort Order to determine the order your listing images display on the website. E.g. 1 is the hero image and anything after that are the consecutive images

The 'Sort Order' field is used if you have multiple gallery images and wish to determine the order they display on the website.



MEDIA – VIDEO

Complete the fields including **Title** and **Description** as this assists with SEO.

New Media

SAVE

CANCEL

Sections:

[Media Information](#)

Select YouTube as the 'Type'. ←

Make sure to add the YouTube video link to the 'Video Link' field. ←

Media Information

Upload image(s) and logo for your product listing or special offer here.
Recommended banner image ratio is 1920x702px (landscape). Logo ratio is 132x100px.. JPEG only.
To embed a video into your listing, select 'YouTube' as the Type.

Tip: make sure the subject or point of focus is in the centre of the image, and allow some height above the subject where possible. Try not to have subjects on the outer edges to mobile.

Account: Required

Destination Queenstown DQ

Listings:

CHOOSE AMONG THE FOLL

Select the listing(s) you would like the image linked to - you can select multiple listings. If you do not want to link to any listings, leave this field blank.

Type: Required

YouTube

? Title: Required

DQ welcome video

Select whether you are uploading an image, logo or YouTube video. Please ensure your listing has at least 1 image.

? Description:

Video Link: Required

Sort Order:

! Video Link is required

Enter your YouTube video URL by clicking 'Share' and pasting the video link

Use the Sort Order to determine the order your listing images display on that are the consecutive images

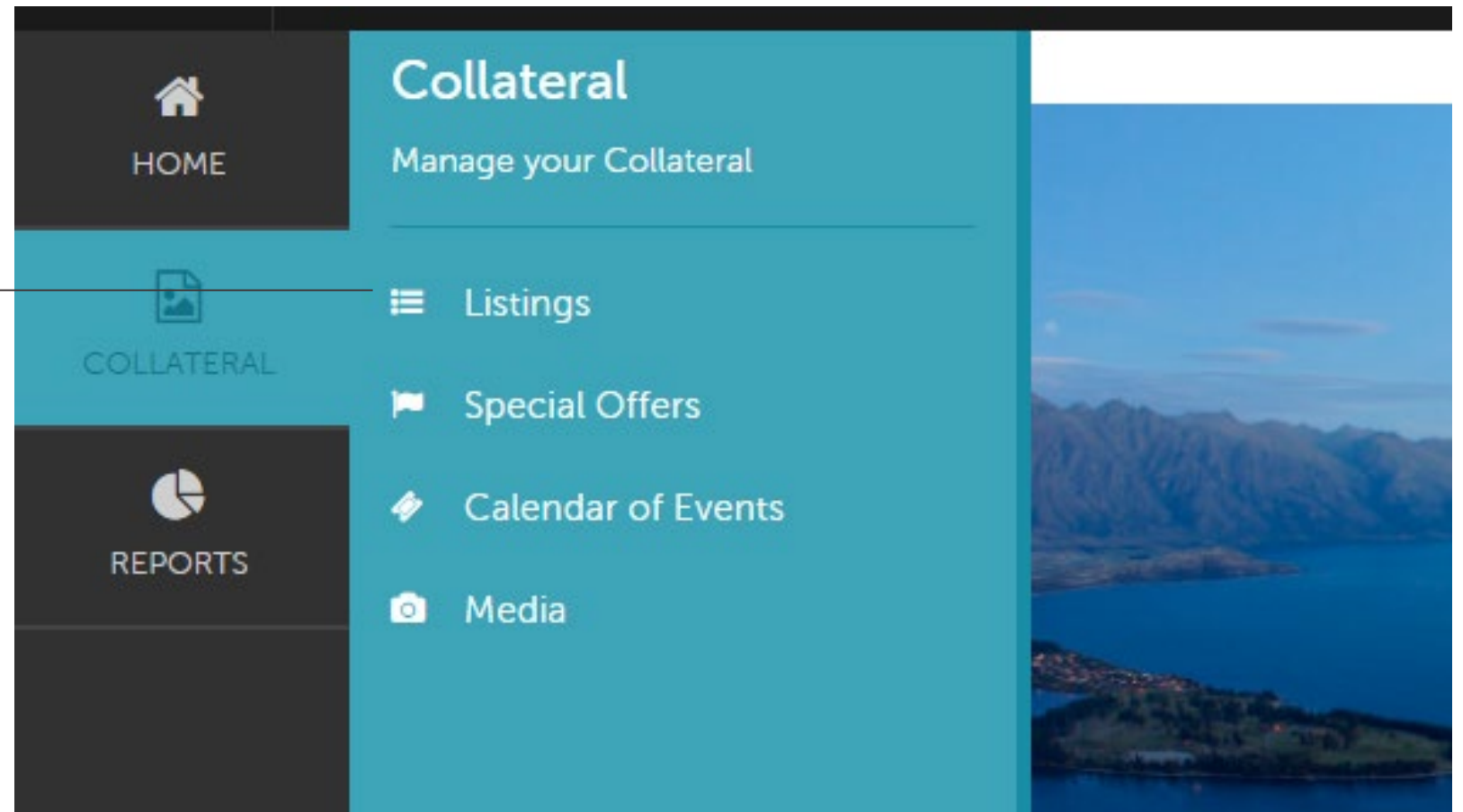
PRODUCT LISTING

- All listings are reviewed and approved by DQ prior to going live on the website.
- Events listings sit on the Calendar of Events tab.

PRODUCT LISTING

To view, edit or create a product listing.

Under the **Collateral** tab, click on **Listings**.





PRODUCT LISTING

Here you will see a table of your existing product listing.

If you have multiple listings for your account, you can filter the listings still pending approval via this **Filters Box**.



Listings

 **Filters (0)**  [Manage Filters](#)

Pending is:

APPLY FILTERS

Click on **Add Listing** to create a new listing.

Actions	Listing ID	Product Name	Company	Category
 	20499	Example Hotel	Destination Queenstown DQ	Accommodation

Click on the **Pencil** icon to edit.

Click on the **Eyeball** icon to view a listing's details.

PRODUCT LISTING

Begin by filling in the fields with the details of your activity, accommodation F&B or retail offering.

Follow the notes, they will guide you and if you are unsure hover over the blue ?

New Listing

SAVE

CANCEL

Sections:

- Categories
- Listing Image
- Details
- Listing Information
- General
- Accreditations
- Accessibility
- Social Media
- Amenities
- Accommodation Filters
- Accommodation/Venue - Additional Information
- Activity Filters
- Activity - Additional Information

Categories

Please complete the below form with as much information as possible. This is your chance to sell your product! We recommend uploading new imagery prior to completing the listing detail form.

To submit your listing for approval, click the blue SAVE button.

Type: Required

Website

Select 'Website' for all product listings.

? SubCategory: Required

--Choose One--

Additional Subcategories (Max: 1):

--Category--

Select an additional subcategory if your product falls under more than one subcategory

Further down the page you will find Additional Information fields and filters.

You only need to complete the ones related to your specific product category.

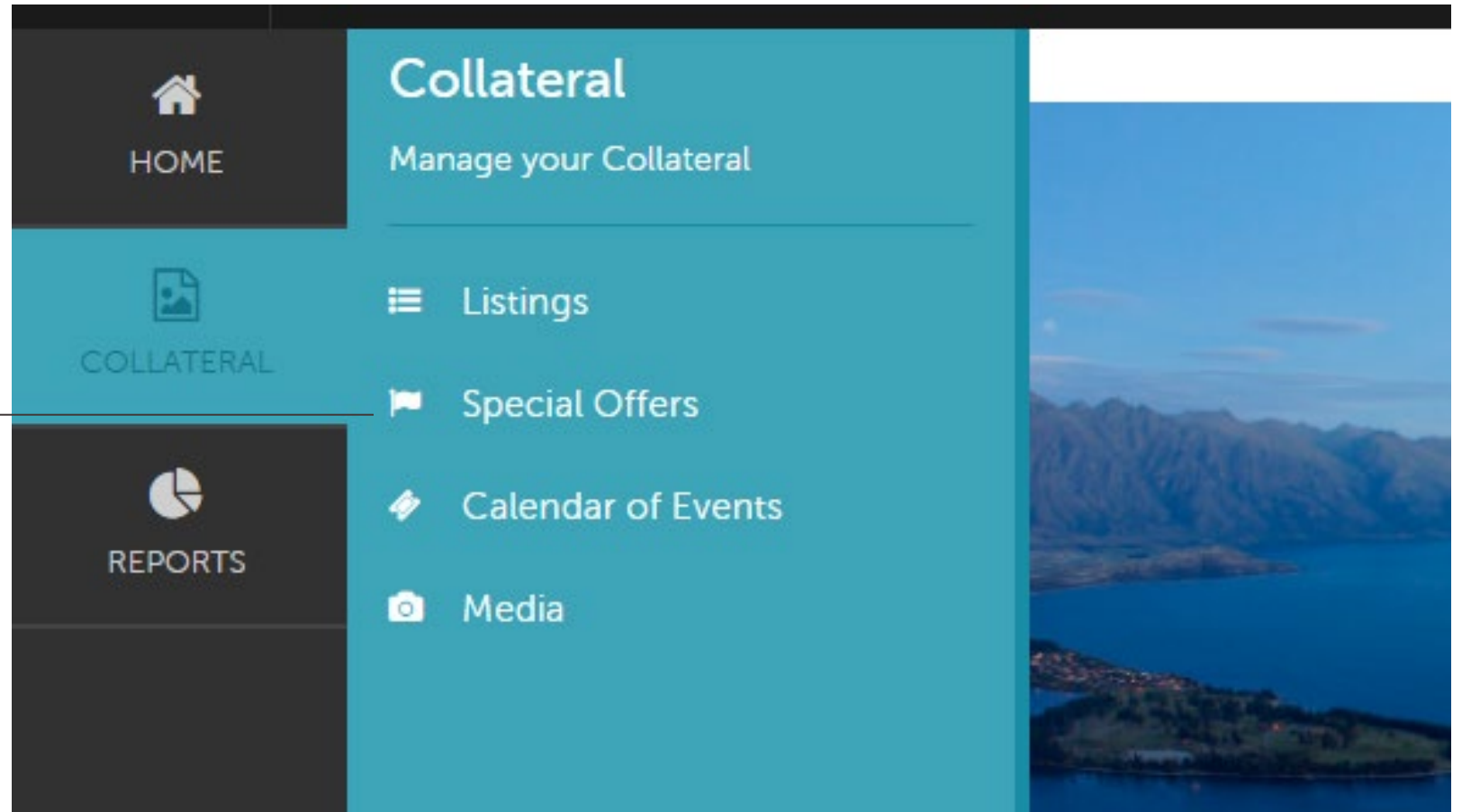
SPECIAL OFFERS

- You can add a special offer to your existing product listing as an incentive to encourage customers to book.

SPECIAL OFFERS

You can add a special offer to your existing product listing as an incentive to encourage customers to book.

Under the Collateral tab, click ← on Special Offers.



SPECIAL OFFERS

Here you will see all of your account's offers, both current and expired.

Offers




+ Filters (0)

You have not added any filters. You can click the manage filters link in the top right corner or click the ⚙ icon from the grid to available list and set a default value to use in the future.

Click on **Add Offer** to create a new offer.

← **ADD OFFER**

Click on the **Eyeball** icon to view an offer's details.

Actions	Offer Title	Redeem From	Redeem To	Pos
  	20% long weekend special			

The **Time** icon means it is pending approval. Once approved this will be replaced with the **Pencil** icon to edit an offer.

SPECIAL OFFERS

New Offer

SAVE

CANCEL

Sections:

- Offer Information
- Offer Dates
- Offer Image
- General

Offer Information

Account: Required

Destination Queenstown DQ

Offer Title: Required

46 characters long

Offer Link: Required

This URL must link to the specific deal on your website

Offer Listings: Required

CHOOSE AMONG THE FOLLOWING

Select the product listing(s) you would like to link the special offer to - you can t

Offer Text: Required

Please add a brief description of the special offer and how to redeem. 300 chara

Offer Categories: Required

CHOOSE AMONG THE FOLLOWING

Only choose the most applicable category

Complete all the required fields including **Offer Link**, which is the URL to the specific deal on your website.

Select what listings you want to link the offer to from the dropdown box.

Note: you can select more than one.

SPECIAL OFFERS

Further down the page you can add **redemption dates**, as well as the dates you want the offer to be **posted** on the listing.

Once that date has passed, the offer will automatically stop displaying.

SAVE
CANCEL

Sections:

- Offer Information
- Offer Dates
- Offer Image
- General

Offer Dates

Redeem From:

Redeem To:

Post From:

Post To:

Offer Image

Select from the below or upload a new image via the [Media](#) tab.
Special offer images should be a minimum of 660w x 450h.

Select an image

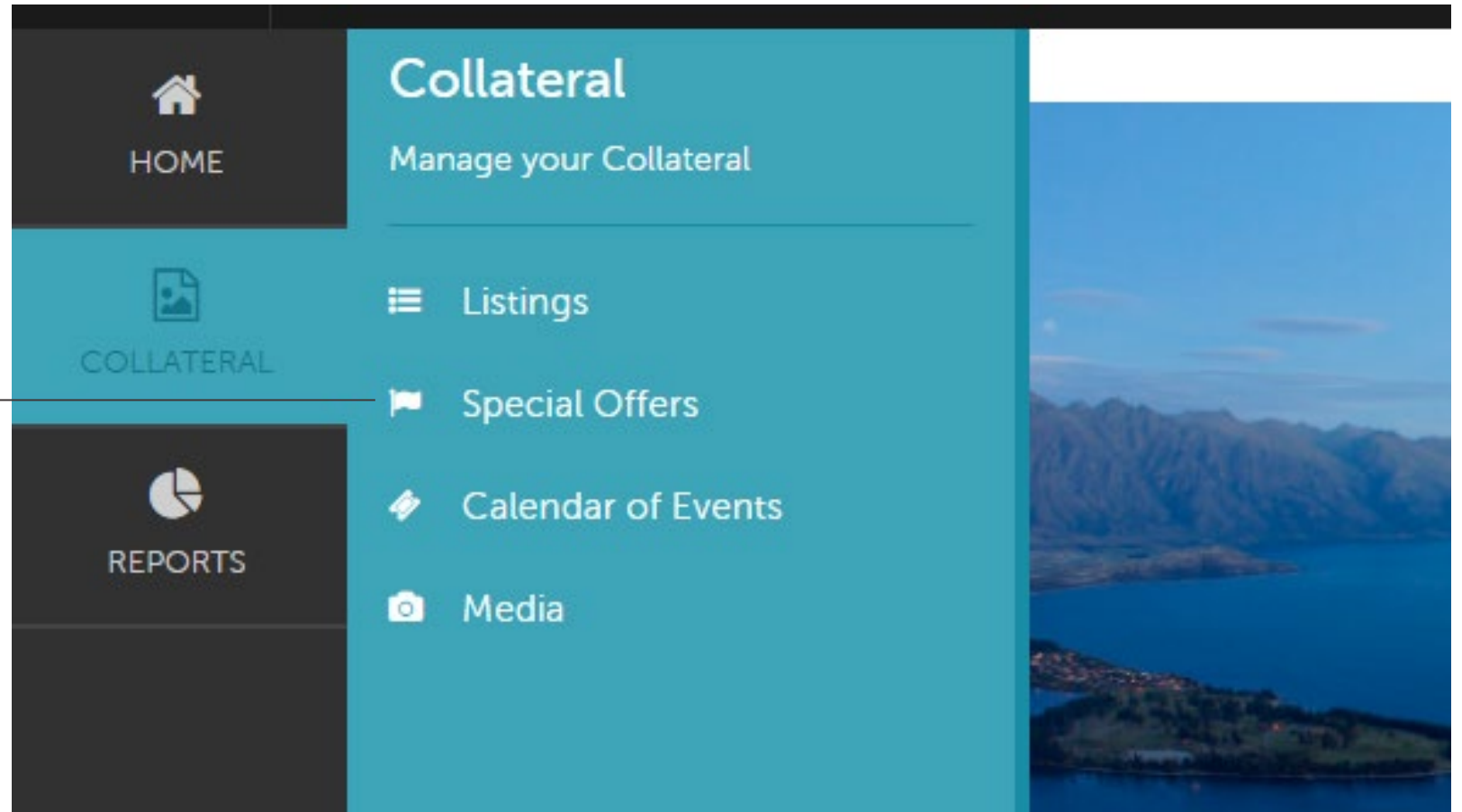
Offer images are uploaded via the **Media Tab**.

When uploading, select **'Coupon'** as the image type. It will then show up on this page for you to use.

CALENDAR OF EVENTS

- Unlike listings and special offers, upload imagery for you event here rather than the media tab.

CALENDAR OF EVENTS




To add an event listing to the DQ website, under the **Collateral** tab, click on **Calendar of Events**.

CALENDAR OF EVENTS

Here you will see all of your account's events.

Events

Filters (0) 


Pending is:

Click on **Add Event** to create a new event.

ADD EVENT

Click on the **Eyeball** icon to view an event's details.

The **Time** icon means it is pending approval. Once approved this will be replaced with the **Pencil** icon to edit an event.

Actions	Event ID	Title	Start Date
  	2400	Test event	25-09-2024

CALENDAR OF EVENTS

New Event

SAVE

CANCEL

Sections:

Event Information

Event Location

Event Dates

Image Gallery

General

Event Information

Fill out all of the relevant fields below to create your Event listing, including uploading images.
Once you have completed the form, click the blue SAVE button to submit the event listing for approval.

Account: ◀Required
Destination Queenstown DQ

Contact:
--Choose One--

Categories:
CHOOSE AMONG THE FOLLOWING... ▾
Select the relevant event categories from the dropdown list. You can select up to 9 categories.

Primary Category: ◀Required
--Choose One--
This is the main category your listing falls under

Title: ◀Required
The name or title of the event

Host Organization Name:
This is the name of the organisation organising the event

Description: ◀Required

Source B I S Ix [List icons] [Link icon] [Unlink icon]

→ Select the primary category your event falls under.

You can select up to nine other relevant **Categories** from the dropdown box.

CALENDAR OF EVENTS

SAVE
CANCEL

Sections:
Event Information
Event Location
Event Dates
Image Gallery
General

Select the Rank of your event as a 'One Time Event' or 'Ongoing Event'

For an Ongoing Event, select its recurrence by clicking daily, weekly, monthly, or custom add dates.

You can choose to end your event after a certain number of occurrences or on a specified date.

Event Dates

Rank: ◀Required

Start Date: ◀Required

Ongoing Event

Select the event type - is it a one-off event or recurring? If it's a recurring event, complete the table with the recurrence details below.

Start Time:

End Time:

One Day Daily Weekly Monthly Yearly Custom

Weekly Recurrence Options

Every 2 Week(s) on FRIDAY

Recurrence End

No End Date

End after 8 occurrences

End on

CALENDAR OF EVENTS

Your event listing must have a **Banner Image**. Gallery images are also uploaded here and are not mandatory.

Make sure to upload images in the following order: Banner image, Gallery images. And take note of the size requirements.

Image Gallery

REQUIRED: 1x landscape image for the event banner

Drag and Drop Files here
or use the "Browse" button below to find a file to add

BROWSE

! 'Image Gallery' is required

Recommended image ratio is **1920x702px landscape**. JPEG only. Maximum file size is 500KB.
Drag and drop the images to change their order once uploaded.

YouTube video ID:

Here you can add a link to a YouTube video to be embedded into your event listing.
Please make sure to enter the full YouTube URL.

To add images to your event, **Drag and Drop** an image or click the **Browse** button to search your computer for an image.



ALL PRODUCT LISTINGS, SPECIAL OFFERS AND EVENTS WILL BE REVIEWED AND APPROVED BY MEMBER SERVICES.

For additional questions,
please contact:

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Queenstown
NEW ZEALAND