Onboarding to tourismni.com

TOURISM NORTHERN IRELAND

# Contents

What is Onboarding / signing up?

Onboarding is the process of signing up on tourismni.com

You will need to have completed the onboarding process to enable you to:

- Create or update your listing on our consumer website discovernorthernireland.com, showcasing what there is to see and do in Northern Ireland and includes accommodation listings.

- Apply for upcoming sales platforms opportunities issued by our Business Solutions team such as Meet the Buyer and ITOA.

- Sign up for Tourism NI events – this mainly applies to in person events so some of you who haven't onboarderd won't have needed to onboard for this webinar series. Make sure you are on our mailing list to hear about these events and that is something we will cover later in the webinar.

- Once you do sign up and your onboarding request has been approved you will start seeing content that is more relevant to the primary business activity you have selected on sign up. For example, if you are an accommodation provider it will appear differently to an attraction. This will continue to develop and grow over time.
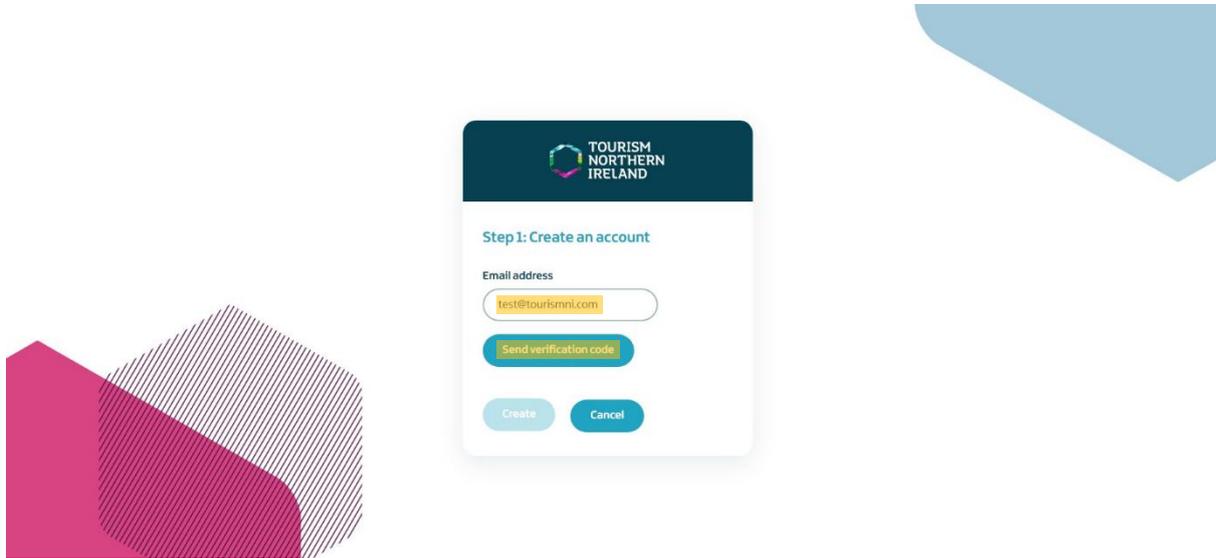
Signing Up

Go to www.tourismni.com and click 'Login/Signup'.
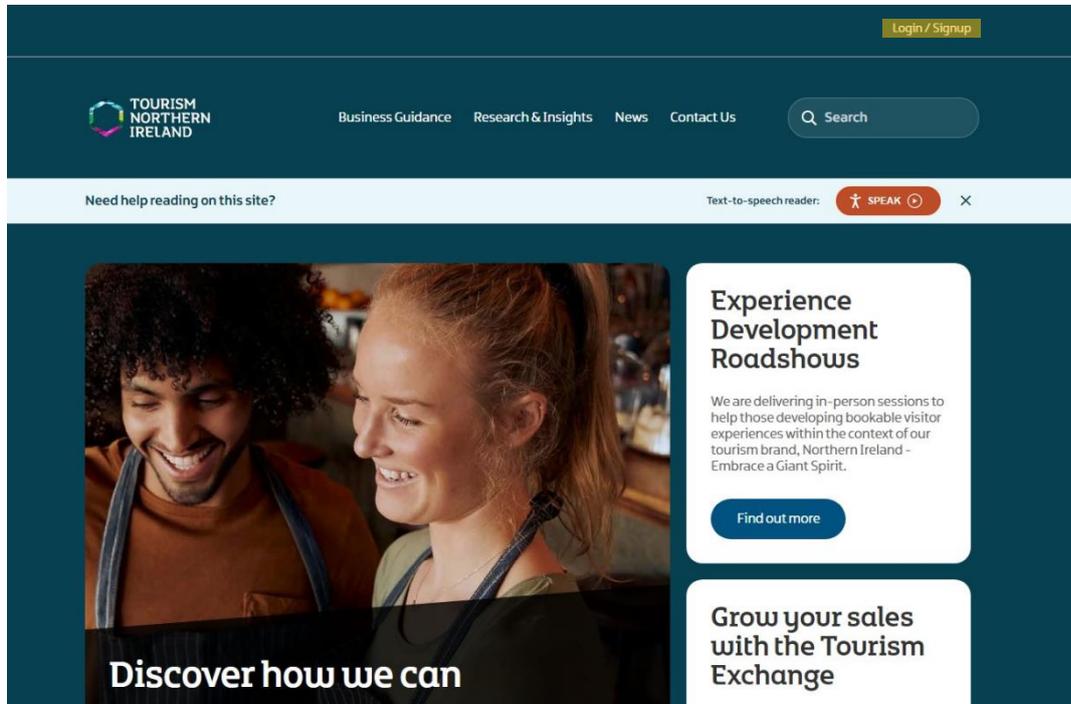
Click the 'Sign up now' button highlighted below.
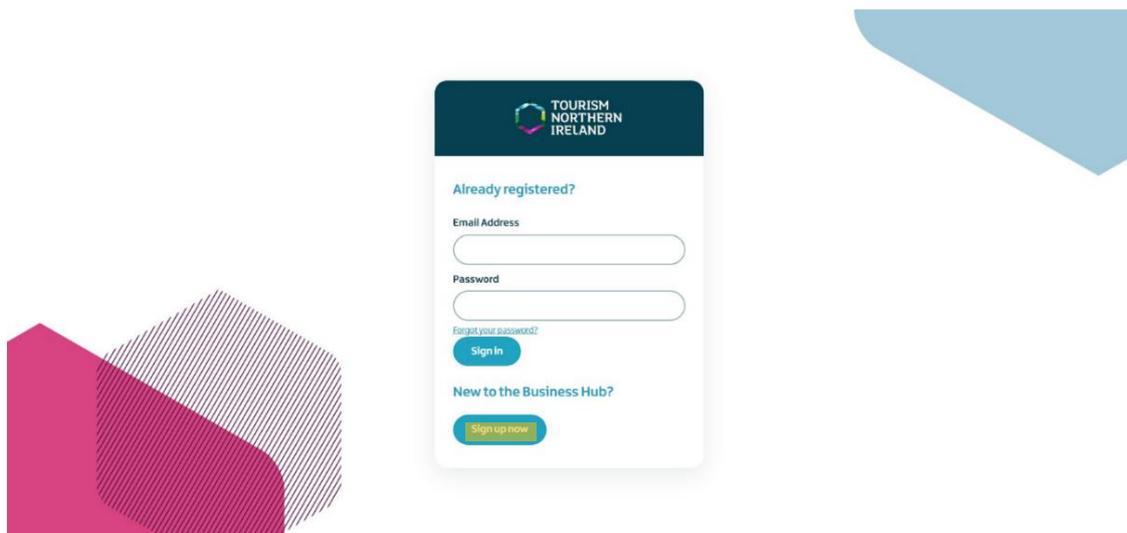
Next, type in the email address you want to use for your account and then press 'Send verification code'.

Once you press the 'Send verification code' button, you will get an email from Microsoft on behalf of Tourism NI containing your verification code (check your junk folder).

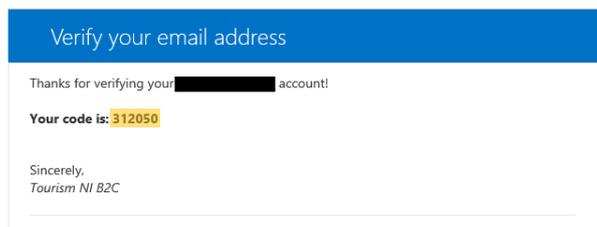Tourism NI B2C account email verification code

MO Microsoft on behalf of Tourism NI B2C <msonlineservicesteam@microsoftonline.com>
To
Retention Policy Over 18 Month Delete (1 year, 6 months)   Expires 16/03/2025   Wed 13/09/2023 10:33
Reply | Reply All | Forward

(i) Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

⚠ **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!**

Verify your email address

Thanks for verifying your ▓▓▓▓▓▓ account!

Your code is: 312050

Sincerely,
Tourism NI B2C

Type your verification code into the text box and press 'Verify Code'. If you do not receive a verification code via email press 'Send new code'.
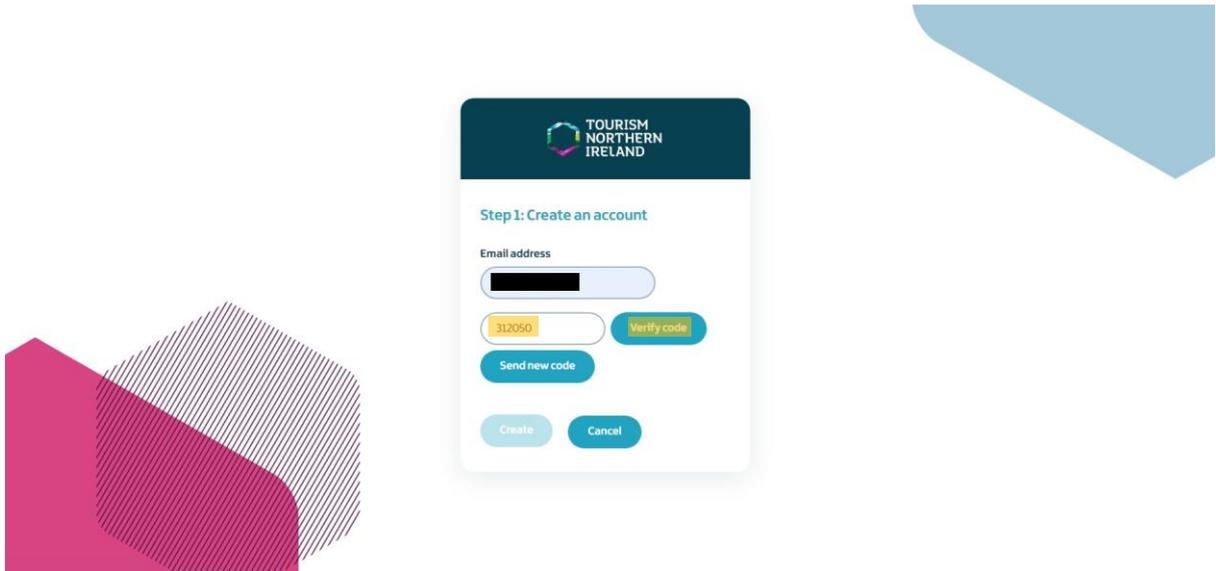
Create a password for your Tourism NI account and fill out your first name and last name. Please note your password must have at least three of the following:

- A lowercase letter
- An uppercase letter
- A Digit
- A symbol
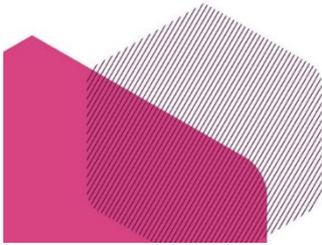
TOURISM NORTHERN IRELAND
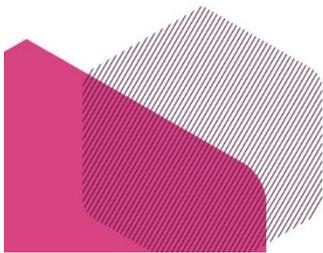
Step 1: Create an account

Email address

Change e-mail
Create password

Re-enter password

First Name

Last Name

☐ Yes, I agree to the collection, processing and use of my personal data in accordance with the Privacy Policy, which can be viewed below. *

Privacy Policy

Once you have filled in your details, tick the box agreeing to the Tourism NI Privacy Policy and click 'Create'.

Completing Step 2

In order to submit your onboarding request you must complete 'Step 2: Create a Profile'. Fill out all the sections that are marked with an asterisk (*).

your onboarding request will not be received if step 2 isn't completed.

Thank you for onboarding to TourismNI.com, please note account approvals typically take up to 3 working days. Once your account has been approved you can then register your product and manage your product listing from here. Please do not submit a product registration until your onboarding request has been approved. You will receive an email to notify you when you can proceed to this next step.

Step 2: Create a profile

Personal details

First name *
[_____]

Last name *
[_____]

Email *
[████]

Please note your email address cannot be changed at this stage, once Step 2 is complete you can make updates to your profile.

Job title
[_____]

Phone number
[████]

United Kingd∨
Mobile number
[Provide a telephone number]

Business details

Business name *
[Tourism NI]

Business email *
[████@tourismni.com]

Business phone *
[████]

Business website
[_____]

Business start date
[dd/mm/yyyy] 📅

Number of employees
[_____∨]

Business address line 1 *
[Tourism Northern Ireland]

Business address line 2
[2 Bedford Square]

Business address line 3
[_____]

Town / City
[Belfast]

County *
[County Antrim ∨]

Country
[Northern Ireland ∨]

Postcode *
[BT27ES]

Primary business activity *
[Industry Body ∨]

Once you have completed your details, there is an option to sign up to receive information about certain campaigns and industries, as well as an option to show your interest in events. Tick the ones you are interested in then click 'Submit'.

If you do not complete step two you will get a reminder in your email inbox. To continue to complete your registration, click 'Step 2: Create a profile'.

It can take up to three working days for your onboarding request to be approved – when the request is approved, you will have more options when you click on the button in the top right of the screen.
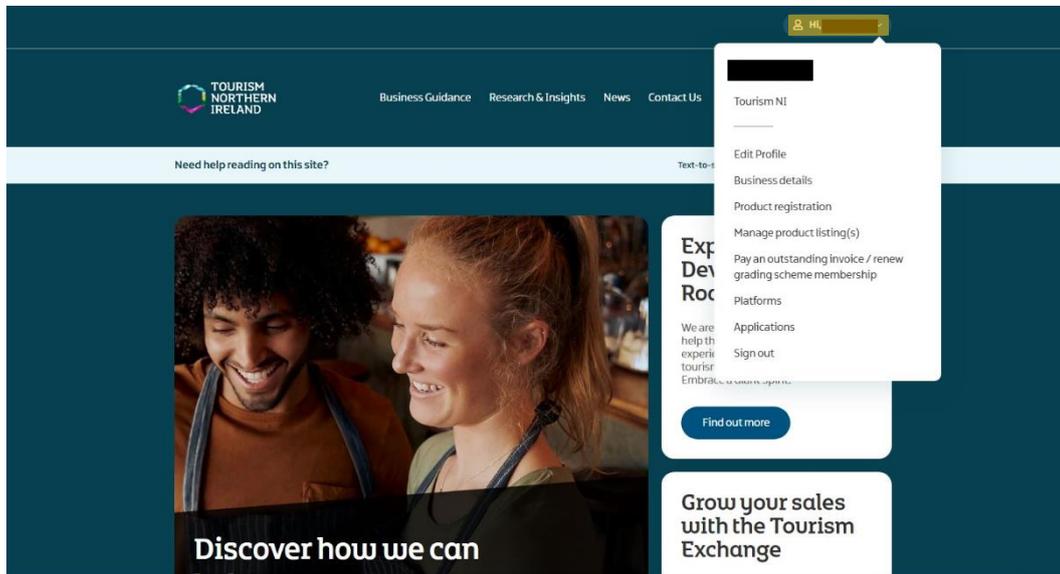
If you need to update or create a listing on our discovernorthernireland.com website, once your account has been approved you can then move onto to this. For step-by-step instructions and assistance check out this guide [getting-listed-on-discover-ni-guide.pdf (tourismni.com)](getting-listed-on-discover-ni-guide.pdf)

Please note:

The onboarding process is the first step to getting signed up with Tourism NI. You will then need to go on to complete or update your discovernorthernireland.com listing.

If you are expressing an interest for a trade opportunity you will need to make sure you apply for this from the expression of interest email you have received about the specific event. Onboarding is a separate process and confirmation of onboarding is not the same as applying for these opportunities.

Changing your details

If you need to change any details in your account, you can do so by clicking your name in the top right corner of the screen.
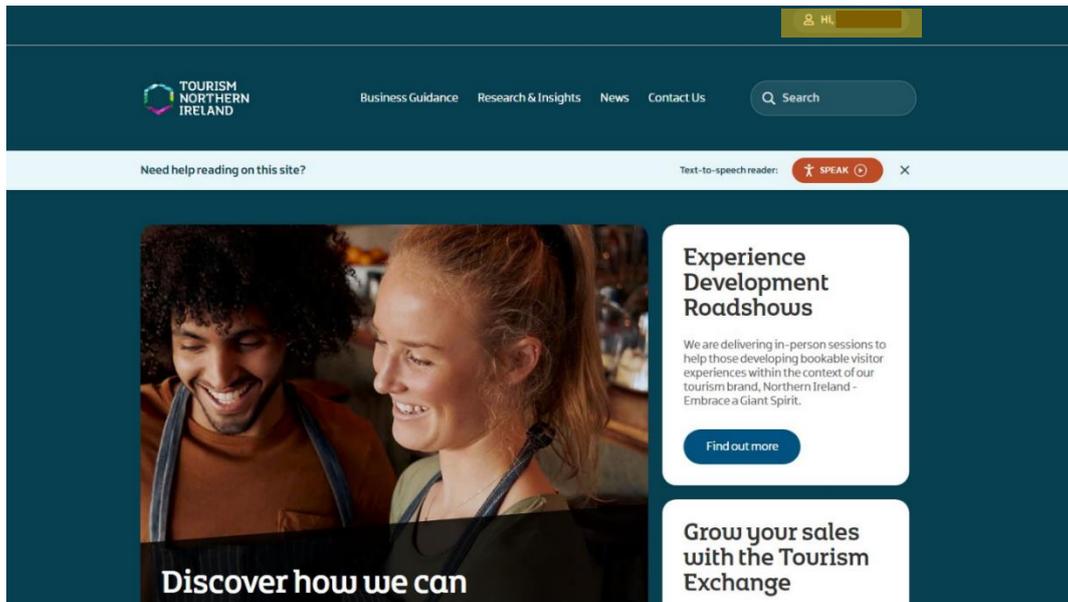
When the menu appears, select 'Edit Profile'.
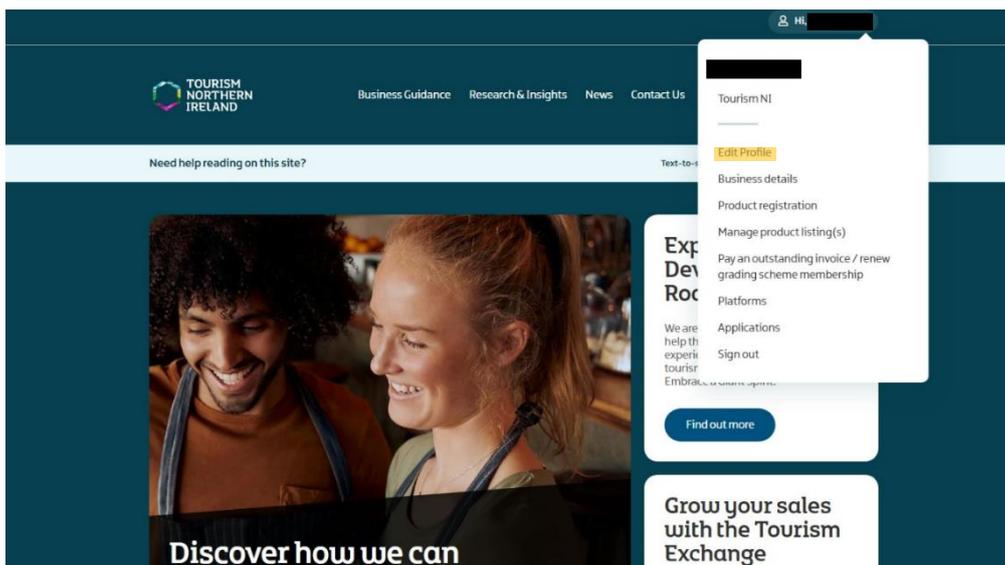
Your profile will come up and you will be able to edit any details you need.

Profile

Your information

Core personal details

→ Edit Profile
→ Business details
→ Applications
→ Product registration
→ Platforms
→ Pay an outstanding invoice/renew grading scheme membership
→ Manage product listing(s)

First name *

Last name *

Email *

Job title

Phone number

Provide a telephone number

Mobile number

United Kingdom

Provide a telephone number

Once you have made any changes needed, scroll down to the bottom of the page and hit 'Submit Changes'.

**Please note any changes made to the 'Core Details' section of your account will be subject to a review process before being applied to your profile. You will receive an email when your changes have been approved / declined.

Additional personal details

Business department (if applicable)

Work address line 1 (if different from business address)

Work address line 2

Work address line 3

Town / City

County

Country

Postcode

Any changes made in the **Core personal details** will be subject to a review process before being applied to your profile. You should receive an email when these changes have been approved/declined.
Changes on **Additional personal details** will be applied immediately.

Your information will be managed in accordance with our **Privacy Policy**.

Submit changes