

Tourism Council of Bhutan

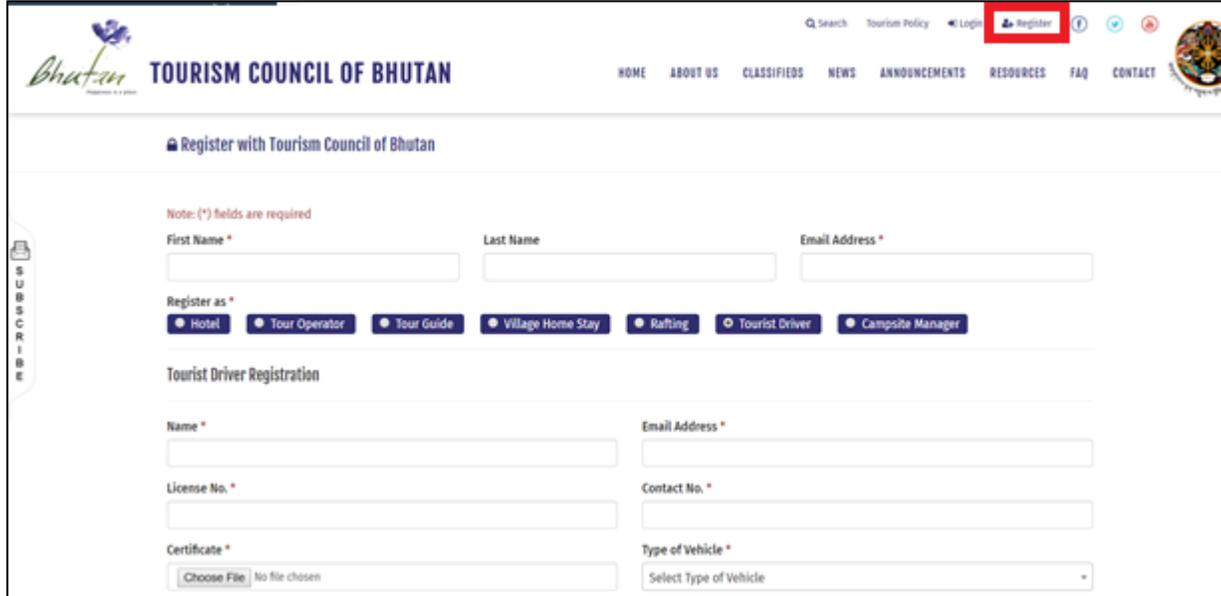
Corporate Website Manual for Stakeholders

www.tourism.gov.bt



- ✓ Tour Operators need not sign up/register if you have already signed up on www.bhutan.travel
- ✓ Use the same user credentials for this website as well and vice versa

I. How to register on www.tourism.gov.bt



The screenshot shows the registration page of the Tourism Council of Bhutan. At the top, there is a navigation bar with links for Search, Tourism Policy, Login, Register (highlighted in a red box), and social media icons. Below the navigation bar, the page title is "Register with Tourism Council of Bhutan". A note states: "Note: (*) fields are required". The form includes fields for First Name, Last Name, and Email Address. Under "Register as", there are radio buttons for Hotel, Tour Operator, Tour Guide, Village Home Stay, Rafting, Tourist Driver, and Campsite Manager. A section for "Tourist Driver Registration" includes fields for Name, Email Address, License No., Contact No., Certificate (with a "Choose File" button), and Type of Vehicle (a dropdown menu).

- Click on “Register” located on top of the website
- Choose category of stakeholder, for example:

Tour Operator, Hotelier, Tour Guide, Village Homestay, Tourist Driver

- Accordingly fill in the fields and register
- TCB will go through your submissions and either approve or reject.
- Upon approval, you will receive the log in credentials in your email
- Use the login credentials to log in to the website

II. What can you do on the website after you are registered

All stakeholders can post in ‘Classifieds’ section. This section allows for stakeholders to share information on business deals/offers. For example, if you are looking for guides or hotel rooms or hoteliers have empty rooms to sell, or guides are looking for work you can post here to communicate and connect.

How to post in ‘Classifieds’ section will be discussed at a later point in the manual.

III. How to log in after you receive the credentials

Login to Tourism Council of Bhutan

Note: All fields are required

Email Address *

Password *

Remember me

[Lost your password?](#)

Login

- Click on Login on the website
- Login into the system with the email and password
- If you forgot your password click on *Lost your password?* Link
- You will be redirected to **Reset Password** page given below

IV. How to reset your password

Reset Password

Note: All fields are required

Email Address *

[Back to Login](#) [Send Password Reset Link](#)

- Please provide the email registered with the system and upon submission, you will receive the password reset link in your registered email
- Upon clicking on the password reset link in your mail, you will be redirected to a form to reset your password

V. How to update your profile

Welcome, Home Stay

Dashboard

Stakeholder Manager

Profile

Change Password

Classifieds

User Credentials		Home_stay Information	
Name	Home Stay	Name of Property	Karma Home Stay
Email	homestay@gmail.com	Email Address	karma@gmail.com
Change Password	Update User Information	Contact No.	74545632
		Contact Person	Phuntscho Namgay
		Kind of service/experience	Hot Stone bath, Dinner, Lunch, Cultural View
		Description	Bootstrap easily and efficiently scales your websites and applications with a single code base, from phones to tablets to desktops with CSS media queries. Bootstrap easily and efficiently scales your websites and applications with a single code base, from phones to tablets to desktops with CSS media queries.

- After you log in, on the left side you can see “Profile”, click on it
- “Update Profile”, click on it
- Make the necessary changes and save the changes

VII. What you can do after you log in to the website

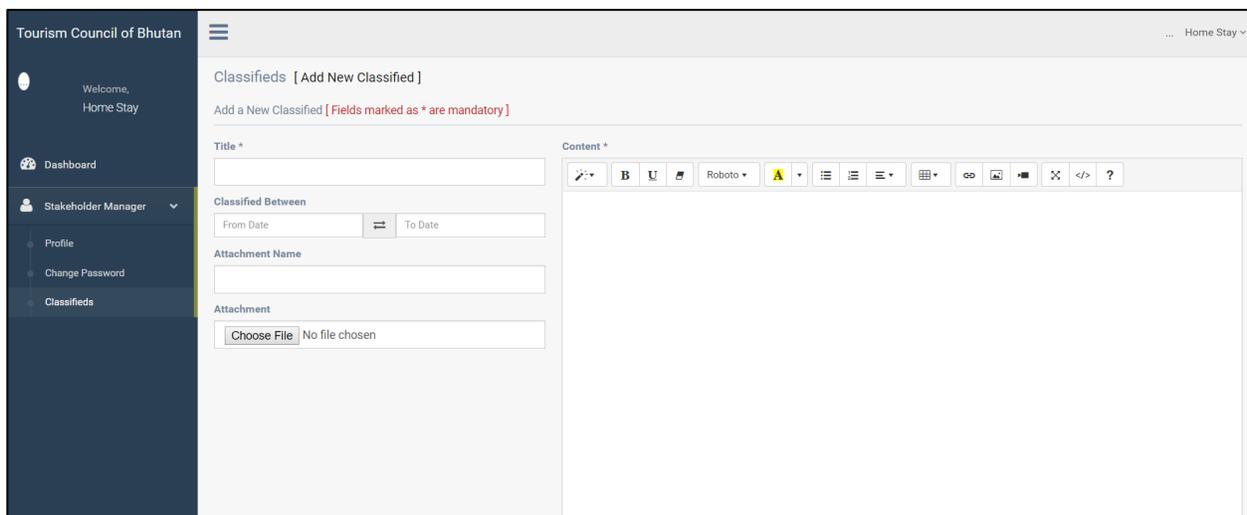
- You can post unlimited submissions in ‘Classifieds’ section.

IMPORTANT- Make sure you do not post fake or spam classifieds, as TCB will not manage this feature to ensure that your post comes on instantly.

Make sure your classified posts are clear and accurate to increase business for yourself.

“Those who do not abide by the Terms and Conditions will be barred from using the features of website.”

VIII. How to add a Classifieds post



The screenshot shows the 'Add a New Classified' form in the Tourism Council of Bhutan website. The form is titled 'Classifieds [Add New Classified]' and includes a sub-header 'Add a New Classified [Fields marked as * are mandatory]'. The form fields are:

- Title ***: A text input field.
- Classified Between**: A date range selector with 'From Date' and 'To Date' fields.
- Attachment Name**: A text input field.
- Attachment**: A file upload field with a 'Choose File' button and the text 'No file chosen'.
- Content ***: A rich text editor with a toolbar containing icons for bold (B), underline (U), strikethrough, font color (Roboto), background color, bulleted list, numbered list, table, link, unlink, code, and help (?).

- Go to Classifieds and click on “Create a classified”
- Fill in the form and submit
- After submission, your classified will be shown on the website instantly

“The classified post will automatically be categorized depending on the user category you are log in as.”

IX. What is Classifieds?

Each stakeholder mentioned below will have access to the classified section on our website. This platform gives them an opportunity to advertise their services and to share information/classifieds between themselves. For instance, a guide can upload his/her services by selecting classified section, informing when they are available for booking and what would be their daily charges. Each stakeholder has to create and submit their classified post when they register by filling up a form. Once it is submitted it will appear on our web. This procedure will apply for all the stakeholders.

Please avoid posting unnecessary classified posts. You will have to agree to a Terms and Conditions while posting your classifieds. After that, if TCB finds your post unnecessary, it will not be accepted and will be deleted immediately. Further, action will also be taken for not abiding Terms and Conditions specified.

The list of stakeholders on our website will include:

1. Tour Operators
2. Hoteliers
3. Guides
4. Village Homestay Owners
5. Tourist drivers

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