Tourism Council of Bhutan

Official Destination Website Manual

www.bhutan.travel



You need to sign up only on one website.

• Sign up either on our Destination website www.bhutan.travel or on our Corporate website www.tourism.gov.bt

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• You can use the same username and password for both websites

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Signing up to promote on our destination website www.bhutan.travel

Signing up and creating your account on our website is very important for the local tour operators, Dzongkhags, various event organizers, tourism stakeholders and visitors. Local tour operators can sign up to upload their tour packages on our website. Dzongkhags and the concerned organizers of various events can sign up to submit or upload events and other tourism products to promote their Dzongkhag. Signing up for the visitors is only to save their wish lists on our website.

We have two separate websites, a corporate website and a destination website. <u>www.tourism.gov.</u> <u>bt</u> is our corporate website, which is to be used within our industry, and <u>www.bhutan.travel</u> is our destination website, which is to be used as a source of information for the visitors/tourists.

You need to sign up only on one website, either on the destination website <u>www.bhutan.travel</u> or on the corporate website <u>www.tourism.gov.bt</u>. You can use the same username and password for both websites. Once signed up and approved by TCB, you will have your user account created on our website and the user name and password will be automatically sent to your email account. You can access your own account and make changes to it whenever you want to.

Registration on this website will be for the following purposes only:

1. Registering to save your Wish list on <u>www.bhutan.travel</u>. Anyone, irrespective of whether you are a tourist, an international tour operator, a local tour operator, a private individual, a media person or anything



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2. Adding and promoting your tour package on this website (Local Bhutanese tour operators only). Each travel agent can submit only one package for any one of the four categories of tour packages (Culture, Nature, Adventure and Wellness). You cannot submit more than one package for any of these package categories at one time. However, if you wish to submit another tour package in the future, you can do so only after discarding the old/previous one. To discard your existing tour package, you can just visit your own account and make the change. You have the privilege of choosing the package category when you submit your tour package.



3. Upload and promote events and festivals (Dzongkhags and event organizers).

	#Home About Bhutan Destinations Things to do Trip Planner Tour Packages Happi	iness GNH ●Login Register
	Bhutan's calendar is packed with interesting events every year. You will nev something when you are in Bhutan. The hardest thing you will face will be o trip. To download the "Calendar of Events" Click her	ver find it hard to see and get involved in deciding which to see and do during your re
S J B S C R I B E	Juice decoded Juice decoded Juice decoded Jorolhari Mountain Festival Jorolhari Mountain Festival	ned two-day event Unities located along
	The Coronation Marathon This mega event, the Coronation Marathon, was in Marathon" till 2008. The event was given the title to Marathon" sil Start Date: Jun 2, 2017 End Date: Jun 2, 2017 Destination: Paro	hibially titled "Open General Secretary) the "Coronation Burdan Amateur Antice Relevation, Telepone do 328823. Mobile # 17601177 View Details

Note* Uploading events and experiences by the Dzongkhags and other event organizers is different from uploading tour packages. Unlike for tour operators, Dzongkhags and event organizers cannot register directly on this website like tour operators. Their user account will be created by TCB.

www.bhutan.travel

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A CONTRACTOR	LOGIN REGISTER • MY HAPPINESS
# Home Destina	tions Things to do Trip Planner Tour Packages Happiness About Bhutan GNH
	Sign in Sign up
	Sign up on bhutan.travel
	Register to save your Wishlist on bhutan.travelDo you want to add your business to this website?Your access to and use of the regional permit system developed by the Tourism Council of Bhutan (TCB)Your access to and use of the regional permit system developed by the Tourism Council of Bhutan (TCB)RegisterContinue
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	the sign up button. The sign up page will be displayed as shown below. Choose
2. Next, click t what you w	ant to do with your account, to save your wish list or to submit your tour packag
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- 3. Next, the following page will be displayed based on the option you have chosen above. Now, fill in the required fields and click **register** button. Your account will be created once TCB approves your request.
 - A. For submitting tour packages (Tour operators)

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П s u в s c R – a u	Note: (*) fields are required Company Name * Company Name * Choose File: No file choosen Please tick on the sample above to splitual your Literes Copy Owner Name * Official Contact No.	License No. * Website * Mebsite * Mebsite and the set of the set o	User Credentials Provide below listed information that will be used a grow user credential to manage your account. Password will be emailed to the provided email after your registration is approved. Username [Email]* First Name * Last Name	0 0 8
	Attach Company Logo [max size : 2mb] * Choose File] No file chosen About your Company [Not more than 200 words]		Tm not a robot	~

B. For Saving Wish list (Visitors)

			Bhutan	
SUB SCR B B C R B B	# Home About Ehutan Destinations Note: (*) Fields and First Name * Email Address * Password * I agree to the si	Things to do Trip Planner Tour Packages Happiness CNH Register on bhutan.travel required Last Name Confirm password * Confirm password * Exterms of use Report Registroad		G 3 8
	register			

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How to Log into the website/Accessing Dashboard

You need to be logged into your account when you want to save your wish list, upload your event or submit your tour package. If you are not logged in first, you cannot save your wish list, upload your event or submit your tour package. Following is a simple guideline to log into your account.

Click on **Login** on the website • Put your email and password If you forgot you password click on the lost your password? Link You will be redirected to **Reset Password** page. LOGIN REGISTER WY HAPI NESS ٠ About Bhutan Destinations Things to do Trip Planner **Tour Packages** Happiness GNH 🖶 Home Sign in Sign up Login to bhutan.travel Note: All fields are required Email Address Password * Log in Lost your password?

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How to upload/submit your tour package

1. Log into your account. Your profile page/user account will be displayed as shown below.

Tourism Council of Bhutan	=
Welcome, Kelden Tashi	Dashboard
🚯 Dashboard	
📃 Tour Operator 🗸 🗸	

 Next, click on the tour operator drop down arrow on the left side of the dash board page. Then click on the update package button. The page to upload/submit your tour package will be displayed as shown below. Now fill in the details and click "Submit for Approval" button. Your tour package will be uploaded on the website once the TCB approves/t.

Welcome, Kelden Tashi	Tour Prckage [Add Package] Add a new Package [Fields marked as * are mandatory]	
 Dashboard Tour Operator 	Prekage Type Select Package Package Title	Places to Visit
Update Package	Package Duration [No. of Days]	Highlights
	Package Banner [Only JPG, JPEG and PNG accepted. The file size should be less tha 2MB] Choose File No file chosen Image Dimension: 2000 X 700	
	g.	SUBMIT FOR APPROVAL CANCEL

Note* Each tour operator can upload only one tour package at a time in any one of the tour package categories. If you want to change your tour package/package category, you need to remove your existing package and upload the new one. Also, please make sure that your license is valid all the time. In case, your license is not valid, your package will not be shown on the website and will become inactive.

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How to save your wish List

1. Log in to your account. Your account page will be displayed as shown below. However, you cannot save your wish list directly from this page. To start saving your wish list, you need to open <u>www.bhutan.travel</u> home page in a separate tab.



2. To save your wish list, open <u>www.bhutan.travel</u> in a separate tab. The home page of the website will be displayed as shown below. You will be able to see your **account name** and your **"logged in"** status at the top center part of the page indicating that you are still logged in. Now you can save your wish list from here.



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3. Now browse through the website for information. For example, let's see events under "Things to do" menu. The events page will be displayed as shown below. For each event, there will be a "+Add to wishlist" button below it. Just click this button to add a particular event to your wish list.

	# Home Destinations Things to do Trip Pla	nner Tour Packages Happiness About Bhutan GNH	& Kelden 🕒 Logout
S S S S S S S S S S S S S S S S S S S	Bhutan's calendar is packed with i something when you are in Stuta Select Month - Select De	nteresting events every year. You will never find it hard to n. The hardest thing you will face will be deciding which to trip. To download the "Calendar of Events" Click here stination Search event name	see and get involved in see and do during your
C R I B E		Yonphu/Kholong Festival The Yonphu/Kholong festival is around 400 years of Amongst the sacred mask dances performed, the most notable are use initiated by Start Date: Jun 5, 2017 End Date: Jun 8, 2017 Destination: Thimphu	Contact Person District Cultural Officer +975 04-521603 +975 1748500-4 View Details
		Padseling Kuchoed The Pedselling Kuchod is held at the Pedselling monastery in Choekhor gewog in Bumthang. It is held on the 20th and the 21st day of the fourth Bhutane Start Date: Jun 14, 2017 End Date: Jun 15, 2017 Destination: Bumthang	Contact Person District Culture Officer +975 03 631539 Gup Office, Chickhor +975 03 631496 View Details Chick Distribution Chick Chi
		Nimalung Tshechu	Contact Person

4. To see your wish listed items, scroll up to top of the page. You will see "My Happiness" menu. This is where your wish listed items are saved and stored.



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5. Now click the "My Happiness" menu. All of your wish listed items will be displayed as shown below.



Uploading experiences

Experiences consist of some special tourism-related programs which are initiated and organized by the Dzongkhags or any other organizations, that gives special and wonderful experience to the visitors.

How to upload experiences

1. Log in to your account. You will be taken to the Dash board, which is your account page as shown below.



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2. Now click on the **"Experiences Uploader"** drop down arrow and click experiences from the drop down. Click on **"Add experiences"** button.

Welcome, Kelden Tashi	Experiences [List] Name	Destination Select Destination	Select Status	+ Add Experiences
Dashboard	# Name	Destination	Status	* Action
Experiences Uploader				

3. When you click on **"Add experiences"** button, the experiences uploading page will be displayed as shown below. Give **title**, **description** and **contact information**. Give the **name of the destination** (Dzongkhag) and venue (place). Then generate coordinates using the **map**, choose a **featured image** of the required format and click **save button**.



Uploading Events

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Events include mostly festivals (Tshechus), the annual Dzongkhag festivals and all other local festivals under each of the 20 Dzonkhags. Events also include any other important celebrations such as games and sports competitions, community - based festivals, and any other events which have the potential to attract tourists to the respective Dzongkhags. The TCB needs the support of the Dzongkhags or the organizers of the events under all Dzongkhags to promote their tourist attractions in order to avail the benefits of tourism industry. In order to do this, TCB facilitates this by making this web forum available and accessible to all the Dzongkhags and all event organizers under 20 Dzongkhags.

How to upload events

1. Log in to your account. Your account page will be displayed as shown below. Now click on the **Event uploader.** Next click on the **Events** from the drop down menu.



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2. When you click on the events, as explained above, the following page will be displayed. Click on **"Add event"** button.

Welcome	Events [List]			+ Add Event
Kelden Tashi	Name	Status		
2		Select Status	▼ FILTER 2	
Dashboard	# Name	Destination	Status	* Action
🛗 Event Uploader 🗸 🗸	No data to be displayed			
Events				

3. When you click on **"Add event"** button, the following page will be displayed. Give the **event name**, **description**, **venue**, **start date and end date**. Add **contact information**, choose **featured image** of the required format and click **save**.

	Event [Add New]	(h) Co back
Welcome, Kelden Tashi	aid a new Event (Elable marked as * are mandatory)	
	Nod a new crem (Pielos maned as are mandatory)	
Dashboard	Name *	Destination * Select Destination +
And Descriptions		Venue *
🛗 Event Uploader 🛛 🗸	Description *	
Events		Start Date *
		End Date *
		#
		Contact Person
		Featured Image *
		Choose File No file chosen
		Image Dimension: 2000 X 700
		Attachment [If Any]
		Choose File No file chosen
		(PDF, DOXC)
		SAVE CANCEL
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Note* Please upload only the images of the format prescribed on the website so that the image looks nice on the website. If you try to use image in a different format, the system will not accept it.

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Tourism Council of Bhutan

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