

# Tourism Council of Bhutan

## Official Destination Website Manual

[www.bhutan.travel](http://www.bhutan.travel)



LOGIN | REGISTER | MY HAPPINESS



Home | About Bhutan | Destinations | Things to do | Trip Planner | Tour Packages | Happiness | GNH



- You need to sign up only on one website.
- Sign up either on our Destination website [www.bhutan.travel](http://www.bhutan.travel) or on our Corporate website [www.tourism.gov.bt](http://www.tourism.gov.bt)
  - You can use the same username and password for both websites

## Signing up to promote on our destination website [www.bhutan.travel](http://www.bhutan.travel)

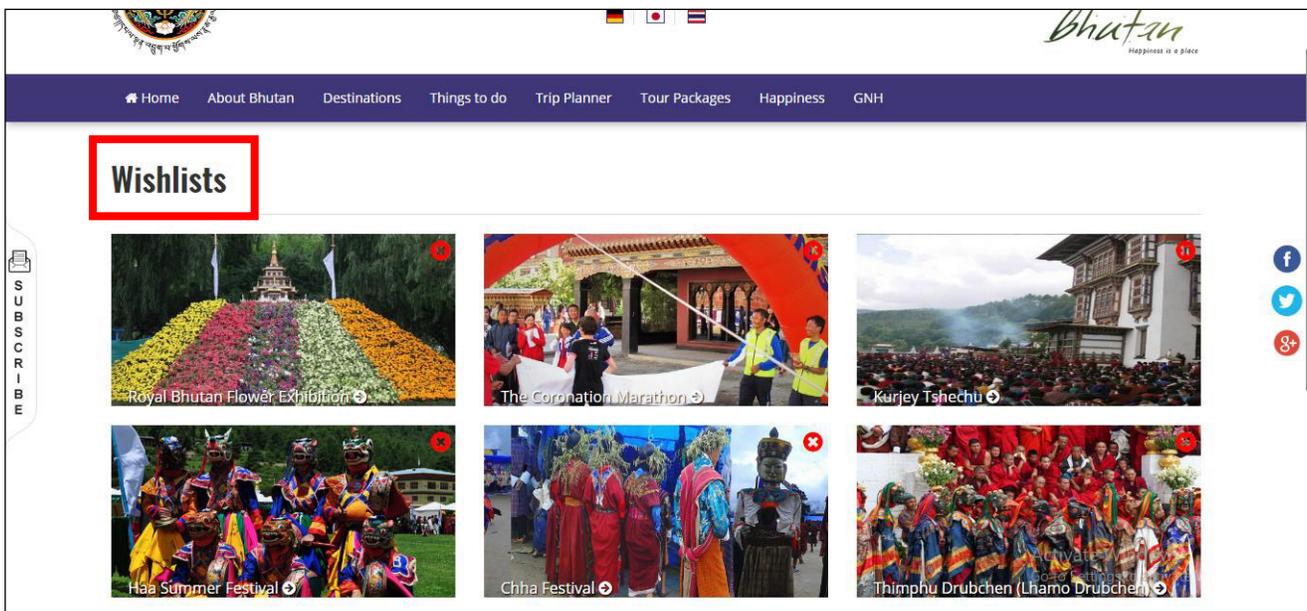
Signing up and creating your account on our website is very important for the local tour operators, Dzongkhags, various event organizers, tourism stakeholders and visitors. Local tour operators can sign up to upload their tour packages on our website. Dzongkhags and the concerned organizers of various 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. [www.tourism.gov.bt](http://www.tourism.gov.bt) is our corporate website, which is to be used within our industry, and [www.bhutan.travel](http://www.bhutan.travel) is our destination website, which is to be used as a source of information for the visitors/tourists.

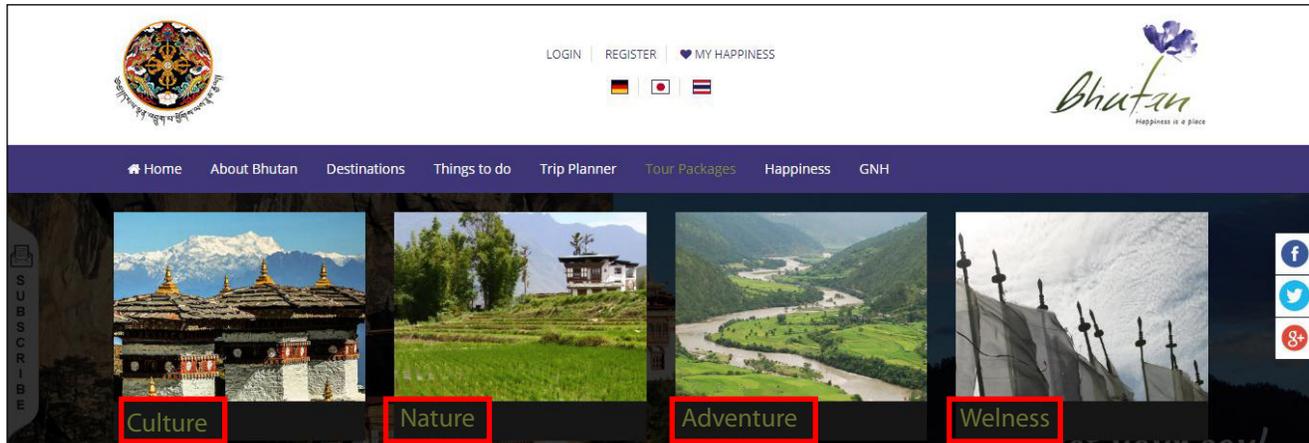
You need to sign up only on one website, either on the destination website [www.bhutan.travel](http://www.bhutan.travel) or on the corporate website [www.tourism.gov.bt](http://www.tourism.gov.bt). You can use the same username and password for both websites. Once signed up and approved by TCB, you will 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:

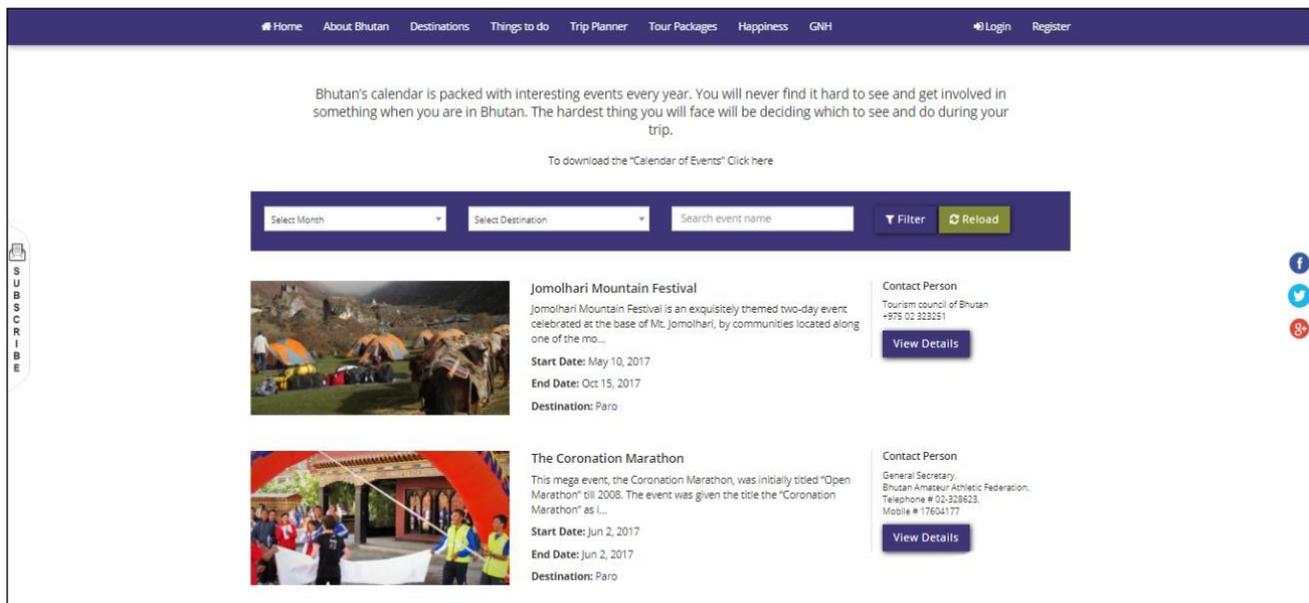
1. Registering to save your Wish list on [www.bhutan.travel](http://www.bhutan.travel). Anyone, irrespective of whether you are a tourist, an international tour operator, a local tour operator, a private individual, a media person or anything



- 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.



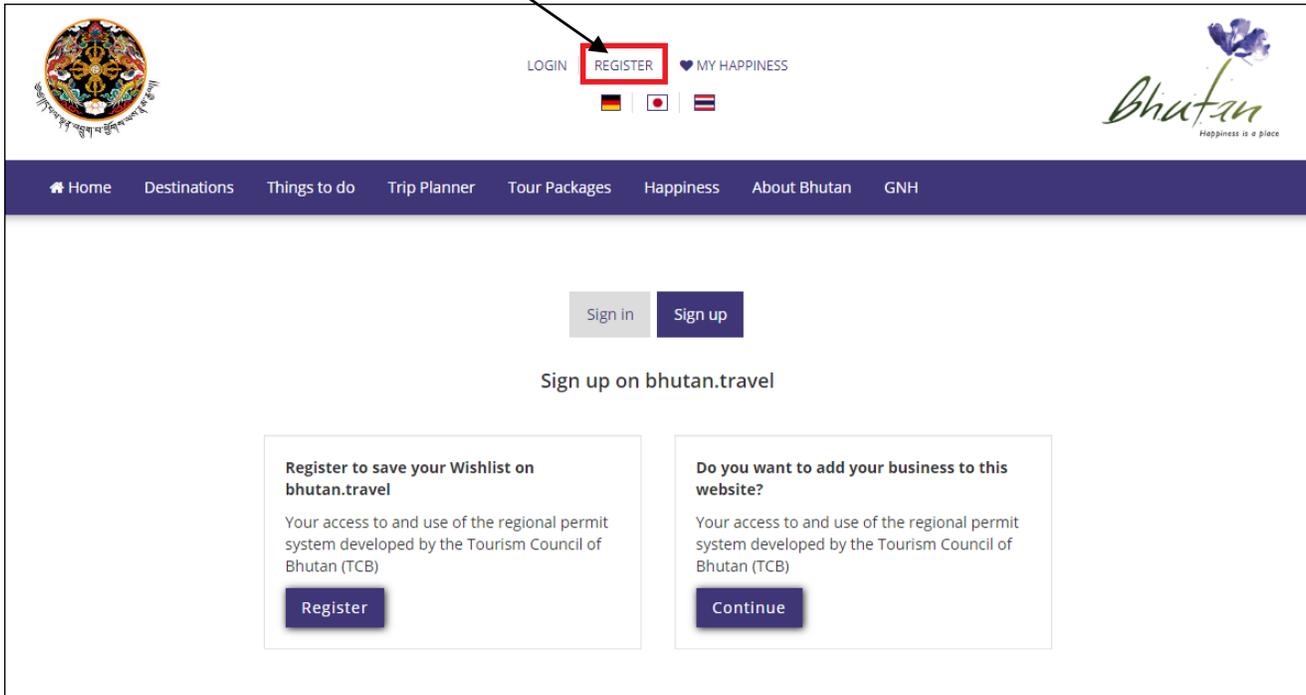
- Upload and promote events and festivals (Dzongkhags and event organizers).



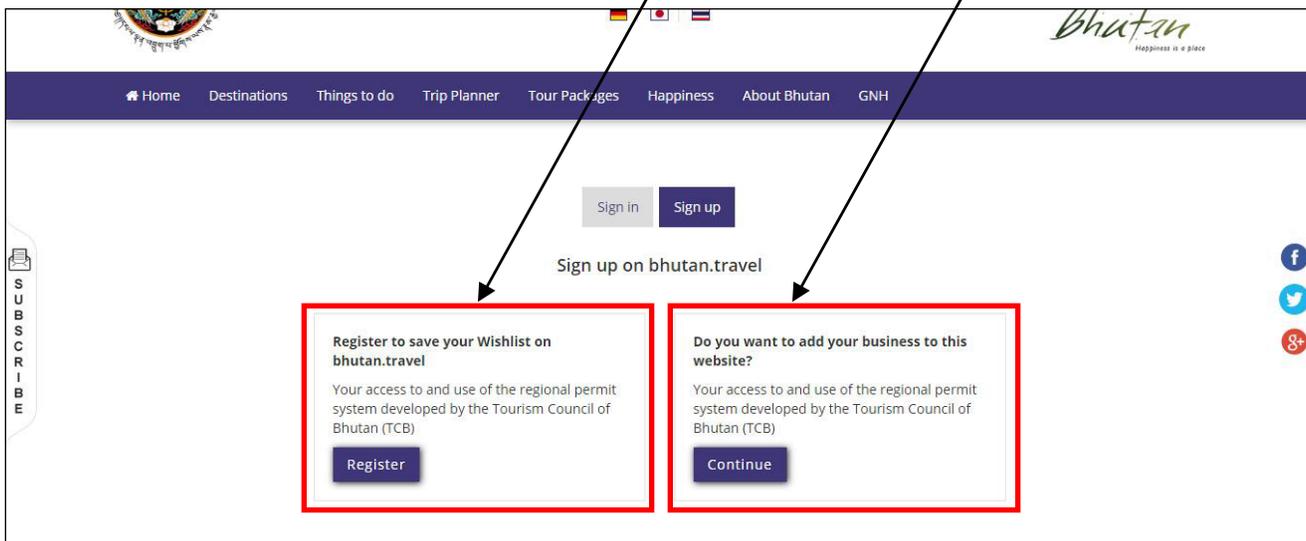
*Note\* Uploading events and experiences by the Dzongkhags and other event organizers is different from uploading tour packages. Unlike for tour operators, Dzongkhags and event organizers cannot register directly on this website like tour operators. Their user account will be created by TCB.*

## How to sign up/register on our website

1. To sign up, click register/login in at the top-center of the home page.



2. Next, click the sign up button. The sign up page will be displayed as shown below. Choose what you want to do with your account, **to save your wish list or to submit your tour package.**



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)**

**Tour Operator Registration**

Note: (\*) Fields are required

Company Name \* License No. \* User Credentials

Attach License Copy [ max size : 2mb ] \* SAMPLE Website \* Provide below listed information that will be used as your user credential to manage your account. Password will be emailed to the provided email after your registration is approved.

Owner Name \* Owner CID No. \* Username [ Email ] \*

Official Contact No. Official Email \* First Name \*

Office Address Last Name

Attach Company Logo [ max size : 2mb ] \* I agree to the site terms of use

About your Company [ Not more than 200 words ] \* I'm not a robot

**Register**

**B. For Saving Wish list (Visitors)**

**Register on bhutan.travel**

Note: (\*) Fields are required

First Name \* Last Name

Email Address \*

Password \* Confirm password \*

I agree to the site terms of use

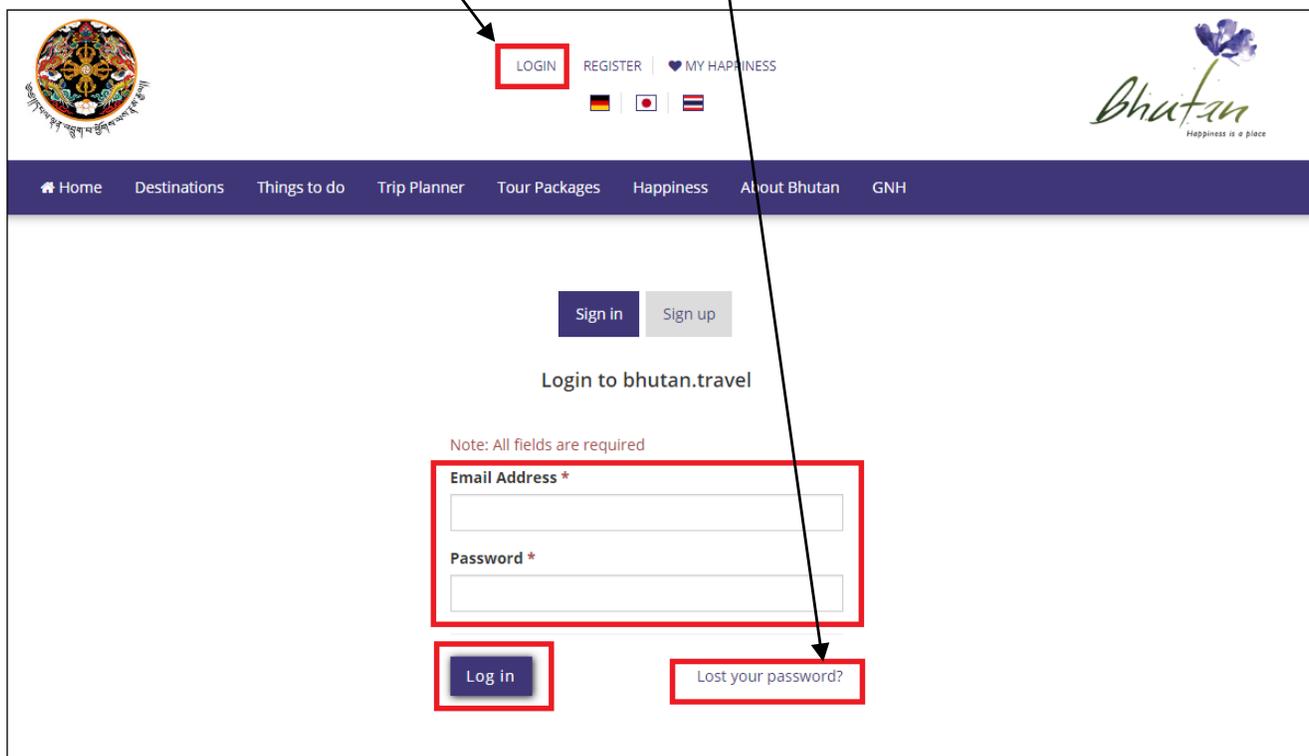
I'm not a robot

**Register**

## How to Log into the website/Accessing Dashboard

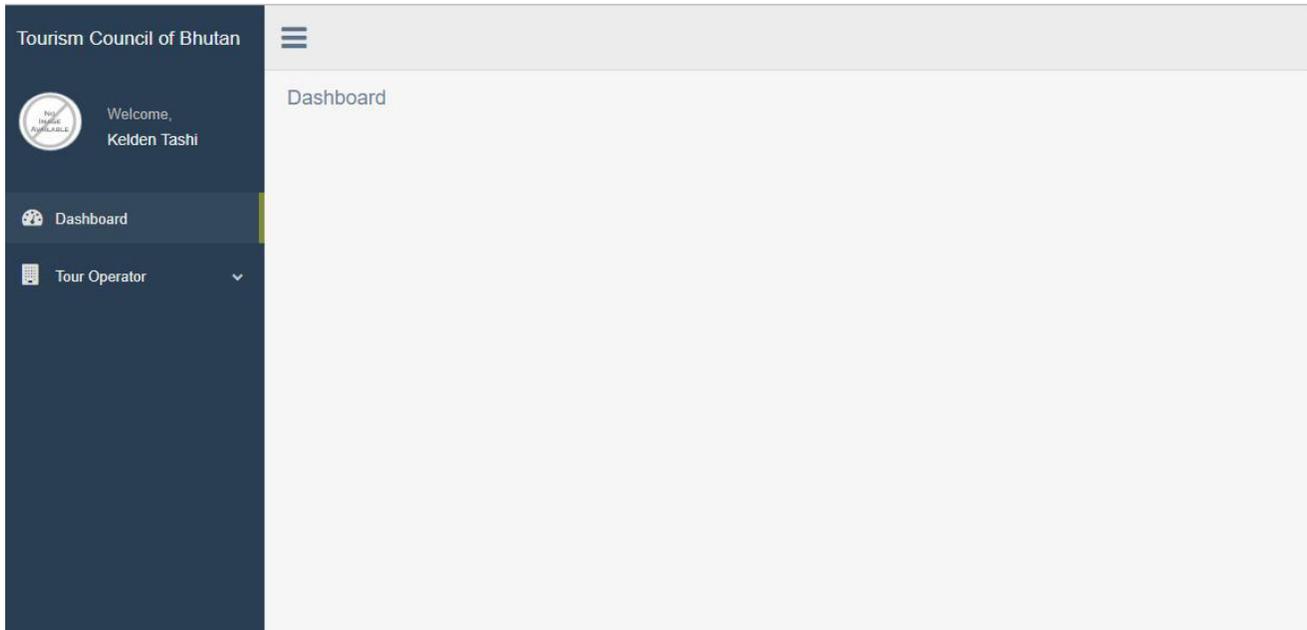
You need to be logged into your account when you want to save your wish list, upload your event or submit your tour package. If you are not logged in first, you cannot save your wish list, upload your event or submit your tour package. Following is a simple guideline to log into your account.

- Click on **Login** on the website
- Put your email and password
- If you forgot your password click on the *lost your password?* Link
- You will be redirected to **Reset Password** page.

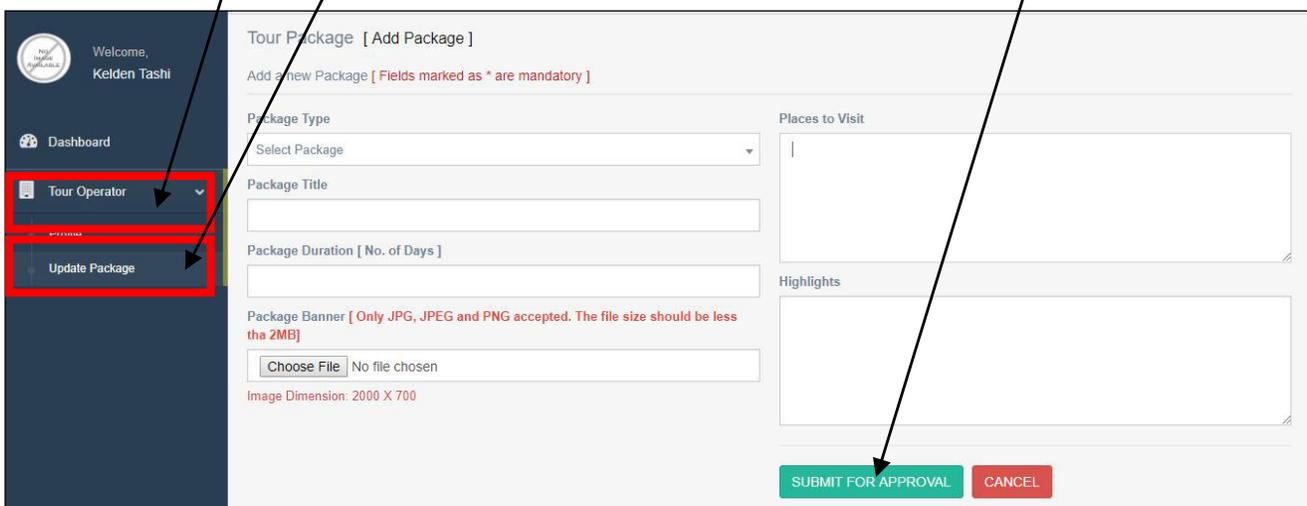


## How to upload/submit your tour package

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



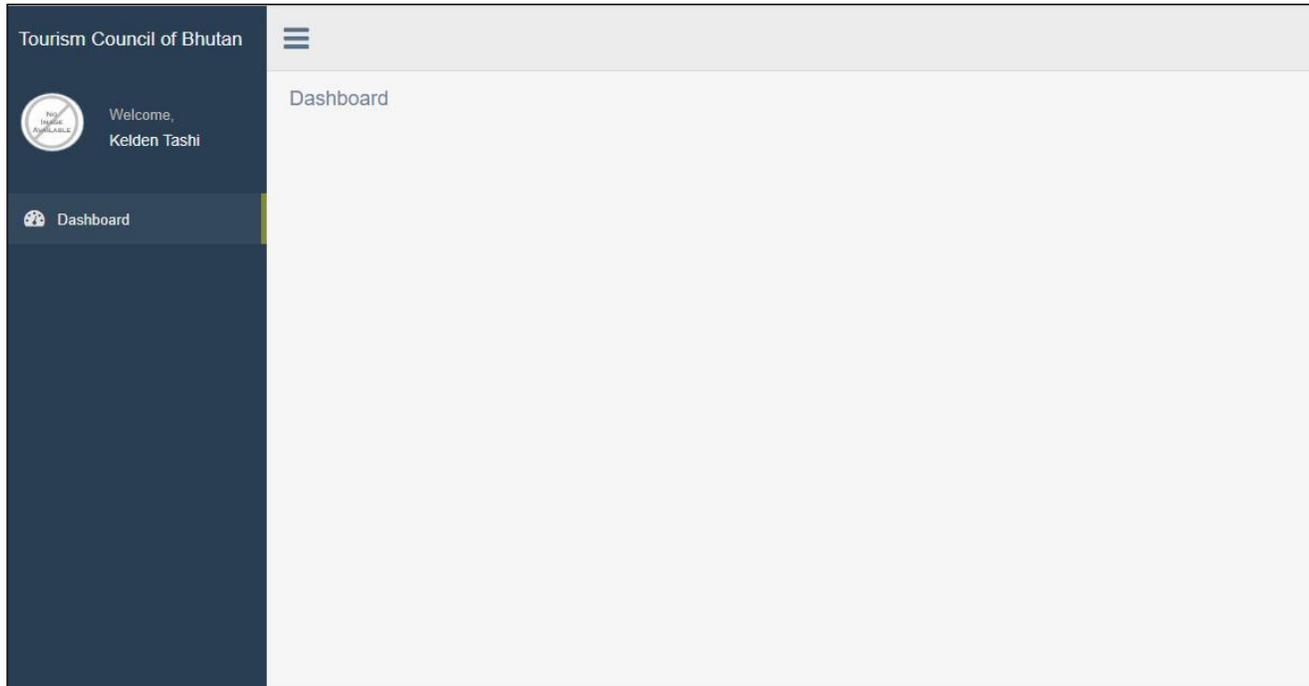
1. Next, click on **the tour operator drop down arrow** on the left side of the dash board page. Then click on the **update package button**. The page to upload/submit your tour package will be displayed as shown below. Now fill in the details and click **“Submit for Approval”** button. Your tour package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



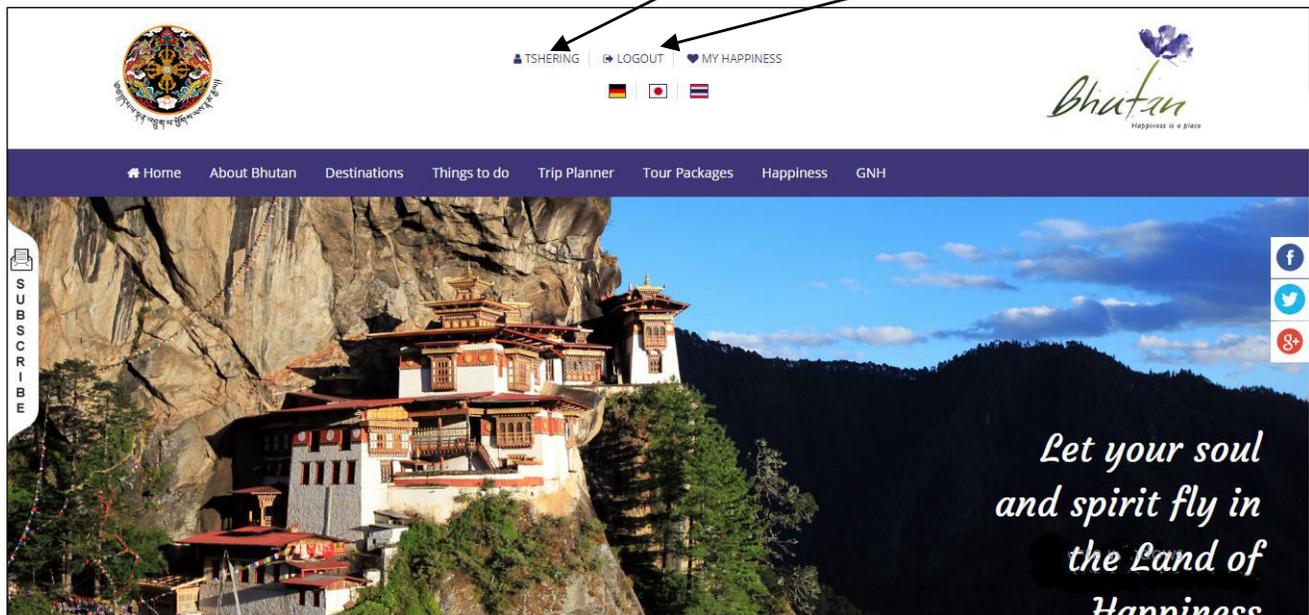
*Note\* Each tour operator can upload only one tour package at a time in any one of the tour package categories. If you want to change your tour package/package category, you need to remove your existing package and upload the new one. Also, please make sure that your license is valid all the time. In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

## How to save your wish List

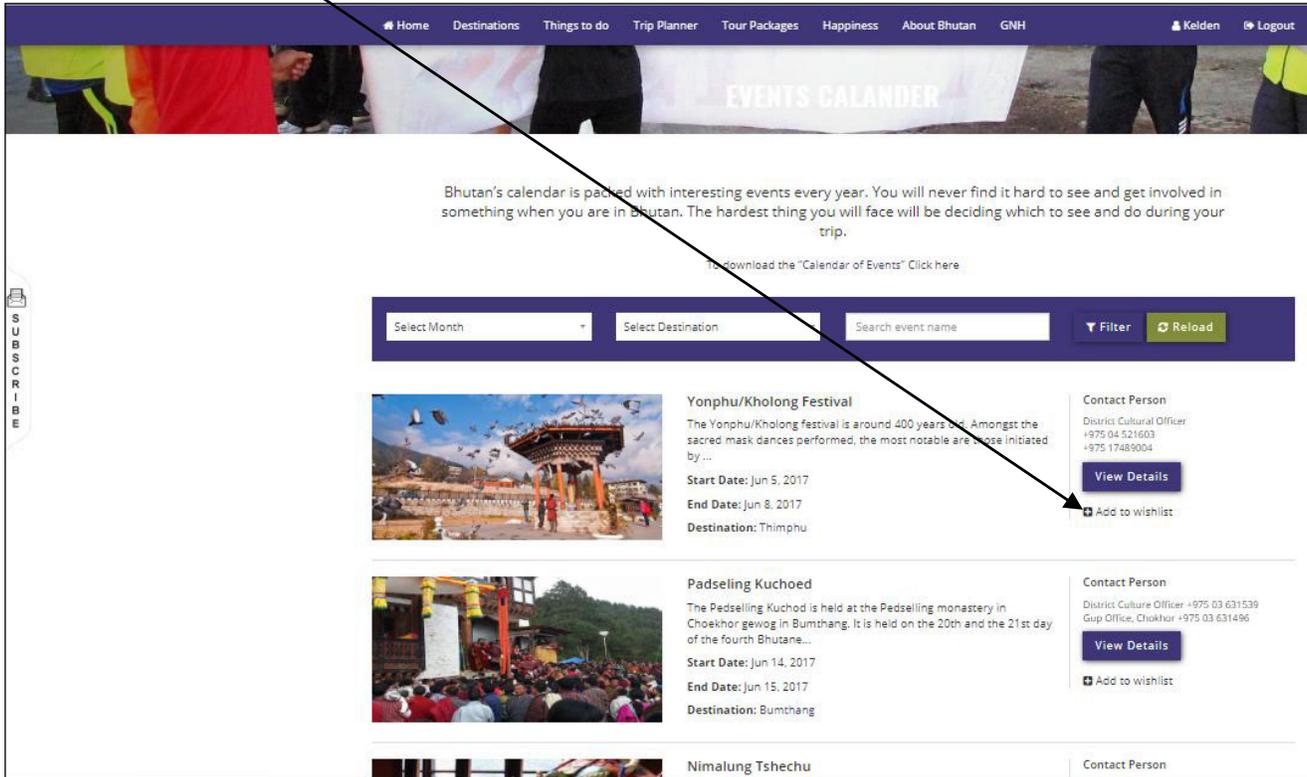
1. Log in to your account. Your account page will be displayed as shown below. However, you cannot save your wish list directly from this page. To start saving your wish list, you need to open [www.bhutan.travel](http://www.bhutan.travel) home page in a separate tab.



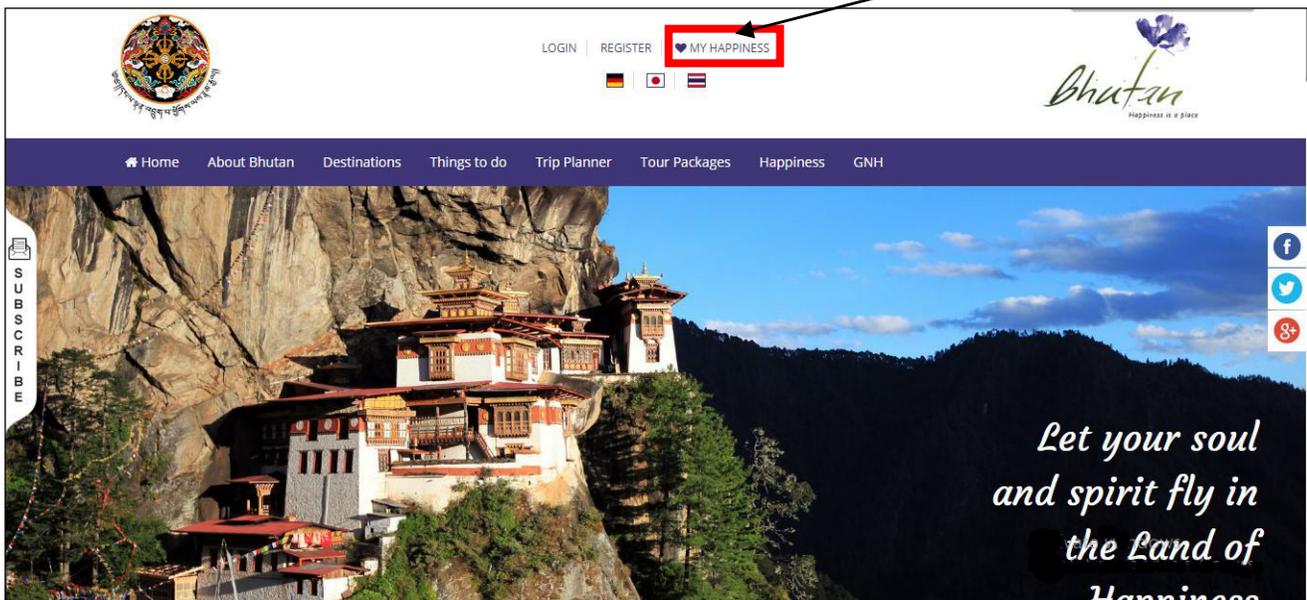
2. To save your wish list, open [www.bhutan.travel](http://www.bhutan.travel) in a separate tab. The home page of the website will be displayed as shown below. You will be able to see your **account name** and your **“logged in”** status at the top center part of the page indicating that you are still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



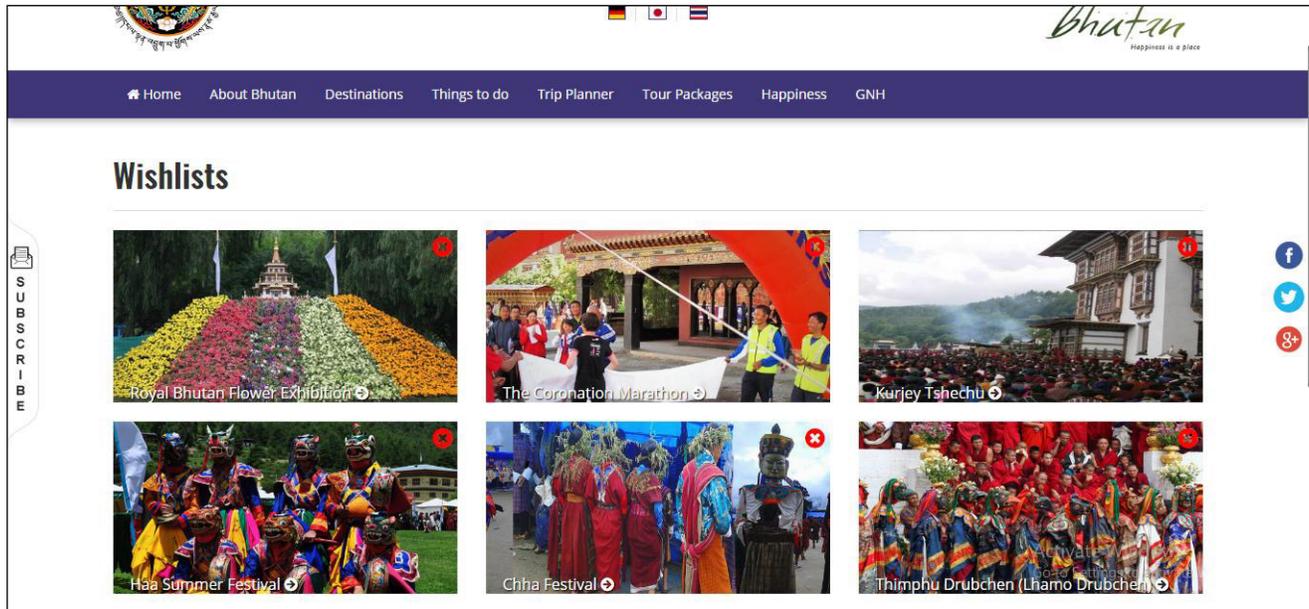
- 3. Now browse through the website for information. For example, let's see events under "Things to do" menu. The events page will be displayed as shown below. For each event, there will be a "+Add to wishlist" button below it. Just click this button to add a particular event to your wish list.



- 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.



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

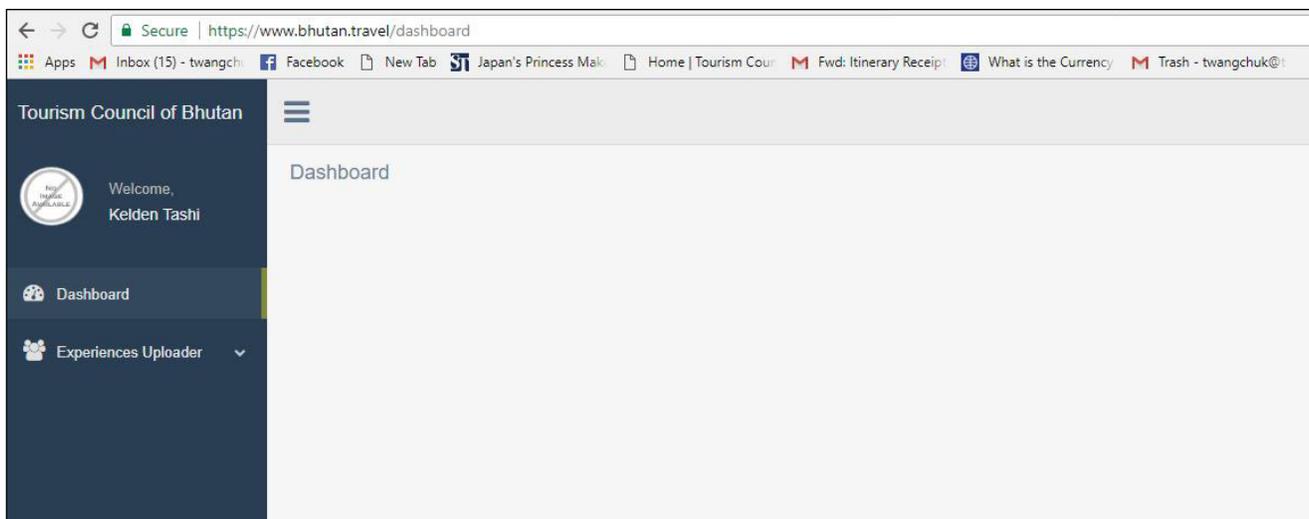


## Uploading experiences

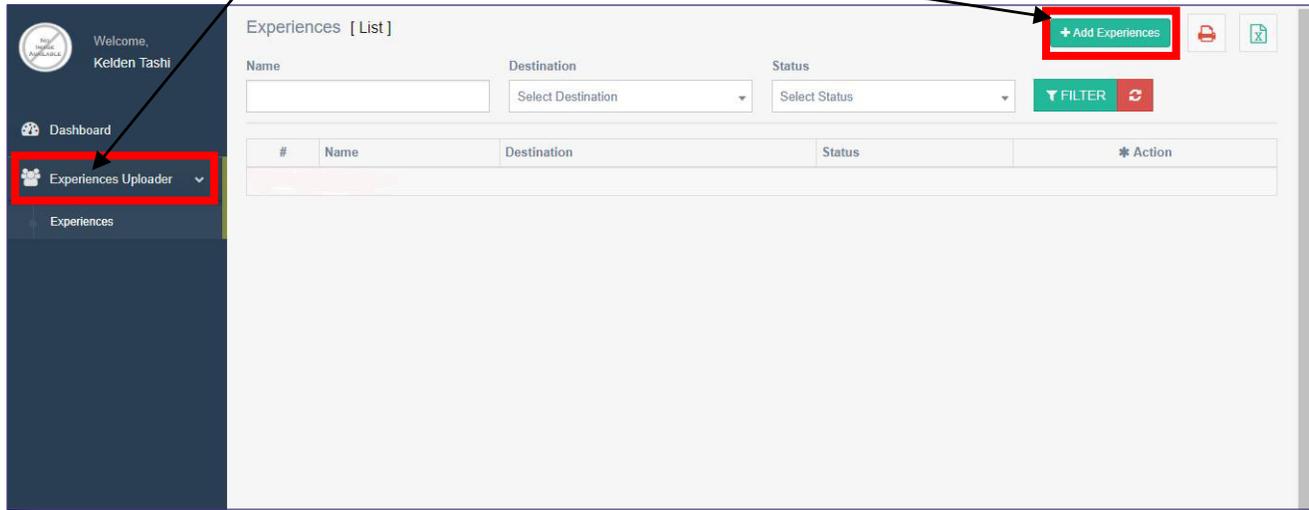
Experiences consist of some special tourism-related programs which are initiated and organized by the Dzongkhags or any other organizations, that gives special and wonderful experience to the visitors.

## How to upload experiences

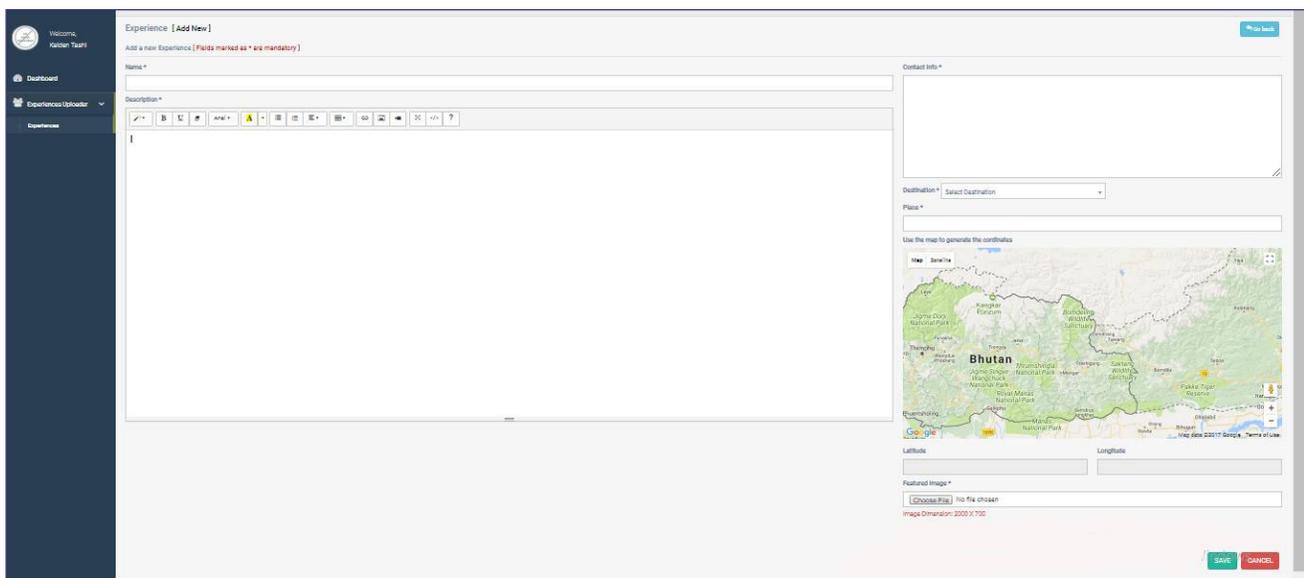
- Log in to your account. You will be taken to the Dash board, which is your account page as shown below.



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



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**.

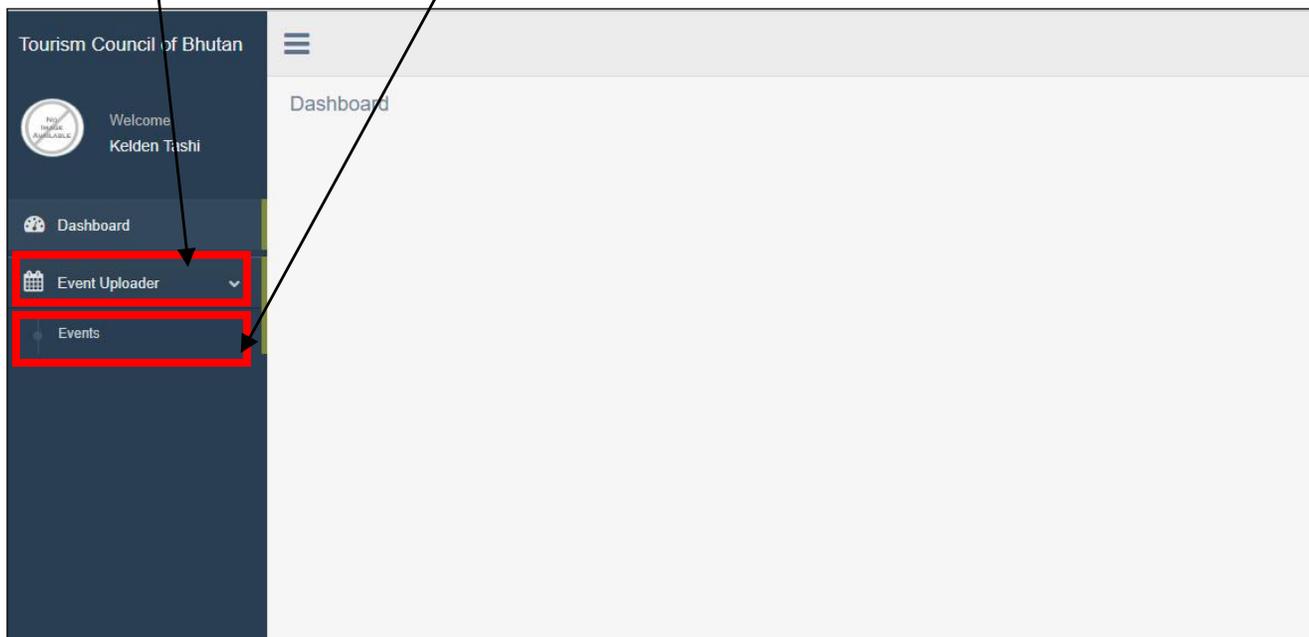


## Uploading Events

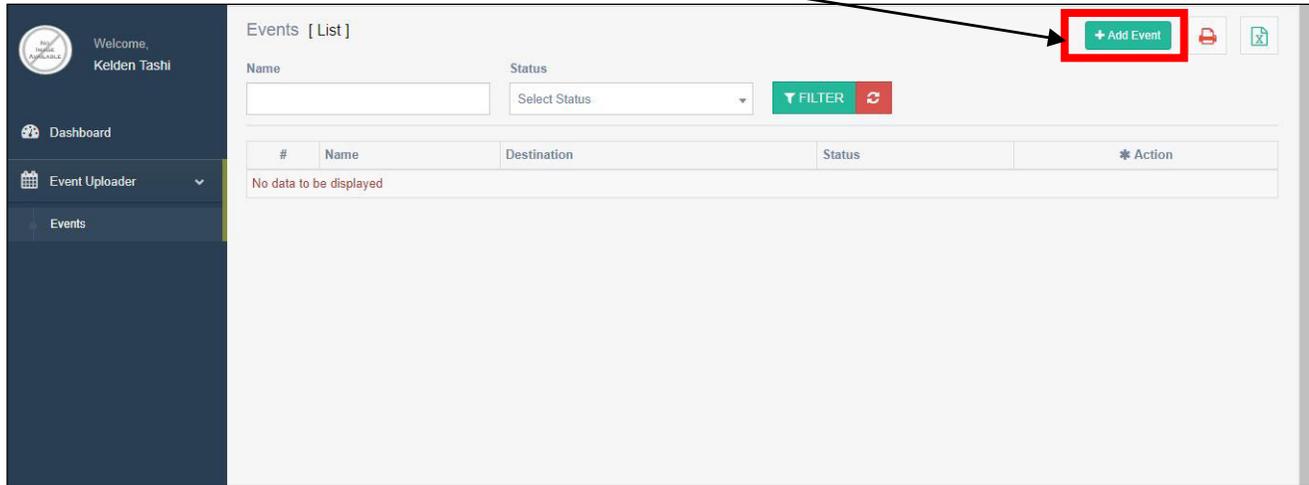
Events include mostly festivals (Tshechus), the annual Dzongkhag festivals and all other local festivals under each of the 20 Dzongkhags. Events also include any other important celebrations such as games and sports competitions, community - based festivals, and any other events which have the potential 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

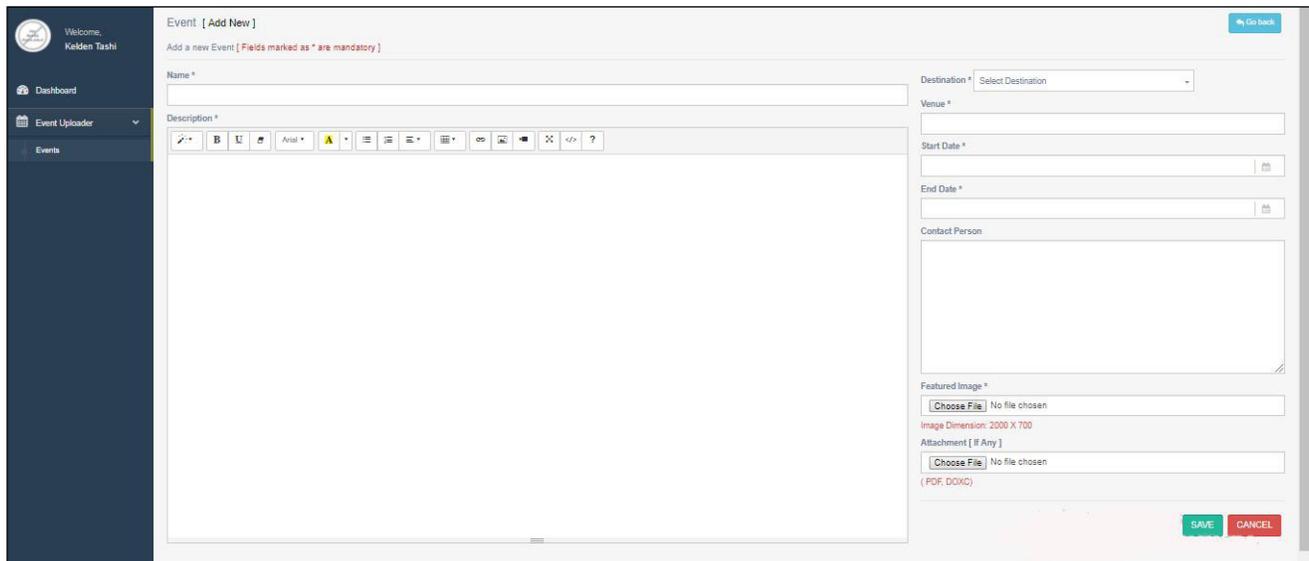
1. Log in to your account. Your account page will be displayed as shown below. Now click on the **Event uploader**. Next click on the **Events** from the drop down menu.



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



- 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**.



*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.*



## **Tourism Council of Bhutan**

P.O Box No. 126, Thimphu, BHUTAN  
Tel : +975 2 323251/2

[www.tourism.gov.bt](http://www.tourism.gov.bt)  
[www.bhutan.travel](http://www.bhutan.travel)

 [tourismbhutan](https://twitter.com/tourismbhutan)

 [destinationbhutan](https://facebook.com/destinationbhutan)

 [tourismbhutan](https://instagram.com/tourismbhutan)

 [info@tourism.gov.bt](mailto:info@tourism.gov.bt)