

Adkit Client Procedures – Self-Help Guide

1. Login using your username and password sent to you in an email from katie@hvwt.com.au
2. Sends you to booking page, click on option 1.
3. Takes you to the Advert booking section. Click on 'Create new advert'.

KATIE LEE (KATIE TEST ACCOMMODATION) MY ADS MY ACCOUNT HELP LOGOUT

NB: Booking Deadline - 31 JANUARY 2021 Material Deadline - 12 FEBRUARY 2021

1. H.V. Magazine BUSINESS LISTING / TILE / CHARTS 2021 Ads or Events Booked

Create new advert
Only select this option if you wish to create a new advertisement.

1. H.V. Magazine BUSINESS LISTING / TILE / CHARTS 2021 Guidelines | Distribution Info | Terms & Conditions | Locate Photographer | Sizes & Costs

4. Takes you to 'New Advert creation wizard'. Select from below options. If you forgot to select one of these or didn't select it properly, the wording 'PLEASE SELECT Preferred Advertisement Size' will appear, you need to click on the button that says 'CLICK HERE TO GO BACK' and it will take you to the previous page again where you will have to reselect everything. If you are unsure of which option to choose from please contact Katie Lee at the HVWTA on 0499 053 655 or Jessica at the VIC on 02 4993 6700 before you begin booking your tile.

Please select from the following Booking Options as per your membership inclusions and additional purchases. Please make sure you select the correct option. If you are unsure please contact Katie Lee at the HVWTA Office on katie@hvwt.com.au or 0499 053 655 BEFORE you continue with your booking.

- a. Hunter Valley Visitor Guide Tile as included in membership (\$0.00)
- b. Additional Tile as purchased with membership (\$0.00)
- c. Directory listing ONLY as included in membership (\$0.00)
- d. Additional Directory Listing as purchased with membership (\$0.00)

5. Then choose your advertisement sections (please ignore the selected category below):

Advertisement Section:

- Breweries & Distilleries
- Dine (Restaurants & Cafes)
- Experiences (Activities & Attractions, Spas, Shopping, Markets, Arts & Culture)
- Gourmet - Local Produce
- Services (Florists, design companies, event companies, general services)
- Stay (Accommodation)
- Tour (Tours & Transport)
- Weddings (Florists, Chapels, Photographer, Celebrants)
- Wine (Wineries & Cellar Doors)

6. Depending on your selection, different options will appear.
7. If select option: Breweries & Distilleries

Breweries & Distilleries Only - WHICH OF THE FOLLOWING DO YOU OFFER / HAVE

- a. Restaurant/Cafe
- b. Accommodation
- c. On-site Tour
- d. Bus Tour Groups
- e. Paid Tastings
- f. Pet Friendly
- g. Child Friendly
- h. Childrens Activities
- i. Bookings Essential
- j. Online Bookings
- k. Private Tasting Room
- l. BBQ/Picnic Area
- m. Accessible Friendly

Breweries & Distilleries Only - WHICH OF THESE VARIETIES DO YOU HAVE

- a. Beer
- b. Cider
- c. Vodka
- d. Gin
- e. Rum
- f. Liqueurs and Schnapps
- g. Other Spirits
- h. Organic

8. If select option: Dine (Restaurants and Cafes)

Dine (Restaurants & Cafes) Only - Please choose your region

- Broke/Mount View/Wollombi
- Cessnock/Kurri Kurri
- Lovedale/North Rothury/Dalwood
- Pokolbin/Rothbury
- Singleton

Dine (Restaurants & Cafes) Only - a. Open for Breakfast?

- a. Monday
- b. Tuesday
- c. Wednesday
- d. Thursday
- e. Friday
- f. Saturday
- g. Sunday

Dine (Restaurants & Cafes) Only - b. Open for Lunch?

- a. Monday
- b. Tuesday
- c. Wednesday
- d. Thursday
- e. Friday
- f. Saturday
- g. Sunday

Dine (Restaurants & Cafes) Only - c. Open for Dinner?

- a. Monday
- b. Tuesday
- c. Wednesday
- d. Thursday
- e. Friday
- f. Saturday
- g. Sunday

Dine (Restaurants & Cafes) Only - e. Which of the following do you offer?

- a. Winery/cellar door on site
- b. Accommodation on site
- c. Pet Friendly
- d. V - Vegan Options
- e. VG - Vegetarian Options
- f. GF - Gluten Free
- g. DF - Dairy Free
- h. C - Coeliac
- i. Childrens Menu
- j. Bookings Essential
- k. BYO
- l. Takeaway
- m. Delivery
- n. Private Dining Area / Functions
- o. Catering
- p. Accessible Friendly

9. If select option: Experiences (Activities & Attractions, Spas, shopping, markets, arts & culture)

Experiences (Activities & Attractions, Spas, shopping, markets, arts & culture) Only - Please choose your category

- a. Activities
- b. Attractions
- c. Balloon Flights
- d. Helicopter Flights
- e. Cooking
- f. Horse Riding
- g. Local Markets
- h. Local Shopping
- i. Spas / Well Being
- j. golf
- k. Animal Attractions
- l. Bikes / Segways
- m. Arts / Culture

Experiences (Activities & Attractions, Spas, shopping, markets, arts & culture) Only - WHICH OF THE FOLLOWING DO YOU OFFER

- a. Bookings Essential
- b. Child Friendly

10. If select option: Gourmet (Local Produce, Breweries & Distilleries)

Gourmet (Local Produce, Breweries & Distilleries) Only - WHICH OF THE FOLLOWING DO YOU OFFER

- a. Tastings
- b. On-site Tours
- c. Hampers
- d. Local Produce
- e. Bookings Essential

11. If select option: Services (Florists, design companies, event companies, general services)

12. If select option: Stay (Accommodation)

Stay (Accommodation) Only - Accommodation Types

- Bed and Breakfast
- Caravan Park/Hostel
- Guest House
- Motel
- Resort/Hotel
- Self-Contained

Stay (Accommodation) Only - a. Accommodation Tariffs

To assist consumers with their choice of accommodation we will be placing symbols only on the directory chart. This is meant as a guide only. Please tick your category.

Your tariff category should be based on accommodation for two adults for one night at your weekend rack rate.

- \$0 - \$100
- \$101 - \$200
- \$201 - \$300
- \$301 and above

Stay (Accommodation) Only - b. Which of the following do you offer?

- a. Restaurant on Site
- b. Winery / Cellar Door on Site
- c. Pet Friendly
- d. Childrens Activities
- e. BBQ / Picnic Area
- f. Free Wi-Fi
- g. Courtesy Bus
- h. Function Area
- i. Log or Gas Fires
- j. Spa Bath
- k. Swimming Pool
- l. Breakfast Included

13. If select option: Tour (Tours & Transport)

Tour (Tours & Transport) Only - a. Do you provide the following:

- a. Customised Tours
- b. Full Day Tours
- c. Half Day Tours
- d. Small Group Tours
- e. Large Group Tours
- f. Tours from Sydney
- g. Private Transfers / Tours
- h. Restaurant Transfers
- i. Airport Transfers
- j. Concert Transfers
- k. Children Allowed

Tour (Tours & Transport) Only - b. Maximum number of pax in the group

Type in your text below.

14. If select option: Weddings (Florists, Chapels, Photographer, Celebrants)

Weddings (Florists, Chapels, Photographer, Celebrants) Only - A. WHICH OF THE FOLLOWING DO YOU OFFER

- a. Accommodation
- b. Catering
- c. External Catering
- d. Wedding Ceremony
- e. Winery / Cellar Door

Weddings (Florists, Chapels, Photographer, Celebrants) Only - B. PLEASE WRITE BELOW THE MINIMUM SEATING CAPACITY

Type in your text below.

Weddings (Florists, Chapels, Photographer, Celebrants) Only - C. PLEASE WRITE BELOW THE MAXIMUM SEATING CAPACITY

Type in your text below.

15. If select option: Wine (Wineries & Cellar Doors)

Wine (Wineries & Cellar Doors) Only - Please choose your region

- Broke
- Lovedale/N. Rothbury/Dalwood
- Mount View/Millfield
- Pokolbin/Rothbury/Nulkaba
- Singleton
- Upper Hunter
- Wollombi

Wine (Wineries & Cellar Doors) Only - b. Opening Hours

Type in your text below, including opening days & hours. Eg Open daily, 9am-5pm

Type in your text below.

Wine (Wineries & Cellar Doors) Only - c. WHICH OF THESE VARIETIES DO YOU HAVE - White Wines

- 1. Semillon
- 2. Chardonnay
- 3. Verdelho
- 4. Sauvignon Blanc
- 5. Riesling
- 6. Fiano

Wine (Wineries & Cellar Doors) Only - d. WHICH OF THESE VARIETIES DO YOU HAVE - Red Wines

- 1. Shiraz
- 2. Cabernet Sauvignon
- 3. Merlot
- 4. Pinot Noir

Wine (Wineries & Cellar Doors) Only - e. WHICH OF THESE VARIETIES DO YOU HAVE - Other

- 1. Blends
- 2. Rose
- 3. Moscato
- 4. Dessert Wines
- 5. Fortified Wines
- 6. Organic
- 7. Other Varieties
- 8. Sparkling Wines

Wine (Wineries & Cellar Doors) Only - f. WHICH OF THE FOLLOWING DO YOU OFFER/HAVE?

- a. Restaurant/Cafe - listed in your HVWTA membership
- b. Accommodation - listed in your HVWTA membership
- c. On-site Winery Tour
- d. Wine Tour Groups
- e. Paid Tasting
- f. Pet Friendly
- g. Child Friendly
- h. Childrens Activities
- i. Bookings Essential
- j. Online Bookings
- k. Private Tasting Room
- l. BBQ/Picnic Area
- m. Art Gallery
- n. Accessible Friendly
- o. Functions

16. Then select map reference

Map Reference Information

If you are an existing member of the Hunter Valley Wine and Tourism Association and have previously been in the map AND you know your current map location from the 2019/20 Map then please insert it above, if you do not know your map location, please just select this option and leave it blank.

* If you are a new member or if you are a renewing member and have changed your location, please click this option and Katie from the HVWTA will send you a map to mark your exact location.

[Save My Ad Details](#)

17. 'Save My Ad Details'

18. Takes you to 'Advertising Guidelines' page

Advertising Guidelines

Please review the General Advertising Guidelines which explain the requirements regarding layout of ads, photography and other details before proceeding. If you are not ready to make or supply your advertisement now, please review the advertising guidelines and then log out. Your booking will remain in the system. Remember to complete your booking and supply your materials before the deadline

[General Advertising Guidelines](#)

You are now ready to complete your booking.
[Click here to continue.](#)

- 19. Clicking on 'General Advertising Guidelines' will just take you to the specifications of the advert, not that relevant as all this info will be in each individual section of the advert anyway.
- 20. Clicking on 'You are now ready to complete your booking. Click here to continue' will take you to the next step of booking your advert.
- 21. Directory Listing Approval – YOU MUST FILL THIS IN!!!!

DIRECTORY LISTING APPROVAL

THIS IS HOW YOUR DIRECTORY LISTING WILL APPEAR IN THE 1. H.V. Magazine BUSINESS LISTING / TILE / CHARTS 2021 CHARTS
Please make the necessary changes and click NEXT to proceed.
If no changes required just click NEXT

Company Name:	Street Address:	Town:	Phone:	Map Reference:
<input type="text"/>				

[NEXT](#)

- 22. Select 'NEXT'. Takes you to a page that says 'Let's make an ad'. Click 'OK'.
- 23. Takes you to a page that says 'Add your advert information below' – this is where you add details about your advertisement, such as contact details, location, description and opening hours etc.
- 24. Please read thoroughly the text at the top as it explains the instructions about each step. It is also a good idea to type your description in a word doc first for a few reasons. Firstly, to ensure you are within the word limit. Secondly, Adkit does not spellcheck so you need to ensure all your words are spelled and formatted correctly. It is also best to type the description in to Adkit, not just copy and paste. So best to copy it from Adkit into a word doc to pick up any spelling mistakes or other grammar typos.

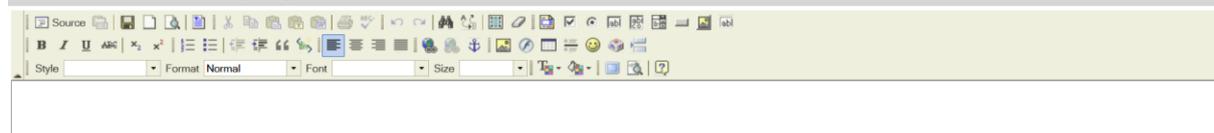
If you using Internet Explorer and cannot see the text box at the bottom of the page, this is easily fixed. At the top of your page where you enter web addresses, click the icon that looks like torn piece of paper, click this to resolve the compatibility issue.

Advertisement details (THIS WILL APPEAR IN YOUR ADVERTISEMENT). Please double check all spelling.

Please fill in all required (*) fields.

Company name: *	<input type="text" value="Katie's Cottage"/>
Company Email:	<input type="text"/>
Street Address:	<input type="text" value="3 Broke Road"/>
Town:	<input type="text" value="Broke"/>
Post Code:	<input type="text"/>
State:	<input type="text"/>
Country:	<input type="text"/>
Contact phone:	<input type="text" value="(02) 4990-0920"/>
Fax:	<input type="text"/>
Website:	<input type="text"/>
Facebook:	<input type="text"/>
Twitter:	<input type="text"/>

Ad Text. Please double check all spelling.



- 25. 'Submit text'
- 26. Takes you to a screen that says 'Let's upload files'. Click 'OK'.

27. Takes you to a page that says 'Upload your photos and files'.
28. Scroll down and click on the 'Browse' button. Upload your already resized landscape image. Submit file.

Upload your photos & files

BUSINESS LISTING - TILE
Guidelines to images

Now it is time to upload your image for the listings.
Here are a few guidelines for uploading images:

- **Please upload ONE IMAGE ONLY. - No logos, no images that include text on the image.**

- Images must be cropped prior to being uploaded to Adkit. If you are unsure how to crop, you may include a note with instructions as to how you want your image cropped.
In the event that an image has not been cropped, our creative team will crop images accordingly.
It is best to provide a landscape orientated image, not portrait.

- Logos will not be accepted as imaged for your listing to ensure consistency across the publications.

Image specifications:
 Format: Landscape
 Resolution: 300 dpi
 File type: Jpeg

Browse file from your computer to upload your images or files & click Submit file

Maximum file size to upload is: 10 MB
File Formats Accepted: *.jpg *.png *.gif *.pdf *.jpeg *.tiff *.eps *.jp_ *.jpeg *.jpeg *.vnd.swiftview.jpeg *.x-bitmap *.gl_ *.x-eps *.x-pdf *.acrobat *.vnd.pdf

Browse... wine country motor inn.jpg

Type additional notes for the file you uploading below

[Submit file](#)

Uploaded Files:

When you have finished uploading your text and photos, your booking is complete! You may then exit the site by clicking "LOGOUT" in top right corner, or click "COMPLETE BOOKINGS" to book or view your other ads.

Now your information will go to the designer and when your ad has been designed you will receive an email asking you to log on, view ad and approve ad or make changes.

29. After clicking 'Submit file' it will say 'loading please wait'. Wait until the screen has refreshed itself and the file uploaded.
30. You will see that after you have uploaded your image it will appear underneath the section where you just uploaded your file. Only upload ONE image.

[Submit file](#)

Uploaded Files:

wine country motor inn.jpg - File notes:

When you have finished uploading your text and photos, your booking is complete! You may then exit the site by clicking "LOGOUT" in top right corner, or click "COMPLETE BOOKINGS" to book or view your other ads.

Now your information will go to the designer and when your ad has been designed you will receive an email asking you to log on, view ad and approve ad or make changes.

31. Click complete booking in the top right-hand corner of the screen.

KATIE LEE (KATIE TEST ACCOMMODATION)

[MY ADS](#)

[MY ACCOUNT](#)

[HELP](#)

[LOGOUT](#)

New advert creation wizard

[Go Back.](#)

[Complete Booking](#)

Upload your photos & files

32. Asks you to 'confirm the content of your ad.'. Do so and then logout.
33. Log back in and you will find your current advert in the option 1 section when you log in. If you have fully completed the booking, the Status column will display the wording 'Admin Review', if you have partially completed a booking the Status will display the wording 'Waiting for your material', if something has glitched in the back-end of the system, the wording 'Approved by Julie Newman' will appear. If this happens you need to contact Katie Lee immediately so that this can be rectified for you. Should you need to make any changes after submitting your content, you can edit your advert by going to the Action column which will display the wording 'Edit wizard steps' for those that have completed the booking fully.

If you have not completed your booking or partially completed some of it, the wording 'Complete wizard steps' will appear and this is where you can go back in and continue to complete your booking.

1. H.V. Magazine BUSINESS LISTING / TILE / CHARTS 2021 Ads or Events Booked

 **Create new advert**
Only select this option if you wish to create a [new advertisement](#). If you wish to upload images or text for a previously booked advertisement please click below button
Complete wizard steps

Ad / Event Name	Section	Status	Action
katie test Accommodation	Breweries & Distilleries	Waiting for your material	Complete wizard steps
Katie's Cottage	Breweries & Distilleries	Admin Review	Edit wizard steps
Katie's Eatery	Dine (Restaurants & Cafes)	Approved by Julie Newman	View Approved

34. To create a new advert for a different business activity as paid for as part of your membership renewal process, start from the beginning by creating a new advert.
35. If you have different logins for your separate business entities, you will need to log out and sign back in with the different credentials that match the business you are looking to advertise with.
36. If you select Directory Listing only, you will only need to fill in the immediate section plus the directory listing section and then your booking is complete. The below messaging will appear, click 'OK' and you will be taken back to the 'My Ads' page.

Attention!

Your directory listing booking is complete. Thank you.

OK