

DOTTIE MEMBER PORTAL USER GUIDE

SELWYN
FROM THE LAND 

Selwyn District Council
selwyn.nz

DOTTIESM

DOTTIE.IO

WELCOME TO YOUR PRODUCT LISTING TOOL.

The selwyn.nz website aims to attract more visitors to our region, part of this includes driving traffic to operator listings.

You now have access to add new business listings and manage your existing listings to ensure they are up-to-date and engaging.



Alpine Jet Thrills
Springfield / Adventure

For true New Zealand jet boating, fun and exciting Hamilton Jet spins, thrills and scenery, look no further than Alpine Jet Thrills. We are Christchurch and...

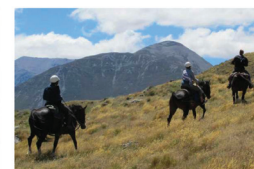
[VIEW DETAILS >](#)



Ballooning Canterbury
Darfield / Air Activities

Escape to a world of peace and tranquility. Hot Air Ballooning is a magical experience and a flight with Ballooning Canterbury offers panoramic views across the...

[VIEW DETAILS >](#)



High Country Horse Adventures
Adventure

Enjoy the stunning Lake Coleridge area in the Canterbury High Country, only 75 minutes' drive from Christchurch – yet a world away!

[VIEW DETAILS >](#)

LET'S GET STARTED

1 REGISTER WITH DOTTIE AND CLAIM YOUR BUSINESS LISTINGS

Dottie is the platform within the Selwyn website where your business listings will be added and managed. You may not have a Dottie login already, but it's easy to sign up:

➤ Go to: <https://dottie.selwyn.nz/> and click on 'Not Registered?' under the Sign In button to create an account.

➤ Follow the prompts to create an account and set up your business profile. This is for registration purposes only. These details will not be published on the selwyn.nz website.

➤ If you already have a listing on selwyn.nz, you can claim it, by ticking the 'Claim Listing' checkbox and searching for your listing.

➤ Once approved you will be able to add a new business listing and submit changes to an existing listing for approval.

IMPORTANT: Verifying your business profile may take up to 3 working days to approve. Please contact tourism@selwyn.govt.nz if you do not receive communication from the Admin.

Log in

Email

Password [Forgot?](#)

[Sign In](#)

[Not registered?](#)

Account Setup

First Name *

Last Name *

Email *

Password *

Confirm Password *

Business name *

Region *

Please select

Contact details *

[Sign Up](#)

Already have an account? [Sign in](#)

Claim Listings

Search Listings

The

Accommodation in "The Glen"

Adventure the epic Edwards-Hawdon Alpine Route with Bushman Tours

An Alpine Adventure Through The Majestic Arthur's Pass

Down by the Liffey Gallery

The Bealey Hotel

➤ Once logged in, click on your name to take you to your profile, where you can update your contact details and reset your password if needed.

DOTTIE

My Profile

Your Name

Dashboard

Files

Listings & Events

User Management

Business Management

First Name

Your

Last Name

Name

Email

your@emailaddress.co.nz

Job Title

TIP: PASSWORDS

➤ A good password should be at least 8 characters, with a mix of letters, numbers and characters such as # / & \$ @, e.g. '\$1lv3rst3am'.

➤ if you have forgotten your password at any point, click 'I've lost my password' and we'll send you instructions to reset it.

2 ADDING A LISTING TO PROMOTE YOUR BUSINESS

- After the Admin approves you in the system, you can start editing approved listings or create new listings.
- To add a new listing, you'll need to add the Listing Name and select the Primary Category related to the listing.
- Next, work your way along tabs 1-6 at the top of the dashboard.

TIP: You don't have to follow the steps in a linear fashion. Every time you click to another step your changes are saved. *However* do make sure you save your changes before you close the listing.

>> IMPORTANT Your listing is not submitted for approval until you click 'SUBMIT FOR APPROVAL'. If you haven't submitted a listing, it will show as 'Draft' on your dashboard. Your listing must be approved to be displayed on Selwyn.nz. You will receive an email to confirm if your listing has been approved or denied within 3 working days. Please contact tourism@selwyn.govt.nz if you do not receive communication from the admin.

3 YOUR DASHBOARD

The dashboard is where you search and sort listings, add new listings, or edit existing ones.

Listings have four main states:

Approved. They are live on the website. You can't delete a live listing, but can archive it.

Draft. This is a listing that is currently being edited. Draft listings do not show on the site. You can discard changes at any time.

Pending. The listing has been submitted for approval, it's no longer available for editing.

Declined. The listing change has been declined. The message will explain why. You can then re-edit the listing and submit for approval.

NAME	LISTING STATUS	MAIN CATEGORY
Test PENDING	Pending	The Great Alpine Highway

CONGRATULATIONS, YOU'RE DONE UPDATING YOUR PRODUCT LISTING!

TIPS ON CREATING QUALITY LISTINGS

THREE ELEMENTS OF A STRONG LISTING

Your listings are designed to inspire people to visit the Selwyn district by showing them the wealth of great attractions available. They're also an important point of conversion to drive traffic to the website. We measure the effectiveness of the site by visitors' engagements with your listing.

1. HIGH QUALITY IMAGERY AND VIDEO.

A picture really is worth a thousand words. Photos and videos help your visitors imagine an experience. The better your imagery, the more engaged your visitors will be. You need good quality images and several of them. Refer to the detailed image guidelines further below for image quality requirements.

2. GREAT DESCRIPTIONS.

Your product descriptions should engage your visitors, captivate them, and make them want to experience the product for themselves. Focus on describing the experience and showing why it's so good. There is a separate field to list amenities, facilities and other features of your business.

3. COMPLETE INFORMATION.

The more quality information you can add to your product listings, the more useful those listings will be for your prospective visitors, and the more leads you will generate for your business.

THE RULES

We try to keep these simple, but there are a few rules for product listings:

- A product can only belong to one listing type.
- If a product fits several listing types, such as Hotels and Dining, then create a separate listing for each listing type.
- A product listing can belong to up to five categories within a single listing type.
- If a product has more than one physical address, create separate listings for each location.
- Your product description is very important.
- Listings without images will not be published.

TIPS AND TRICKS FOR IMAGES AND VIDEO

The new website uses large high quality imagery to improve engagement and increase conversions. You can now add up to five large landscape format images on each listing.

INCLUDE UP TO 5 PHOTOS

- Aim to show different aspects of your product offering. Tell a story with your images. The more attractive you make your product, the more enquiries you will generate.

WHAT FORMAT & SIZE SHOULD MY IMAGES BE?

- Landscape orientation images will look better.
- Images should be at least 1920 pixels wide x 1080 pixels high.
- We do not recommend portrait images. If used, they must be at least 1920 pixels wide x any height.

YOUTUBE VIDEO

- Video is a powerful tool to motivate visitors. You can add one video per listing. Link to a single video, not a playlist or channel.
- A correct listing ID is <https://www.youtube.com/watch?v=eTUCNNCaYic> or [tIVEkCABvpc](https://www.youtube.com/watch?v=tIVEkCABvpc)

ALPINE JET THRILLS - CANYON SAFARIS

Adventure / Springfield

Visit Website > Book Now >

"An experience - More than Just a Ride!" For Canterbury's leading Jetboat and New Zealand's only Airboat experience, look no further than Alpine Jet Thrills, operating from both Christchurch and Springfield.

This jetboat experience will give you the best of everything. Spectacular mountain scenery and adrenaline pumping action under the rugged walls of the Waimakariri Gorge. Only on tour from Christchurch and get you're in a world of your own - come and experience the solitude. The only other way here is by chopper.

Discover the origins of jet boating which began in Canterbury with much of the early development right here at Woodstock Beach opposite our base at Springfield Adventure Park. Inside our Jet Boat World display you'll discover Bill Hamilton's last boat and much more of the pioneering story of motorised recreation that New Zealand shared the world.

get boating on the Waimakariri River with Alpine Jet Thrills

Opening Times
Office Hours: 9am-5pm

Price
from \$55 - 1000 NZD

Minimum Age
2

Address
655 Rubicon Road, Springfield
Springfield

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Phone: +64333333478
Fax: +64333333478

Email
info@alpinejetthrills.co.nz

Website
www.alpinejetthrills.co.nz