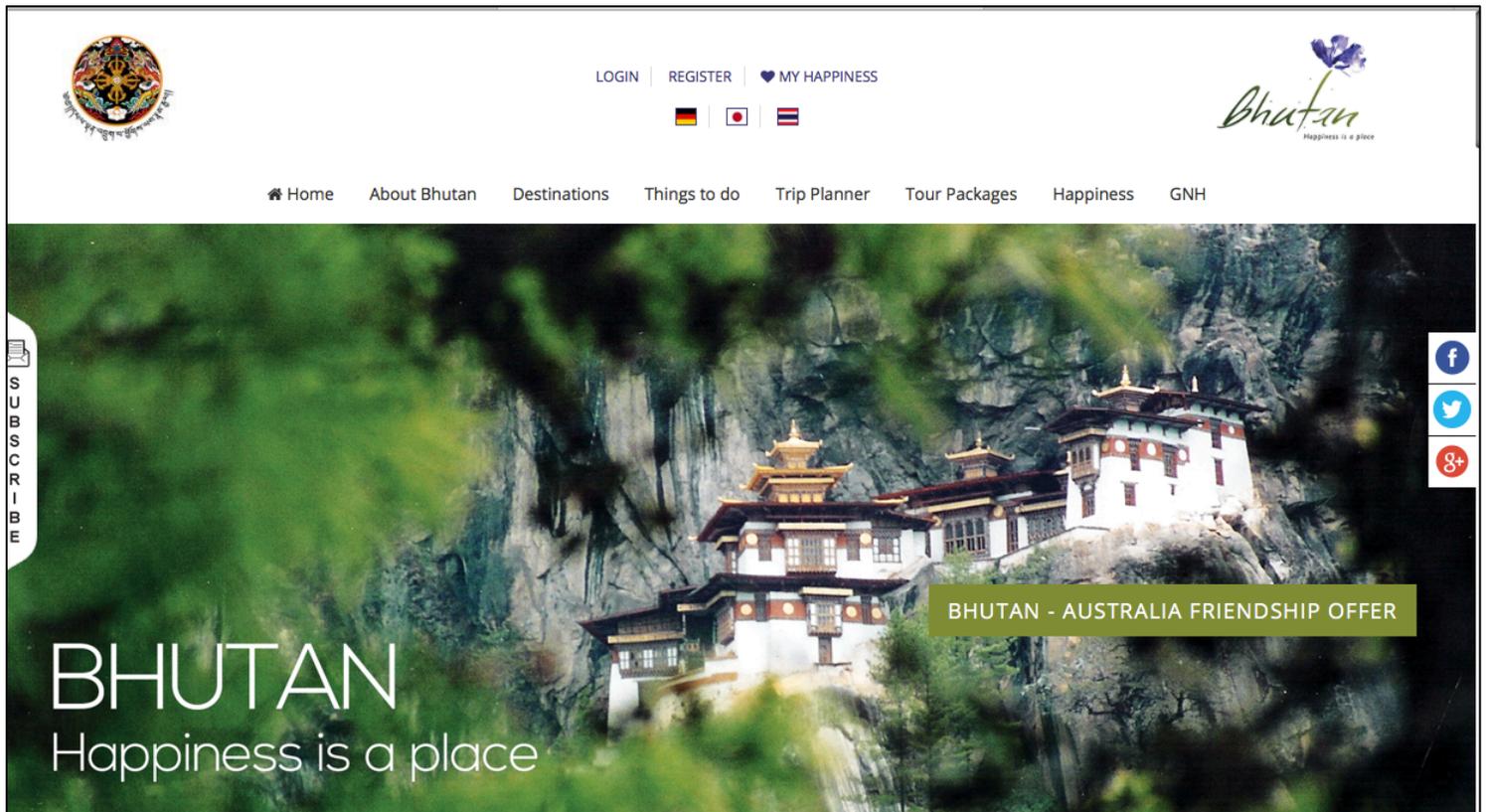


Tourism Council of Bhutan

Destination Website Manual

www.bhutan.travel



[LEVERAGING destination website www.bhutan.travel to promote]

We have created sections for different tourism stakeholders to create an account and promote places, attractions, activities & events within Bhutan on www.Bhutan.Travel. So we request everyone to make good use of this platform. Some of the sections are as follows:

- ✓ Bhutanese tour operators can sign up to upload one of their best tour packages.
- ✓ Dzongkhags and similar agencies can sign up to promote 'Events'.
- ✓ Other agencies can sign up to promote 'Experiences'.
- ✓ Individuals can sign up to create their own 'My Happiness' list.

We have two separate websites – a corporate website and a destination website as follows:

- i) www.tourism.gov.bt will be used as corporate/industry website to communicate internally among our partners (Tour operators, guides, hoteliers and others) in Bhutan only.
- ii) www.Bhutan.Travel is our new destination website and this will be used as the main portal for international partners to access information on visiting Bhutan.

For Bhutanese Tour Operators Only

- ✓ Tour operators need to sign up on only one website.
- ✓ Sign up on either www.bhutan.travel or on www.tourism.gov.bt
- ✓ You can use the same username and password for both websites

I. How to register on www.bhutan.travel for Tour Operators

The screenshot shows the top navigation bar of the bhutan.travel website. The 'REGISTER' button is highlighted with a red box. Below the navigation bar, there are two buttons: 'Sign in' and 'Sign up'. The main content area is titled 'Sign up on bhutan.travel'. There are two registration options:

- Register to save your Wishlist on bhutan.travel**: This option is for creating a 'My Happiness' wish list. It includes a 'Register' button.
- Do you want to add your business to this website?**: This option is for tour operators. It includes a 'Continue' button, which is highlighted with a red box.

- Click on “Register” located on top of the website
- Then click on “Continue” which is shown highlighted in the red box

“The box on the left is for creating ‘My Happiness’ wish lists only. Bhutanese Tour Operators don’t need use this section. Once created account, Bhutanese tour operators can also create ‘My Happiness’ wish list with the same account”.

- Fill in the form which appears on the next page as shown below

The screenshot shows the 'Tour Operator Registration' form. The form is divided into several sections:

- Company Information:** Company Name, License No., Website, Owner Name, Owner CID No., Official Contact No., Official Email, Office Address.
- Attachments:** Attach License Copy (max size: 2mb), Attach Company Logo (max size: 2mb).
- User Credentials:** Username [Email], First Name, Last Name.
- Agreements:** I agree to the site terms of use, I'm not a robot (CAPTCHA).
- Registration:** Register button.

- Upon submission, TCB official will go through your submission and they will approve your registration once required document/information is submitted.
- Upon approval by TCB, you will receive login credentials in your email
- Use the login credentials to log in the website

**Note:*

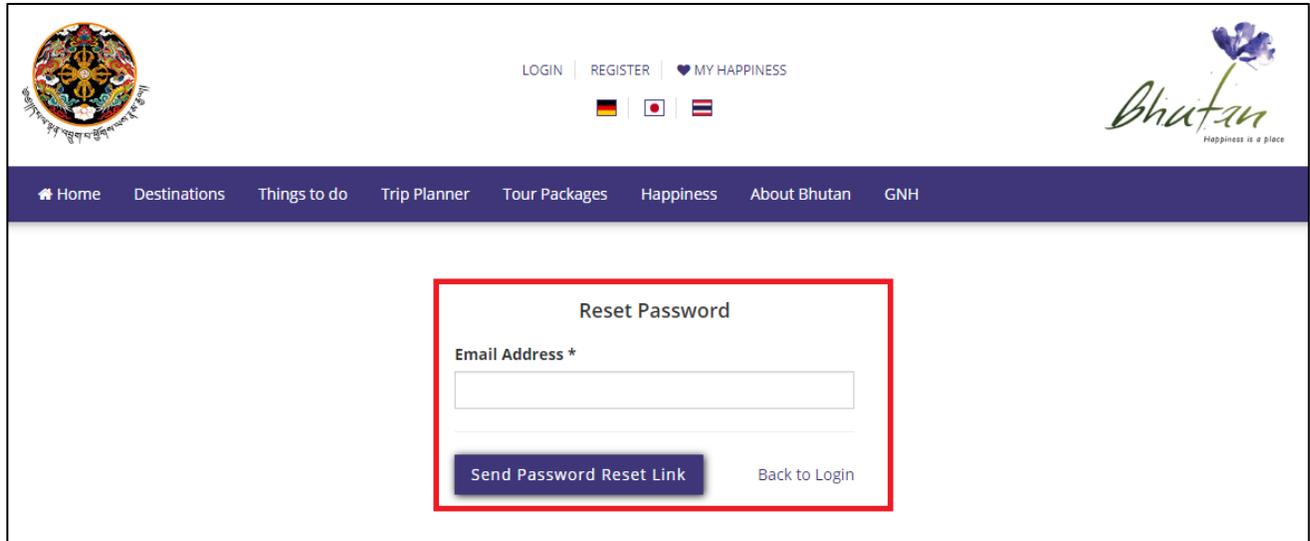
- ✓ *Please make sure you submit all information which has been displayed as mandatory to be registered on the website*
- ✓ *Please ensure that your license is valid. In case your license is not valid you will become inactive.*
- ✓ *You must submit front page details which has photo of the proprietor and other information, and the back details which has validity information.*

II. How to log in after you receive the credentials

The screenshot shows the login page for bhutan.travel. At the top, there is a navigation bar with a logo on the left and links for LOGIN, REGISTER, and MY HAPPINESS on the right. Below the navigation bar, there are 'Sign in' and 'Sign up' buttons. The main content area is titled 'Login to bhutan.travel' and includes a note: 'Note: All fields are required'. There are two input fields: 'Email Address *' and 'Password *'. Below these fields are two buttons: 'Log in' and 'Lost your password?'. The 'LOGIN' button in the top navigation bar is also highlighted with a red box.

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

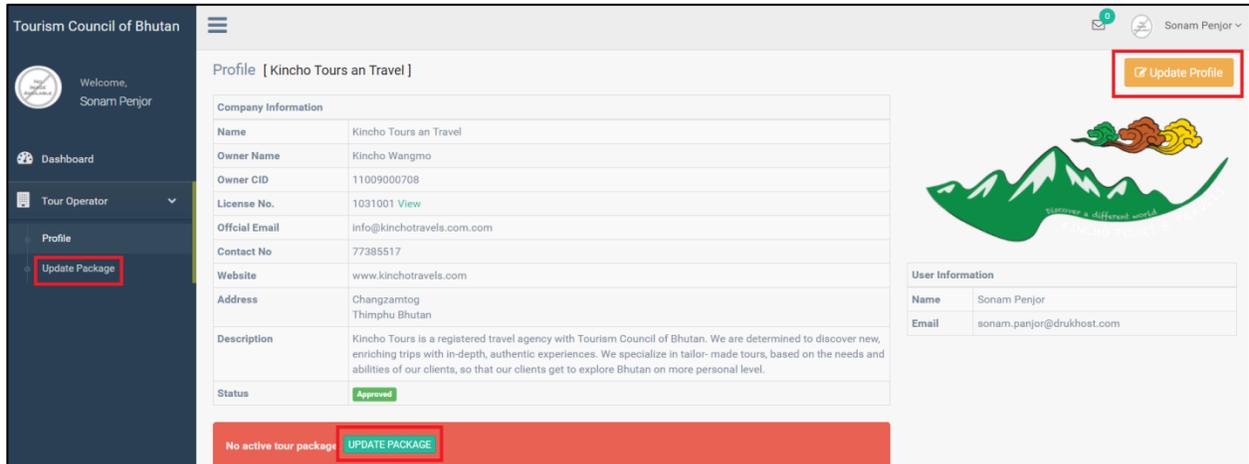
III. How to reset your password



The screenshot shows the Bhutan website's password reset interface. At the top, there are navigation links for LOGIN, REGISTER, and MY HAPPINESS, along with flags for Germany, Japan, and Bhutan. The main navigation bar includes Home, Destinations, Things to do, Trip Planner, Tour Packages, Happiness, About Bhutan, and GNH. The central form is titled "Reset Password" and contains an "Email Address *" input field. Below the input field are two buttons: "Send Password Reset Link" and "Back to Login".

- Please provide the email registered with the system. Then 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.

IV. How to update your profile



The screenshot displays the profile page for Kincho Tours an Travel. The page is divided into several sections: a left sidebar with navigation options (Dashboard, Tour Operator, Profile, Update Package), a main content area with a "Profile" header, and a right sidebar with a logo and user information. The main content area contains a table of company information and a description. The right sidebar features a logo and a table of user information. An orange "Update Profile" button is highlighted in the top right corner. At the bottom, there is a red banner with the text "No active tour package" and an "UPDATE PACKAGE" button.

Company Information	
Name	Kincho Tours an Travel
Owner Name	Kincho Wangmo
Owner CID	11009000708
License No.	1031001 View
Official Email	info@kinchotravels.com.com
Contact No	77385517
Website	www.kinchotravels.com
Address	Changzamtog Thimphu Bhutan
Description	Kincho Tours is a registered travel agency with Tourism Council of Bhutan. We are determined to discover new, enriching trips with in-depth, authentic experiences. We specialize in tailor-made tours, based on the needs and abilities of our clients, so that our clients get to explore Bhutan on more personal level.
Status	Approved

User Information	
Name	Sonam Penjor
Email	sonam.panjor@drukhost.com

- After you log in, on the left side you can see "Profile". Please click on it.
- After making necessary updates click the orange button located on the top right corner to update the changes and save the changes.

V. What you can do after you log in to www.bhutan.travel

- You can add one tour package of your choice to appear on the website
“We recommend uploading your best package on the website”
- To change your package from the old one to a new package you have to update the old existing package

VI. How to add a Tour Package

Each tour operator 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 visit your own account and make changes. You can choose the package category when you submit your tour package.

The screenshot displays the user profile page for Kincho Tours an Travel. The left sidebar contains navigation options: Dashboard, Tour Operator, and Profile. The Profile section is active, showing an 'Update Package' button. The main content area is titled 'Profile [Kincho Tours an Travel]' and contains two tables: 'Company Information' and 'User Information'. The 'Company Information' table lists details such as Name, Owner Name, Owner CID, License No., Official Email, Contact No., Website, Address, Description, and Status (Approved). The 'User Information' table lists Name (Sonam Penjor) and Email (sonam.panjor@drukhost.com). A red box highlights the 'Update Profile' button in the top right corner. A red banner at the bottom indicates 'No active tour package' with an 'UPDATE PACKAGE' button.

- You can opt to use the “Upload package” button on the left side or you can access the same package from your profile towards the bottom of the page
- Upload your package as per the form and submit
- Your package will be reviewed by TCB and then upon approval, it will appear on the website

“The dimension of pictures to be uploaded on the package has been mentioned in the file upload field. Please follow the dimension requirement to have good quality pictures.”

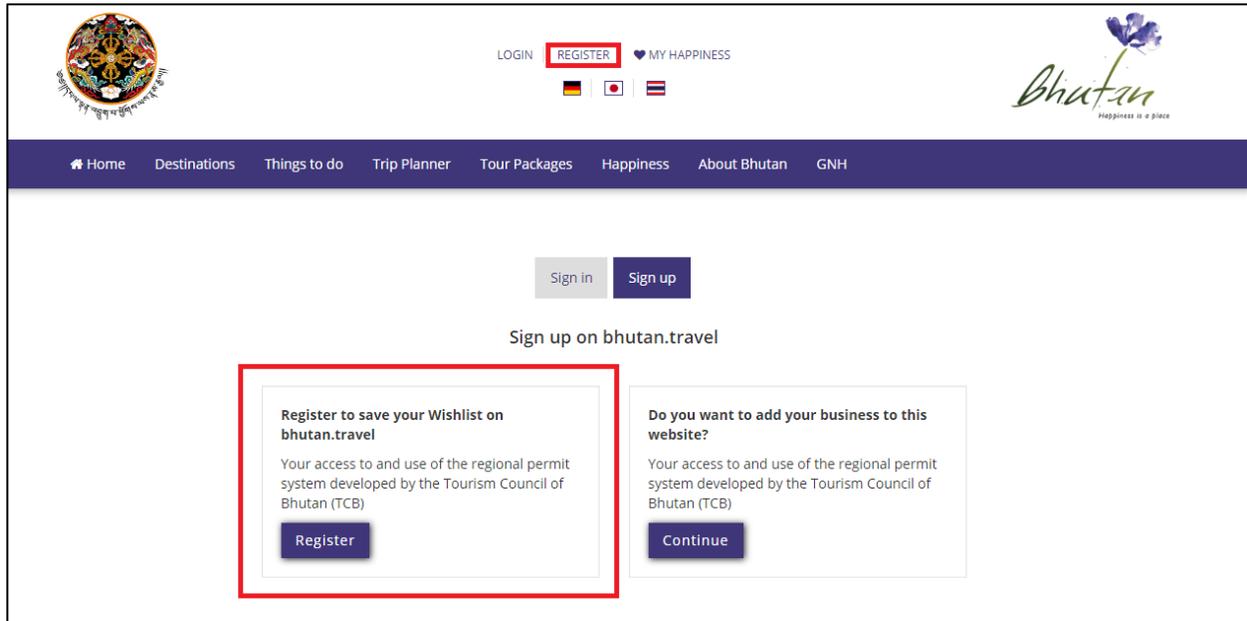
VII. How to update the old package with a new one

- Go to “Update package”
- Update the fields with your new package information
- Then your old package is removed and updated with the new one

VIII. Creating ‘My Happiness’ wish list

This section is created for anyone, irrespective of whether you are a tourist, tour operator, guide or any individual with no affiliation to tourism, to create an account with www.bhutan.travel and develop a list of activities they would love to experience one day. They can also share their preferred list with others who might be interested in their list.

IX. How to register on www.bhutan.travel for ‘My Happiness’



When you wish to add an activity on ‘My Happiness’, click “Add to wish list”. You will then be directed to the Sign Up page

- To register as ‘My Happiness’ Click on “Register” located on top of the website
- Then click on “Register” which is shown highlighted in the red box
“The box on the right is for Tour operators. To create ‘My Happiness’ list you need not use the right box.”
- Fill in the form which appears on the next page as shown below
- Can create wish list from ‘Experiences, Tour Packages & Events’.

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 Subscribe for Newsletter

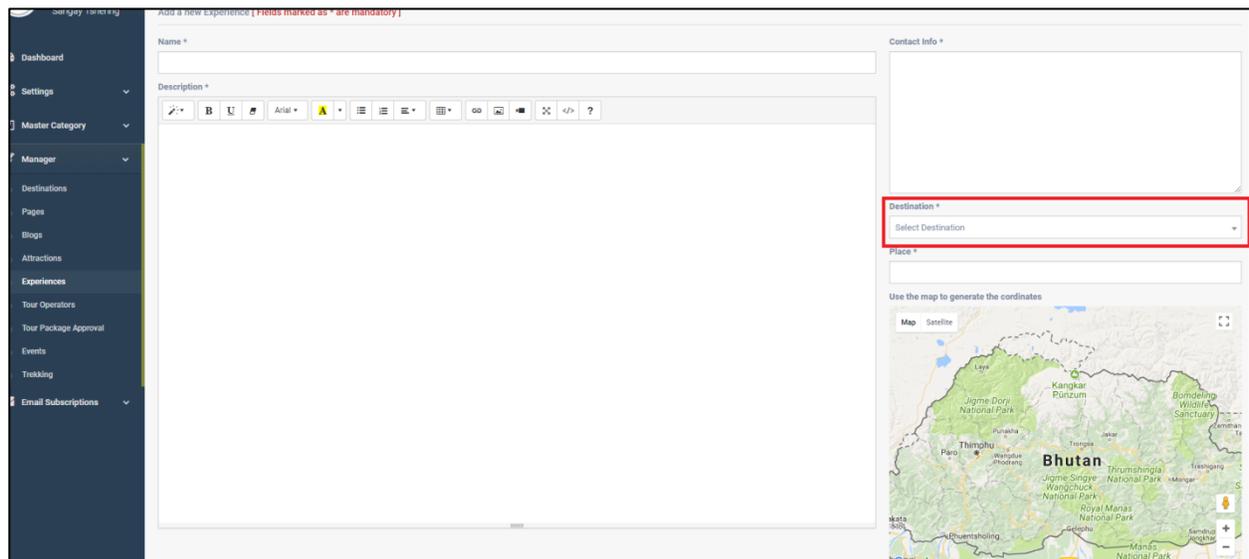
I'm not a robot  reCAPTCHA
Privacy - Terms

Register

X. Uploading ‘Experiences’ under Things to do menu

The section ‘Experiences’ under ‘Things to do’ menu is developed to allow agencies outside main tourism industry to promote experiences that is relevant to tourists. For example, the office of Youth Development Fund (YDF) could use this section to promote ‘My Gakidh Village’ here.

XI. How to Upload Experience



The screenshot shows a dashboard interface for adding a new experience. The form includes the following fields and features:

- Name ***: A text input field.
- Description ***: A rich text editor with various formatting options.
- Contact info ***: A large text area for contact information.
- Destination ***: A dropdown menu with the text "Select Destination", highlighted with a red box.
- Place ***: A text input field.
- Map**: A map of Bhutan with a red pin indicating a location. The map includes labels for various national parks and sanctuaries.

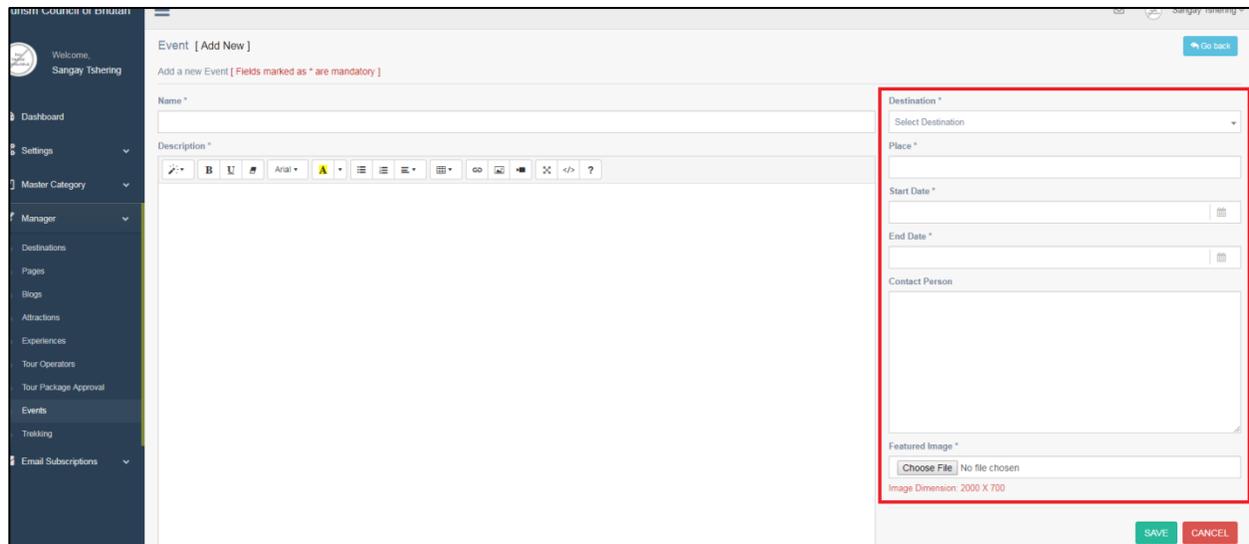
- Click on “Add experiences”
- Fill in the form
- IMPORANT- pick the destination from the drop down list
- Add place & photos
- Please pin the location of the experience on the map as accurate as possible, the coordinates will be generated automatically
- Your submission would be then reviewed by TCB and upon approval, it will be displayed on the website

XII. Uploading ‘Events’ under Things to do menu

This section under ‘Things to do’ menu is created to allow officials from different Dzongkhags and other event organizers of Bhutan to create an account and upload details of events. Events can be festival, marathons, etc.

The account to upload ‘Events’ must be created by TCB but once the account is created, any changes to events can be made instantly by accessing from their account.

XIII. How to Upload Events



- Click on “Add Event”
- Fill in the form
- IMPORTANT- pick the destination from the drop down list
- IMPORTANT- please pick the start date and end date of the event
- IMPORTANT- please make sure you provide contact person details so that Tour Operators can get in touch with you to provide information to the tourists
- Choose a good picture to be uploaded and also make sure to keep the dimension of the picture as advised
- Your submission would be then reviewed by TCB and upon approval, it will be displayed on the website

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