

HOW TO NOMINATE

CATEGORY DESCRIPTOR

This category recognises the significant contribution quality tour guides make, in providing memorable experiences to visitors through interpretation of the natural and cultural environment in a responsible manner.

Eligibility includes tour guides and coach captains working in the natural, cultural and heritage environments, in either a paid or volunteer capacity. Tour guides who work on multiple tours should preferably focus on one tour but can provide examples from other tours in addressing the criteria.

IMPORTANT NOMINATION NOTES

- Nominations are made through the Quality Tourism Framework. A nomination should be made under the account of the business the nominee is employed by, although the nomination can be made by the nominee or someone else within the same company.
- The nominee must be an employee or volunteer of a business holding current Sustainable Tourism Accreditation.
- There is a nomination fee of \$79 to enter this category. Entry fees are not refundable should a nominee withdraw from the program. Nomination fees are payable prior to a submission being accepted.

STEP-BY-STEP NOMINATION PROCESS

1. If you haven't already, watch the recording of the Tassie Tour Guide Award Info Session, linked below. You will need to provide your email address to access.



Recording: https://us02web.zoom.us/rec/share/aL_w_Ulw8sv3RiDruijroU2A9bQe7B0hkwdebeRNejSefys93tK1zjPr6XH8bQl.c1Nq5neP5PYdwDAW

Passcode: !hCO+=1u

2. Download, save, and familiarise yourself with the [2025 Questions & Criteria document](#)



3. Login to the [Quality Tourism Framework \(QTF\) portal](#)

A screenshot of the ATIC Quality Tourism Framework login page. The page has a dark header with the ATIC logo and 'AUSTRALIAN TOURISM INDUSTRY COUNCIL'. Below the header, the title 'QUALITY TOURISM FRAMEWORK' is displayed. The login section includes a 'LOGIN' heading, a subheading 'Login with your email and password', and three input fields: 'Email', 'Password', and a 'LOGIN' button. A link for 'Forgotten your password? Click here to reset it.' and a 'NEW USER? REGISTER HERE' button are also present. Three blue arrows point to the 'Email', 'Password', and 'LOGIN' button fields.

4. Click 'Nominate' tile

A screenshot of the ATIC user dashboard. The top navigation bar includes the ATIC logo, a 'Business' dropdown menu set to 'TICT Test', and a '+ Add business' button. The main content area features a 'Welcome Test TAS Test' message and three tiles: 'Info on Programs', 'Enrol for new program', and 'Nominate'. The 'Nominate' tile is circled in blue. Below the tiles, there is a 'Pending Actions' section with a 'Request Account' button. At the bottom, there is a table with columns 'Program', 'Status', 'Action', and 'Last Modified', and a message stating 'You currently have no pending actions. Click 'Enrol for a new program' or 'Nominate for Top Town' above.'



2025 Tassie Tour Guide Award – Administered by Tourism Industry Council Tasmania
Aligned to the Quality Tourism Framework (QTF), Australia's Top Tour Guide program

5. Complete required fields and access the drop-down menu in the 'category' section

Tasmanian Tourism Awards

TASMANIAN TOURISM AWARDS

State website

Nomination Details

Business Name: TICT Test

Category:

State: TAS Region:

Fee(\$): Employees:

How many employees in your business? 0 to 10 employees

What region is your business in? DST - Destination South Tasm...

Please tick if member of the following: ☒ Tourism Industry Council TAS

Which category do you wish to enter?

Close Next

6. Select 'Top Tour Guide 2025' (this is what the national category is known as)– you will need to scroll to the end of the list as it's alphabetised

Make a nomination

Tasmanian Tourism Awards

TASMANIAN TOURISM AWARDS

25. Excellence in Food Tourism 2025

26. Excellence Accessible Tourism 2025

27. Local Government Award for Tourism 2025

28. New Tourism Product 2025

Tasmanian Tourism Champion - Outstanding Contribution Award

Tourism Minister's Young Achiever Awards

Top Tour Guide 2025

State website

Nomination Details

Business Name: TICT Test

Category:

State: TAS Region:

Fee(\$): Employees:

How many employees in your business? 0 to 10 employees

What region is your business in? DST - Destination South Tasm...

Please tick if member of the following: ☒ Tourism Industry Council TAS

Which category do you wish to enter?

Close Next

7. Click 'Next'

Tasmanian Tourism Awards

TASMANIAN TOURISM AWARDS

State website

Nomination Details

Business Name: TICT Test

Category:

State: TAS Region:

Fee(\$): Employees:

How many employees in your business? 0 to 10 employees

What region is your business in? DST - Destination South Tasm...

Please tick if member of the following: ☒ Tourism Industry Council TAS

Which category do you wish to enter?

Top Tour Guide 2025

This category recognises the significant contribution quality tour guides make by providing memorable experiences to visitors through interpretation of the natural and cultural environment in a responsible manner.

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Close Next

8. Complete required fields. At 1, you will need to enter the full name of the Guide you are nominating. At 2, you will need to enter a brief bio of the Guide which demonstrates their eligibility to enter, aligned to the category descriptor and eligibility. Click 'Next'

Tasmanian Tourism Awards

Nomination Details

Business Name: TICT Test
Category: Top Tour Guide 2025
State: TAS Region: DST - Destination South Tasmania
Fee(\$): 79 Employees: 0 to 10 employees

Please clearly write the name of the business/event/campaign/person EXACTLY how you would want it to be written on your trophy if you are successful. Be careful with spelling & punctuation as this title will be used throughout the awards process and show.

FIRST NAME & SURNAME (of the guide you are nominating)

Please provide a brief description of your eligibility for this category (limit to 100 words).

Type a brief bio of the guide here, which must demonstrate their eligibility to enter aligned to the category description and eligibility.

Close Previous Next

9. Read and check to agree to the Terms & Conditions, then click 'Next'

Tasmanian Tourism Awards

Nomination Details

Category: Top Tour Guide 2025
State: TAS Region: DST - Destination South Tasmania
Fee(\$): 79 Employees: 0 to 10 employees

Terms & Conditions

By entering the Top Tourism Town, Australian Tourism Awards or Regional Tourism Awards, you authorise your state awards industry council the use and/or reproduction of images and the entry word description provided in relation to any editorial/advertising purposes initiated in conjunction with the awards and the Australian Tourism Awards.

Your contact details may also be supplied to agencies/sponsors engaged on behalf of award/organisers/committees for promotional purposes.

Under no circumstances will judges be held responsible for any comment, viewpoint or expression, whether expressed or implied, concerning the standard or quality of an entrant's submission.

By ticking the terms and conditions box, you agree not to bring a claim against any Judge, or state/territory Award owner in relation to feedback on your submission.

By ticking the terms and conditions box, you agree that you own the rights to any digital content uploaded and are not violating any copyright laws by sharing it, and you will not post links to content that is considered inappropriate or harmful, such as sexually explicit or violent material.

By ticking the terms and conditions box, you agree that you have read the rules and entry requirements and agree to abide by these.

☒ I agree to the Terms and Conditions

Close Previous Next

10. Click 'Submit Nomination'

Tasmanian Tourism Awards

Nomination Details

Business Name: TICT Test
Category: Top Tour Guide 2025
State: TAS Region: DST - Destination South Tasmania
Fee(\$): 79 Employees: 0 to 10 employees

Thank you for your nomination. If you are satisfied with the information you entered click the "submit nomination".

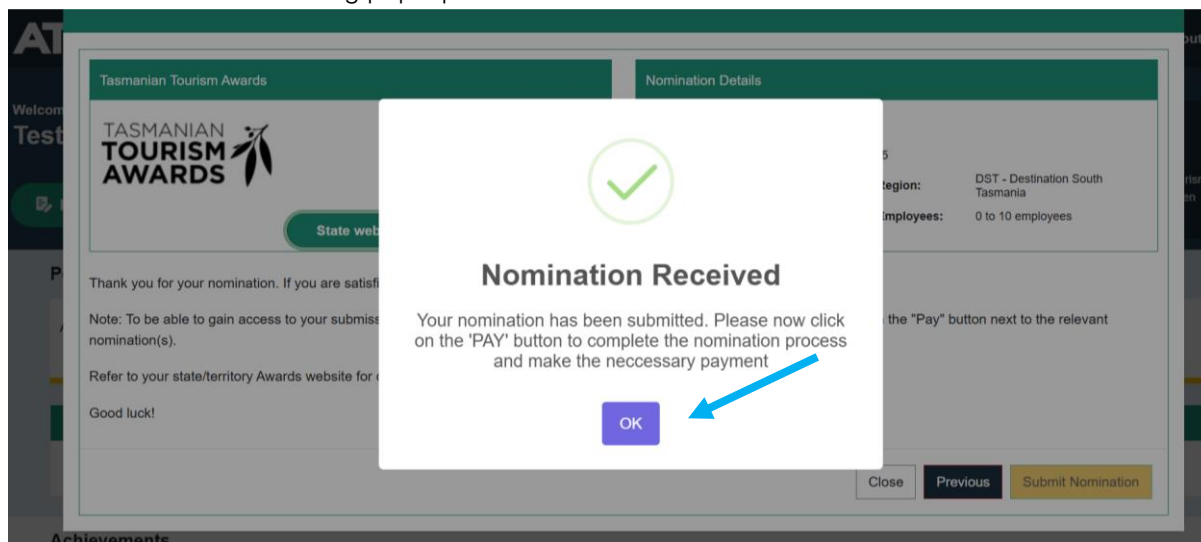
Note: To be able to gain access to your submission you will need to pay the required nomination fee. You can do this by clicking on the "Pay" button next to the relevant nomination(s).

Refer to your state/territory Awards website for conditions, rules of entry, category questions and deadlines.

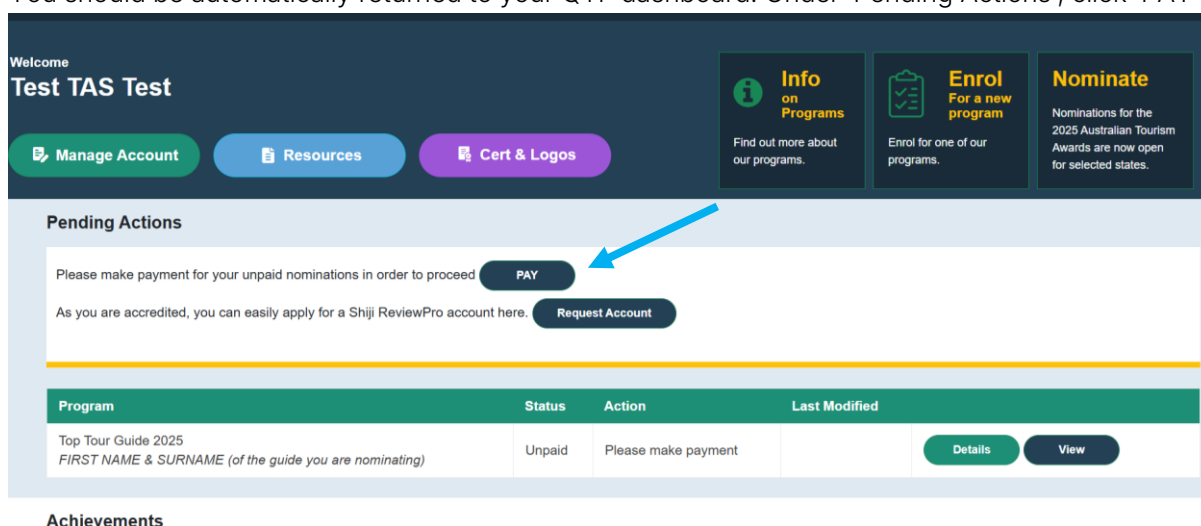
Good luck!

Close Previous Submit Nomination

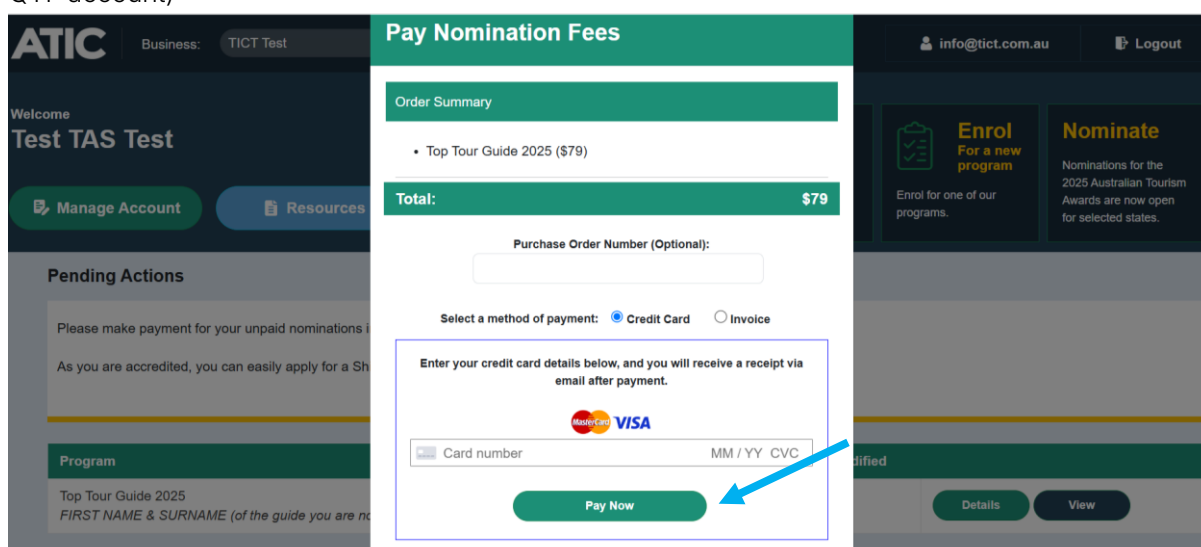
11. You should see the following pop-up. Click 'OK'



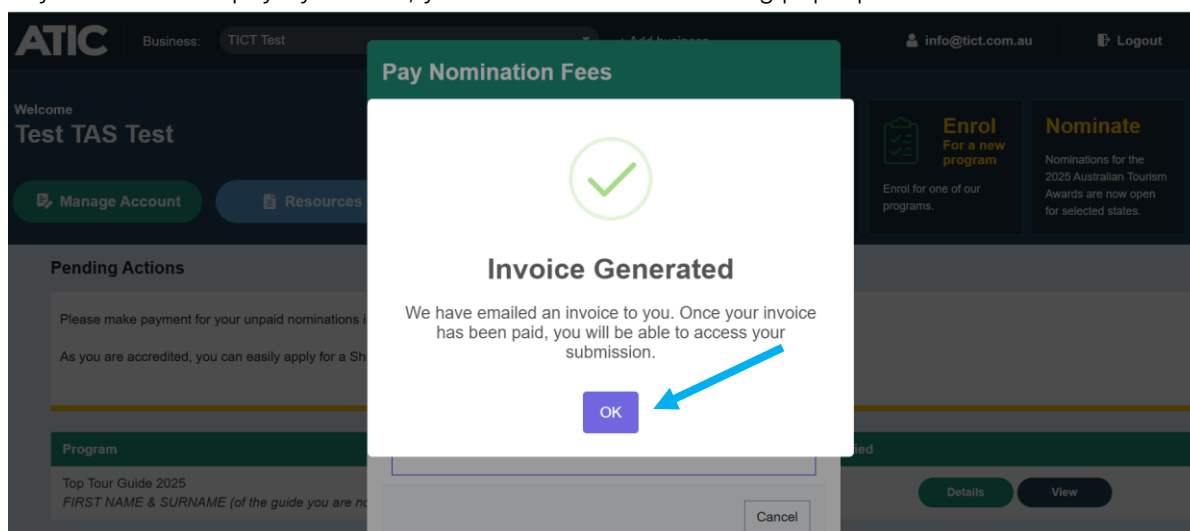
12. You should be automatically returned to your QTF dashboard. Under 'Pending Actions', click 'PAY'



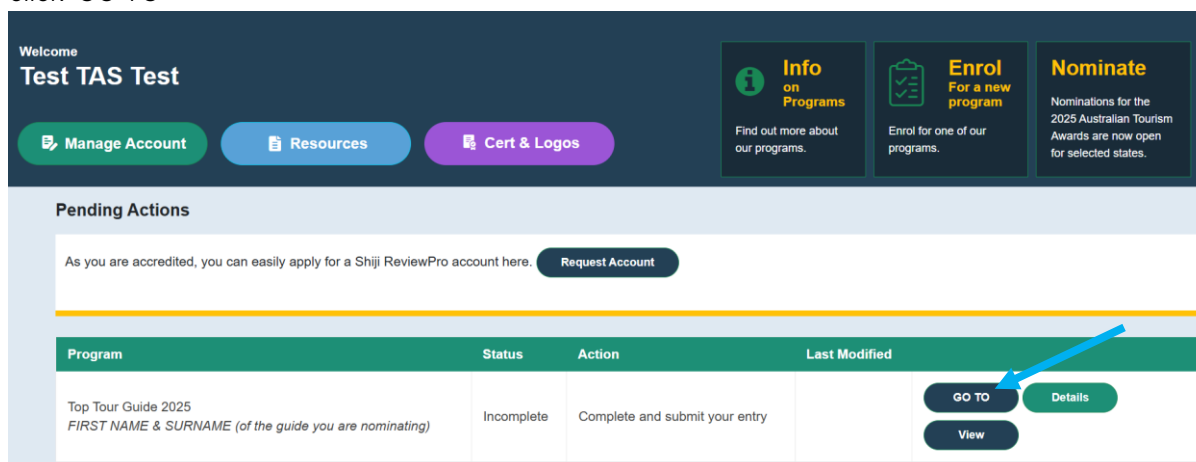
13. Enter your credit card details and click 'Pay Now' OR select 'Invoice' and 'Send Invoice' (this option will automatically generate an invoice and send to the primary email address associated with your QTF account)



14. IF you selected to pay by invoice, you will receive the following pop-up



15. Once payment has been received, you will have access to the Award Submission section and can proceed with your entry. From your QTF dashboard, locate the 'Top Tour Guide' program and then click 'GO TO'



16. You can now begin to work your way through each tab, entering your responses.

