

TASSIE TOUR GUIDE AWARD

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 driver guides 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

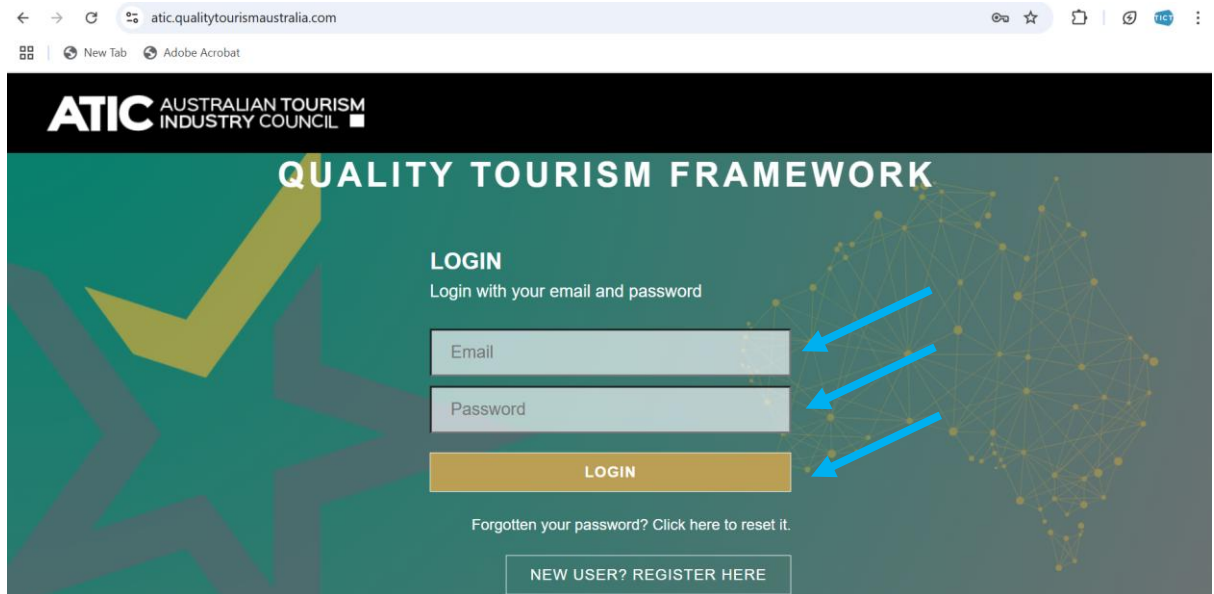
- Nominations are made through the Quality Tourism Framework. A nomination should be made under the account of the business the nominee is employed by, although the nomination can be made by the nominee or someone else within the same company.
 - The nominee must be an employee or volunteer of a business 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.
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Step-by-Step Nomination Process

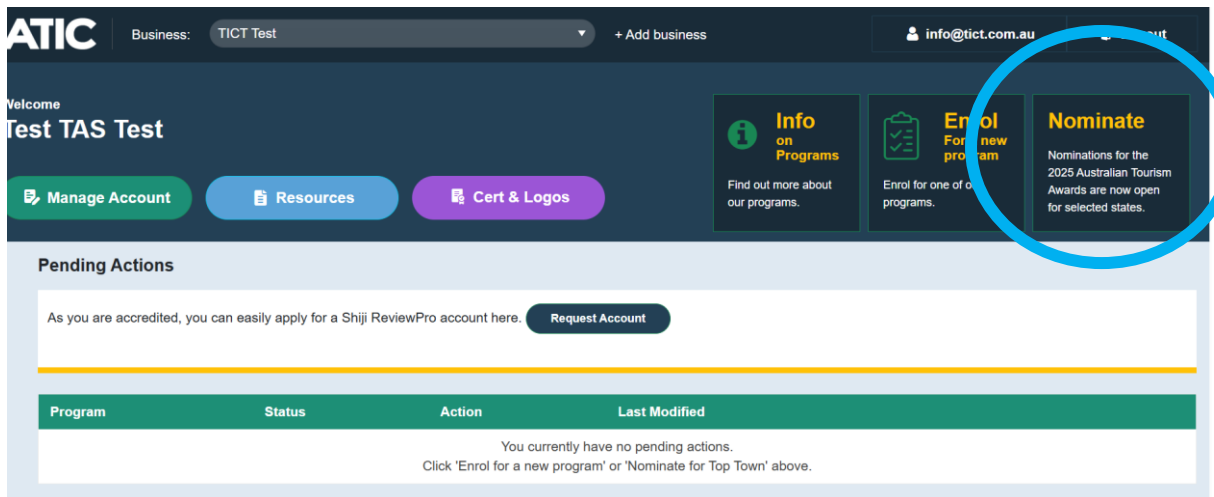
1. Register for the Tassie Tour Guide Award Info Session.
2. Download, save, and familiarise yourself with the 2026 Tassie Tour Guide Award Toolkit:



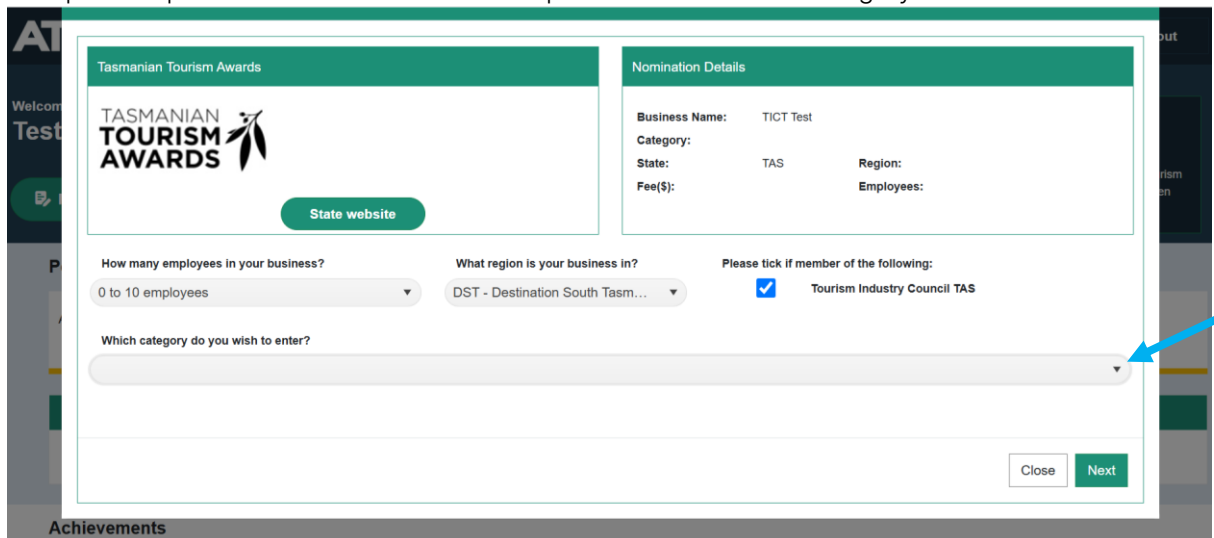
3. Log in to the [Quality Tourism Framework \(QTF\) portal](https://atic.qualitytourismaustralia.com)



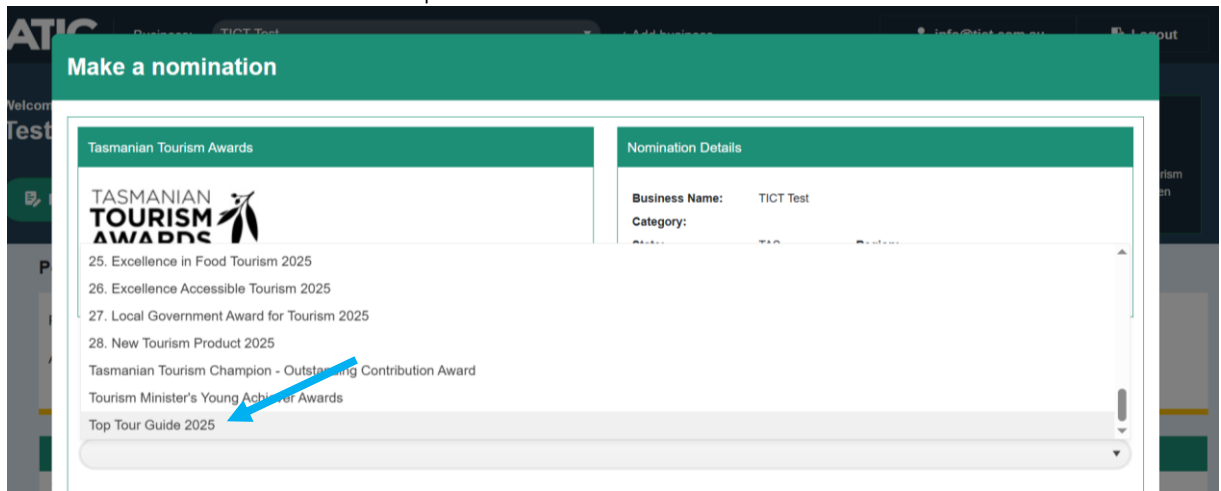
4. Click 'Nominate' tile



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

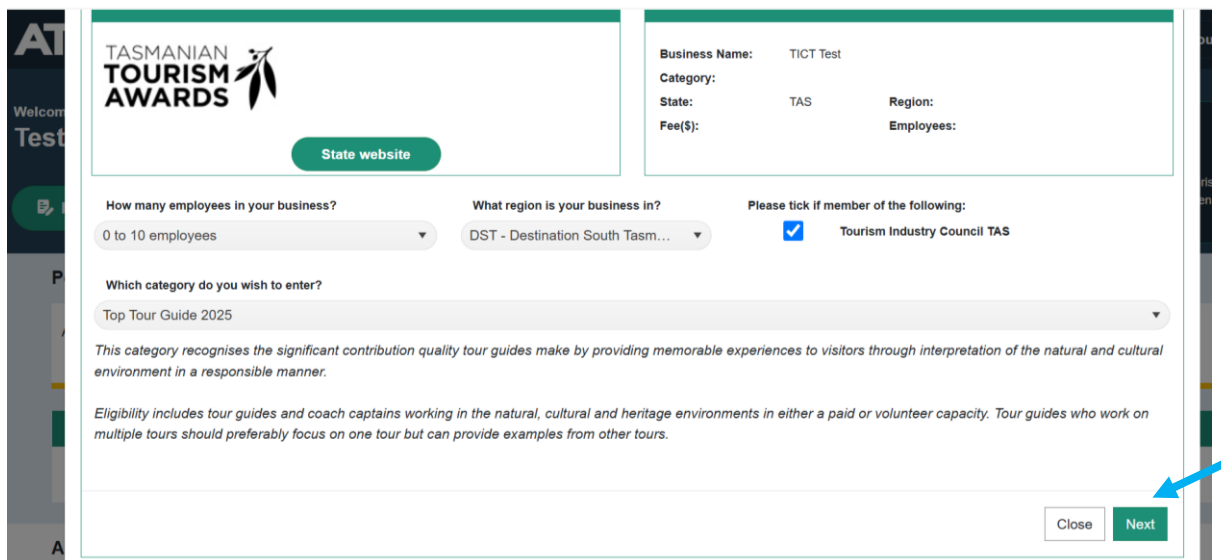


6. Select 'Top Tour Guide 2026' (this is what the national category is known as) – you will need to scroll to the end of the list as it's alphabetised



The screenshot shows a web form titled 'Make a nomination' for the 'Tasmanian Tourism Awards'. On the left, there is a list of award categories. A blue arrow points to the last item in the list, 'Top Tour Guide 2025'. On the right, there is a 'Nomination Details' section with fields for 'Business Name' (TICT Test), 'Category', 'State', and 'Region'.

7. Click 'Next'



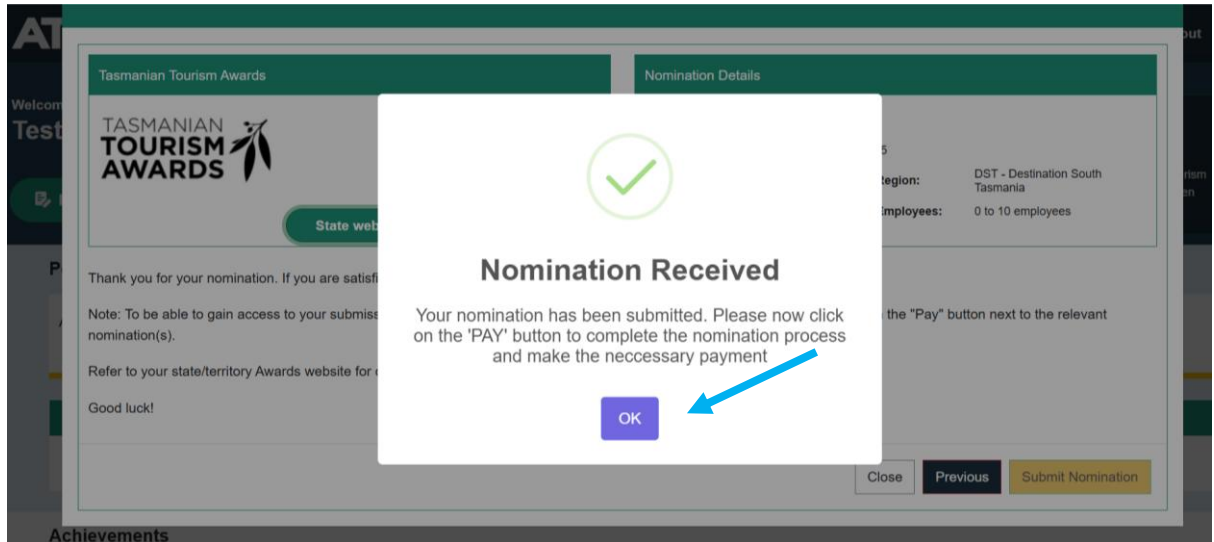
The screenshot shows the 'Make a nomination' form with various fields filled out. A blue arrow points to the 'Next' button at the bottom right of the form. The form includes a 'State website' button, a 'How many employees in your business?' dropdown (0 to 10 employees), a 'What region is your business in?' dropdown (DST - Destination South Tasm...), and a 'Please tick if member of the following:' section with a checked box for 'Tourism Industry Council TAS'. The 'Which category do you wish to enter?' dropdown is set to 'Top Tour Guide 2025'. Below this, there is a description of the category and its eligibility criteria.

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'

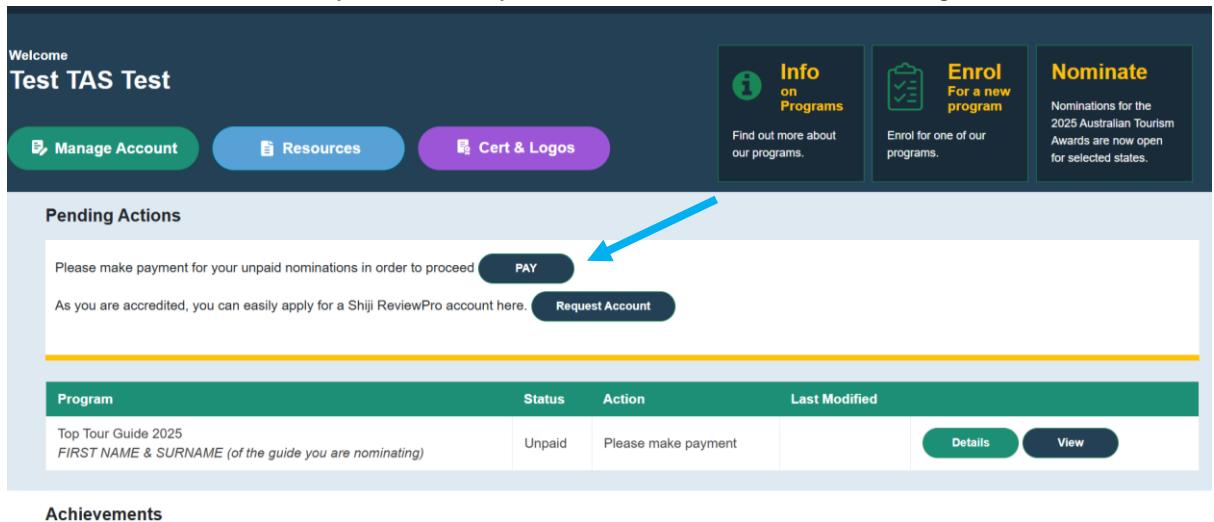
9. Read and check to agree to the Terms & Conditions, then click 'Next'

10. Click 'Submit Nomination'

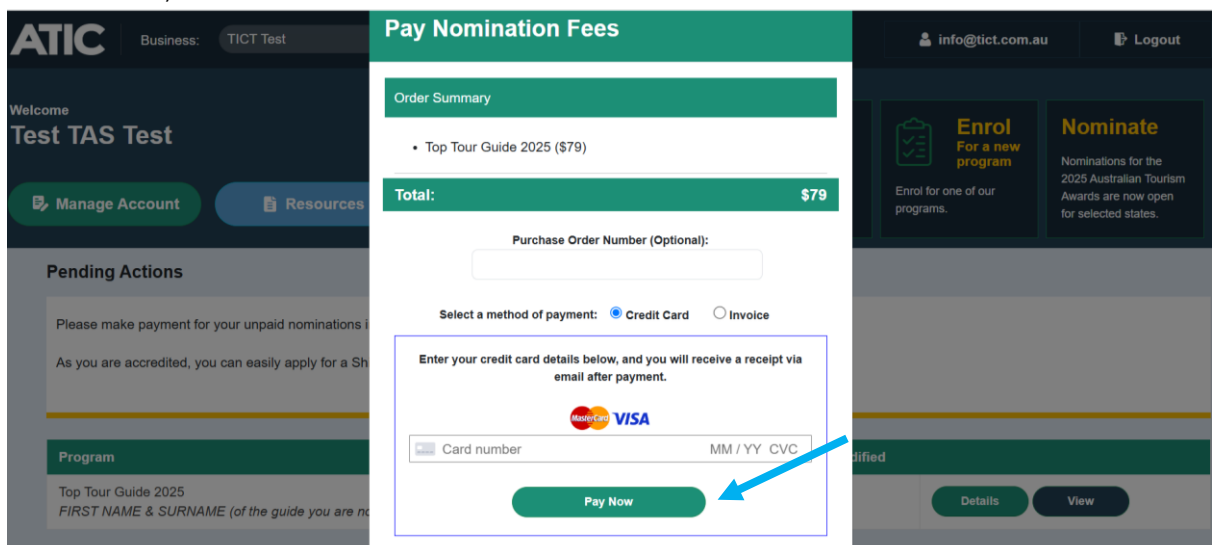
11. You should see the following pop-up. Click 'OK'



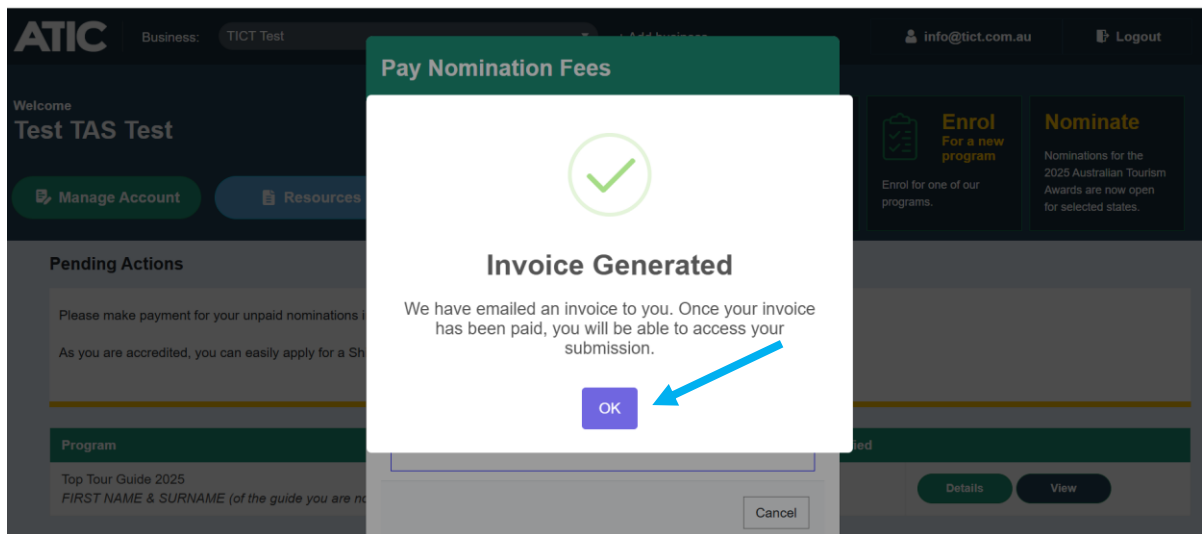
12. You should be automatically returned to your QTF dashboard. Under 'Pending Actions', click 'PAY'



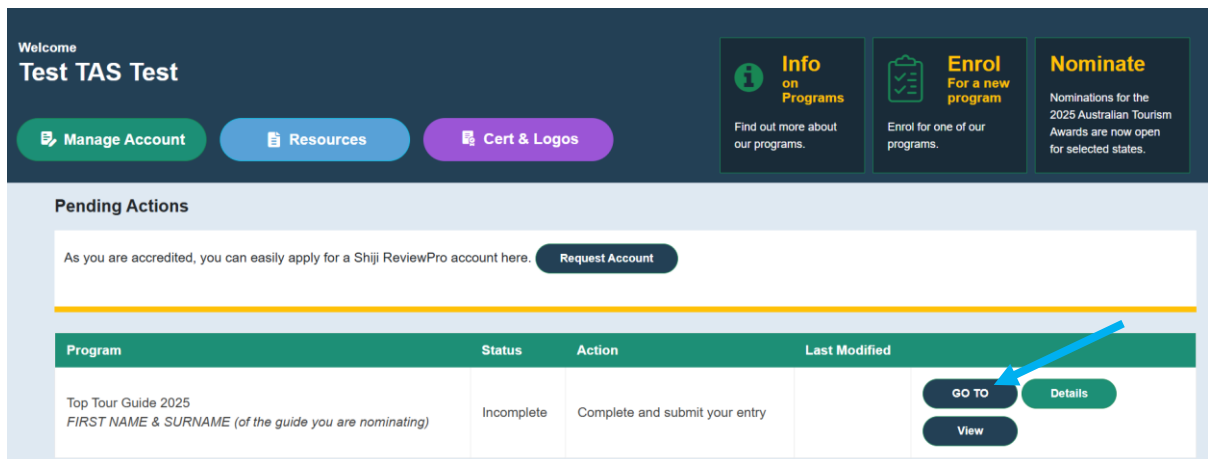
13. Enter your credit card details and click 'Pay Now' OR select 'Invoice' and 'Send Invoice' (this option will automatically generate an invoice and send to the primary email address associated with your QTF account)



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.

