



Platform for business negotiations on Tokyo tourism

# Tokyo Tourism Connection

USER MANUAL FOR OVERSEAS BUSINESSES IN THE TOURISM INDUSTRY

※The website screens shown in the manual may differ from the actual web screens.





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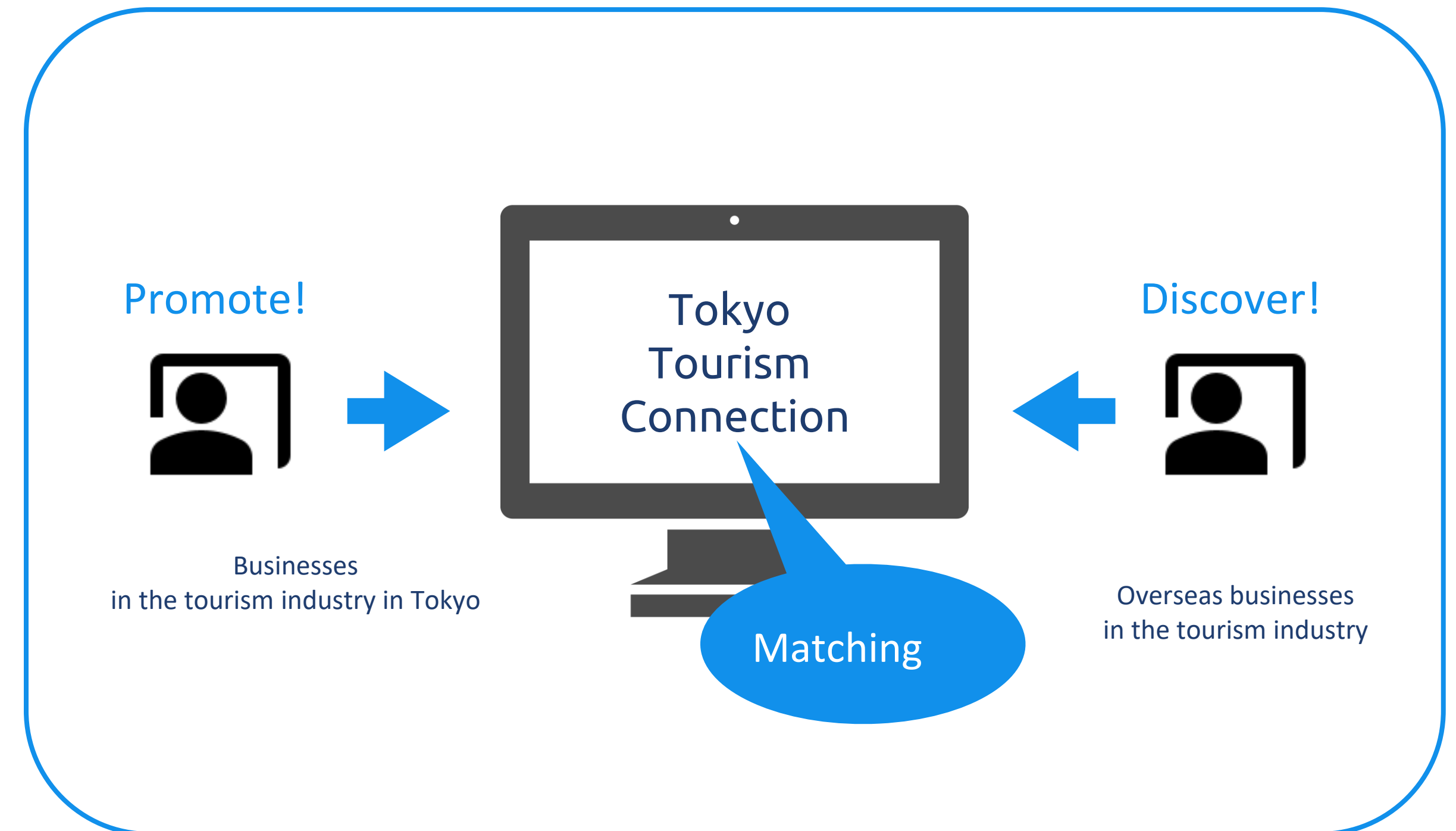
# 1.About Tokyo Tourism Connection

Tokyo Tourism Connection (TTC) is the official B2B platform provided by the Tokyo Metropolitan Government (TMG) and Tokyo Convention & Visitors Bureau.

TTC provides all users with various marketing tools.

Without the need to travel, you can participate in online business meeting events and seminars held by the TMG and Tokyo Convention & Visitors Bureau, as well as access to business partners 24/7, all year round.

TTC will help you to connect with current and potential business partners and build a strong network for Tokyo tourism.



## 2.Features of Tokyo Tourism Connection

### Take advantage of Tokyo Tourism Connection (TTC)



#### Online platform for tourism business negotiations

TTC is an official B2B matching platform for sellers and buyers.



#### Accessible anytime

TTC is accessible 24/7, all year round.



#### Expand your business network

Meet qualified business partners from TTC registered sellers and buyers who have cleared screening standards.



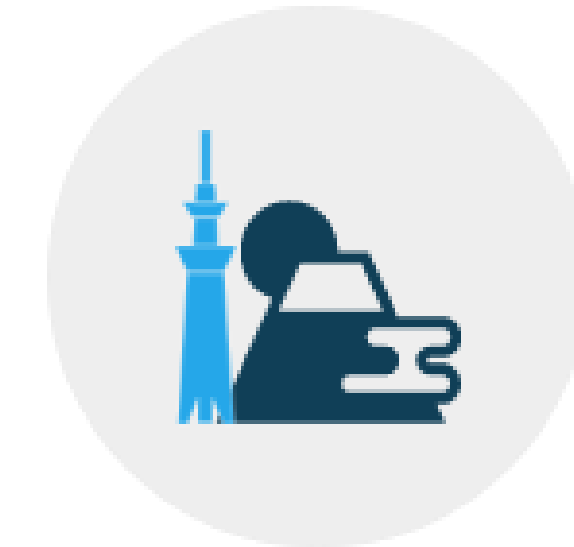
#### Introduce your business's selling points with appealing profiles

Create extensive business profiles including business overview and available travel products and services to utilize in your marketing activities and information gathering.



#### A wide variety of business events and seminars

Participate in regularly held business events and seminars targeted for different markets.



#### Various information and contents for Tokyo tourism

Access various Tokyo tourism information that leads to businesses, and learn from the sellers the appeals and strengths Tokyo holds as a tourist destination.

## 3. Member registration guide

- 1 Visit the Tokyo Tourism Connection website and click the member registration button in the upper right corner to register your overseas business.
- 2 In the member registration page, enter the necessary information including the name of your organization.
- 3 Seven sections need to be completed: 1) Basic information, 2) Representative information, 3) Log-in information, 4) Category, 5) Experience in products for Japan, 6) Interested tourism service category, 7) Notifications by email.
- 4 Registration must be verified. When registration verification is completed, the My Account page will be created and you will be granted full access to the Tokyo Tourism Connection service.
- 5 You can register your company's business profile and selling points in the My Account page. By continuously enhancing the My Account page, it is possible to effectively appeal to businesses in the tourism industry in Tokyo.

※The website screens shown in the manual may differ from the actual web screens.

Tokyo Tourism Connection

Member registration Log in EN / JP Tokyo Tokyo

Home > Member registration > Overseas business membership registration

### Overseas business membership registration

Enter the required fields in the following form.  
The review process may take about 1 week.

#### Basic information

Corporation name Required

Business address Required

Country or region Required

Business phone number

Business website Required

Number of employees

#### Representative information

Enter information about the business representative who is utilizing this service.

Representative name Required   
\* Please enter using alphabets

Representative department Required   
\* Enter in English

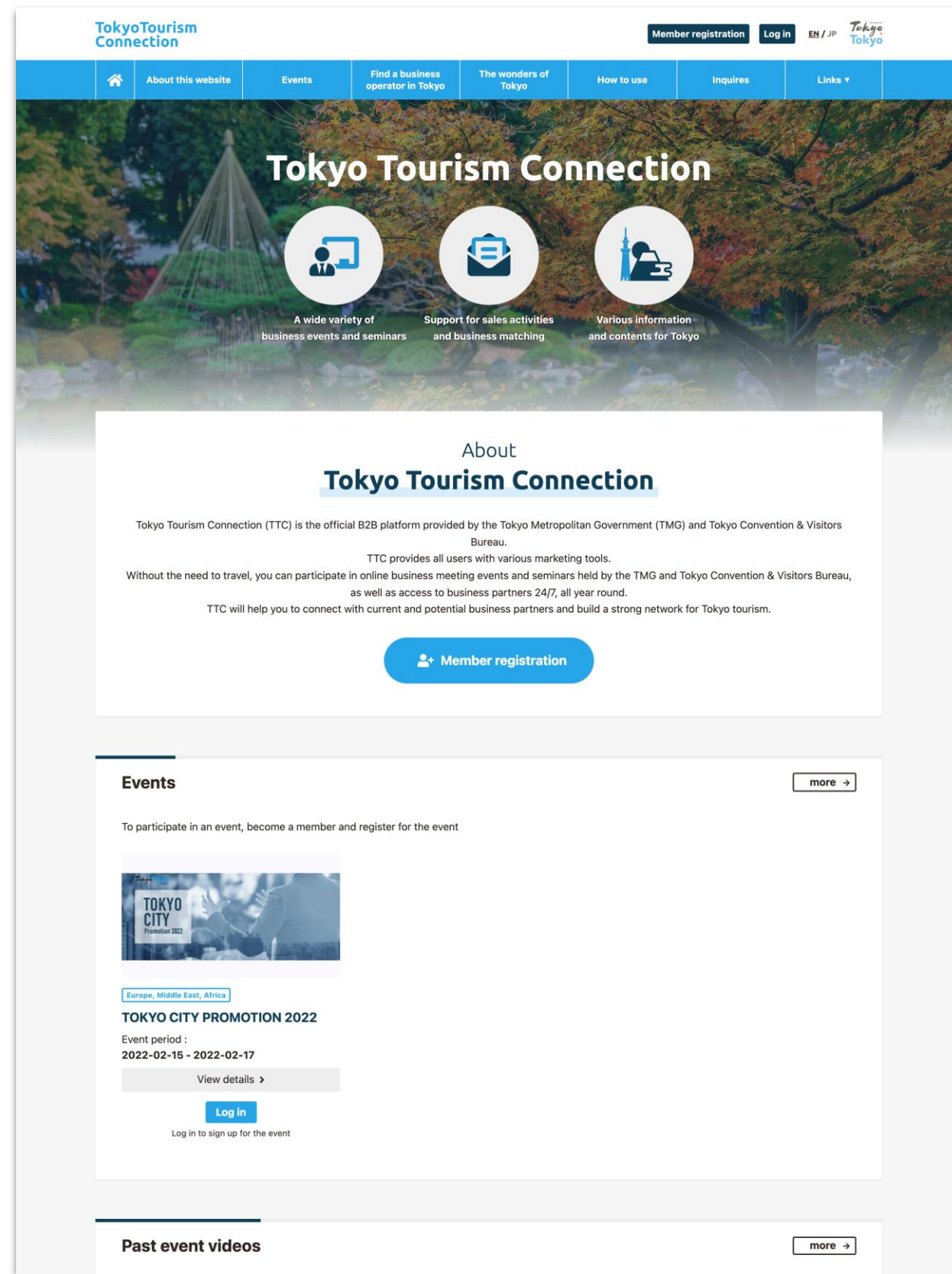
Representative phone number Required   
 Do not disclose phone number  Disclose phone number

#### Log-in information

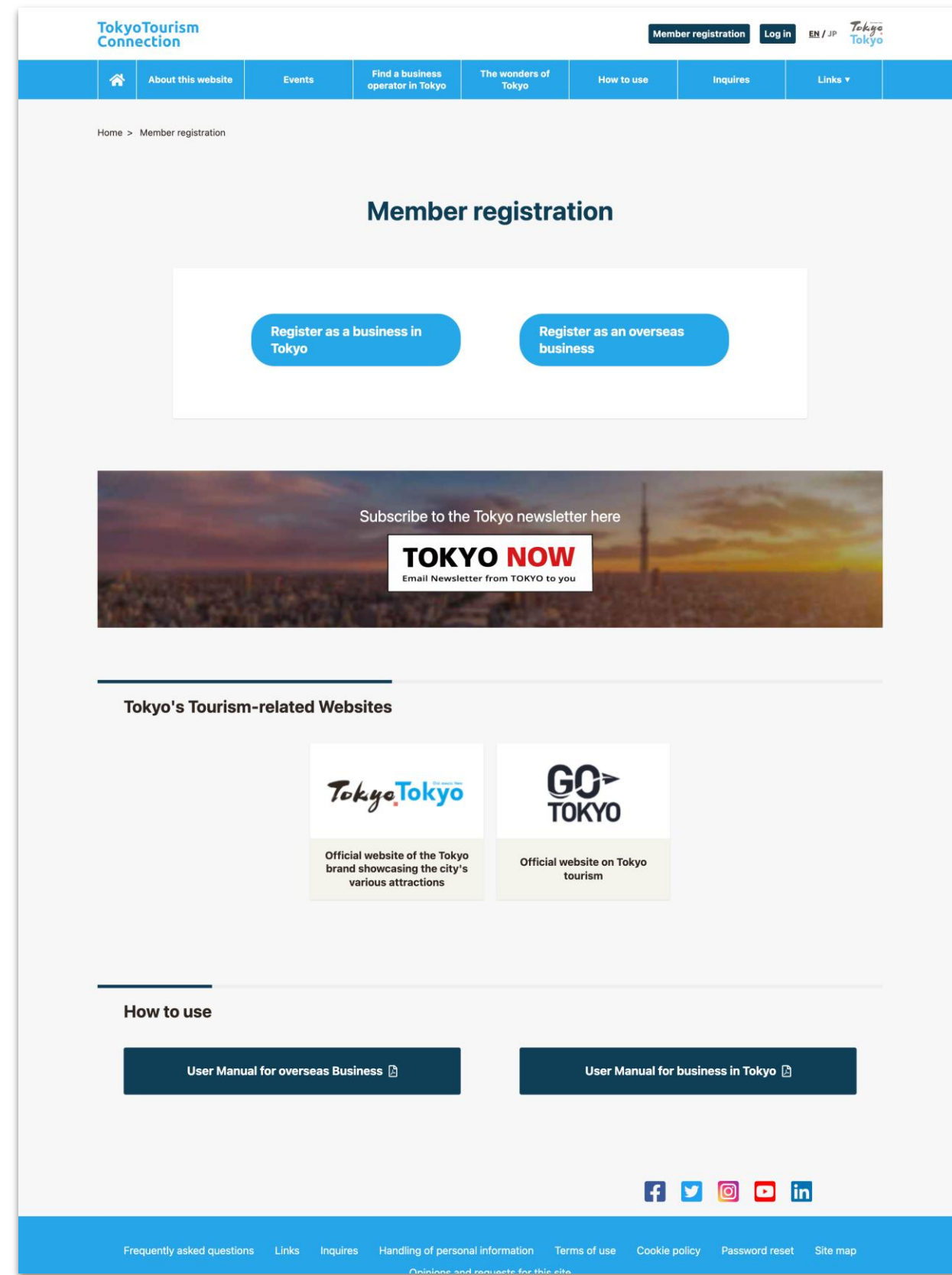


# 3.Member registration guide

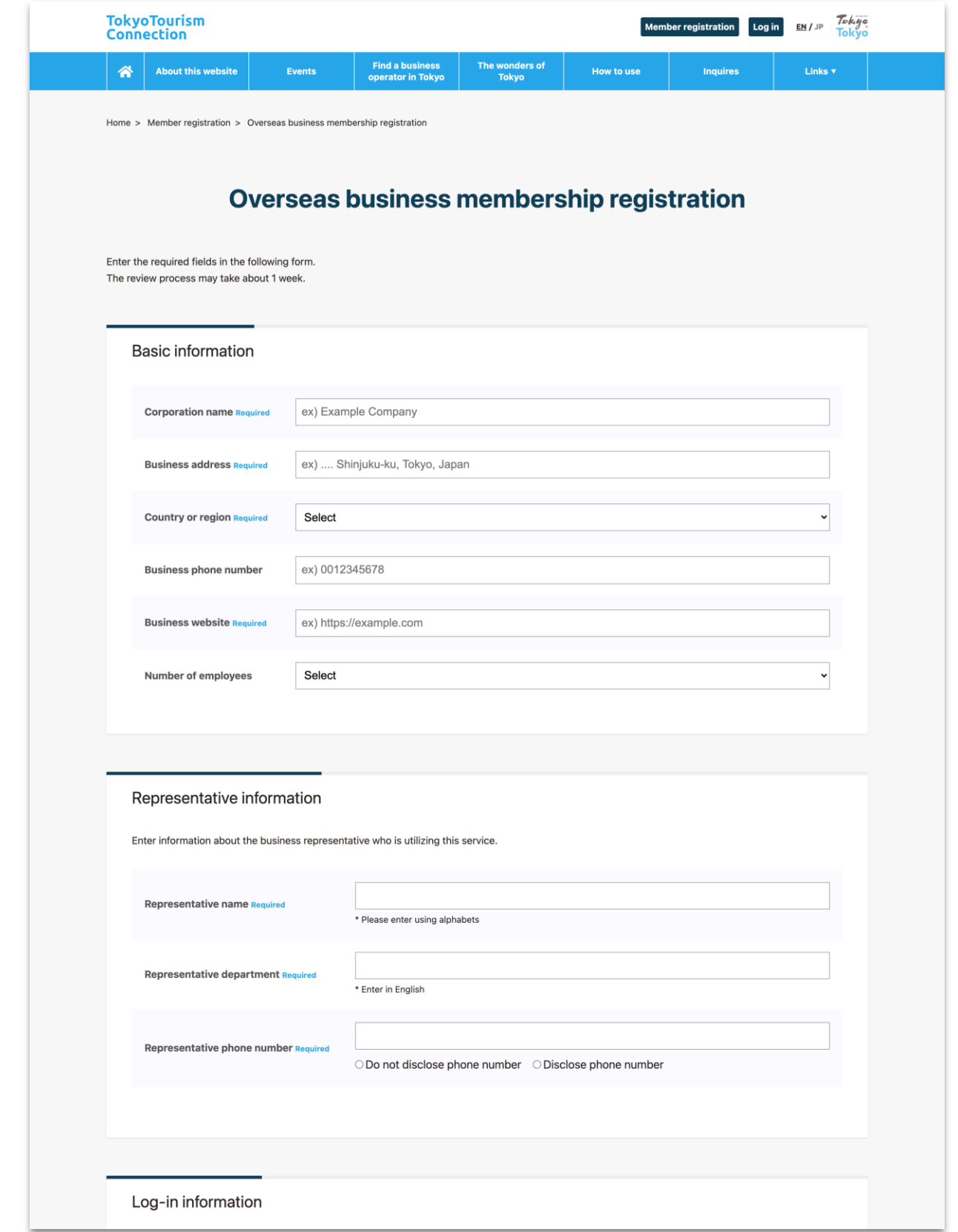
Visit the homepage ► Complete the member registration form ► Verification ► Approval



Click the member registration button in the upper right corner.



Choose "Register as an overseas business."



Enter necessary information in the member registration form.

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## 4.How to enter member information

Enter Basic information

Enter Representative information

Enter Log-in information

Select Category

Experience in products for Japan

Interested tourism service category

Enter the required fields in the following form.  
The review process may take about 1 week.

### Basic information

Corporation name <small>Required</small>	<input type="text" value="ex) Example Company"/>
Business address <small>Required</small>	<input type="text" value="ex) .... Shinjuku-ku, Tokyo, Japan"/>
Country or region <small>Required</small>	<input type="text" value="Select"/>
Business phone number	<input type="text" value="ex) 0012345678"/>
Business website <small>Required</small>	<input type="text" value="ex) https://example.com"/>
Number of employees	<input type="text" value="Select"/>

Enter basic information including the name of your organization.

## 4.How to enter member information

Enter Basic information

Enter Representative information

Enter Log-in information

Select Category

Experience in products for Japan

Interested tourism service category

**Representative information**

Enter information about the business representative who is utilizing this service.

**Representative name** Required   
\* Please enter using alphabets

**Representative department** Required   
\* Enter in English

**Representative phone number** Required   
 Do not disclose phone number  Disclose phone number

Enter representative information.

Choose whether you wish to disclose



## 4.How to enter member information

Enter Basic information

Enter Representative information

Enter Log-in information

Select Category

Experience in products for Japan

Interested tourism service category

The screenshot shows a 'Log-in information' form with the following fields and labels:

- Log-in email address** Required: Input field containing 'ex) example@example.com'.
- Re-enter the email address to confirm**: Input field containing 'e'.
- Password** Required: Input field containing a blue mask.
- Re-enter the password to confirm**: Input field containing a blue mask.

Additional text in the form includes: '\* 8-16 characters using letters or numbers'.

Enter your email address and a password.  
A password must be 8 to 16 characters. Use only half-width English alphabet and numbers. Create a password that is difficult to guess.



## 4.How to enter member information

Enter Basic information

Enter Representative information

Enter Log-in information

Select Category

Experience in products for Japan

Interested tourism service category

**Category** Required

Select from below the type of service closest to the service you provide (You can select more than one).

**Tourism**

- Wholesaler
- Retailer
- Tour Operator
- Airline Company
- Travel Agency

Other

**MICE-related**

- Professional Congress Organizers
- Event Planners
- Convention Venues

Other

**Media**

- TV · Radio
- Newspaper
- Magazine (Trade Journal)
- Magazine (General)
- Website
- Blogger, Influencer

Other

**Other**

Categories are divided into four genres: Tourism, MICE-related, media, and other. Check the categories closest to the service provided by your company. You may select more than one categories.



## 4.How to enter member information

Enter Basic information

Enter Representative information

Enter Log-in information

Select Category

Experience in products for Japan

Interested tourism service category

Experience in products for Japan (Cumulative of past three years) Required

Select

- ✓ Select
- Experienced
- No experienced
- None at the moment, but considering

For "Experience in products for Japan," choose the one that best describes your organization. You may choose one of the three options below.

- Experience
- No experience
- None at the moment, but considering



## 4.How to enter member information

Enter Basic information

Enter Representative information

Enter Log-in information

Select Category

Experience in products for Japan

Interested tourism service category

Interested tourism service category (Optional; you can choose more than one) Required

<b>Tourism</b>	<input type="checkbox"/> Travel Agencies & Land Operators <input type="checkbox"/> Transportation (Airlines, Railways, Buses, Taxis, Hire cars, Sharing services, etc.) <input type="checkbox"/> Tourism & Leisure Facilities <input type="checkbox"/> Hotels & Accommodations <input type="checkbox"/> Shops & Souvenirs <input type="checkbox"/> Shrines & Temples/Cultural facilities/Historic Monuments/Unique Venues <input type="checkbox"/> Parks & Gardens
<b>Business Events/MICE-related</b>	<input type="checkbox"/> Convention Venues & Holes <input type="checkbox"/> Professional Congress Organizers & Event Planners <input type="checkbox"/> Security, Personnel & Staffing <input type="checkbox"/> Audio Visual
<b>Various Services &amp; Manufacturers</b>	<input type="checkbox"/> Food & Drink <input type="checkbox"/> Interpretation & Translation <input type="checkbox"/> Media, PR & Design <input type="checkbox"/> IT Services <input type="checkbox"/> Educational Institution <input type="checkbox"/> Entertainment & Experiences
<b>Public Organizations</b>	<input type="checkbox"/> Local Tourism Associations

Categories are divided into four genres. Check the corresponding categories.

Settings related to notification emails about out events or seminars.  
Event if you do not choose “Do not receive email notifications”, we will send you emails about your membership registration and changes in the “Terms of Use” Please read the Terms of Use for details



## 5.How to amend member information



If you wish to revise the information you registered so far, please contact us at the following address.

<https://tokyotourismconnection.jp/contact>



# 6.How to fill in My Account page

Once you are logged in, click My Account page that appears at the top of the page to display My Account page.

The screenshot shows the 'My Account' page with a navigation bar at the top containing 'TokyoTourism Connection', 'My Page', 'Log out', and language options 'EN / JP' and 'Tokyo Tokyo'. Below the navigation bar is a breadcrumb trail 'Home > My Page' and a 'Check your profile' button. The main content area is titled 'Example' and contains a form with the following fields:

Corporation name	Example
Country or region	United Kingdom
Business address	Example
Business phone number	00000000
Business website	<a href="https://aaa/en">https://aaa/en</a>
Number of employees	12r less
Representative name	Example
Representative department	Sales
Representative phone number	00000000 (Disclose phone number)
Representative email address	Example
Business contents	Example
Business accomplishments	Example
Selling features	Example
Category	Tourism Wholesaler
Interested tourism service category	Tourism Tourism & Leisure Facilities, Hotels & Accommodations
Notifications by email	Receive notifications by email

At the bottom of the form is a 'Set up your business profile' button and a note: 'To update your profile, submit the information through the Inquiry Form.' Below the form are three sections: 'Archived PDF materials', 'Archived Image materials', and 'Password reset' (with a 'Password reset' button). At the very bottom is a 'Cancel membership' section (with a 'Cancel membership' button).

Provide as much information as possible in My Account page to promote your organization among businesses in the tourism industry in Tokyo.

▼ Enter description of business. It is possible to register the logo (jpg) of your organization.

Information you have entered at the time of registration will appear.

The screenshot shows the 'Set up your business profile' form with a navigation bar at the top. Below the navigation bar is a breadcrumb trail 'Home > Member registration > Set up your business profile' and a 'Go to confirmation screen' button. The main content area is titled 'Set up your business profile' and contains the following sections:

Please fill out the form below and proceed to the confirmation screen.

**Basic information**

Business contents: Example

Business achievements: Example

Selling features: Example

Logo image: Choose File No file chosen

▼ How businesses in the tourism industry in Tokyo view your page

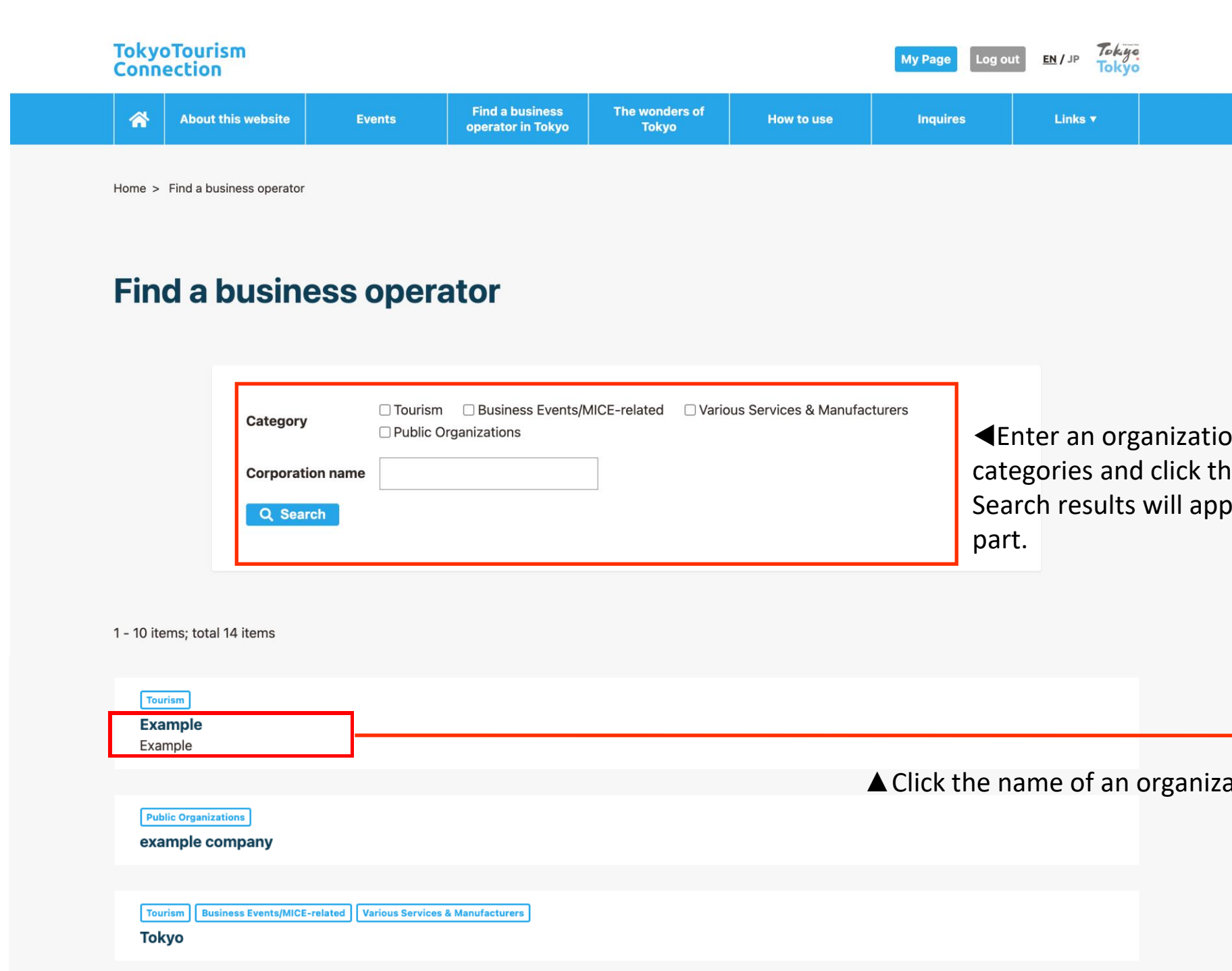
The screenshot shows the 'Example' page with a navigation bar at the top. Below the navigation bar is a breadcrumb trail 'Home > Find a business operator > Example' and a 'Go to confirmation screen' button. The main content area is titled 'Example' and contains the following fields:

Corporation name	Example
Country or region	United Kingdom
Business address	Example
Business phone number	00000000
Business website	<a href="https://aaa/en">https://aaa/en</a>
Number of employees	12r less
Representative name	Example
Representative department	Sales
Representative phone number	Make a phone call
Representative email address	Send an email
Category	Tourism Wholesaler
Interested tourism service category	Tourism Tourism & Leisure Facilities, Hotels & Accommodations
Business contents	Example
Business accomplishments	Example
Selling features	Example

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# 7.Contact businesses in the tourism industry in Tokyo

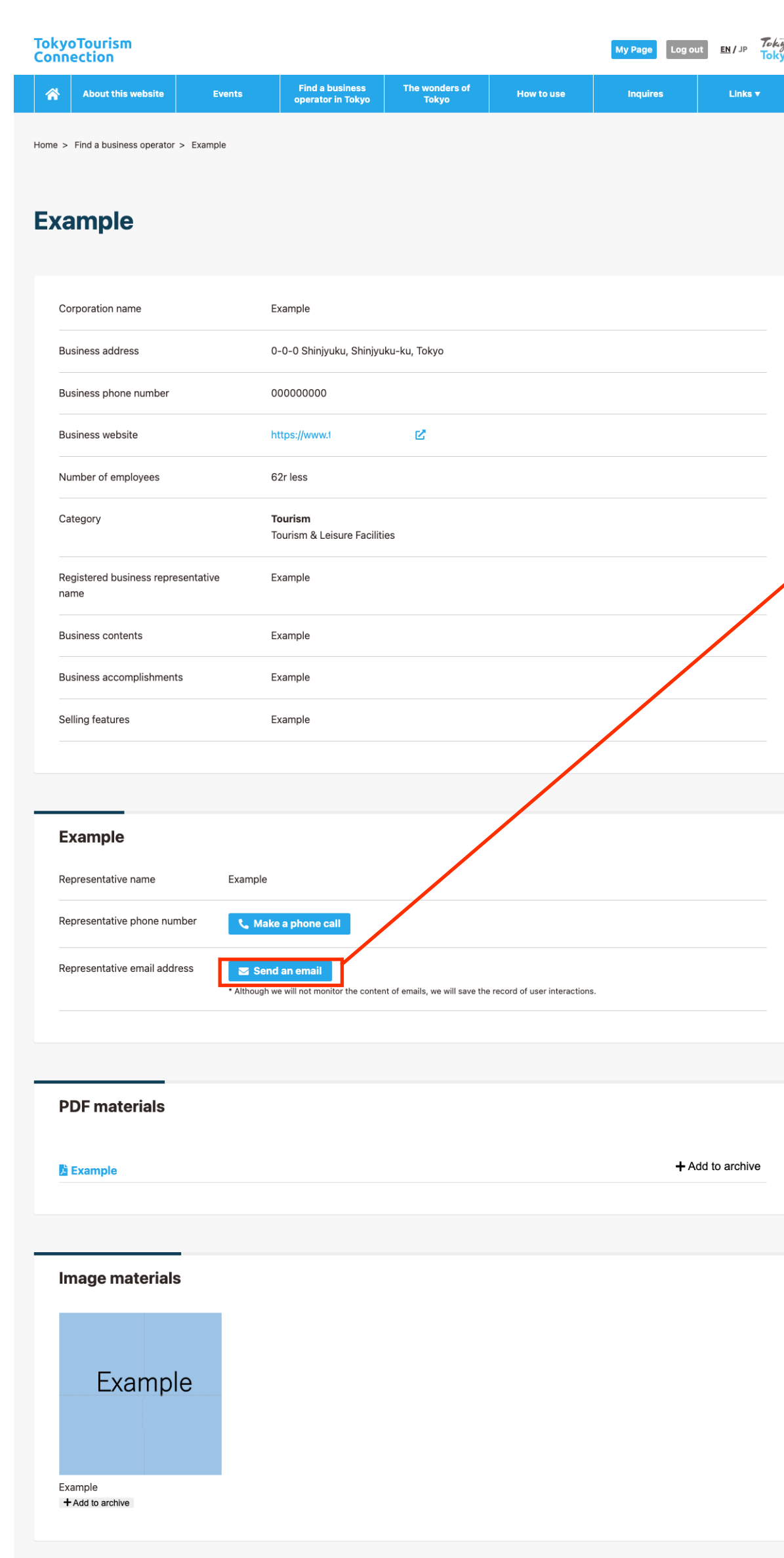
▼ Visit "Find business operator in Tokyo" to search organizations you can contact.



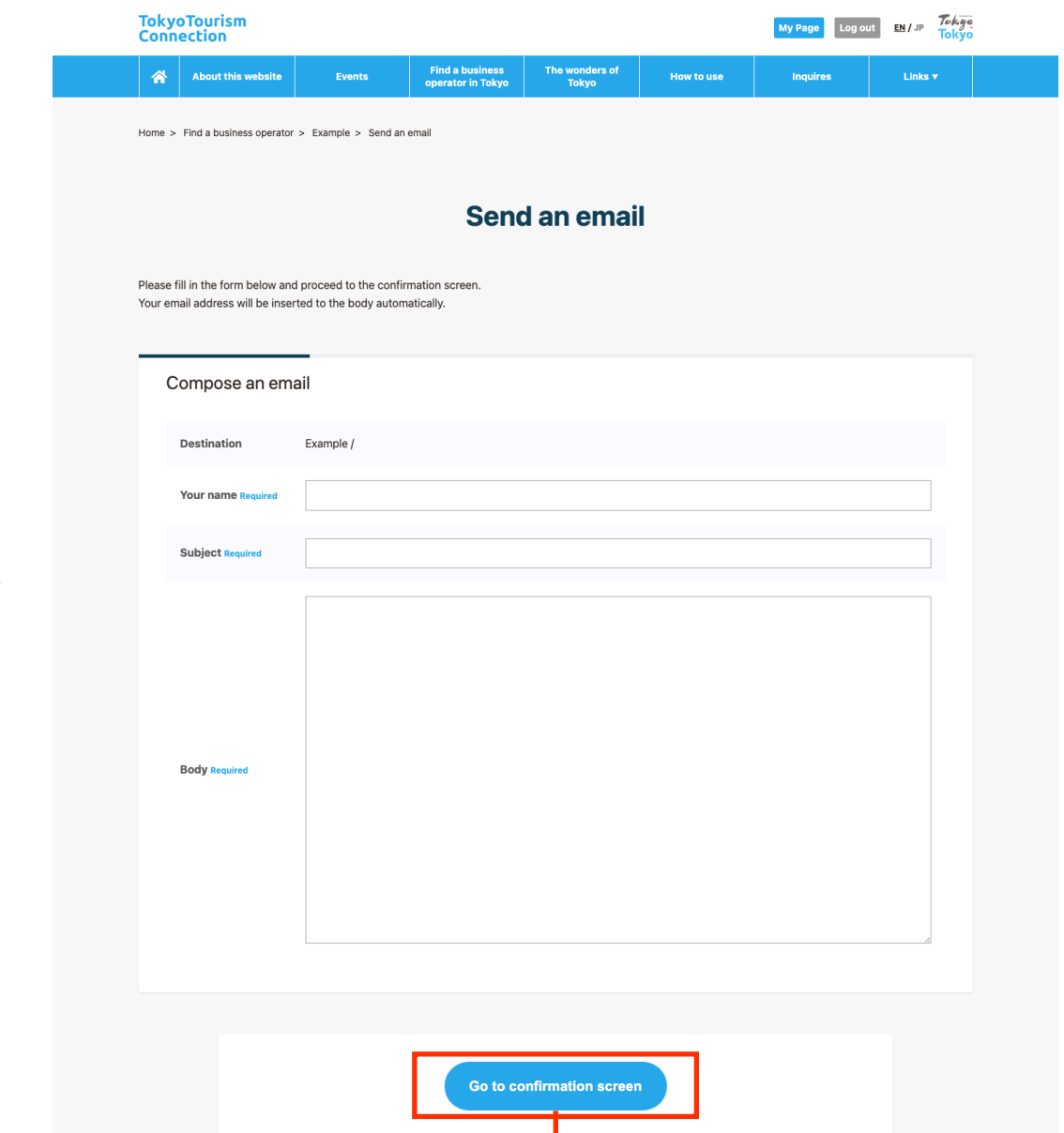
◀ Enter an organization name or select categories and click the search button. Search results will appear in the lower part.

▲ Click the name of an organization.

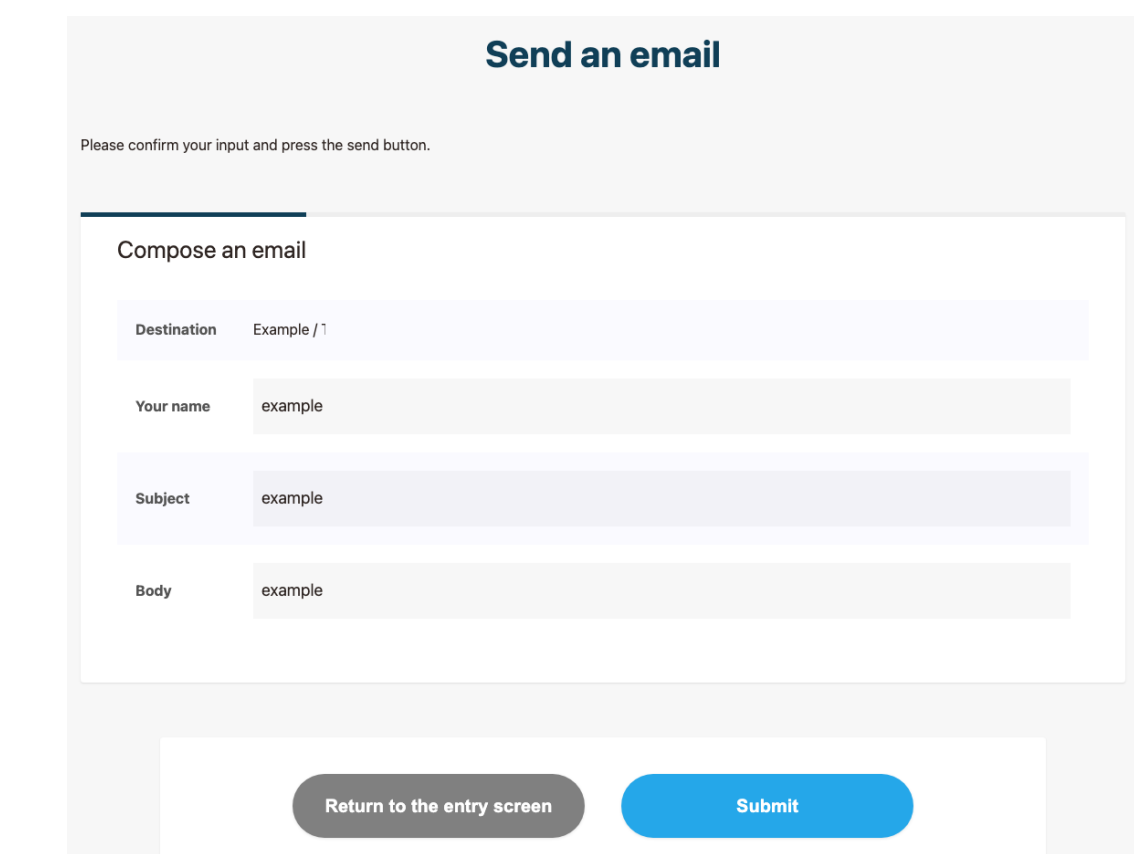
▼ The organization's profile page will open.



▼ An email form will open. Enter your name, subject and text, then click "Confirm."



▲ Once confirmed, click "Submit" to send the message.

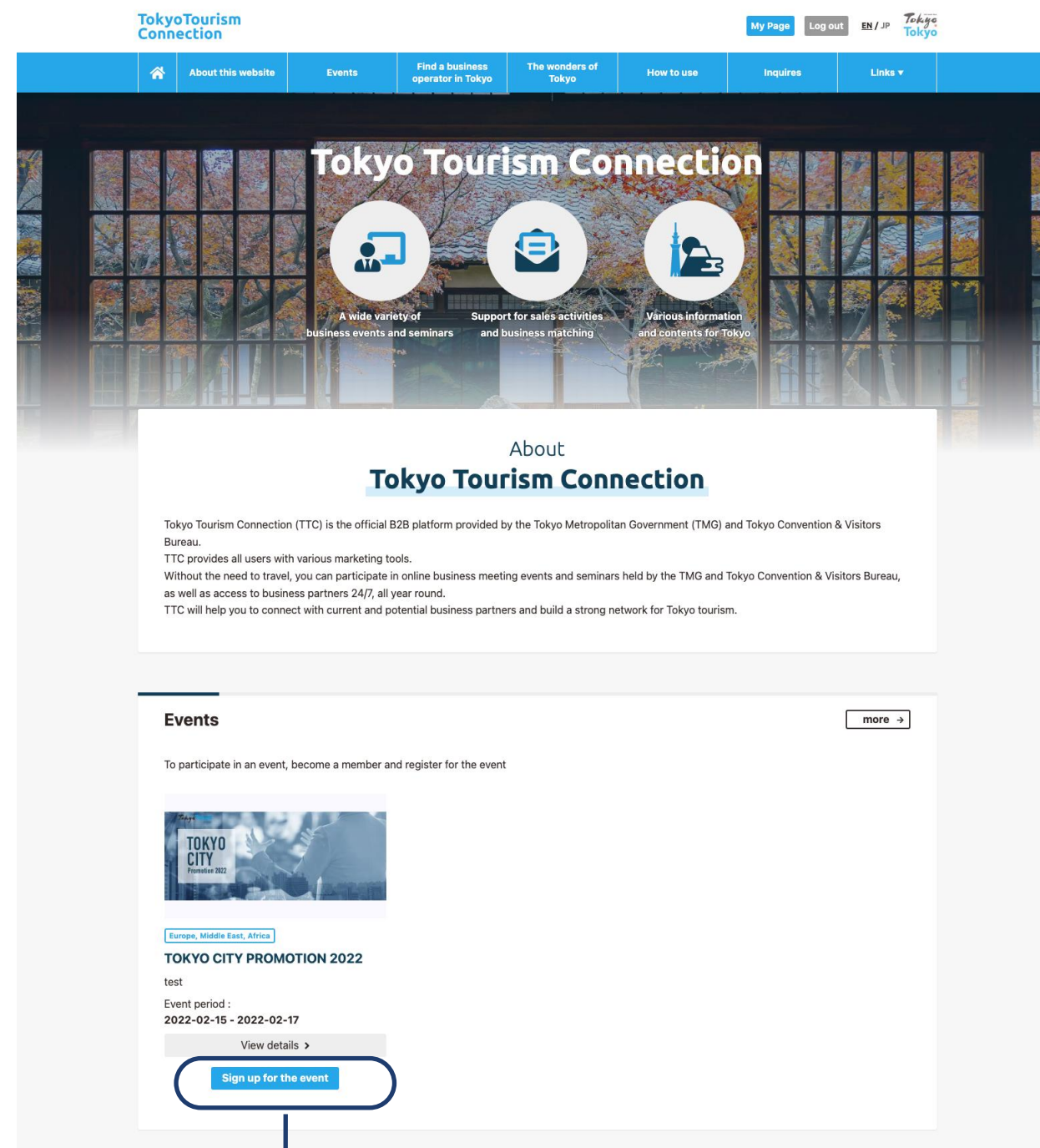


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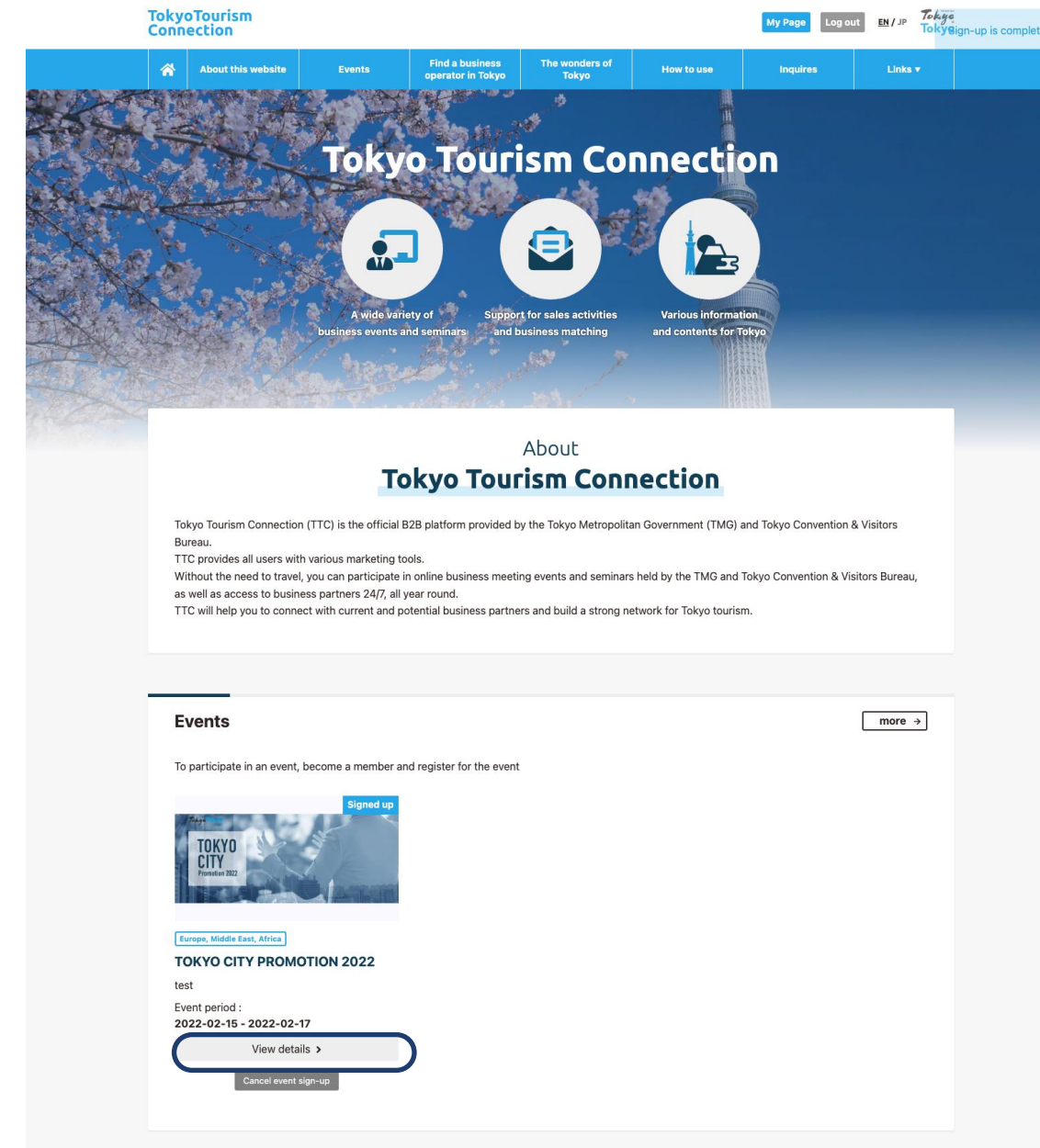
# 8.How to participate in events

## Step1



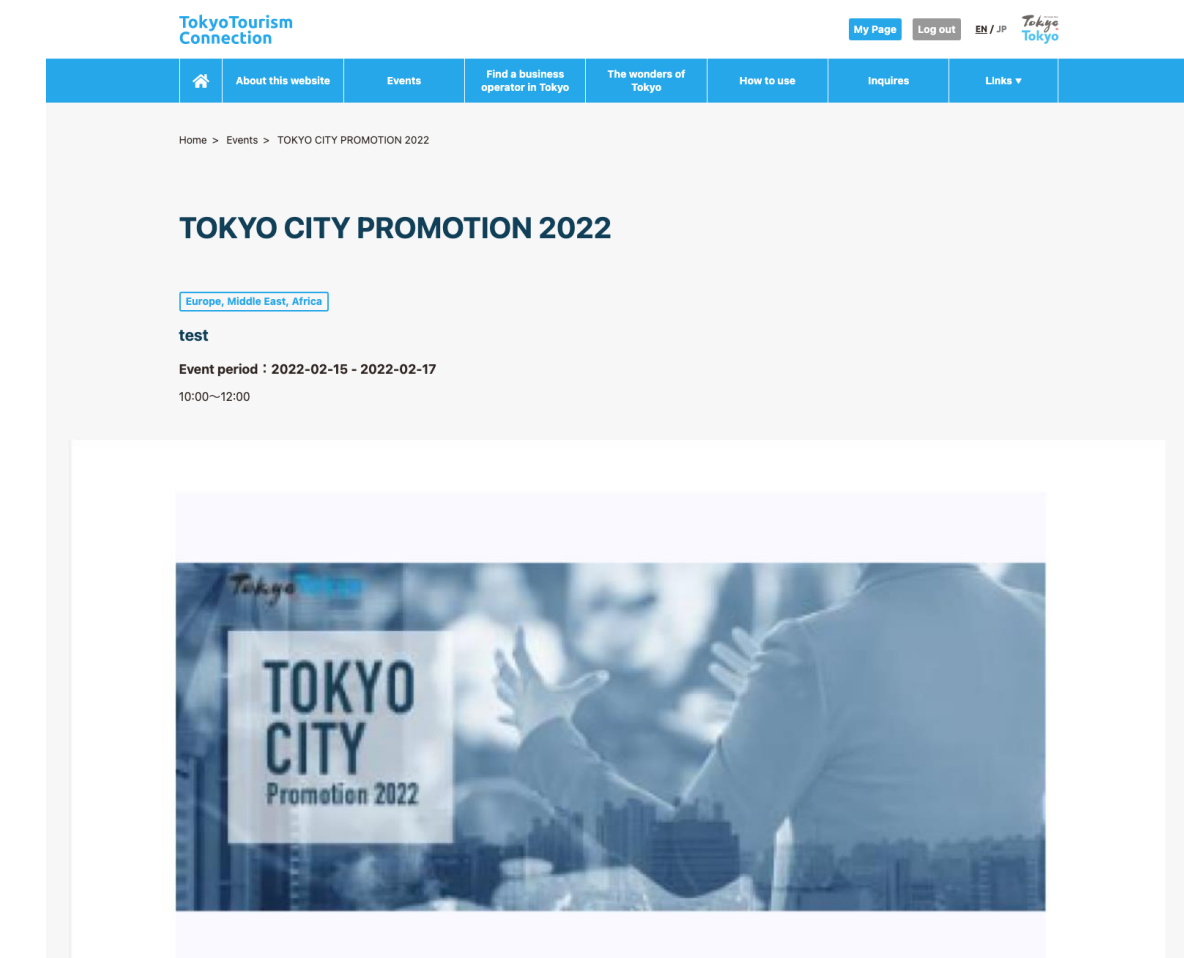
Once you are logged in, click "Sign up for the event" next to the event you wish to participate.

## Step2



A message "Registration is completed" will appear.

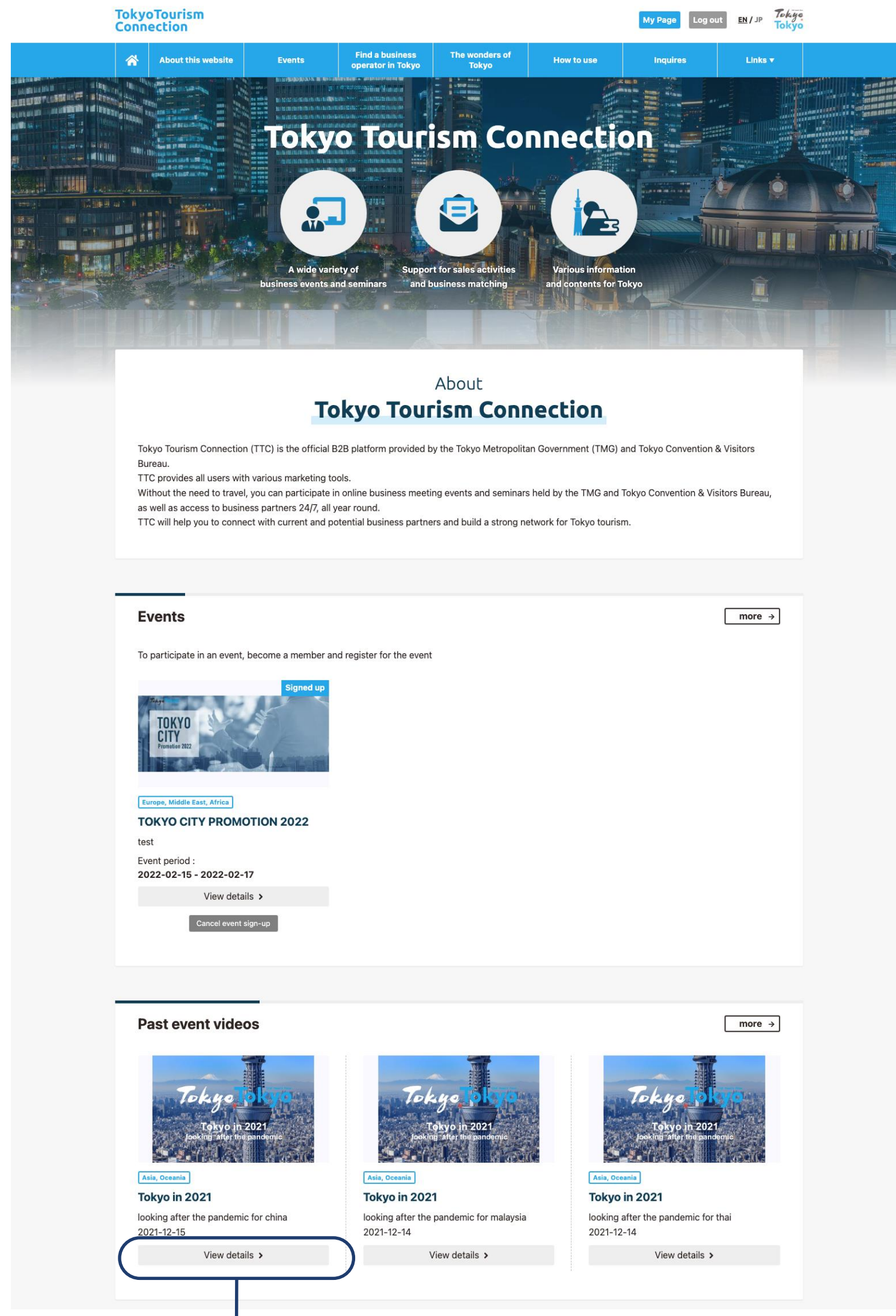
## Step3



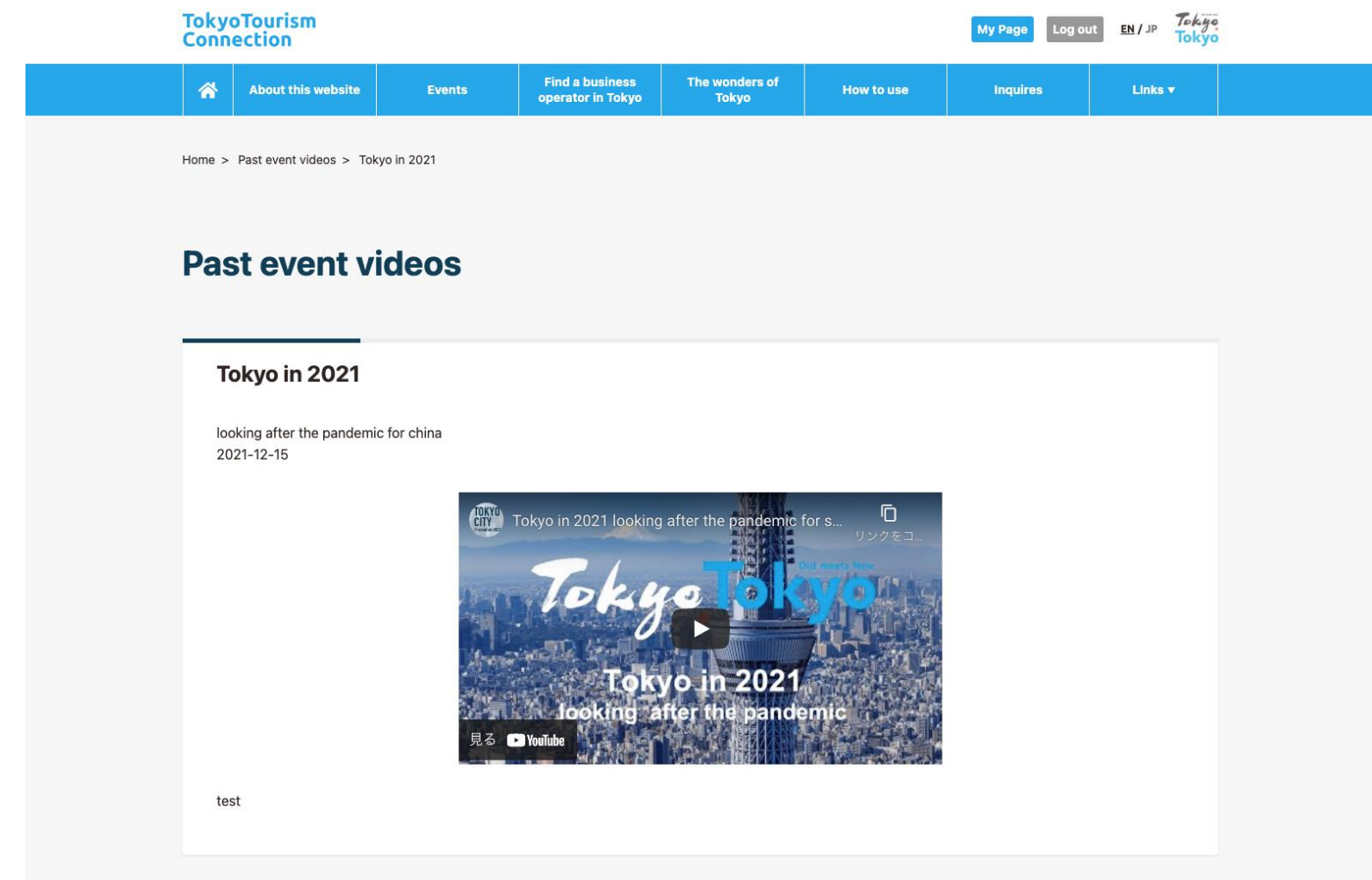
Log in when the event is being held. Play the video on Vimeo to participate.



# 9.How to view past events



- Once you are logged in, choose videos of past events you wish to watch from the Events.



- Click to view the videos.

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