TRAVELKS.COM EXTRANET TUTORIAL FOR DMOS/PARENT ACCOUNTS

Contents

General Information/Overview

What is the TravelKS.com Extranet?

The Extranet for Kansas Tourism is the portal for the industry to access their part of the Tourism database. The extranet account contains the information you will need to represent your accounts on the TravelKS.com site, in the Kansas Travel Guide and other marketing opportunities. You will also find communications, clippings, materials orders and more.

Who needs access?

- Do you add listings and/or events to TravelKS.com?

- Would you like to start adding listings and/or events to TravelKS.com?

- Do you or would you like to order BULK amounts of Travel Guides, Outdoor Guides, state maps and other materials from Kansas Tourism?

- Would you like to receive important updates and communications from us on a regular basis?

If you answered "yes" to any of these questions, you need access.

How to gain access

If you have not already been given granted access email andrea.johnson@travelks.com or jennifer.haugh@travelks.com.

Account Types

- **Parent Account** – Manages listings/events for multiple attractions, dining, lodging or shopping establishments. Has child accounts. Example: DMO, CVB, Chamber of Commerce, etc… that manages listings and events for their area.

- **Child Account** – May or may not manage their own listing & events. A parent account may manage their listings and events.

- **Orphan Account** – Manages their own listings and events. Has no parents or children.

Logging In

Kansas Office of Tourism & Travel Extranet Login

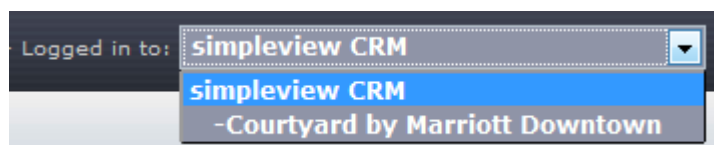Username:

Password:

Remember Username: ☐
Forgot Password?

Login

- If you don't have log-in information contact our office to request it. You will be sent an email from Jennifer Haugh at Kansas Tourism with the link and a temporary password.

- Click on the link, which will take you to the "CRM Extranet Login" screen.

- Your username is your full e-mail address.

- Your password is the temporary password that was emailed to you.

- You will be asked to change your password to one of your preference. Click on the "Forgot Password?" link if you need to reset your password

http://extranet.kansas.simpleviewcrm.com/login/index.cfm

Parent/Child Accounts

- To simplify the login process for DMOs (Destination Marketing Organizations) with access to multiple accounts, the Parent/Child account relationship was created. This allows a DMO to log in as a contact on the Parent account with full access to all child accounts via a dropdown filter.
- **NOTE:** The Parent/Child account relationship is intended to be used for accounts where there is a DMO maintaining multiple accounts.
- Once a member with parent/child account access logs into the Extranet, they will see a dropdown menu in the upper right corner of the screen titled 'Logged in to'. If there are child accounts available, clicking the arrow will present the other accounts the member can toggle between.

Logged in to: **simpleview CRM**
simpleview CRM
–**Courtyard by Marriott Downtown**

Home Page/Partner Bulletins

Partner Bulletins: Communications from Kansas Tourism

Kansas Tourism will post Partner Bulletins regularly with important information regarding advertising, educational opportunities, deadlines and more. Please pay attention to your Partner Bulletins!

Member Record

Account Detail: View your account information including account name, phone/fax numbers, address and more. Account information is not editable via the Extranet, so any changes that need to be made will require that you contact Kansas Tourism. This is to avoid account names or account information changing without our knowledge.

You can view six items under your Member Record:

- Contacts
- Listings (Website and Travel Guide)
- Web (Coupons, Media Files)
- Amenities
- Benefits Summary
- Social Media

Contacts Tab

You may easily edit, clone and add new contacts for your account or any of your Child Accounts. Contacts are housed in each account's "Member Record". To edit or add contacts to one of your Child Accounts, choose the appropriate Child Account in the dropdown menu in the upper right of your screen.

- To sort the contacts in view, select a Contact Type from the filter dropdown or sort by column header.

- To add a new contact, click **Add New Contact** (right side of screen)**.**

- To edit an existing contact, click the pencil icon while viewing the Contact grid or click **Edit** while viewing the contact detail page. When editing a contact, the attached account name cannot be edited.

- To clone an existing contact, click the clone icon while viewing the Contact grid or click **Clone** while viewing the contact detail page. When cloning a contact, the contact name can be changed but the account name cannot.

- You do not have the ability to delete contacts. If you have a contact that needs deleted please contact the Kansas Tourism office.

- You may view "Contact Details" by clicking on the name of an individual contact.

ADDING A NEW CONTACT

You can easily add new staff members through the Extranet with the following steps:

1. Go to the appropriate Child Account, then Member Record > Contact > **Add New Contact.** The New Contact Form will display with the following fields (red fields required).

   a. **First Name/Last Name** – Enter the contact's first and last name. Though these fields are not required, we recommend completing these fields. Once entered, the First/Last Name fields will automatically populate the required Full Name field for you.

   b. **Full Name** – Enter the contact's full name in this field if the system has not already populated it from the First/Last name field.

   c. **Department** – Enter the contact's department, if available.

   d. **Preferred Method** – Select the contact's preferred method of contact.

   e. **Assistant** – Enter the contact's assistant's name, if available.

   f. **Children** – Enter the name of the contact's children, if available.

   g. **Gender** – Select the contact's gender.

   h. **Account** – This field will automatically populate with the account name the contact belongs to. This field cannot be edited.

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i. **Contact Type** – Select the contact type from the dropdown menu.
j. **Title** – Enter the contact's title.
k. **Email** – Enter the contact's email address. This will be required if they are to have access to the extranet, and allows Kansas Tourism to communicate with them via email.
l. **Asst**. **Phone** – Enter the contact's assistant's phone number, if available.
m. **Birth date** – Select the contact's birthdate from the Month and Year dropdown menus.
n. **Spouse** – If known, enter the contact's spouse's name.
o. **Primary, cell, Home, Alternate, and Fax numbers –** Enter all available numbers.
p. **Physical, Billing, Shipping Addresses** – This is auto-populated by the information in the Account Detail. You may not enter the address information manually. If account address information needs updated please contact the Kansas Tourism office.

Once all required fields are complete, click **Save** to save the new contact, click **Save & New Contact** to save the contact and refresh the New Contact form, or click **Cancel** to cancel changes.

Listings Tab

You can easily add and update listings in the TravelKS.com Extranet. All changes submitted are subject to approval by Kansas Tourism staff. You will be notified by email when listings are approved or denied.

LISTING CRITERIA

TravelKS.com is the official Kansas Tourism website. It is managed and maintained by KST staff and their contractors. **Remember to put yourself in the VISITOR's shoes when creating and reviewing listings. What information do you find most helpful when planning a trip in unfamiliar territory?**

Examples of listings include:

- **Arts & Entertainment** - Art Galleries, Art Museums, Music Venues, Night Life, Performing Arts, Roadside Attractions, Casinos
- **Science & Agriculture** – Farm/Ranch Experiences, Science Centers & Museums, Wineries & Breweries
- **History & Heritage** – Ethnic/Cultural Sites, Historic Forts/Trails, History Museums, Old West, Historic Landmarks
- **Nature** – Lakes & Rivers, Parks & Trails, Bird/Wildlife Watching, Gardens, Nature Centers, Zoos & Animal Parks
- **Sports & Recreation** – Cycling, Equestrian, Fishing, Golf, Disc Golf, Hiking, Hunting, Motor Sports, Recreational Sports, College & Professional Sports, Amusement/Water Parks
- **Dining** – Casual Dining, Destination Dining, Fine Dining, Local Favorites, Wineries & Breweries
- **Lodging** – B&B, Cabins, Campsite/RV, Hotels/Motels, Lodges, Retreat Centers, Ranch Experiences, Vacation Rentals
- **Shopping** – Antiques, Kansas Products, Malls & Centers, Specialty Shops
- **Travel Tools –** Travel Information Centers/Visitor Center, Fishing/Hunting/Equestrian/Water Recreation Outfitters, Event & Meeting Space, Sports Facilities, Transportation (Airports, Taxi, Rental Car, etc…)

   All listings should include the following: Complete and current contact information. Address should be a physical address, not an intersection, etc. as the mapping feature doesn't work without a physical address. The description should include as much information as possible. Also, including your city name within the description helps the search tool find you more efficiently. Adding photography to your listing is highly recommended.

The following are examples excluded from website listing participation:

- Business/Commercial - Adult Entertainment Facility, Funeral Home, Industrial Park or Plant, Media Facility, Office Park, Radio Station, Television Station, Advertising/Marketing Agency, Website Developer, Research Company

- Medical - Drug Rehabilitation Facility, Extended Care Facility, Fraternal Home, Hospital, Humane Facility, Infirmary, Mental Facility, Nursing Home, Retirement Home Treatment Center, Veterans Facility

- Governmental – Jail, Police/Sheriff Office

- Miscellaneous - Animal Shelter, Mobile Home Park, Subdivision, Veterinary Facility, Community Center, Fitness Center including YMCA and YWCA, Liquor Store, Child Care Facility, Youth Organization, Bank, Convenience Store, Chain Discount Stores and Grocery Outlet

GETTING STARTED

- Log in to your Extranet Account
- Choose the "Child Account" in the drop-down menu in the upper right of your screen that you would like to view/add/edit a listing for. **Note:** If there is not a child account for the listing you would like to add, please contact Kansas Tourism and provide the *Business Name, *Physical Address, Phone Number, Email Address and Website. *Required.

VIEWING LISTINGS

All listings are displayed under the Listings tab within the Member Record/Account Detail. The grid will display a summary of information including the Listing ID, type, category and subcategory, as well as the listing description.

- To view listing detail, click the Listing ID or Type.
- To edit a listing, click the pencil icon or click **Edit** while viewing the Listing Detail page.

- To change the listings in view, select an option from the filter dropdown menus. You can select All Listings or Pending Changes. The Pending Changes option will display only those listings that are awaiting approval, noted by the highlighted icon on the left. You can also filter your view by Listing Type.

ADD NEW LISTING

1. Go to Member Record > Listings sub-tab > Click **Add New Listing**
2. On the New Listing form, complete the following fields (red fields required):

   a. **Type** - Listing types are used to categorize what the listing is going to be used for (e.g. Website, Travel Guide). A listing type must be assigned.
   b. **Company** - The system populates this field with the account name. It cannot be edited.
   c. **Category** - Select a main listing category.
   d. **Subcategory** - Select a listing subcategory.
   e. **Contact** - This dropdown is populated with all active contacts attached to the account. The contact selected will receive approval/denial listing notifications.
   f. **Address Type** - Select one of the account address types (Physical, Billing, Shipping) to populate the listing's address information. This is the address that will show up in your listing on TravelKS.com, so be sure it is the address that you want to send people to. This address will also be the one that is pin-pointed on the map that is included in your listing on TravelKS.com.
   g. **Listing** - Enter the listing description.
   h. **Additional Subcategories** – Use this if the listing fits into more than one subcategory type.
   i. **Listing Details** (Overwrite fields) - This section contains all address and contact fields displayed in the website listing. If you would like to display different information, click the Overwrite checkbox and then enter the new information in the blank field to the right. If you would like to omit any of that information, check the Overwrite checkbox and then leave the field to the right blank. Please only use this when absolutely necessary.
   j. **Website Notifications** - This allows you to set up listing hit notifications to be emailed to you at specific intervals. You may enter multiple email addresses, separated by comma or semi-colon, to receive the email notifications. You may also select or customize an interval to receive the notifications.
   k. **Additional Information** - This section displays Travel Guide billing information. Please only fill this out when placing Travel Guide listing orders.

After completing all, click **Save** to save the new listing or click **Cancel** to cancel your changes.

Once saved, the listing detail screen will appear with a notice that the listing is now pending approval. You can return to your account by clicking **Return to Account**.

b 5.4.7. Arts Center

f/i
204 W. Wisconsin
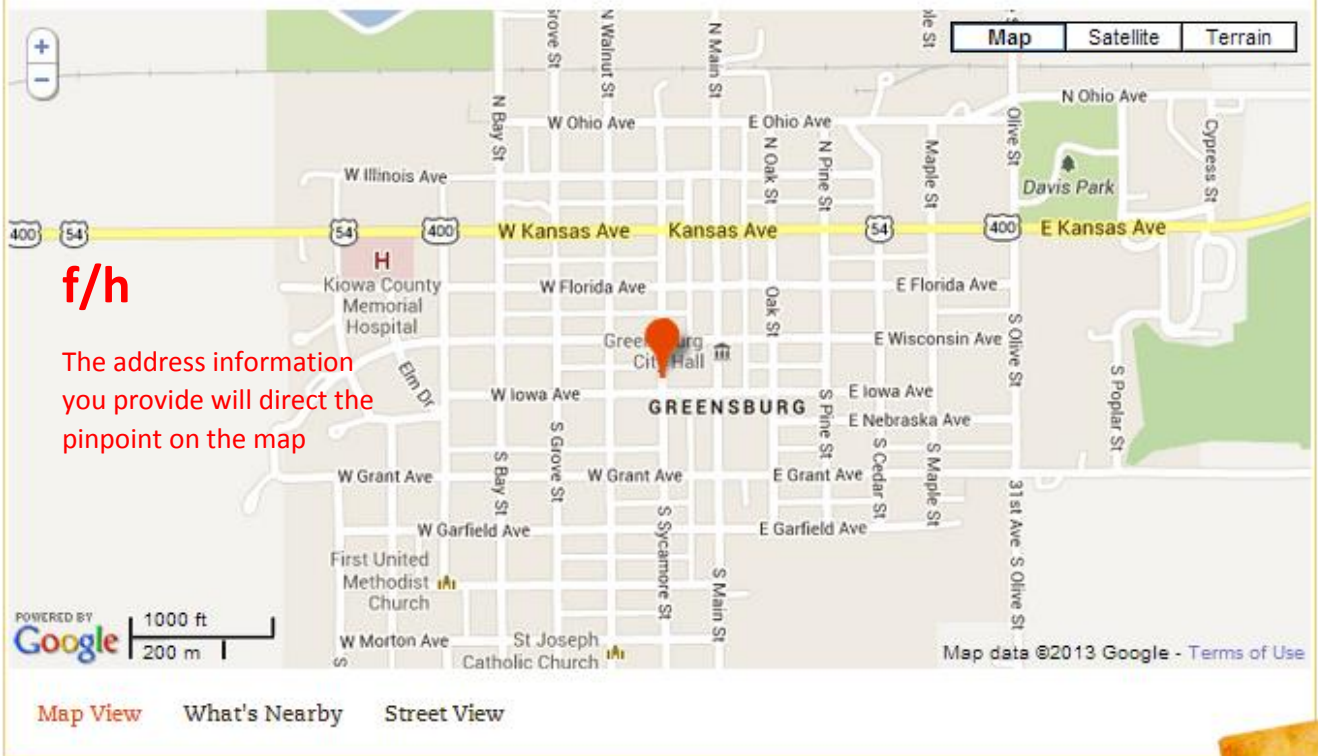Greensburg, KS 67054
Phone: (620) 723-2600
Visit Website | Send Email | Add to Itinerary

<< Back to listings

Details

g Visit the 1st LEED Platinum building in the state of Kansas. Built by Studio 804, 3rd year graduate students in Architecture at KU, the Arts Center is built to the highest level of green building standards. The Arts Center and the programs held within it are providing great opportunities to the Greensburg community and those who visit through classes, exhibitions, and performances.

f/h

The address information you provide will direct the pinpoint on the map

Map View   What's Nearby   Street View

VIEWING LISTING DETAIL

The Listing Detail page will display all fields exactly as they will appear on the listing. For example, if you have overwritten the address, the address overwrite information will display under the address.

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You can edit existing listings by clicking the pencil icon or clicking **Edit** on the Listing Detail page. Editing a listing is similar to adding a new listing, with the exception of the following fields which cannot be changed:

- Listing Type
- Company

After completing your changes and clicking **Save**, the edited listing will go into pending until approved by Kansas Tourism.

NOTE: Once a listing has been edited it cannot be edited again until the previous changes have been approved.

Web Tab

In the web tab there are two sub-tabs: Coupons and Media. This is where you may add and edit coupons to appear on TravelKS.com and add images and/or video to your TravelKS.com listings.

Coupons

You may easily add and update coupons/offers in the TravelKS.com Extranet. All additions and changes submitted are subject to approval by Kansas Tourism staff. You will be notified by email when submitted coupons are approved or denied. You may view the coupon page [here](#).

Criteria: Coupons must represent no less than 10% off the retail price for service that is not normally included in the price. Coupon must have a firm beginning and ending date and must be available to the general public. Coupons will only be accepted for businesses/events that have a current listing on TravelKS.com.

ADDING COUPONS

1. Log in to your Extranet Account
2. Choose the "Child Account" in the drop-down menu in the upper right of your screen that you would like to add a coupon for.

3. Click the "Web" tab in the Member Record
4. Click the "Add New Coupon" button in the bottom right of the screen.

5. Fill in the Coupon Information. Red fields are required
    a. **Offer Title**: Short description of offer. Example: 10% off your order
    b. **Offer Link:** If there is a link to the offer include it here.
    c. **Offer Text:** Include all details of the offer including restrictions. You do not put valid dates of the offer here as there is a field for that.
    d. **Coupon Image:** Choose an image to be included in the coupon if available. If you would like to add an image and an image is not available, you will need to add the image first. You may do so by clicking "Media" under the Web tab.
    e. **Redeem From & Redeem To**: Enter the beginning and ending dates that the offer is valid.
    f. **Post From & Post To:** Enter the dates that the offer should appear on TravelKS.com.
    g. **Coupon Categories:** Choose your region of the state and the type of business the offer is for. This will determine where the offer will show up on the coupon page. http://www.travelks.com/travel-tools/coupons/
    h. **Add to Listing(s):** Check the box next to the listing that the offer should be attached to.
    i. **Save**

Kansas Tourism must review and approve all coupons before they are active on TravelKS.com

Here is what the coupon will look like on the coupon page (http://www.travelks.com/travel-tools/coupons/). The red letters correspond with the steps above.

Here is what the coupon will look like once clicked on. The red letters correspond with the steps above.

Media

Images, logos and videos may be added to your TravelKS.com listings in the Media sub-tab. **Unique and interesting images make your listing(s) stand out from the rest!**

All account images are stored in the Web -> Media tab within the Member Record. The Media tab displays all images with a summary of information including the image type, title, and file name, a preview of the image, who created the image, the date the image was uploaded/created, and who updated the image last with a Last Updated date stamp. The Sort Order column can be used to determine display order both in CRM and on your website.

- To edit an image, click the pencil icon to the left of the image.
- To delete an image, click the red "X" to the left of the image.
- To add a new media file, click on the appropriate button on the top right side of the grid. (Ex: New Logo/Image)

Multiple media types can be added to your Media tab.

The Media tab supports several different file types including .jpg, .jpeg and .gif, as well as IPIX and YouTube.

UPLOADING MEDIA

Go to the appropriate Child Account's Member Record by choosing the account from the dropdown menu in the upper right of the screen.

The process of uploading images and other media varies depending on the type of media you are uploading.

- To upload a logo or image, click the New Logo/Image button.
- To upload an IPIX file, click New IPIX.
- To link to a YouTube video, click New YouTube.

The media form will display with the following fields:

1. **Type** - If you are uploading an image or logo, select the type of image you want to upload. Logos are the image displayed on the listing when listed with multiple other properties, such as on a search result page.

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Images are displayed within the listing detail page on the website. If you are uploading another form of media (IPIX or YouTube) the Type field will be automatically completed and will not be editable.

2. **Title** - Add a title to assist with organization.
3. **Upload Logo/Image/IPIX/YouTube** - Click the Browse button to locate the file you wish to upload. Select the image and click Open. If you uploaded a logo or image, a preview will display under the Current Image section. If adding a YouTube video, you will paste the YouTube link.
4. **Add to Listing(s)** - Select which listing(s) you would like to attach the image, logo or video to.

When all fields have been completed, you will be able to save the Media record by clicking Save. You can also click Save & New Media to save this logo/image and refresh the New Media form, or click Close to cancel your changes.

Amenities Tab

You may add amenity information to your TravelKS.com listings in this tab within the Member Record. Amenities can be viewed on TravelKS.com and may be included in print materials. You may add/edit amenities for Dining, Lodging, Attractions and Meeting Facilities

ADDING/EDITING AMENITIES

- Go to the appropriate Child Account in the dropdown menu in the upper right of your screen to add/edit amenities for the correct listing(s).
- Select the appropriate tab under Amenities (Dining, Lodging, Attractions, Meeting Facilities).
- For Dining, Lodging and Attractions click Edit Amenities to begin updating. Click Save when complete.
- For Meeting Facilities fill in the appropriate information, upload floor plans if available and click Update to save your changes.

ACCOUNT DETAIL: TUTTLE CREEK STATE PARK

Account Information

Account ID: **7911**	Status: **Active**
Account: **Tuttle Creek State Park**	Region: **Flint Hills**
Account (sort): **Tuttle Creek State Park**	Email: **tuttlecreeksp@ksoutdoors.com**
Parent: **Kansas State Parks Master Account**	Web Site: http://ksoutdoors.com/news/State-Parks/Locations/Tuttle-Creek
Formerly:	

Phone/Fax Numbers

Primary: **(785) 539-7941**	Alternate:
Toll Free:	Fax:

Address Information

Physical Address	Billing Address	Shipping Address
5800A River Pond Rd **Manhattan, KS 66502** **UNITED STATES**	**UNITED STATES**	**UNITED STATES**

Additional Fields

General

Ag Registered Date	Ag Renewal Date
Ag Certificate Date	Ag Certificate Number
Ag Business Start Date	Business Start
Internal Account Notes	

Contacts Listings Web **Amenities** Benefits Summary

Dining Lodging Attractions Meeting Facilities

AMENITIES FOR DINING

Edit Amenities

Dining Types

American:	**No**	Greek:	**No**
Asian:	**No**	Bavarian:	**No**
French:	**No**	BBQ:	**No**
Italian:	**No**	Variety:	**No**
Mexican:	**No**	Microbrewery:	**No**
Indian:	**No**	Delivery:	**No**

Edit Amenities

Benefits Summary Tab

This tab will display reporting associated with your accounts. This is a place to view benefits you and your Child Accounts have received by partnering with Kansas Tourism. To view your own Benefits go to the Member Record of your account. To view any of your Child Accounts' Benefits, choose the appropriate Child Account from the drop down menu in the upper right of your screen.

Benefits Available:

- Articles
- Web Site
- Coupon Hits

ARTICLES - This tab will show you the details of media publications where your destination was mentioned. The publication, article title, date of publication and circulation (when available) will be detailed in this section.

WEB SITE - View how many times your listing(s) have been viewed and how many times your website has been click on during the specified dates (you can view month-by-month by using the drop-down menus).
- Listing Views = number of times your individual listing has been viewed.
- Listing Click-thrus = number of times someone has clicked through to your website from your listing on TravelKS.com.
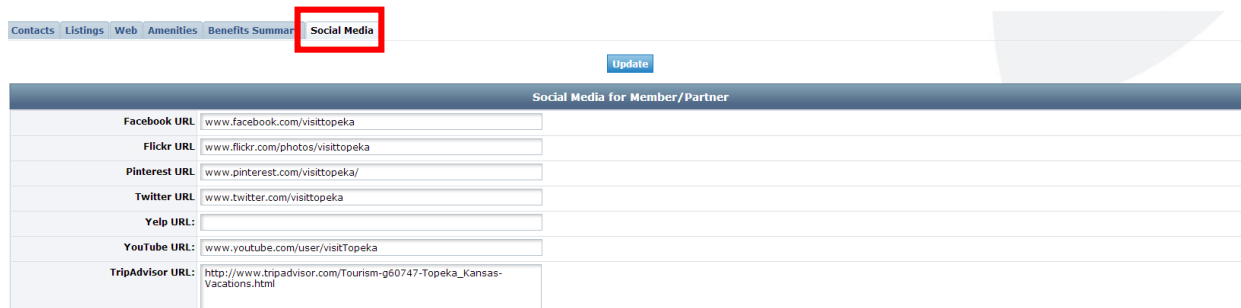
COUPON HITS – View how many times you or one of your Child Account's Coupon(s) have been clicked.

ACCOUNT DETAIL: KANSAS CITY KANSAS CONVENTION & VISITORS BUREAU			
Account Information			
Account ID: 310		Status: Active	
Account: Kansas City Kansas Convention & Visitors Bureau		Region: Eastern Wooded Hills	
Account (sort): Kansas City Kansas Convention & Visitors Bureau		Email: maila@VisitKansasCityKS.com	
Parent:		Web Site: www.VisitKansasCityKS.com	
Formerly:			

Phone/Fax Numbers	
Primary: (913) 321-5800	Alternate:
Toll Free:	Fax: (913) 371-0204

Address Information		
Physical Address	**Billing Address**	**Shipping Address**
755 Minnesota Ave PO Box 171517 Kansas City, KS 66101 UNITED STATES	PO Box 171517 Kansas City, KS 66117 UNITED STATES	755 Minnesota Ave PO Box 171517 Kansas City, KS 66101 UNITED STATES

Additional Fields	
General	
County Wyandotte	Ag Business Start Date
Ag Certificate Date	Ag Renewal Date
Ag Certificate Number	

Contacts | Listings | Web | Amenities | **Benefits Summary** | Social Media

Articles | Web Site | Coupon Hits

Filter: 1/1/2013 to 12/31/2014 | Page 1 of 1

Article Date		Headline	Journalist	Medium	Circulation	Value	Publication
11/21/2013	🔗	20 Reasons We Love Kansas Winter 2013			30000		KCH (Kansas Magazine)
05/01/2013	🔗	Fourth Annual Best of the Midwest Ballot					
02/11/2013	🔗	Kansas Lucky Roll	Michael C Snell, Sally M Snell	Magazine	30000		KCH (Kansas Magazine)
05/15/2013		Modern Archeology			30000		KCH (Kansas Magazine)
04/25/2014		New attractions and upcoming May events in Kansas City		Web	61113449	9197	Examiner.com

Social Media Tab

Provide links to your social media accounts in this tab. These links will show as clickable social media icons in your listing(s).

1. Go to the account/Child Account that you would like to add social media icons for.
2. Click on the Social Media tab within the account's Member Record.
3. Enter the links for your social media profiles in the appropriate box.

This is how the social media icons will appear in your listings...
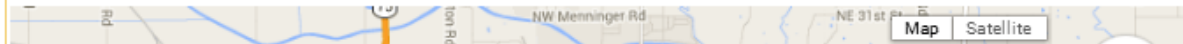
Submit Events

You can easily add events in the TravelKS.com Extranet. All changes submitted are subject to approval by Kansas Tourism staff. You will be notified by email when submitted/updated events are approved or denied.

Please note: Every event must be associated with a TravelKS.com approved listing. If you have an event that takes place at a venue that is not currently on our website, you will need to add a listing and it must be approved before you can add an event. Example: You want to add a festival that takes place at the City Park. You will need to create a listing for the City Park. Once the City Park listing is approved, you may add the festival within the City Park account. You will choose "City Park" as the **Member Listing.**

TRAVELKS.COM EVENT CRITERIA

- Must be an annual event with some exceptions - for example national or one time major event as determined by KST
- Must be of interest to travelers (outside a 50 mile radius) as well as the local community
- Must meet American with Disabilities Act (ADA) requirements
- Event venue must be listed on TravelKS.com
- A current photo is highly recommended
- Should own and maintain an updated website or robust Facebook page
- Complete current contact information must be available

Generally, the following are excluded from website event listing participation; however some listings may be approved at the discretion of KST.

- Easter Egg Hunts, soup suppers, pancake and chili feeds, school events, city-wide garage sales, local fund raisers, amateur theater or concert performances, homecoming parades and events, club activities, seminars/workshops, seasonal events including local Christmas parades/productions and events directed at a limited or very specific audience.

VIEWING EVENTS

You may view events by choosing the appropriate Child Account (Venue) from the dropdown menu on the top right of your account and then clicking **Submit Events.**

The grid will display a summary of information including the Pending Status, Event Title and Start & End dates.

- To change the events in view, select an option from the filter dropdown menus. You can select Pending or Not Pending. The Pending Changes option will display only events that are awaiting approval, noted by the highlighted icon on the left. You can also filter your view by Event Category.

You may add a new listing by clicking **Submit Events** after you have chosen the appropriate Venue/Member Listing (where the event takes place) from the dropdown menu on the top right of your screen. Remember: The venue/member listing for where the event takes place must be approved before you may submit an event.

- Click **Add New Event**

- On the New Event form, complete the following fields (red fields required):

1. **Event Information**
    a. **Event Title** – The title of the event.
    b. **Event Start Date** - The date of the first day of the event
2. **Event Recurrence** - Choose from the following options:
    a. **One Day** – The event takes place on one day only
    b. **Daily** – The event takes place on more than one consecutive day

c. **Weekly** – The event takes place on the same day(s) of the week on more than one consecutive week during a specific date range. Example: A Farmer's Market that takes place every Saturday from April through October.

d. **Monthly** – The event takes place on specific date(s) or day(s) of the month on more than one consecutive month during a specific date range. Example: Third Thursdays or an event that takes place every 1st of the month.

For Daily, Weekly and Monthly recurrences fill out the appropriate fields.

3. **Event Description**

   a. **Event Times** – What time does the event start and end? You may enter "varies" if appropriate, but please enter specific time information in your description if possible.

   b. **Event Location** – This is auto-populated by the account the event is submitted under, but it may be changed.

   c. **Member Listing** – Choose the appropriate Member Listing/Venue from the drop-down menu. This should be WHERE the event takes place. This is a required field, you will not be able to add an event without it. Please make sure you have a current approved listing for the event venue before adding a new event. The purpose of this is two-fold. When a consumer is viewing a listing on TravelKS.com, they can view the events taking place at that venue AND when consumers view your event on TravelKS.com, they can easily find out more about where the event takes place. You must be in the correct "Child Account" for the appropriate Member Listing/Venue to show up in this dropdown.

   d. **Event Address** – This is auto-populated by the account the event is submitted under, but it may be changed if necessary. Make sure this address is the correct Physical Address that the event takes place, as this is the field that the mapping feature pulls from. The address entered here will be pinpointed on the map in your event listing on TravelKS.com.

   e. **Event City** – Name of the city the event takes place in.

   f. **Event State** – KS (events not in Kansas will be denied).

   g. **Event Zip** – Zip Code where the event takes place.

   h. **Event Admission** – How much does it cost to get into your event? This is not a required field. Please do fill this out if there is an admission charge. If there is not, you can enter free or leave the field blank.

   i. **Public Contact** – Fill out only if there is a specific contact for the event.

   j. **Public Phone** – Required, phone number to call for information about the event.

   k. **General Email** – Email address where people can inquire about the event.

   l. **Website** – Event website. This is automatically filled in by the account information, but it can be changed.

   m. **Event Picture** – Upload a picture or logo of the event. It must be a .jpg of .gif and must be 246px wide by 165px wide to display properly.

   n. **Description** – The description of your event goes here. Tell the consumer why they don't want to miss your event.

4. **Event Categories**

   a. Choose from the available categories. Please choose only those that truly describe what type of event this is. It can become frustrating to the consumer to weed through events that aren't truly of interest to them because they are categorized incorrectly.

5. **Save** - After completing all required fields, click **Save** to save the new event, **Save & New Event** to save the new event and add another event within the same Member Listing/Venue or click **Cancel** to cancel your changes.

Once saved, the event will appear in the event grid noting that the event is now pending approval.

1a Kicker Country Stampede

June 26, 2014 **1b & 2a-d**

3c Venue: Tuttle Creek Reservoir, State Park and Wildlife Area
Address: 5800A River Pond Rd, Manhattan, KS 66502 **3d-g**
3a Time: From: 11:00 AM to 12:00 AM
Contact: Country Stampede **3i**
3k Email: stampede@kansas.net
Phone: 800-795-8091 **3j**
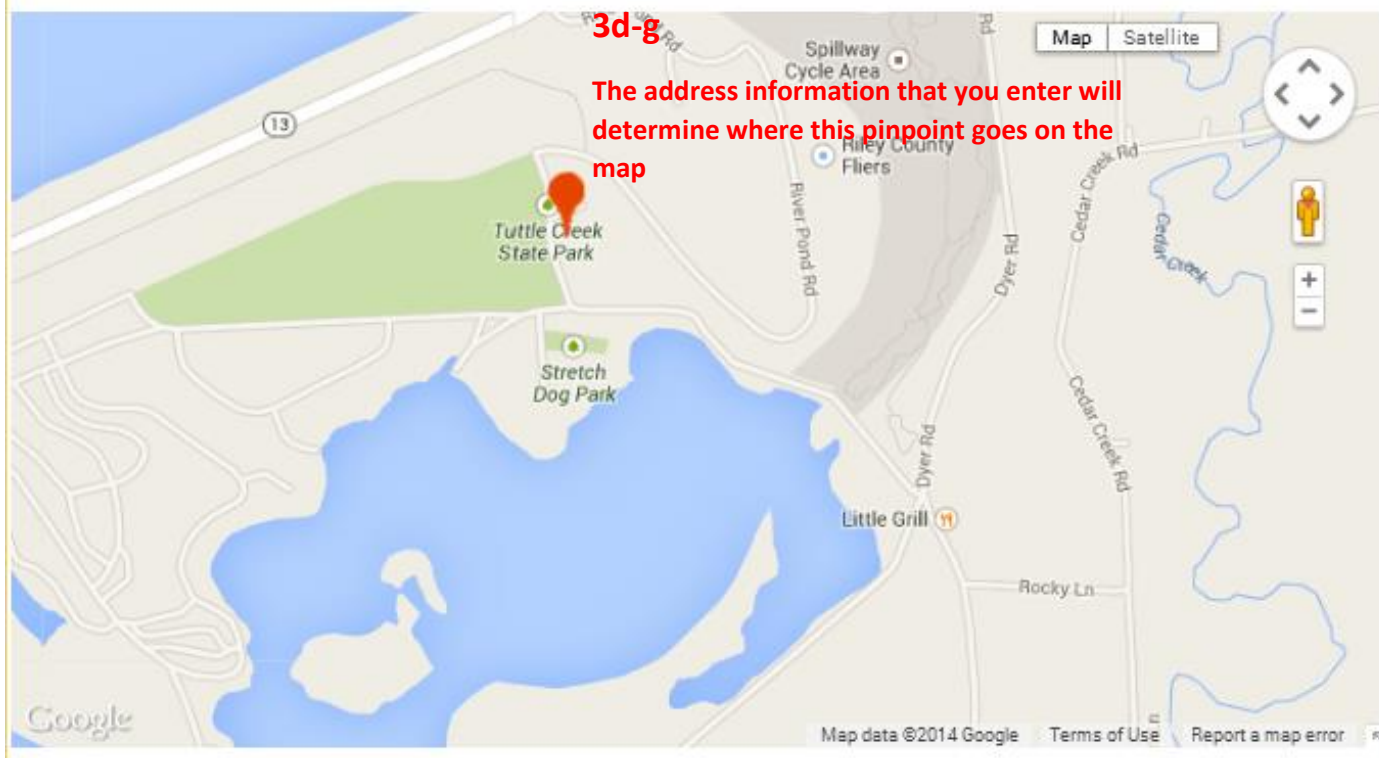**3l | 3k** Visit Website | Send Email | Add to Itinerary
« Back to events

3m

Details

3n The hottest party in the heartland! Headliners include Luke Bryan, Eric Church, Easton Corbin and Chris Young! 4 days and nights filled with country music, camping and plenty of things to do!

3d-g

The address information that you enter will determine where this pinpoint goes on the map

EDITING AN EVENT

You don't have the option of editing a listing. If there are any mistakes in your listing please choose to "clone" the listing and make the necessary changes. After completing your changes and clicking **Save**, the event will be pending until approved by Kansas Tourism. Don't forget to delete the event listing that contains a mistake.

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Add new Event

| | | --Any Category-- ▼ | --Any Status-- ▼ | | | | | | | ◄ ◄ | Page 1 of 1 | ► ►| ◎ |

Starts With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other All

Action	Pending	Event	Start Date	End Date
	No	Railroad Festival	08-16-2014	08-16-2014
	No	Fiesta Mexicana	07-15-2014	07-19-2014
	No	The 22nd Kansas Ladies Charity Classic Shoot	06-28-2014	06-28-2014
	No	TAP THAT: A Capital Brew Festival	06-28-2014	06-28-2014
	No	The Color Vibe	06-14-2014	06-14-2014

Starts With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other All

ber of Results: 25 ▼ | | | ◄ ◄ | Page 1 of 1 | ► ►| ◎ |

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Bulk Orders/Materials Request

You can easily place orders for bulk amounts of Travel Guides, Outdoor Guides, Byway Guides and State Maps from your Extranet account.

Click on **Materials Request** in your account to view past and pending orders.

Click **Add New Materials Request** to place a new order.

1. **Materials Request Information**
   a. **Status –** This will stay pending until your items have shipped.
   b. **Notes –** Please place any special instruction here. Example: You would like to pick your materials up at the warehouse instead of having them shipped.
2. **Attached To –** This is the general information and is pulled from your account information. Everything in these fields should stay the same.
3. **Order Recipient –** This information is auto-populated from your account. If the shipment should be delivered somewhere other than the information in this section, you can edit.

Order Detail – Fill out the quantity of BOXES you will need of each item. If there is a limit to how many you may order it display under the column titled "Available" at the very right.

Contact Us

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