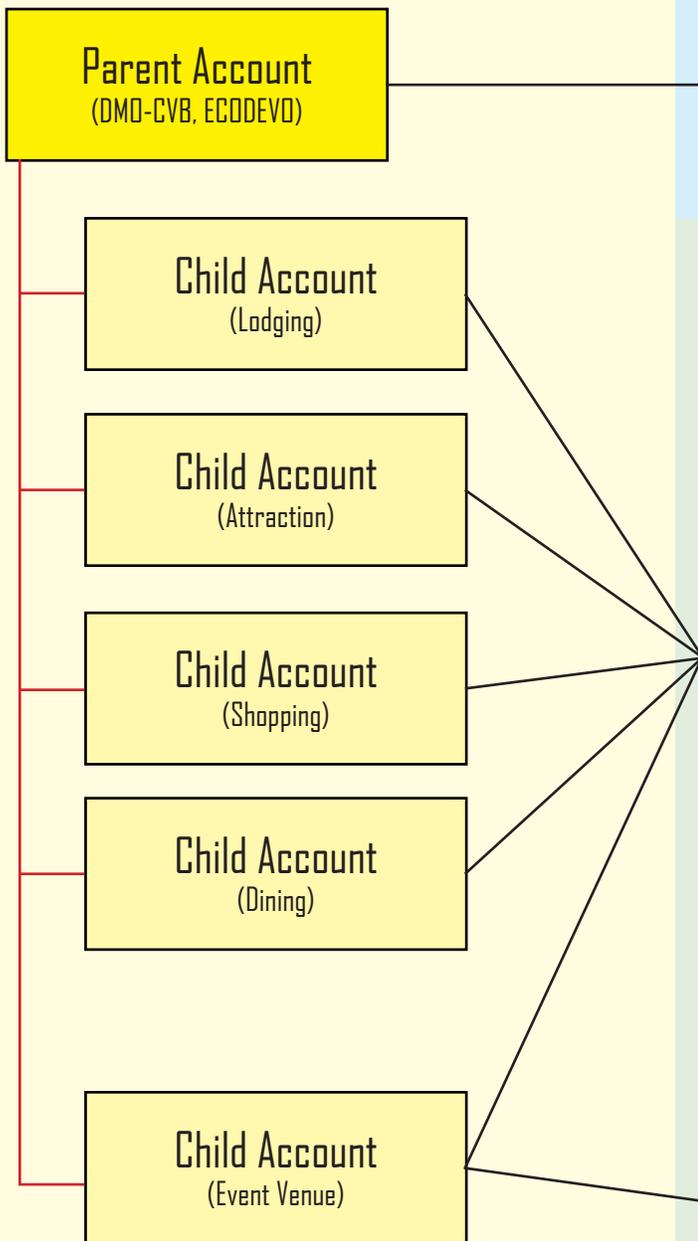


TravelKS.com Information Flow

Information in Database.
Must be edited by Kansas Tourism staff.

Information in Database.
Edited by DMO or Account holder.



- All staff contacts can be added under “contacts” tab
- Verify account info is up-to-date
- Orders for publications under “Materials Request”
- View Clips under “Benefits Summary”

Information on website or Travel Guide orders.
Information entered by DMO or Account holder

Use pull-down in upper right area of grey bar to find the appropriate child account.

- Mark appropriate amenities for this facility.
- Complete a listing with a quality description of the facility
- Upload an image under the “web” tab to be displayed with the listing.
- Complete contact info for the account under the “contacts” tab

- Once a completed listing is approved, while in the appropriate account you may “submit events” for this venue.
- Mark correct recurrence if it’s more than one day.
- To find any past events they will be under the “submit events” tab too.

Other Resources:

Check Partner Bulletins when you login.

TravelKSIndustry.com: Login link is on front page

Check out the TravelKS.com training center on TravelKSIndustry.com

Andrea Johnson in the Kansas Tourism Office.