


Travel Guide Listings for Individual Accounts

Use this as a guide for creating listings for the Yearly Official Kansas Travel Guide. Listings are \$85 each and \$125 for highlighted listings.



























- Log-in to your account
- Choose “Collateral” → “Listings”
- Click “Add Listing” at the left of the screen.

Listings

Filters (0) [Manage Filters](#)

You have not added any filters. You can click the manage filters link in the top right corner or click the  icon from the grid to add filters from the available list and set a default value to use in the future.

[ADD LISTING](#) Page 1 of 21 Go to Page:

Actions	Company	Listing Type	Category	SubCategory	Listing ID
  	1860s Welsh Farmstead - Howe House	Website	History & Heritage	Museums	2712
  	1860s Welsh Farmstead - Howe House	2014 Travel Guide	History & Heritage	Museums	8895
  	All Veterans Memorial	2014 Travel Guide	History & Heritage	Other	6324
  	All Veterans Memorial	Website	History & Heritage	Landmarks	66
  	Amanda's Bakery & Café	Website	Dining	Bakeries & Coffee Shops	23332
  	America's Best Inn - Emporia	Website	Lodging	Hotels & Motels	3448
 	America's Best Inn - Emporia	2016 Travel Guide	Lodging	Hotels & Motels	20335
  	Applebee's Neighborhood Bar & Grill	2014 Travel Guide	Dining	Casual Dining	6969
  	Applebee's Neighborhood Bar & Grill	Website	Dining	Casual Dining	732

New Listing

1. Listing Information (Required fields are noted in red on the page)
 - a. **Account** – This will be automatically selected for you
 - b. **Type** - Choose the Travel Guide option that is available for the current year
 - c. **Contact** – This can be left blank – it won't make a difference in the Travel Guide listing.
 - d. **Description** – Enter your description as you want it to appear in the guide for all listings except for Lodging (Hotels/Motels, B&Bs, Campgrounds/RV Parks, Hunting/Fishing Lodge & Outfitters, Retreat Centers & Guest Ranches) or Agritourism Businesses. These types of businesses are added to a Grid in the Travel Guide which do not have listing descriptions. The grids show the amenities of the property. You may view how to edit amenities below.
 - e. **Category** – Choose the Category the listing fits under best
 - f. **SubCategory** – Choose the SubCategory the listing fits under
 - g. **Additional SubCategories** – Choose if your listing fits under more than one Cat/SubCat AND you would like multiple listings in the Travel Guide. **Each additional SubCategory is another \$85 listing.**

2. **Listing Details** - Use these fields only if the any of the contact information needs to be overwritten. We strongly discourage this! If any contact information needs corrected please contact the Kansas Tourism office and we will take care of that for you.
3. **Website Notifications** – You may ignore this section. It's strictly for website listings.
4. **Listing Image** – Images are not available for travel guide listings.
5. **General**
 - a. **Handicap Accessibility**
 - b. **Highlight my listing (additional \$45)**
 - c. **Please invoice me for this Travel Guide Listing** – This MUST be checked YES in order for the Travel Guide order to be placed.
 - d. **Billing Contact Name** – For the person who will be paying the invoice
 - e. **Billing Contact Phone** – For the person who will be paying the invoice
 - f. **Billing Contact Email** – For the person who will be paying the invoice
 - g. **Region** – Please select your region so that the listing will appear in the correct area of the Travel Guide.
6. **SAVE!**

Amenities

You should always make sure your amenities on all of your listings are accurate, but this is ESSENTIAL when ordering Travel Guide listings for Lodging Establishments and Agritourism Businesses. Lodging and Agritourism businesses will be listed in grids. Information included in the grids will be the name of the business, contact information and the amenities chosen on TravelKS.com. If any contact information needs updated, please contact the Kansas Tourism office and we will make any necessary changes.

1. Select your Account by clicking “Profile” → “Accounts” and clicking on your account.
2. Click the “Manage Amenities” link in the “Related Details” section of the left navigation of the Account Details.

Account Details

The screenshot shows the 'Account Details' page. At the top, there are two buttons: 'EDIT' (blue) and 'RETURN' (grey). Below these are two sections: 'Sections:' and 'Related Details:'. The 'Sections:' list includes Account Information, Phone Information, Address Information, Image Gallery, Invoices, Social Media, and General. The 'Related Details:' list includes Manage Amenities and Manage Meeting Space. On the right side, there are two panels: 'Account Information' and 'Phone Information'. The 'Account Information' panel lists fields: Account ID, Status, Account, Extranet Parent, Region, Email, and Website. The 'Phone Information' panel lists fields: Primary, Alternate, Toll Free, and Fax.

3. Choose the Category you wish to make changes too for this account in the left navigation:
Dining, Lodging, Attractions, Sport Facilities
4. Choose the best fitting sub category of what this account is and then choose “Yes” or “No” **ONLY** in the section that the account has. For example: do not select yes on any dining types unless this account is a restaurant or provides food from the establishment.
5. **SAVE!**

Update Amenities

SAVE

CANCEL

Dining
Lodging
Attractions
Sport Facilities

Dining

Dining Types

American:	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Asian:	<input type="radio"/> YES	<input checked="" type="radio"/> NO
French:	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Italian:	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Mexican:	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Indian:	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Greek:	<input type="radio"/> YES	<input checked="" type="radio"/> NO	German:	<input type="radio"/> YES	<input checked="" type="radio"/> NO
BBQ:	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Variety:	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Microbrewery:	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Delivery:	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Take Out Only:	<input type="radio"/> YES	<input checked="" type="radio"/> NO			