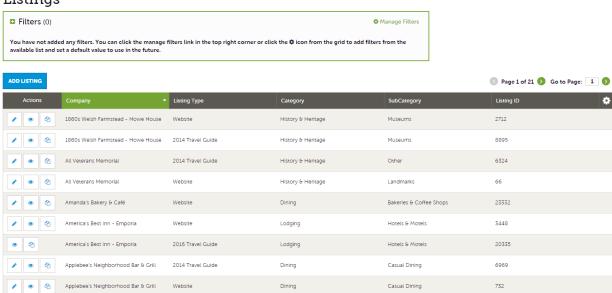
# Travel Guide Listings for Individual Accounts

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



# **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.

#### EDIT Account Information RETURN Account ID Status Account Information Account Phone Information **Extranet Parent** Address Information Region Image Gallery Invoices Email Social Media Website General Related Details: Phone Information Manage Amenities Manage Meeting Space Primary Alternate

Toll Free Fax

## Account Details

- 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**

