TravelKS.com Coupons for Individual Accounts

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.

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.

- 1. Log in to your Extranet Account
- 2. Go to your Member Record
- 3. Click the "Web" tab in the Member Record
- 4. Click the "Add New Coupon" button in the bottom right of the screen.

Kansas	Office o	f Tou	rism & Tr	avel Extra	anet		Welcom	ie, Sandie Ma	isden - Logged	in to: -Bo	ot Hill Casino	& Resort		•		LOGOUT
Leads	Member Re	cord	Occupancy	Reports	Materials Request	Partner Bull	etins Subm	it Events	Contact U	Is						
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Coupons	Media															
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Filter: All	Coupons	•Any	Туре	•										к	< Page 0	of 0 🕨 対 🗘
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- 5. Fill in the Coupon Information
 - 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. <u>http://www.travelks.com/travel-tools/coupons/</u>
- h. Add to Listing(s): Check the box next to the listing that the offer should be attached to.

i. Save	
New Coupon	Account Information Coupon Information
Offer Title:	
Offer Link:	
Offer Text:	
-	Coupon Image
T	Selected Image:
	Coupon Dates
Redeem From:	Redeem To:
Post From:	Post To:
	Coupon Categories
	Available Selected
	lint Hills Region
	Vestern High Plains Region
	laces to Eat laces to Shop laces to Stay
	hings to Do
	Add To Listing(s)
🖉 Boot Hill Casino & Resort (Website: Dining:	al Favorites)

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 (<u>http://www.travelks.com/travel-tools/coupons/</u>). 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.

