

## 2015 Travel Guide Listings

Use this as a guide for creating listings for the 2015 Official Kansas Travel Guide. Listings are \$80 each and \$120 for highlighted listings.

- Log-in to your account
- Click the “Listings” tab towards the bottom of the screen in the Member Record.
- Click “Add New Listing” at the right of the screen.

Kansas Office of Tourism & Travel Extranet

Welcome, Ruth Van Horn - Logged in to: B&B Motel

Member Record Reports Materials Request Partner Bulletins Submit Events Contact Us

### ACCOUNT DETAIL: B&B MOTEL

Account Information

Account ID: 3857	Status: Active
Account: B&B Motel	Region: Western High Plains
Account (sort): B&B Motel	Email:
Parent: Stevens County Economic Development Board	Web Site:
Formerly:	

Phone/Fax Numbers

Primary: (620) 544-2466	Alternate:
Toll Free:	Fax:

Address Information

Physical Address	Billing Address	Shipping Address
Jct Hwy 51/Hwy 56 Hugoton, KS 67951 UNITED STATES	Jct Hwy 51/Hwy 56 Hugoton, KS 67951 UNITED STATES	UNITED STATES

Additional Fields

General

County	Ag Business Start Date
Ag Certificate Date	Ag Renewal Date
Ag Certificate Number	

Contact Listings Web Amenities Benefits Summary Social Media

Add New Listing

Filters: All Listings --Any Type--

Action	Listing ID	Type	Category	SubCategory	Listing
	2401	Website	Lodging	Hotels & Motels	This motel, with a recent addition, is adjoining the hospital and across the street from the Middle/High Schools.
	8596	2014 Travel Guide	Lodging	Hotels & Motels	Please update

### New Listing

1. Listing Information, Required fields are in red
  - a. **Type** - Choose 2015 Travel Guide
  - b. **Company** - Name of business (pulls over from account)
  - c. **Category** – Choose the Category the listing fits under
  - d. **SubCategory** – Choose the SubCategory the listing fits under
  - e. **Contact** – This can be left blank – it won't make a difference in the Travel Guide listing.
  - f. **Address Type** – Choose “Physical Address”. If the address needs changed please contact Kansas Tourism to make edits.
  - g. **Listing** – 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.
  - h. **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 \$80 listing.

LISTING: NEW LISTING FOR DIRTONA RACEWAY

Save Cancel

Colored Fields are Required

**Listing Information**

Type: 2015 Travel Guide

Company: Dirtona Raceway

Category: Sports & Recreation

SubCategory: Motorsports

Contact: --None--

Address Type: Account: Physical

Listing:  
Please enter your description here as you want it to appear in the guide

You have 160 out of 160 characters left

**Additional Subcategories**

Available	Selected
Arts & Entertainment: Galleries	--None--
Arts & Entertainment: Festivals	
Arts & Entertainment: Music	
Arts & Entertainment: Nightlife	
Arts & Entertainment: Roadside Attractions	
Sports & Recreation: Amusement & Water Parks	
Sports & Recreation: College & Professional Sports	
Sports & Recreation: Cycling	

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 sections. It’s strictly for website listings.
4. Additional Information
  - a. **Handicap Accessibility**
  - b. **Highlight my listing (additional \$40)**
  - 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

**Additional Information**

General

HandicapAccessibility  Yes  No

Highlight my Listing (additional \$40)  Yes  No

Please invoice me for this Travel Guide Listing  Yes  No

Billing Contact Name

Billing Contact Phone

Billing Contact Email

Colored Fields are Required

Save Cancel

5. 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. Choose the Child Account you would like to add/edit amenities for.
2. Click the Amenities tab towards the bottom of the Member Record
3. Choose the type of facility in the grey bar directly below "Amenities" (underlined below)
4. Click "Edit Amenities"

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B&B Motel

Member Record | Reports | Materials Request | Partner Bulletins | Submit Events | Contact Us

### ACCOUNT DETAIL: B&B MOTEL

**Account Information**

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 Account (sort): B&B Motel  
 Parent: Stevens County Economic Development Board  
 Formerly:

Status: Active  
 Region: Western High Plains  
 Email:  
 Web Site:

**Phone/Fax Numbers**

Primary: (620) 544-2466  
 Toll Free:  
 Alternate:  
 Fax:

**Address Information**

Physical Address: Jct Hwy 51 /Hwy 56, Hugoton, KS 67951, UNITED STATES  
 Billing Address: Jct Hwy 51 /Hwy 56, Hugoton, KS 67951, UNITED STATES  
 Shipping Address: UNITED STATES

**Additional Fields**

General  
 County:  
 Ag Certificate Date:  
 Ag Certificate Number:  
 Ag Business Start Date:  
 Ag Renewal Date:

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

Dining | Lodging | Attractions | Meeting Facilities

### AMENITIES FOR LODGING

**Edit Amenities**

**Bed & Breakfast**

PetsAllowed: No  
 SwimmingPool: No  
 InRoomWhirlpool: No  
 HotTub: No

InRoomInternet: No  
 WirelessInternet: No  
 RatesStartingFrom:

**Campground**

DrinkingWater: No  
 FullUtility: No  
 ElectricalOnly: No  
 ElectricAndWater: No  
 DumpStations: No

Restrooms: No  
 Showers: No  
 Store: No  
 SwimmingPool: No  
 SwimmingBeach: No

5. Check Yes or No for each of the amenities in the section the establishment will be listed under.

### AMENITIES: UPDATE AMENITIES

Save Close

Colored fields are required.

**Bed & Breakfast**

PetsAllowed:  Yes  No  
 SwimmingPool:  Yes  No  
 InRoomWhirlpool:  Yes  No  
 HotTub:  Yes  No

InRoomInternet:  Yes  No  
 WirelessInternet:  Yes  No  
 RatesStartingFrom: \$

**Campground**

DrinkingWater:  Yes  No  
 FullUtility:  Yes  No  
 ElectricalOnly:  Yes  No  
 ElectricAndWater:  Yes  No  
 DumpStations:  Yes  No

PetsAllowed:  Yes  No  
 Playgrounds:  Yes  No  
 PrimitiveCampsites:  Yes  No

Restrooms:  Yes  No  
 Showers:  Yes  No  
 Store:  Yes  No  
 SwimmingPool:  Yes  No  
 SwimmingBeach:  Yes  No  
 WirelessInternet:  Yes  No  
 CabinRentals:  Yes  No

**Guest/Working Ranch**

BoardingStables:  Yes  No  
 CattleRanch:  Yes  No  
 HorsebackRiding:  Yes  No  
 OtherActivities:  Yes  No  
 Fishing:  Yes  No

Hiking:  Yes  No  
 PackTrips:  Yes  No  
 MealsAvailable:  Yes  No  
 InRoomInternet:  Yes  No  
 WirelessInternet:  Yes  No

**Hotel/Motel**

BreakfastIncluded:  Yes  No  
 RestaurantOnSite:  Yes  No

OutdoorPool:  Yes  No  
 MeetingFacilities:  Yes  No

6. SAVE!