2015 Travel Guide Listings

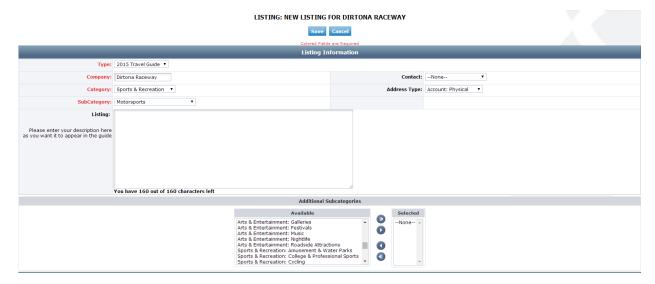
Use this as a guide for creating listings for the 2015 Official Kansas Travel Guide. Listings are \$80 each and \$120 for highlighted listings.

- 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.



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.



- 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

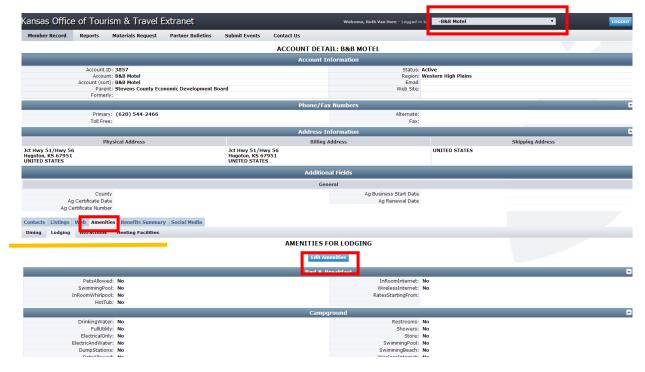


5. SAVE!

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"



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

