

2015 Travel Guide Listings for DMOs

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
- Choose the Child Account you would like to order a listing for in the upper right hand corner of your screen. This will take you to that Child Account's Member Record.
- Click the "Listings" tab towards the bottom of the screen in the Member Record.
- Click "Add New Listing" at the right of the screen.

The screenshot shows the 'ACCOUNT DETAIL: B&B MOTEL' page. At the top right, a dropdown menu is set to 'B&B Motel'. Below the account information, there are sections for 'Phone/Fax Numbers', 'Address Information', and 'Additional Fields'. The 'Listings' tab is highlighted in red. At the bottom right, an 'Add New Listing' button is also highlighted in red. Below the tabs, there is a table of listings:

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 <input type="radio"/> Yes <input checked="" type="radio"/> No	Highlight my Listing (additional \$40) <input type="radio"/> Yes <input checked="" type="radio"/> No
Please invoice me for this Travel Guide Listing <input type="radio"/> Yes <input checked="" type="radio"/> No	Billing Contact Name <input type="text"/>
Billing Contact Phone <input type="text"/>	Billing Contact Email <input type="text"/>

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"

Kansas Office of Tourism & Travel Extranet

Welcome, Ruth Van Horn - Logged In

B&B Motel

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

ACCOUNT DETAIL: B&B MOTEL

Account Information

Account ID: 3857
 Account: B&B Motel
 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	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 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!