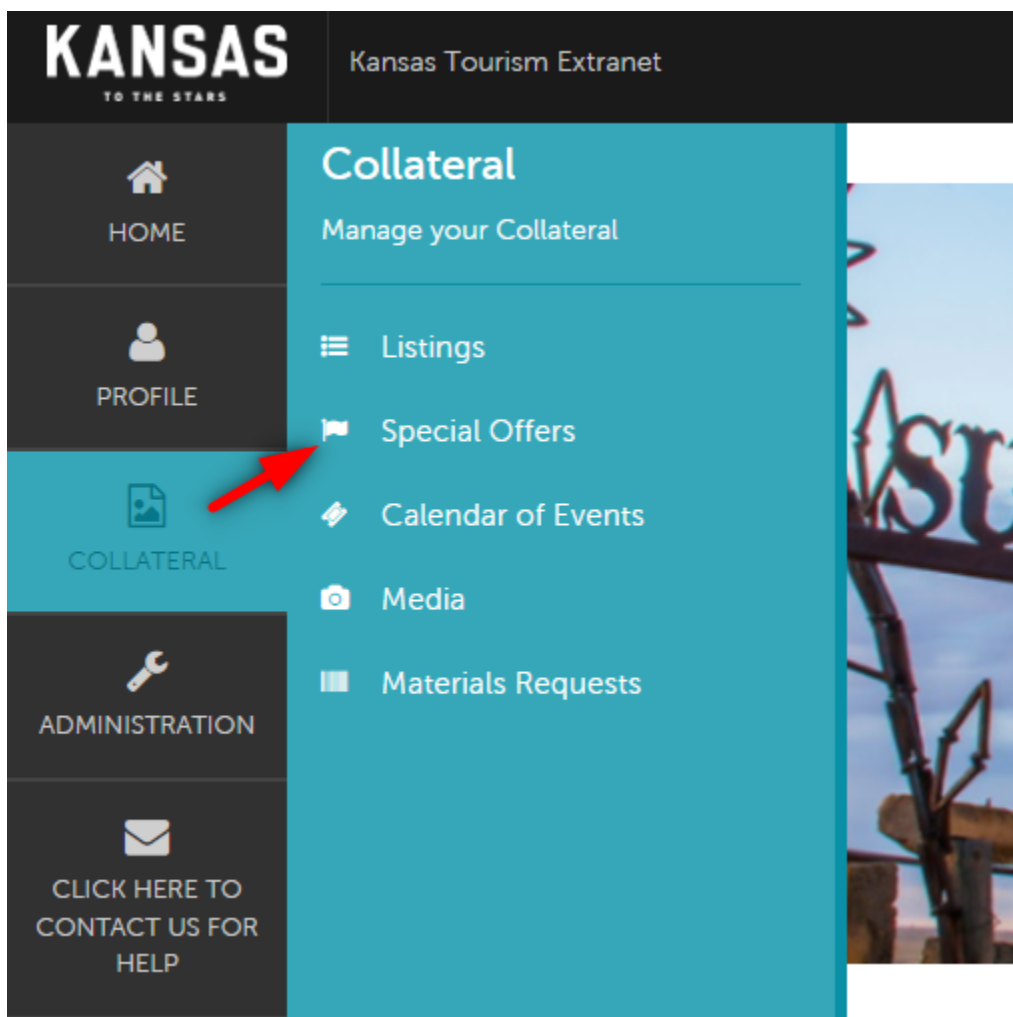


Adding Offer

Click [here](#) to watch the tutorial video.

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.*



Adding Coupons

1. Log in to your Extranet Account
2. Choose the "Collateral" in the left column navigation and then select "Special Offers"
3. Click the "Add Offer" button in the top left of the screen.
4. Fill in the Coupon Information. Red fields are required

- a. **Account:** Choose the account that the offer will connect too from the drop down menu. This account must have a listing on TravelKS.com to be approved.
- b. **Offer Title:** Short description of offer. Example: 10% off your order
- c. **Offer Link:** If there is a link to the offer, or where you can use your offer, include it here.
- d. **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.
- e. **Coupon Image:** Choose an image to be included in the coupon. Add an image to the account for use through the “Collateral” → “Media” tab.
- f. **Redeem From & Redeem To:** Enter the beginning and ending dates that the offer is valid.
- g. **Post From & Post To:** Enter the dates that the offer should appear on TravelKS.com.
- h. **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. To select multiple hold control while clicking. <https://www.travelks.com/travel-tools/coupons-and-deals/>
- i. **Add to Listing(s):** Select the listing that the offer should be attached to.
- j. **Save**

Kansas Tourism must review and approve all coupons before they are active on TravelKS.com. Please allow up to 2 weeks for approval/denial and up to 2 hours once approved for coupons to show on the website.