

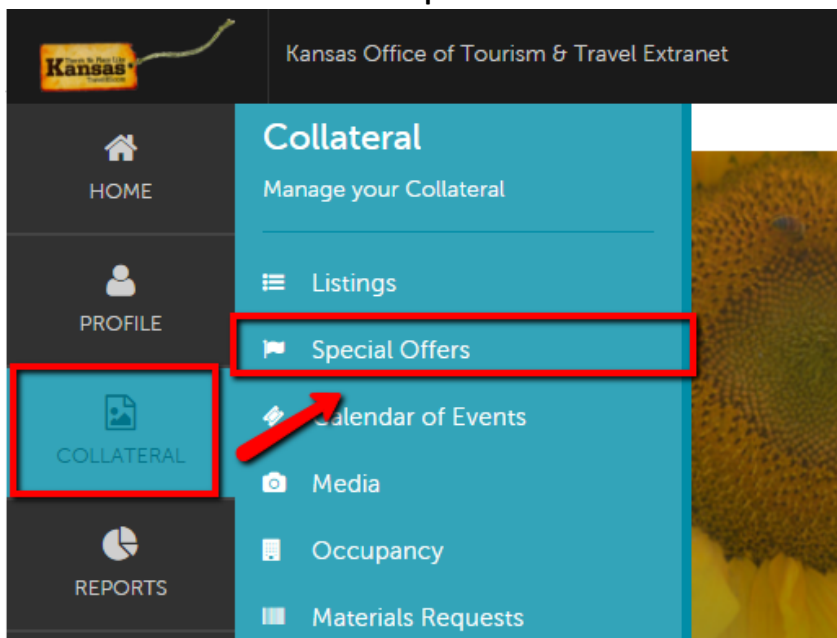
# Adding Offer

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

You may easily add and update 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 offers are approved or denied.

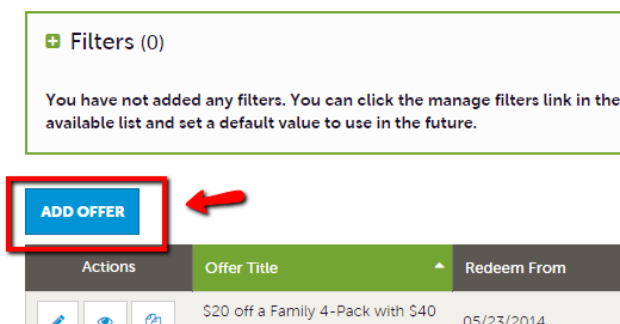
**Criteria:** Offers must represent no less than 10% off the retail price for service that is not normally included in the price. Offer must have a firm beginning and ending date and must be available to the general public. Offers will only be accepted for businesses/events that have a current listing on TravelKS.com.

1. Log in to your **Extranet Account**
2. Click the **Collateral** tab and select **Special Offers**



3. Click the **Add Offer** button at the top left of the screen.

## Offers



4. Fill in the Offer Information

- a. **Account:** This will autofill with your account.
  - b. **Offer Title:** Short description of offer. Example: 10% off your order
  - c. **Offer Link:** If there is a link to the 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. **Offer Image:** Choose an image to be included in the offer. If an image is not available, you will need to add the image first. You may do so by clicking **Media** under the **Collateral** 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. **Offer 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 Coupons & Deals page. <https://www.travelks.com/travel-tools/coupons-and-deals/>
  - i. **Offer Listings:** Choose the listing that this offer coincides with. A coupon must attach to a current web listing on TravelKS.com.
5. Click **Save** at the top left of your screen.
  6. Kansas Tourism must review and approve all coupons before they are active on TravelKS.com. This may take up to 2 weeks, so please remember to add offers in advance.