



# TRAVELKS.COM EXTRANET TUTORIAL

## FOR DMOS/PARENT ACCOUNTS

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# General Information/Overview

## What is the TravelKS.com Extranet?

The Extranet for Kansas Tourism is the portal for the industry to access their part of the Tourism database. The extranet account contains the information you will need to represent your accounts on the TravelKS.com site, in the Kansas Travel Guide and other marketing opportunities. You will also find communications, clippings, materials orders and more.

## Who needs access?

- Do you add listings and/or events to TravelKS.com?
- Would you like to start adding listings and/or events to TravelKS.com?
- Do you or would you like to order BULK amounts of Travel Guides, State Maps and Byway Guides from Kansas Tourism?
- Would you like to receive important updates and communications from us on a regular basis?

If you answered “yes” to any of these questions, you need access.

## How to gain access

If you have not already been given granted access email [Kelli.Oreder@ks.gov](mailto:Kelli.Oreder@ks.gov)

You will need to send her the following information:

- Name of business/location/organization
- Business E-mail
- Website
- Phone
- Physical Address
- Your Name
- Your e-mail (if different than business)
- Your phone (if different than business)

## Account Types

- **Parent Account** – Manages listings/events for multiple attractions, dining, lodging or shopping establishments. Has child accounts. Example: DMO, CVB, Chamber of Commerce, etc... that manages listings and events for their area.
- **Child/Individual Account** – May or may not manage their own listing & events. A parent account may manage their listings and events.
- **Orphan Account** – Manages their own listings and events. Has no parents or children.

## LOGGING IN



- If you don't have log-in information, contact our office to request it. You will be sent an email with the link and a temporary password.
- Click on the link, which will take you to the "CRM Extranet Login" screen.
- Your username is your full e-mail address.
- Your password is the temporary password that was emailed to you.
- You will be asked to change your password to one of your preference. Click on the "Forgot Password?" link if you need to reset your password

<https://kansas.extranet.simpleviewcrm.com/login/#/login>

## PARENT/CHILD ACCOUNTS

- To simplify the login process for DMOs (Destination Marketing Organizations) with access to multiple accounts, the Parent/Child account relationship was created. This allows a DMO to log in as a contact on the Parent account with full access to all child accounts via an accounts tab.
- NOTE: The Parent/Child account relationship is intended to be used for accounts where there is a DMO maintaining multiple accounts.
- Once a member with parent/child account access logs into the Extranet, they will see a "Profile" tab on the left navigation column. When clicked this tab will show an option for "Accounts." These accounts are the child accounts maintained by each DMO/Parent.
- These accounts can be edited here.

## HOME PAGE/PARTNER BULLETINS/TOP SLIDES/AT A GLANCE

Kansas Tourism will post Partner Bulletins and update slides with important information regarding advertising, educational opportunities, deadlines and more. Please make sure to check these occasionally for new information important to Kansas Tourism. At A Glance is our new way of showing you how things are performing! See listing views, listing click throughs, and offer views. These will highly depend on the amount of listings/offers you have on your account as well as how complete those listings are on the site.

## ACCOUNTS

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

Click “Profile” in the left navigation column and then click “Accounts.” **Account Detail** can be viewed by selecting the account you wish to see and clicking on the name. View your account information including account name, phone/fax numbers, address and more. Account information is editable via the Extranet, but **if a new account needs added, an account needs to change names, or the account needs to be deleted, please contact Kansas Tourism.** This is to avoid account names or some account information from changing without our knowledge.

## CONTACTS

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

You may easily edit, clone and add new contacts for your account or any of your Child Accounts. Contacts are housed in the “Contacts” tab under “Profile.” To edit or add contacts to one of your Child Accounts, choose the child account from the filter drop box and click the pencil icon to edit or select the correct account from dropdown menu in the account section when adding a contact.

- To sort the contacts in view, select from the filters listed in the filter box at the top of the page.
- To add a new contact, click Add New Contact (left side of screen).
- To edit an existing contact, click the pencil icon while viewing the Contacts or click Edit while viewing the contact detail page. When editing a contact, the attached account name cannot be edited.
- To clone an existing contact, click the clone icon while viewing the Contacts or click Clone while viewing the contact detail page. When cloning a contact, the contact name can be changed but the account name cannot.
- You do not have the ability to delete contacts. If you have a contact that needs inactivated, please edit the contact and select **Inactive** from the dropdown list under “Contact Type” and then click “Save”.
- You may view “Contact Details” by clicking on the name of an individual contact.

### Adding a New Contact

You can easily add new staff members through the Extranet with the following steps:

1. Go to the “Contact” tab and click “Add Contact.” The New Contact Form will display with the following fields (required items are marked).
  - a. Account – Select this field in order to place the contact with the right account.

- b. First Name/Last Name – Enter the contact’s first and last name. Once entered, the First/Last Name fields will automatically populate the required Full Name field for you.
- c. Full Name – Enter the contact’s full name in this field if the system has not already populated it from the First/Last name field.
- d. Department – Enter the contact’s department, if available.
- e. Title – Enter the title of the contact, if available.
- f. Contact Type – Select the contact type from the dropdown list. **DO NOT** select inactive unless a contact is being edited to be inactive.
- g. Preferred Method – Select the contact’s preferred method of contact.
- h. E-mail – Please enter the contact’s e-mail address.
- i. Physical, Billing, Shipping Addresses – This is auto-populated by the information in the Account Detail. If needed, you can update any of this information.
- j. Primary, cell, Home, Alternate, and Fax numbers – Enter all available numbers.
- k. Additional Information: This section can be included and allows us to better target contacts for tourism information that would be related to them.
- l. General: Select yes or no if you would like the contact to receive our weekly e-newsletter called Travel Talk.

Once all required fields are complete, click “Save” to save the new contact or click “Cancel” to cancel the contact addition.

## LISTINGS

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

You can easily add and update website listings in the TravelKS.com Extranet. All changes submitted are subject to approval by Kansas Tourism staff. You will be notified by email when listings are approved or denied.

Remember to put yourself in the VISITOR’s shoes when creating and reviewing listings. What information do you find most helpful when planning a trip in unfamiliar territory?

Examples of listings include:

- Agritourism – Apiaries, Bison, Bus Friendly/Field Trip, Camping, Christmas Tree Farm, Country Stays, Dairy/Creamery, Event Barn/Space, Farm & Ranch Attractions, Farmers Market/Stand/Shop, Farm-To-Table, Fiber, Flint Hills, Flower Farms, Glamping, Green House/Garden/Produce, Hiking/Biking Trails, Historic, Horseback Riding/Trails, Hunting Lodges, Hunting/Fishing, Lavender, Orchards, Outdoor Adventures, Petting Zoo, Pumpkin Patches, RV, Specialty Livestock, Sunflower Fields, U-Pick, Urban Farms, Water Adventures, Wineries & Vineyards, Zoo’s, Kansas Seasonal Favorites, Farm Fresh Fun
- Arts + Entertainment - Art Galleries, Art Museums, Casinos, Culinary Experiences, Murals, Music, Nightlife, Performing Arts, Roadside Attractions, Sightseeing Tours
- Attractions – Amusement Parks, Museums & Discovery Centers, Roadside Attractions, Tours, Transportation Museums, Water Parks, Zoos & Animal Parks

- Dining – Bakeries + Coffee Shops, BBQ, Breweries + Distilleries, Casual Dining, Catering, Destination Dining, Farm-to-Table, Fine Dining, Fried Chicken, Food Trucks, International Cuisine, Local Favorites, Quick Service, Steak, Sweet Treats, Taverns + Pubs, Wineries + Vineyards,
- Family Fun – Amusement + Water Parks, Discovery Centers + Museums, Wheels & Wings
- History + Heritage – Cultural, Forts + Trails, Historic Sites. Landmarks, Museums, Old West, Rodeos, Sightseeing Tours
- Lodging – Bed + Breakfast, Cabins, Campsites + RV Parks, Hotels + Motels, Lodges, Ranch Experiences, Retreat Centers, Vacation Rentals, Glamping
- Parks + Nature – Bird Watching, Byways, Community Parks, Gardens + Arboretums, Lakes + Rivers, National Parks & Refuges, State Parks, Trails, Wildlife + Nature Centers, Zoos + Animal Parks, Stunning Scenic View
- Registered Agritourism Operators (Must be registered, contact [kelsey.wendling@ks.gov](mailto:kelsey.wendling@ks.gov))
- Shopping – Antiques + Vintage, Art Galleries, Attraction Gift Shop, Boutiques, Food + Drink Shop, Home Goods + Décor, Kansas Products, Malls & Centers, Specialty Shops, Sports + Outdoor, Western Wear
- Sports + Recreation – Amusement + Water Parks, Biking + Cycling, Boating + Sailing, Canoe + Kayak, College + Professional Sports, Extreme Adventure, Fishing, Golf, Disc Golf, Hiking, Horseback Riding, Hunting, Motorsports, Motorcycling, Recreation, Rodeos, Shooting Sports, Auto Raceway/Speedway, R/C Car Raceway/Speedway
- Travel Tools – Community Travel Information Centers, Convenience Stores, Equestrian Outfitter, Event + Meeting Space, Fishing Outfitter, Hunting Outfitter, Motorcoach Friendly, Sports Facilities, State Travel Information Center, Transportation + Rentals, Visitor Center, Water Recreation Outfitter, Wedding Venues

All listings should include the following: Complete and current contact information. Address should be a physical address, not an intersection, etc. as the mapping feature doesn't work without a physical address. The description should include as much information as possible. Also, including your city name within the description helps the search tool find you more efficiently. Add quality photography to your listing. The Ideal image size is 1400x1000.

**The following are examples **EXCLUDED** from website listing participation:**

- **Business/Commercial** - Adult Entertainment Facility, Funeral Home, Industrial Park or Plant, Media Facility, Office Park, Radio Station, Television Station, Advertising/Marketing Agency, Website Developer, Research Company
- **Medical** - Drug Rehabilitation Facility, Extended Care Facility, Fraternal Home, Hospital, Humane Facility, Infirmary, Mental Facility, Nursing Home, Retirement Home, Treatment Center, Veterans Facility
- **Governmental** – Jail, Police/Sheriff Office
- **Miscellaneous** - Animal Shelter, Mobile Home Park, Online Only Stores (product must be sold in a retail shop), Subdivision, Veterinary Facility, Child Care Facility, Youth Organization

## Getting Started

All listings are displayed under the “Listings” tab under “Collateral”. The grid will display a summary of information including the Listing ID, Account, Type, Category, and Subcategory.

- To view listing detail, click the view icon.
- To edit a listing, click the pencil icon or click Edit while viewing the Listing Detail page.
- To change the listings in view, select an option from the filter box at the top of the page. You can select All Listings or Pending Changes. The Pending Changes option will display only those listings that are awaiting approval, noted by the highlighted icon on the left. You can also filter your view by Listing Type.

## Add a New Listing

1. Go to **Collateral** → **Listings** → Click **Add Listing**
2. On the New Listing form, complete the following fields (red fields required):
  - a. **Listing UDF Group** – This is subject to approval by Kansas Tourism Staff.
  - b. **Account** – Select the Account that this listing will be attached too.
  - c. **Type** - Listing types are used to categorize what the listing is going to be used for (e.g. Website, Travel Guide). Website listings are the listings that will appear on the website. Travel Guide listings will be printed, at a cost, in the next issue of the Travel Guide. A listing type must be assigned and note that travel guide listings although available, are only editable for the time they are open. Contact [andrea.etzel@ks.gov](mailto:andrea.etzel@ks.gov) with questions for Travel Guide Listings and when they can be accepted.
  - d. **Contact** – Select the person that will be the main contact for this listing.
  - e. **Company** - The system populates this field with the account name. It cannot be edited.
  - f. **Contact** - This dropdown is populated with all active contacts attached to the account. The contact selected will receive approval/denial listing notifications.
  - g. **Description** - Enter the listing description. This is what will show for your listings along with the image that you upload. Please be detailed and think about what you want consumers to know about you when writing this section. Try to refrain from dates/times/events due to changes that you will have that may not get updated if changed.
  - h. **Category** - Select a main listing category that best places your business/location.
  - i. **Subcategory** - Select a listing subcategory that second best places your business/location.
  - j. **Listing Details (Overwrite fields)** - This section contains all address and contact fields displayed in the website listing. If you would like to display different information than that of the account, click the Overwrite circle to the left of the information needing changed and then enter the new information in the blank field to the right. If you would like to omit any of that information, check the Overwrite checkbox and then leave the field to the right blank. ***Please only use this when absolutely necessary. This should not be used to create a listing for an account that does not exist. Please contact Kansas Tourism with questions.***
  - k. **Website Notifications** - This allows you to set up listing hit notifications to be emailed to you at specific intervals. You may enter multiple email addresses, separated by comma or semi-colon, to receive the email notifications. You may also customize an interval to receive the notifications. Example: entering the number 100 means that the addressee will receive a notification every 100 views of the listing.

- l. **Listing Image** – Add an image to your listing from your media library. Ideal image size is 1400x1000. An image will need to be added in the “Collateral” tab → “Media” if there are none available.
- m. **General Information** - This section displays Region and Travel Guide billing information for when they are available. You only need to select region unless filling out for a Travel Guide Listing. **Please only fill the rest of this portion out when placing Travel Guide listing orders.**

After completing all, click “Save” to save the new listing or click “Cancel” to cancel your listing. Once saved, the listing detail screen will appear with a notice that the listing is now pending approval. Kansas Tourism Staff will approve or decline the listing based on the criteria above as well as completeness. Please allow for up to 2 weeks for this process. Once approved the listing may take up to 2 hours to show on the website.

### Editing a Listing

You can edit existing listings by clicking the pencil icon or clicking “Edit” on the Listing Detail page. Editing a listing is similar to adding a new listing, with the exception of the following fields which cannot be changed:

- Listing Type
- Company

After completing your changes and clicking Save, the edited listing will go into pending until approved by Kansas Tourism.

**NOTE:** Once a listing has been edited it cannot be edited again until the previous changes have been approved. Reminder: this can take up to 2 weeks in approval/denial stage and then up to 2 hours to show on website once approved.

## SPECIAL OFFERS

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.

## MEDIA

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

Images, logos and videos may be added to your TravelKS.com listings in the Media sub-tab. Unique and interesting images make your listing(s) stand out from the rest!

All account images are stored in the Collateral → Media tab within the Account. The Media tab displays all images with a summary of information including the image title, description, a preview of the image, and the number of listing that the image has been assigned too. You can filter the images you see by account, title, etc. by clicking “Manage Filters” or choose the account filter option in the “Filters” Box at the top of the page.

- To edit an image, click the pencil icon to the left of the image.
- To delete an image, click the red “X” to the left of the image.
- To add a new media file, click the blue box that says “Add New Media.”

## Uploading Media

The process of uploading images and other media varies depending on the type of media you are uploading. Multiple media types can be added to your Media tab. The Media tab supports several different file types including .jpg, .jpeg and .gif, as well as IPIX and YouTube.

To add new media, click “Add New Media.”

The media form will display with the following fields:

1. **Account** – Choose the account that the media will be used for.
2. **Title** - Add a title to assist with organization. This does not show up on the photo within the listing.
3. **Type** – Select the type of media that you are uploading from the dropdown. This will change the form if needed to allow for upload. We suggest always using image over logo.
4. **Sort Order** – Choose the sort order the image should show in.
5. **Description** – Describe the image/logo/video. This does not show up on the photo within the listing.
6. **Upload** – To upload an image/logo, you can click and drag the image to the box or you can click the Browse button to locate the file you wish to upload. If you Browse: Select the image and click Open. If you uploaded a logo or image, a preview will display under the Current Image section. If adding a YouTube video, you will paste the YouTube link in the “Video Link” box at the bottom of the form.
7. **Add to Listing(s)** - Select which listing(s) you would like to attach the image, logo or video to.

When all fields have been completed, you will be able to save the Media record by clicking “Save” or click “Close” to cancel your changes. These images/logos/videos will then be available to use in listings/events/offers. If an image has trouble uploading, please contact the Kansas Tourism Office.

***All logos and images must be high quality. Ideal image size is 1400x1000.***

## AMENITIES

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

You may add amenity information to your TravelKS.com listings by selecting the account from your “Accounts” tab under “Profile.” Once you have selected an account and clicked “View” or clicked the name of the account, you will see “Manage Amenities” listed under the left section of the page under “Related Details.”

### Adding/Editing Amenities

- Choose the Category you wish to make changes to for this account in the left navigation: Dining, Lodging, Attractions, Sport Facilities and Business Continuity.
- Choose the best fitting sub-category of what this account is and then choose “Yes” or “No” **ONLY** in the section that the account has. For example: do not select yes on any dining types unless this account is a restaurant or provides food from the establishment.
- **SAVE!**
- If you have meeting space for your facility, click on the link under “related details.” Here you can edit standard amenities as well as individual meeting room spaces as well as uploading a floorplan. Be sure to click save when completed.

## MY BENEFITS

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

This tab will display reporting associated with your account(s). This is a place to view benefits you and your Child Accounts (if given permission) have received by partnering with Kansas Tourism. To view your own Benefits click “Profile” → “My Benefits” and select your account from the drop down list to the bottom left of the screen. To view any of your Child Accounts’ Benefits (if given permission), choose the appropriate Child Account from the drop down menu or select “All” to see all of the accounts.

**Press Mentions** - This tab will show you the details of media publications where your destination was mentioned. The publication, article title, date of publication and circulation (when available) will be detailed in this section. This section is completed based on availability of materials that are released.

**Listings** - View how many times your listing(s) have been viewed and how many times your website has been click on during the specified dates. Use the Filter Box to the left of the screen to narrow or broaden these results.

- **Views** = number of times your individual listing has been viewed.
- **Clicks** = number of times someone has clicked through to your website from your listing on TravelKS.com.
- **Conversion Rate** = percentage calculation of the view and click through. (Images, wording, etc. can be influencers on this rate. Feel free to edit listings to show better for you.)

**Offers** – See how many times you or one of your coupons or a Child Account’s Coupon(s) have been viewed

## SUBMIT EVENTS

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

You can easily add events in the TravelKS.com Extranet. All changes submitted are subject to approval by Kansas Tourism staff. You will be notified by email when submitted/updated events are approved or denied.

**Please note:** Every event **must be** associated with a TravelKS.com approved listing. **If you have an event that takes place at a venue that is not currently on our website, you will need to add a listing and it must be approved before you can add an event.** Example: You want to add a festival that takes place at the City Park. You will need to create a listing for the City Park. Once the City Park listing is approved, you may add the festival within the City Park account. You will choose “City Park” as the Member Listing.

### Criteria

- Must be of interest to travelers (outside a 50 mile radius) as well as the local community
- Event venue must be listed on TravelKS.com
- A current photo at high quality should be assigned
- Should own and maintain an updated website or robust Facebook page
- Complete & current contact information must be available

**Generally, the following are excluded from website event listing participation; however some listings may be approved at the discretion of KST.**

- *Easter Egg Hunts, soup suppers, pancake and chili feeds, school events, city-wide garage sales, local fund raisers, amateur theater or concert performances, homecoming parades and events, club activities, seminars/workshops, seasonal events including local Christmas parades/productions and events directed at a limited or very specific audience.*

## Viewing Events

You may view events by clicking “Collateral” → “Calendar of Events.” You can filter using the filter box at the top of the page or all show in the grid. The grid will display a summary of information including the Event Title, ID, Category, and Start & End dates.

## Add a New Event

You may add a new listing by clicking “Add Event” on the “Calendar of Events” page. **Remember: The venue/member listing for where the event takes place must be approved before you may submit an event.**

1. Click “Add Event”
2. On the New Event form, complete the following fields (required fields are marked):
  1. Event Information
    - a. Account – This will be automatically filled.
    - b. Event Title – The title of the event.
    - c. Contact – Choose the contact from the account that is responsible for this event or can field questions.
    - d. Admission – List the admission being charged for the event. If there is no admission, please insert the word “Free.” Other options include: Donations Accepted, Please Inquire, Visit Website or Ticket Counter, etc.
    - e. Description – Write a description that will intrigue consumers to come to your event. Describe what the event is, what it entails, and how they can go about having the best time at your event.
    - f. E-mail Address – Enter the e-mail address that the consumer can contact for more information or with questions
    - g. Rank – Select “Events” unless your event occurs more than 2 weeks.
    - h. Website – Enter the link to the website where a consumer can find more information, sign up, or see more about the venue/event.
    - i. Phone – List the phone number that visitors can call with questions or to get more information.
    - j. Categories – Choose a category or a couple that match your event specifically. Too many categories will be edited to fit or will be denied for approval.
    - k. Host Organization Listing – Choose the listing that this event should be tied too. If the listing is not there or does not exist, one will need to be created as stated above.
    - l. Host Organization Name – This will be auto filled by the listing that you just chose.
  2. Event Location
    - a. Venue Listing – Begin typing the website listing this is tied to.
    - b. Address – This will auto-populate from your account.

- c. Address 2 – This will auto-populate from your account. If there is a specific room/suite/floor etc., you can enter it here if not already populated.
  - d. Address 3 – This will auto-populate from your account.
  - e. City – This will auto-populate from your account.
  - f. State/Province – This will auto-populate from your account.
  - g. Zip/Postal Code – This will auto-populate from your account.
  - h. Location – This will auto-populate from your account.
3. Event Dates
- a. Start Date – Choose from the calendar the date that your event will start.
  - b. Times – This will auto-populate when you fill in the Start & End Time.
  - c. Start Time – Select the appropriate start time from the numbers that drop down.
  - d. End Time – Select the appropriate end time from the numbers that drop down.
  - e. Recurrence – Please choose the best fitting occurrence rate. We ask that majority of events are a one day or custom. Daily events can be used for an event that lasts a few days, such as a festival. We do not approve yearly events due to possibility of changes in information/times/person in charge/etc. Monthly events are approved only for items such as farmers marketing and some exhibits.
4. Image Gallery
- a. Please upload a photo for your event. High quality is a requirement as many low quality photos will create an error and not show. A great file size is 1400x1000.
5. General – Please select your city so that your event is located in the correct search/filter on our website.
3. Save - After completing all required fields, click Save to save the new event. Click Cancel to cancel your changes and exit.

Once saved, the event will appear in the event grid noting that the event is now pending approval.

### Editing/Cloning an Event

Edit – Click the edit option to the left of the event you would like to edit. After completing your changes and clicking Save, the event will be pending until approved by Kansas Tourism.

Cloning – If you wish to create a new event with the majority of the same information, you can click the clone button to the left of the event. This will clone the event and allow you to edit the information that needs changed for the next event or the next year’s event. This tool can save you some time but remember that when you clone the event you do not want to save it as it is because it will just duplicate the event exactly as it was before and will be denied for approval.

Delete – We ask that you only delete if absolutely necessary. Events are stored on your account so that a record is kept of what events you have had in the past and how active your account is in keeping events up on TravelKS.com.

## BULK ORDERS/MATERIALS REQUEST

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

You can easily place orders for bulk amounts of Travel Guides, Byway Guides and State Maps from your Extranet account.

Click on “Materials Requests” under “Collateral” in your account to view past and pending orders.

Click “Add Materials Request” to place a new order.

### 1. Materials Request Information

- a. **Status** – This will stay pending until your items have shipped.
  - b. **Source Code** – This is for our records and is not editable.
  - c. **Special Instructions** – Please place any notes here.
2. **Attached To** – This is the general information and is pulled from your account information. Everything in these fields should stay the same.
  3. **Order Recipient** – This information is auto-populated from your account. If the shipment should be delivered somewhere other than the information in this section, you can edit.
  4. **Order Address** – This will auto-populate as well from your account but can be edited if needed.
  5. **Order Detail** – Fill out the quantity of **BOXES** you will need of each item. If there is a limit to how many you may order it display under the column titled “Available” at the very right.
  6. **Save** – This order will be processed and sent to your location unless otherwise noted in special instructions.

## INVOICES

Click “Profile” in the left side navigation and then click “Invoices.” Here you can view invoices and balances that need paid. Our system is manual and requires that we enter paid invoices at the time of payment. If you have a question regarding a balance, please contact [carrie.doud@ks.gov](mailto:carrie.doud@ks.gov) or [andrea.etzel@ks.gov](mailto:andrea.etzel@ks.gov) for Travel Guide Listing invoices.