Listings for Parent Accounts/DMO's

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)
- 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.
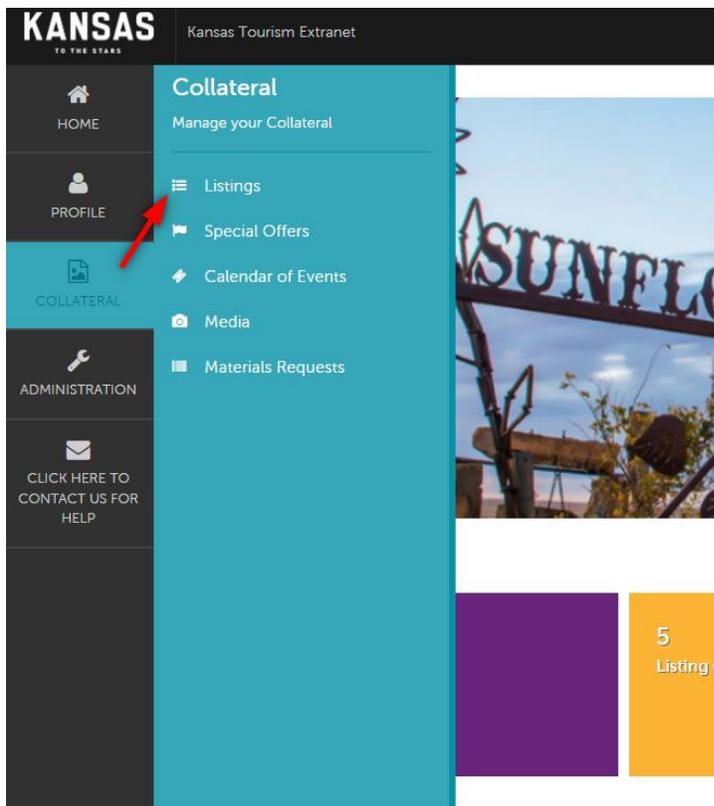
- To view listing detail, click the view icon.
- To edit a listing, click the pencil icon or click Edit while viewing the Listing Detail page.
- To change the listings in view, select an option from the filter box at the top of the page. You can select All Listings or Pending Changes. The Pending Changes 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 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.