

Listings for Individual Accounts

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

You can easily add and update 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.

Criteria

TravelKS.com is the official Kansas Tourism website. It is managed and maintained by KST staff and their contractors. 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:

- Arts + Entertainment - Art Galleries, Art Museums, Casinos, Culinary Experiences, Murals, Music, Nightlife, Performing Arts, Roadside Attractions, Sightseeing Tours
- 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, Quirky, Wheels & Wings
- Farm Experiences – Farm Fresh Fun, Farmers Markets, Ranch Experiences
- History + Heritage – Ethnic + 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
- Parks + Nature – Bird Watching, Byways, Community Parks, Gardens + Arboretums, Lakes + Rivers, National Parks, State Parks, Trails, Wildlife + Nature Centers, Zoos + Animal Parks
- 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
- 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
- Agritourism – Registered Agritourism Operators (Must be registered, contact Kelsey.Tully@ks.gov)

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 with a size of 2MB or dimensions of 510x312.

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, Subdivision, Veterinary Facility, Child Care Facility, Youth Organization

GETTING STARTED

1. Log in to your Extranet Account
2. Click “Collateral” in the left navigation column and click “Listings.”

Kansas Office of Tourism & Travel Extranet

Logout Explore Lawrence

Listings

Filters (0) Manage Filters

Listing Type is one of: CHOOSE - Pending is: []

APPLY FILTERS

ADD LISTING Page 1 of 36 Go to Page: 1

Actions	Company	Listing Type	Category	SubCategory	Listing ID
[edit] [view] [share]		2014 Travel Guide	Nature	Parks & Trails	9295
[edit] [view] [share]	23rd St. Brewery	2014 Travel Guide	Dining	Local Favorites	12022
[edit] [view] [share]	23rd Street Brewery	Website	Dining	Local Favorites	11951
[edit] [view] [share]	715	2014 Travel Guide	Dining	Fine Dining	12027
[view] [share]	715 Restaurant	2017 Travel Guide	Dining	Dining	23134
[edit] [view] [share]	715 Restaurant	Website	Dining	Fine Dining	11956
[edit] [view] [share]	AB's Coffee & Crepes	Website	Dining	Local Favorites	12004
[edit] [view] [share]	AB's Coffee & Crepes	2014 Travel Guide	Dining	Local Favorites	12073

Add New Listing

1. Click “Add Listing”
2. On the New Listing form, complete the following fields (red fields required):
 - a. **Account** – This will be auto-filled for your account.
 - b. **Type** - Listing types are used to categorize what the listing is going to be used for (e.g. Website, Travel Guide). A listing type must be assigned.

- c. **Contact** - This dropdown is populated with all active contacts attached to the account. The contact selected will receive approval/denial listing notifications.
 - i. **Note:** If there is not a contact for the listing you would like to add, please add the contact in the “Profile” → “Contacts” section.
- d. **Description** - Enter the listing description here and remember the notes above. Create an engaging description using keywords you think that consumers will search for.
- e. **Keywords** – Place keywords that fit your business that can be used to help your listing be found on website searches.
- f. **Category** - Select a main listing category.
- g. **Subcategory** - Select a listing subcategory.
- h. **Additional Subcategories** – Use this if the listing fits into more than one subcategory type.
 - i. **Note:** Categories are subject to change by Kansas Tourism Staff if your listing/business does not match your choices. Only choose categories that fit what your listing is and what it offers. Listings are subject to denial if too many categories are selected that do not match the listing.
- i. **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, click the Overwrite checkbox 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.
- j. **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 enter a number for when notifications will be sent at that interval. (Example: entering 25 will notify you every 25 hits)
- k. **Listing Image** – Choose a listing image from the media gallery for the account. If none are available, please add a high quality image to the “Collateral” → “Media Gallery” section.
- l. **Additional Information** - This section displays Travel Guide billing information. Please only fill this out when placing Travel Guide listing orders.



After completing all required fields, click Save or click Cancel to cancel your changes.

Once saved, the listing detail screen will appear with a notice that the listing is now pending approval.

You can return to your account by clicking Return.

VIEWING LISTINGS

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.

VIEWING LISTING DETAIL

The Listing Detail page will display all fields exactly as they will appear on the listing. For example, if you have overwritten the address, the address overwrite information will display under the address.

The address information you provide will direct the pinpoint on the map.

EDITING A LISTING

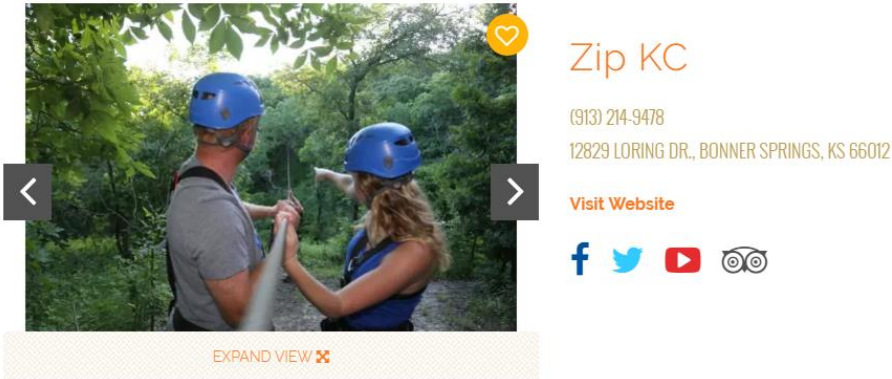
You can edit existing listings by clicking the pencil icon  or clicking Edit on the Listing Detail page. Editing a listing is similar to adding a new listing, with the exception of the following fields which cannot be changed:

- Listing Type
- Your Account

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.

Listing Example on TravelKS.com:



The listing card features a main image of two people wearing blue helmets in a forest. To the right of the image is a yellow heart icon. Below the image is an 'EXPAND VIEW' button with a close icon. To the right of the image, the text reads 'Zip KC', followed by the phone number '(913) 214-9478' and the address '12829 LORING DR., BONNER SPRINGS, KS 66012'. Below this is a 'Visit Website' link and social media icons for Facebook, Twitter, YouTube, and Instagram.

DETAILS

SPECIAL OFFERS

Zip KC hosts Kansas Cities wildest zip line adventures! Soar high above the bluffs of the Kansas River on 9 zip lines stretching over 5,800 feet and reaching up to 50 miles per hour! Zip KC is your ultimate Kansas adventure... Come experience a high flying adventure just minutes from The Legends Shopping District and less than 30 min. from Johnson County KS.