Images/Logos/Videos for DMOs/Parent Accounts
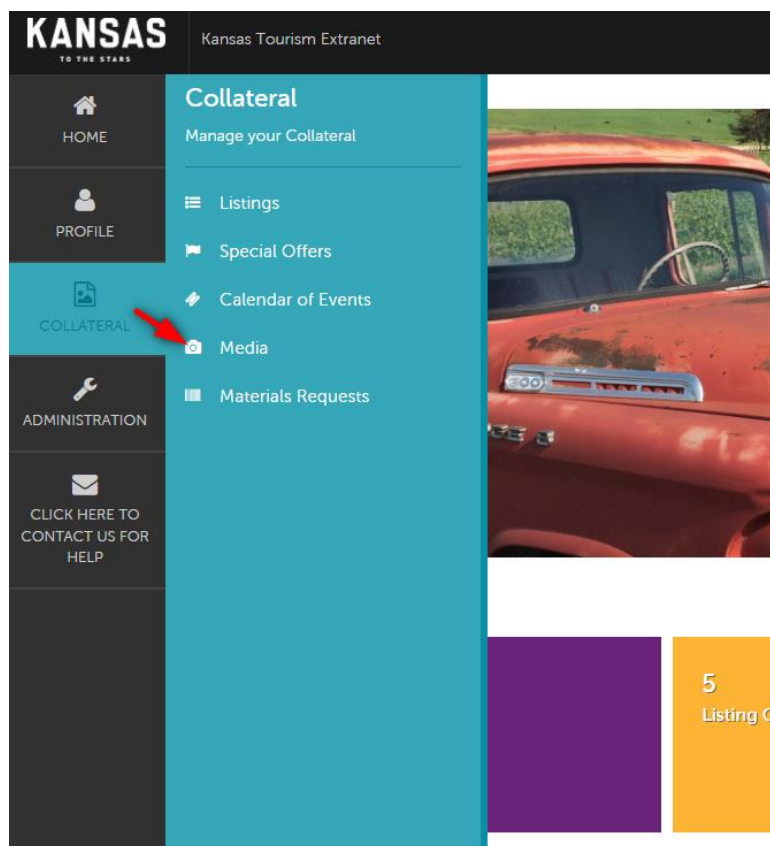
Click here to watch the tutorial video.

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.