

# Submitting Events for Individual Accounts

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

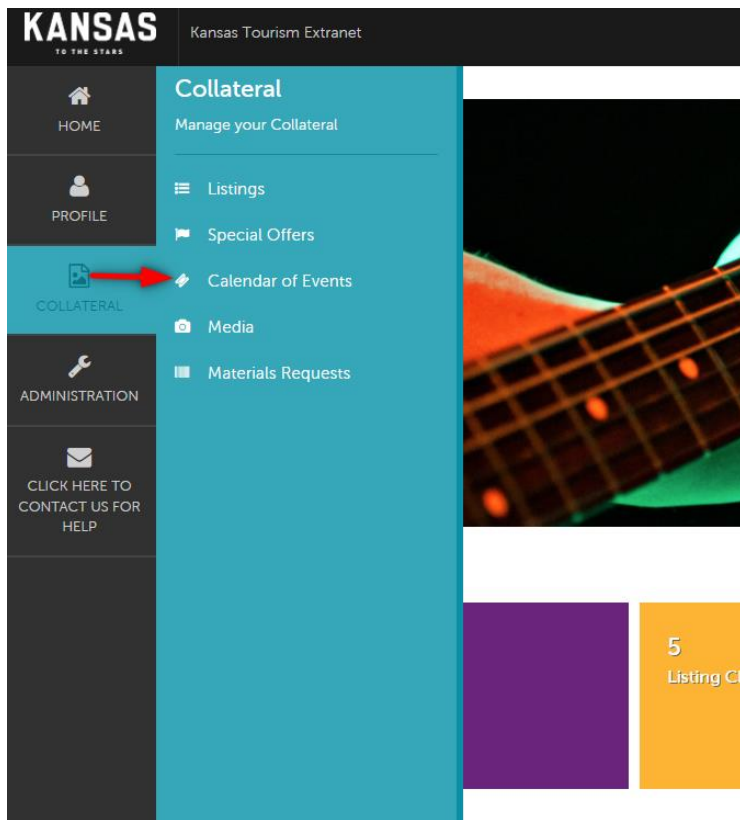
- Must be of interest to travelers (outside a 50 mile radius) as well as the local community
- Event venue must be listed on TravelKS.com
- A current photo at high quality should be assigned
- Should own and maintain an updated website or robust Facebook page
- Complete & current contact information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



## Adding 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):
  - a) Event Information
    - i. Account – This will be automatically filled.
    - ii. Event Title – The title of the event.
    - iii. Contact – Choose the contact from the account that is responsible for this event or can field questions.
    - iv. 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.
    - v. 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.
    - vi. E-mail Address – Enter the e-mail address that the consumer can contact for more information or with questions
    - vii. Rank – Select “Events” unless your event occurs more than 2 weeks.
    - viii. Website – Enter the link to the website where a consumer can find more information, sign up, or see more about the venue/event.

- ix. Phone – List the phone number that visitors can call with questions or to get more information.
  - x. 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.
  - xi. 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.
  - xii. Host Organization Name – This will be auto filled by the listing that you just chose.
- b) Event Location
- i. Venue Listing – Begin typing the website listing this is tied to.
  - ii. Address – This will auto-populate from your account.
  - iii. 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.
  - iv. Address 3 – This will auto-populate from your account.
  - v. City – This will auto-populate from your account.
  - vi. State/Province – This will auto-populate from your account.
  - vii. Zip/Postal Code – This will auto-populate from your account.
  - viii. Location – This will auto-populate from your account.
- c) Event Dates
- i. Start Date – Choose from the calendar the date that your event will start.
  - ii. Times – This will auto-populate when you fill in the Start & End Time.
  - iii. Start Time – Select the appropriate start time from the numbers that drop down.
  - iv. End Time – Select the appropriate end time from the numbers that drop down.
  - v. 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.
- d) Image Gallery
- i. 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.
- e) 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.