

# 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. All events must be submitted yearly and cannot be repeated forever. This is due to chance of cancellation, change of hands, and other optional events that could affect the listing.

## TRAVELKS.COM EVENT CRITERIA

1. Must be an annual event with some exceptions - for example national or one time major event as determined by KST
2. Must be of interest to travelers (outside a 50 mile radius) as well as the local community
3. Event venue must be listed on TravelKS.com
4. A current photo should be attached (Size 2MB or 510x312 are best, low quality images will not be supported)
5. Should own and maintain an updated website or robust Facebook page
6. 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 choosing the appropriate Child Account (Venue) from the **Filters** options. Do this by:

1. Selecting **Calendar of Events** from the **Collateral** tab in the left side navigation.
2. Here you can apply filters to see which events you want to focus on. Click the **Manage Filters** Icon in the filters box to select what you would like.
3. Click **Apply Filter** at the bottom of the **Manage Filters** box.

The grid will display a summary of information including the event title, category, and start & end dates. To change what you see, you can use the **Settings Icon** or the **Manage Filters** to show the criteria you want to see; such as, pending status, contact, location, etc.

## ADD NEW EVENT

You may add a new listing by clicking **Add Event**. 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 (red fields required):
  - a. **Event Information**
    - i. **Account** – Your Account will automatically populate
    - ii. **Event Title** – The title of the event.
    - iii. **Featured** – This will be determined by KST staff when approved/denied.
    - iv. **Contact** – Choose contact for the event from those available on the account selected. If none are available. One will need to be added in the accounts section for the selected account before continuing.
    - v. **Event Admission** – Please include an admission. Example: \$25, Free, etc.
    - vi. **Description** – Please include a detailed description of your event, what’s happening, and any details that you do not want the consumer to miss. Any “need to know” information should be placed here. Events with little information may be denied.
    - vii. **Email Contact** – Although not required, an e-mail address for the contact allows for a contact to get in touch with someone with a question.
    - viii. **Priority** – Choose event for all normal events. Special events are considered by the KST staff and pertain to events that may be once in a lifetime, larger than most events, or special events deemed by the state.

- ix. **Website** – A website or robust facebook page is required for each event. This link can be for the account, the event, or the location. It should be relevant and lead the consumer to the correct information to learn more or to contact the event organization/venue/contact.
  - x. **Phone** – A phone number for the consumers to call for more information or to buy tickets.
  - xi. **Categories** – Select one or a few categories that match the event closely. If too many categories are selected, or even all, your event may be denied or edited to better fit.
  - xii. **Host Organization Listing** – Please select the organization listing that this event belongs to.
  - xiii. **Host Organization Name** – List the name of the organization if different than that selected for the listing.
- b. **Event Location** -
- i. **Venue** – Choose the venue from the drop down box. If the venue is not listed, a web listing/account will need to be created for them in the **Accounts** section or by contacting the Digital Media Manager in the Tourism Office.
  - ii. **Address/City/State/Zip/Location** – Once a venue is selected, this will automatically populate. If a change needs made, please edit the address.
- c. **Event Dates**
- i. **Start Date** – Specify the date that the event will start.
  - ii. **Times** – List the start and end time using the boxes provided and it will automatically populate the **Times** field.
  - iii. **Event Recurrence** – Events will be subject to approval for recurrence. Yearly events will need to be added as a onetime event per year and will not be approved for multiple years at a time due to changes that could occur.
- d. **Image Gallery** – Upload a picture or logo of the event. It must be a .jpg or .gif and must be high quality. We suggest a 2MB file or dimensions of 510x312.
- e. **City** – The city where the event is taking place must be chosen so that the event shows in the correct searches.
3. **Save** - After completing all required fields, click Save to save the new event. Once saved, the event will appear in the event grid noting that the event is now pending approval.

## EDITING AN EVENT

You now have the option of editing a listing. If there are any mistakes in your listing, you must first wait until the event has been approved or denied. Once this has occurred, you can click the **Pencil Icon** to the left of the event to edit it and it will be sent back for approval once more. Cloning can help when you are creating a series of events for the same account. If you click the **Clone Icon** a copy of the event will be made for editing. After completing your changes and clicking Save, the event will be pending until approved by Kansas Tourism. The **View Icon** allows you to see the details of the event. The **Delete Icon** option is available, but use it cautiously, as events that are deleted cannot be re-added, cloned, or edited.

