TravelKS.com Listings for Individual Accounts

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, Music Venues, Night Life, Performing Arts, Roadside Attractions, Casinos
- **Science & Agriculture** – Farm/Ranch Experiences, Science Centers & Museums, Wineries & Breweries
- **History & Heritage** – Ethnic/Cultural Sites, Historic Forts/Trails, History Museums, Old West, Historic Landmarks
- **Nature** – Lakes & Rivers, Parks & Trails, Bird/Wildlife Watching, Gardens, Nature Centers, Zoos & Animal Parks
- **Sports & Recreation** – Cycling, Equestrian, Fishing, Golf, Disc Golf, Hiking, Hunting, Motor Sports, Recreational Sports, College & Professional Sports, Amusement/Water Parks
- **Dining** – Casual Dining, Destination Dining, Fine Dining, Local Favorites, Wineries & Breweries
- **Lodging** – B&B, Cabins, Campsite/RV, Hotels/Motels, Lodges, Retreat Centers, Ranch Experiences, Vacation Rentals
- **Shopping** – Antiques, Kansas Products, Malls & Centers, Specialty Shops
- **Travel Tools –** Travel Information Centers/Visitor Center, Fishing/Hunting/Equestrian/Water Recreation Outfitters, Event & Meeting Space, Sports Facilities, Transportation (Airports, Taxi, Rental Car, etc…)

    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. Adding photography to your listing is highly recommended.

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, Community Center, Fitness Center including YMCA and YWCA, Liquor Store, Child Care Facility, Youth Organization, Bank, Convenience Store, Chain Discount Stores and Grocery Outlet

GETTING STARTED

- Log in to your Extranet Account
- Go to your "Member Record" and make sure all of your contact information is correct. If any contact information needs to be updated contact the Kansas Tourism office to make those changes for you.

VIEWING LISTINGS

All listings are displayed under the Listings tab within the Member Record/Account Detail. The grid will display a summary of information including the Listing ID, type, category and subcategory, as well as the listing description.

- To view listing detail, click the Listing ID or Type.
- 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 dropdown menus. 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 New Listing

1. Go to Member Record > Listings sub-tab > Click **Add New Listing**
2. On the New Listing form, complete the following fields (red fields required):
   a. **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.
   b. **Company** - The system populates this field with the account name. It cannot be edited.
   c. **Category** - Select a main listing category.
   d. **Subcategory** - Select a listing subcategory.
   e. **Contact** - This dropdown is populated with all active contacts attached to the account. The contact selected will receive approval/denial listing notifications.
   f. **Address Type** - Select one of the account address types (Physical, Billing, Shipping) to populate the listing's address information. This is the address that will show up in your listing on TravelKS.com, so be sure it is the address that you want to send people to. This address will also be the one that is pin-pointed on the map that is included in your listing on TravelKS.com. This must be a physical address for it to show up properly on the map.
   g. **Listing** - Enter the listing description.
   h. **Additional Subcategories** – Use this if the listing fits into more than one subcategory type.
   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 select or customize an interval to receive the notifications.
   k. **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** to save the new listing 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 to Account**.

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.

b 5.4.7. Arts Center

**f/i**
204 W. Wisconsin
Greensburg, KS 67054
Phone: (620) 723-2600
Visit Website | Send Email | Add to Itinerary

<< Back to listings

Details

g Visit the 1st LEED Platinum building in the state of Kansas. Built by Studio 804, 3rd year graduate students in Architecture at KU, the Arts Center is built to the highest level of green building standards. The Arts Center and the programs held within it are providing great opportunities to the Greensburg community and those who visit through classes, exhibitions, and performances.

f/h

The address information
you provide will direct the
pinpoint on the map
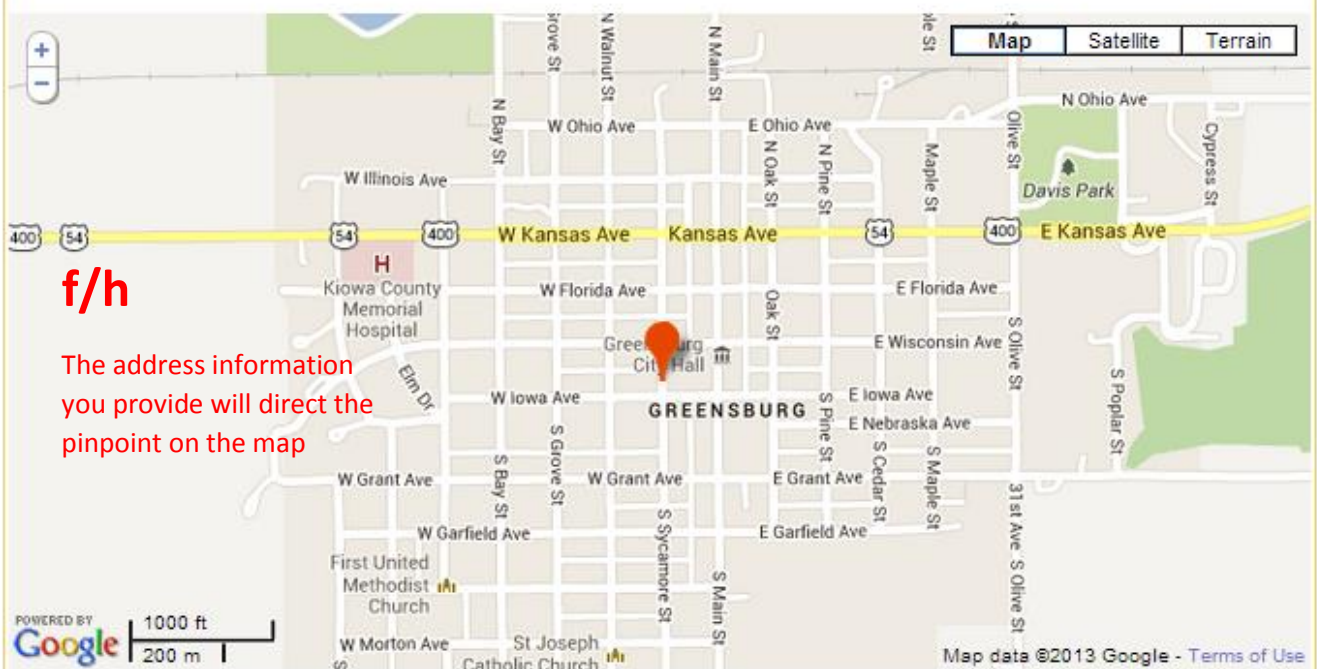
Map View   What's Nearby   Street View