

# Submitting Events for Individual Accounts

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.

## TRAVELKS.COM EVENT CRITERIA

- Must be an annual event with some exceptions - for example national or one time major event as determined by KST
- Must be of interest to travelers (outside a 50 mile radius) as well as the local community
- Must meet American with Disabilities Act (ADA) requirements
- Event venue must be listed on TravelKS.com
- A current photo is highly recommended
- 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 **Submit Events**.

The grid will display a summary of information including the Pending Status, Event Title and Start & End dates.

- To change the events in view, select an option from the filter dropdown menus. You can select Pending or Not Pending. The Pending Changes option will display only events that are awaiting approval, noted by the highlighted icon on the left. You can also filter your view by Event Category.

Kansas Office of Tourism & Travel

Welcome, Ryan Stahl - Logged in to: Go Wichita Convention & Visitors Bureau

Logout

Leads Member Record Materials Request Partner Bulletins **Submit Events**

ALL EVENTS - CURRENTLY 2 IN VIEW

[Add new Event](#)

Filter: --Any Category-- --Any Status--

Starts With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other: All

Action	Pending	Event	Start Date	End Date
	No	Wichita Restaurant Week	06-21-2013	06-30-2013
	No	Wichita River Festival	05-31-2013	06-08-2013

Starts With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other: All


Number of Results: 25

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## ADD NEW EVENT

You may add a new listing by clicking **Submit Events**

- Click **Add New Event**

Event Information	
Event Title:	Kicker Country Stampede
Event/Start Date:	06/27/2013
Event Recurrence	
One Day <input type="radio"/> Daily <input checked="" type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/>	
Daily Recurrence Options	
<input checked="" type="radio"/> Every 1 day(s)	
<input type="radio"/> Every Weekday	
Recurrence Range	
<input type="radio"/> No End Date	
<input type="radio"/> End After 10 occurrences	
<input checked="" type="radio"/> End on 06/30/2013	
Event Description	
Event Times:	All Day
Event Location:	5800A River Pond Rd, Manhattan, KS 66502
Member Listing:	Tuttle Creek State Park
Event Address:	5800A River Pond Rd
Event City:	Manhattan
Event State:	KS
Event Zip:	66502
Event Admissions:	See website for details
Public Contact:	
Public Phones:	800-795-8091 required
General Email:	stampede@cox.net
Website:	http://countrystampede.com/
Event Pictures:	Image must be in either a 'jpg' or 'gif' format and be less than 248px wide by 165px high. Bureau reserves the right to reject, modify and refuse all submitted images.
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Leave field blank to use existing event picture."/>	
Current Pictures:	
<input type="checkbox"/> Check to remove Picture	
Description:	Country Stampede is an annual four-day country music and camping festival held the last full weekend in June at Tuttle Creek State Park in Manhattan, KS. The event features multiple live stages with performances from today's biggest stars, mouth-watering vendor food, shopping, interactive exhibits, a rocking saloon, camping, and much, much, more. Past performers include Toby Keith, Kenny Chesney, Tim McGraw, Lady Antebellum, Blake Shelton, Brad Paisley, and Keith Urban to name a few. Location The event takes place at the scenic Tuttle Creek State Park just about five miles north of Manhattan, KS. It's less than an hour from Topeka and Salina and about two hours from Wichita, Kansas City, Lincoln, and Omaha. This is an event you won't want to miss!
Event Categories	
Available	Selected
History & Heritage	Music/Performing Arts
Old West	Festivals
Ethnic/Cultural	
Military	
Native American	
Historic Trails	
Aviation	
Other Historic	

Red fields are required.

- On the New Event form, complete the following fields (red fields required):

### 1. Event Information

- Event Title** – The title of the event.
- Event Start Date** - The date of the first day of the event

### 2. Event Recurrence - Choose from the following options:

- One Day** – The event takes place on one day only
- Daily** – The event takes place on more than one consecutive day
- Weekly** – The event takes place on the same day(s) of the week on more than one consecutive week during a specific date range. Example: A Farmer’s Market that takes place every Saturday from April through October.
- Monthly** – The event takes place on specific date(s) or day(s) of the month on more than one consecutive month during a specific date range. Example: Third Thursdays or an event that takes place every 1<sup>st</sup> of the month.

For Daily, Weekly and Monthly recurrences fill out the appropriate fields.

### 3. Event Description

- Event Times** – What time does the event start and end? You may enter “varies” if appropriate, but please enter specific time information in your description if possible.
- Event Location** – This is auto-populated by the account the event is submitted under, but it may be changed.
- Member Listing** – Choose the appropriate Member Listing/Venue from the drop-down menu. This should be WHERE the event takes place.
- Event Address** – This is auto-populated by the account, but it may be changed if necessary. Make sure this address is the correct Physical Address that the event takes place, as this is the field that the mapping feature pulls from. The address entered here will be pinpointed on the map in your event listing on TravelKS.com.
- Event City** – Name of the city the event takes place in.
- Event State** – KS (events not in Kansas will be denied).
- Event Zip** – Zip Code where the event takes place.
- Event Admission** – How much does it cost to get into your event? This is not a required field. Please do fill this out if there is an admission charge. If there is not, you can enter free or leave the field blank.
- Public Contact** – Fill out only if there is a specific contact for the event.
- Public Phone** – Required, phone number to call for information about the event.
- General Email** – Email address where people can inquire about the event.
- Website** – Event website. This is automatically filled in by the account information, but it can be changed.
- Event Picture** – Upload a picture or logo of the event. It must be a .jpg or .gif and must be 246px wide by 165px wide to display properly.
- Description** – The description of your event goes here. Tell the consumer why they don’t want to miss your event.

### 4. Event Categories

- Choose from the available categories. Please choose only those that truly describe what type of event this is. It can become frustrating to the consumer to weed

through events that aren't truly of interest to them because they are categorized incorrectly.

5. **Save** - After completing all required fields, click **Save** to save the new event, **Save & New Event** to save the new event and add another .

Once saved, the event will appear in the event grid noting that the event is now pending approval.

**TravelKS.com Event** (Letters correspond with the fields detailed above)

## 1a Kicker Country Stampede

June 27, 2013 - June 30, 2013 1b. 2a-d

All Day

Venue: Tuttle Creek State Park 3c

Address: 5800A River Pond Rd, Manhattan, KS 66502

Time: All Day

Phone: 800-795-8091 3j

3l | 3k [Visit Website](#) | [Send Email](#) | [Add to Itinerary](#)

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3n

Country Stampede is an annual four-day country music and camping festival held the last full weekend in June at Tuttle Creek State Park in Manhattan, KS. The event features multiple live stages with performances from today's biggest stars, mouth-watering vendor food, shopping, interactive exhibits, a rocking saloon, camping, and much, much, more. Past performers include Toby Keith, Kenny Chesney, Tim McGraw, Lady Antebellum, Blake Shelton, Brad Paisley, and Keith Urban to name a few. Location The event takes place at the scenic Tuttle Creek State Park just about five miles north of Manhattan, KS. It's less than an hour from Topeka and Salina and about two hours from Wichita, Kansas City, Lincoln, and Omaha. This is an event you won't want to miss!



c.d-g

The address information that you enter will determine where this pinpoint goes on the

[Map View](#) [What's Nearby](#) [Street View](#)

## EDITING AN EVENT

You don't have the option of editing a listing. If there are any mistakes in your listing please choose to "clone" the listing and make the necessary changes. After completing your changes and clicking **Save**, the event will be pending until approved by Kansas Tourism. Don't forget to delete the event listing that contains a mistake.











Add new Event

--Any Category--

--Any Status--

Starts With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other: All

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Action	Pending	Event	Start Date	End Date
 	No	Railroad Festival	08-16-2014	08-16-2014
 	No	Fiesta Mexicana	07-15-2014	07-19-2014
 	No	The 22nd Kansas Ladies Charity Classic Shoot	06-28-2014	06-28-2014
 	No	TAP THAT: A Capital Brew Festival	06-28-2014	06-28-2014
 	No	The Color Vibe	06-14-2014	06-14-2014

Starts With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other: All

14 of Results: 25

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