Submitting Events for Parent 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.

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.**

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.

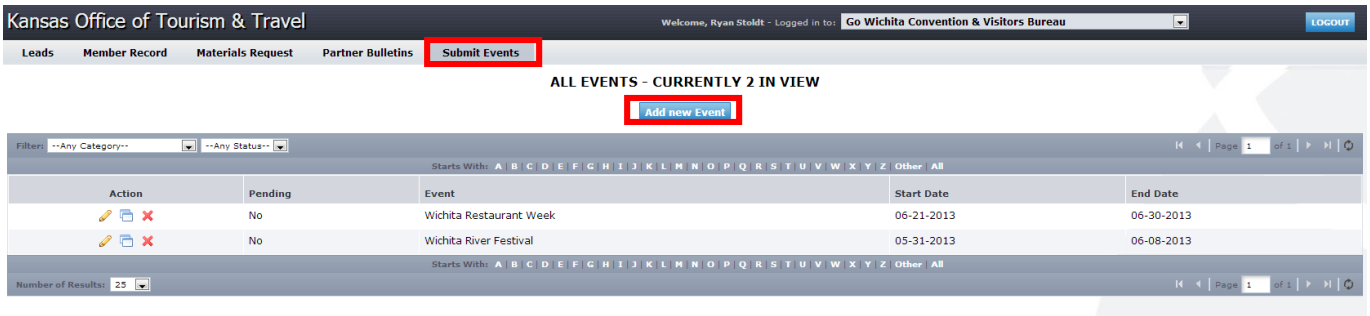
- Easter Egg Hunts, soup suppers, pancake and chili feeds, school events, city-wide garage sales, local fund raisers, amateur theater or concert performances, homecoming parades and events, club activities, seminars/workshops, seasonal events including local Christmas parades/productions and events directed at a limited or very specific audience.

VIEWING EVENTS

You may view events by choosing the appropriate Child Account (Venue) from the dropdown menu on the top right of your account and then clicking **Submit Events.**

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

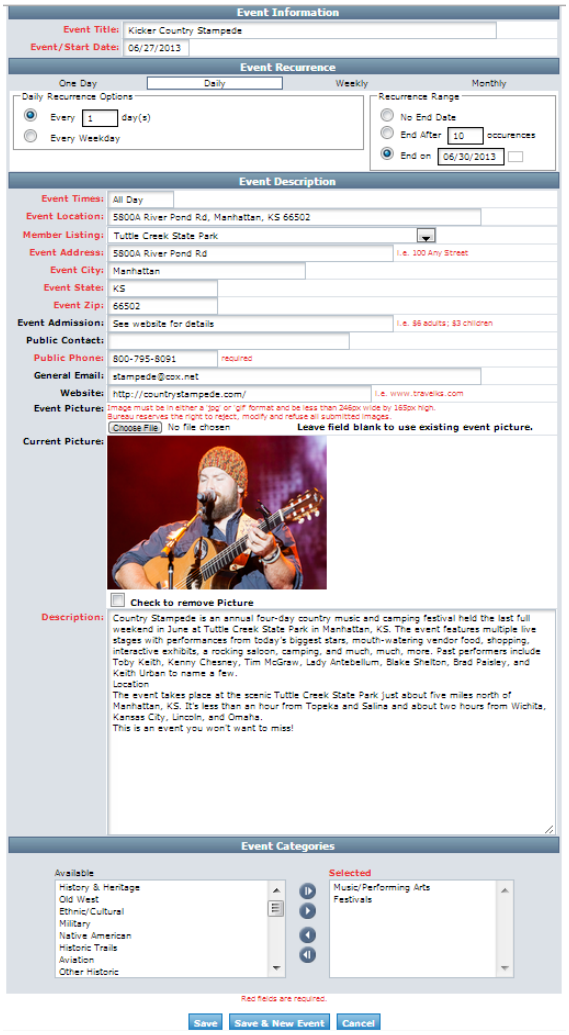
- To change the events in view, select an option from the filter dropdown menus. You can select Pending or Not Pending. The Pending Changes option will display only events that are awaiting approval, noted by the highlighted icon on the left. You can also filter your view by Event Category.



ADD NEW EVENT

You may add a new listing by clicking **Submit Events** after you have chosen the appropriate Venue/Member Listing (where the event takes place) from the dropdown menu on the top right of your screen. Remember: The venue/member listing for where the event takes place must be approved before you may submit an event.

- Click **Add New Event**



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

1. **Event Information**
    a. **Event Title** – The title of the event.
    b. **Event Start Date** - The date of the first day of the event
2. **Event Recurrence** - Choose from the following options:
    a. **One Day** – The event takes place on one day only
    b. **Daily** – The event takes place on more than one consecutive day
    c. **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.
    d. **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 1st of the month.

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

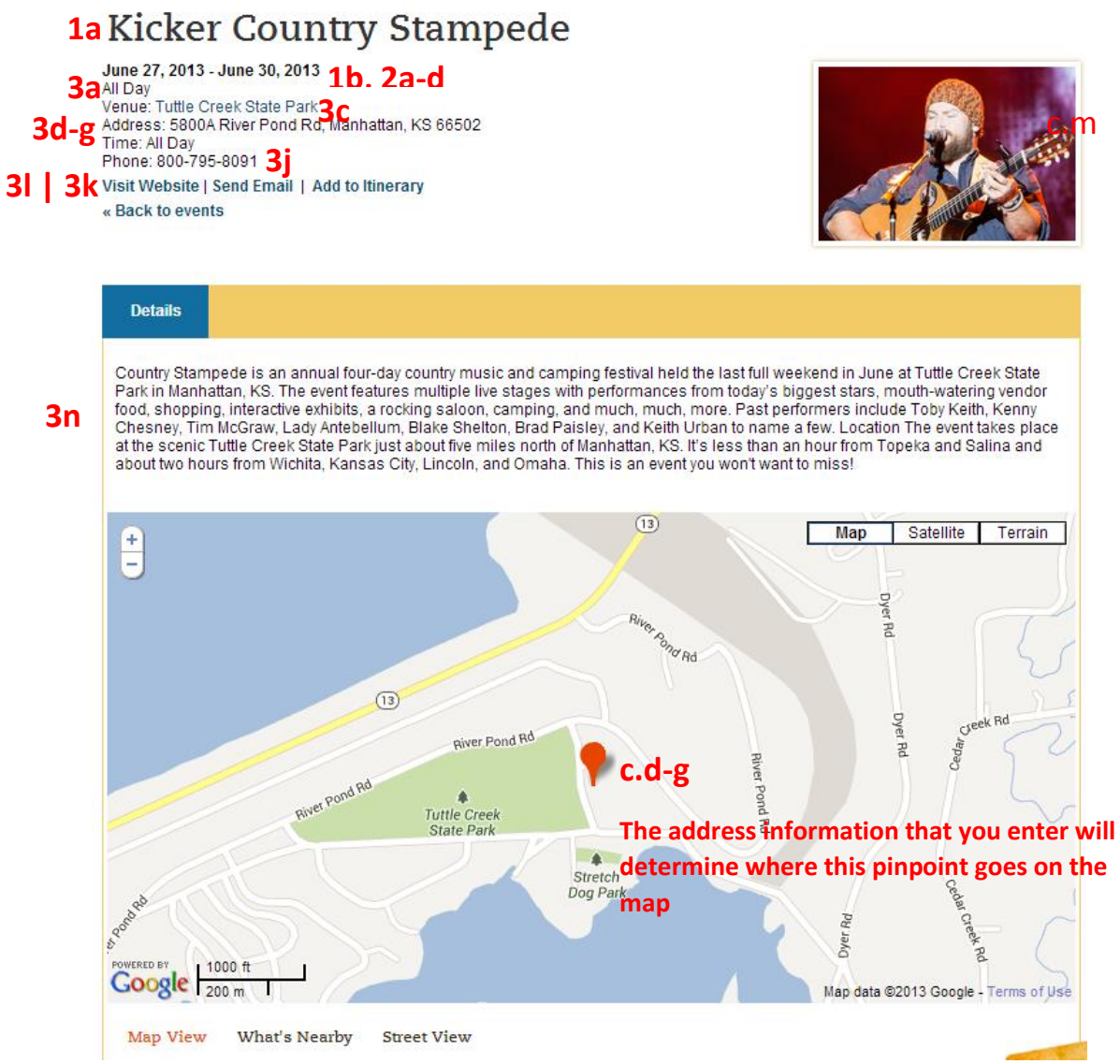
3. **Event Description**
    a. **Event Times –** What time does the event start and end? You may enter "varies" if appropriate, but please enter specific time information in your description if possible.
    b. **Event Location –** This is auto-populated by the account the event is submitted under, but it may be changed.
    c. **Member Listing –** Choose the appropriate Member Listing/Venue from the drop-down menu. This should be WHERE the event takes place. This is a required field, you will not be able to add an event without it. Please make sure you have a current approved listing for the event venue before adding a new event. The purpose of this is two-fold. When a consumer is viewing a listing on TravelKS.com, they can view the events taking place at that venue AND when consumers view your event on TravelKS.com, they can easily find out more about where the event takes place. You must be in the correct "Child Account" for the appropriate Member Listing/Venue to show up in this dropdown.
    d. **Event Address –** This is auto-populated by the account the event is submitted under, 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.
    e. **Event City –** Name of the city the event takes place in.
    f. **Event State –** KS (events not in Kansas will be denied).
    g. **Event Zip –** Zip Code where the event takes place.
    h. **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.
    i. **Public Contact –** Fill out only if there is a specific contact for the event.
    j. **Public Phone –** Required, phone number to call for information about the event.
    k. **General Email –** Email address where people can inquire about the event.
    l. **Website –** Event website. This is automatically filled in by the account information, but it can be changed.

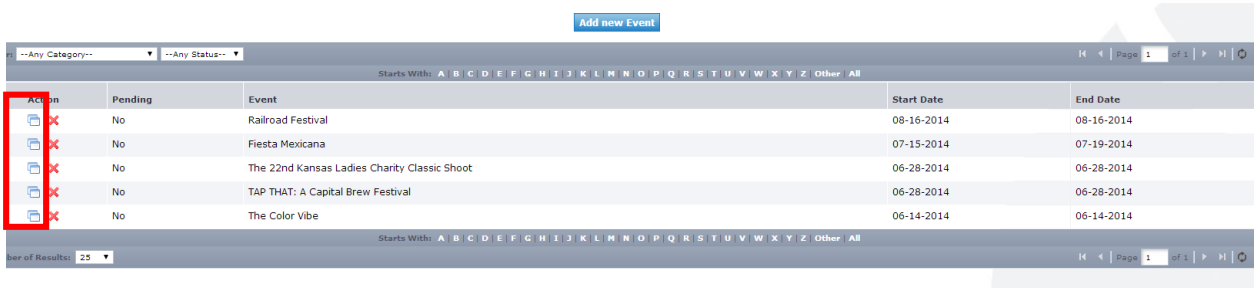
m. **Event Picture –** Upload a picture or logo of the event. It must be a .jpg of .gif and must be 246px wide by 165px wide to display properly.
n. **Description –** The description of your event goes here. Tell the consumer why they don't want to miss your event.

4. **Event Categories**
   a. 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 event within the same Member Listing/Venue or click **Cancel** to cancel your changes.

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)



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.