

TravelKS.com Extranet

The Extranet for Kansas Tourism is the portal for the Kansas Tourism industry to access their part of the Tourism database. The extranet account contains the information you will need to represent your accounts on the TravelKS.com site, in the Kansas Travel Guide and other marketing opportunities. You will also find communications, clippings, materials orders and more.

Who needs access?

- Do you add listings and/or events to TravelKS.com?
- Would you like to start adding listings and/or events to TravelKS.com?
- Do you or would you like to order BULK amounts of Travel Guides, Outdoor Guides, state maps and other materials from Kansas Tourism?
- Would you like to receive important updates and communications from us on a regular basis?

If you answered “yes” to any of these questions, you need access.

How to gain access

If you have not already been given granted access email andrea.johnson@travelks.com.

Account Types

- Parent Account – Manages listings/events for multiple attractions, dining, lodging or shopping establishments. Has child accounts. Example: DMO, CVB, Chamber of Commerce, etc... that manages listings and events for their area.
- Child Account – May or may not manage their own listing & events. A parent account may manage their listings and events.
- Orphan Account – Manages their own listings and events. Has no parents or children.

Logging In

- If you don't have log-in information contact our office to request it. You will be sent an email with the link and a temporary password.
- Click on the link, which will take you to the “CRM Extranet Login” screen.

- Your username is your full e-mail address.
- Your password is the temporary password that was emailed to you.
- You will be asked to change your password to one of your preference. Click on the “Forgot Password?” link if you need to reset your password
<http://extranet.kansas.simpleviewcrm.com/login/index.cfm>

Parent/Child Accounts

- To simplify the login process for DMOs (Destination Marketing Organizations) with access to multiple accounts, the Parent/Child account relationship was created. This allows a DMO to log in as a contact on the Parent account with full access to all child accounts via a dropdown filter.
- NOTE: The Parent/Child account relationship is intended to be used for accounts where there is a DMO maintaining multiple accounts.
- Once a member with parent/child account access logs into the Extranet, they will see a dropdown menu in the upper right corner of the screen titled ‘Logged in to’. If there are child accounts available, clicking the arrow will present the other accounts the member can toggle between.

Home Page/Partner Bulletins

Partner Bulletins are important communications from the Kansas Tourism office. Kansas Tourism will post Partner Bulletins regularly with important information regarding advertising, educational opportunities, deadlines and more.



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Member Record

You can view six items under your Member Record:

- Contacts
- Listings (Website and Travel Guide)
- Web (Coupons, Media Files)
- Amenities
- Benefits Summary
- Social Media

Contacts

Edit, clone and add new contacts for your account(s).

Listings

Add and update listings to appear on TravelKS.com.

Web

In the web tab there are two sub-tabs: Coupons and Media.

Coupons

Add and update coupons/offers to appear on the TravelKS.com coupon page.

Media

Add images, logos and videos to your TravelKS.com listings.

Amenities

Add amenity information to your TravelKS.com listings. Amenities can be viewed on TravelKS.com and may be included in print materials. You may add/edit amenities for Dining, Lodging, Attractions and Meeting Facilities

Benefits Summary

This tab displays reporting associated with your

accounts. This is a place to view benefits you have received by partnering with Kansas Tourism.

Benefits Available:

- Articles
- Web Site
- Coupon Hits

Articles - Details of media publications where your destination was mentioned. The publication, article title, date of publication and circulation (when available) will be detailed in this section.

Web Site - How many times your listing(s) have been viewed and number of times someone has clicked through to your website from your listings on TravelKS.com

Coupon Hits – View how many times your coupon(s) have been clicked.

Social Media Tab

Provide links to your social media accounts in this tab. These links will show as clickable social media icons in your listing(s).

Submit Events

Add events to appear on the TravelKS.com Calendar of Events.

Bulk Orders/Materials Request

Place orders for bulk amounts of Travel Guides, Outdoor Guides, Byway Guides and State Maps.

Contact Us

Can't find what you're looking for? Email us!

The staff contact is Andrea Johnson.

Tutorials for using the system can be found at TravelKS.com/Industry under the Education tab.