

## Adding Coupons

You may easily add and update coupons/offers in the TravelKS.com Extranet. All additions and changes submitted are subject to approval by Kansas Tourism staff. You will be notified by email when submitted coupons are approved or denied.

**Criteria:** Coupons must represent no less than 10% off the retail price for service that is not normally included in the price. Coupon must have a firm beginning and ending date and must be available to the general public. Coupons will only be accepted for businesses/events that have a current listing on TravelKS.com.

1. Log in to your Extranet Account
2. Choose the “Child Account” in the drop-down menu in the upper right of your screen that you would like to add a coupon for.

3. Click the “Web” tab in the Child Account’s Member Record
4. Click the “Add New Coupon” button in the bottom right of the screen.

5. Fill in the Coupon Information

- a. **Offer Title:** Short description of offer. Example: 10% off your order
- b. **Offer Link:** If there is a link to the offer include it here.
- c. **Offer Text:** Include all details of the offer including restrictions. You do not put valid dates of the offer here as there is a field for that.
- d. **Coupon Image:** Choose an image to be included in the coupon if available. If you would like to add an image and an image is not available, you will need to add the image first. You may do so by clicking "Media" under the Web tab.
- e. **Redeem From & Redeem To:** Enter the beginning and ending dates that the offer is valid.
- f. **Post From & Post To:** Enter the dates that the offer should appear on TravelKS.com.
- g. **Coupon Categories:** Choose your region of the state and the type of business the offer is for. This will determine where the offer will show up on the coupon page.  
<http://www.travelks.com/travel-tools/coupons/>
- h. **Add to Listing(s):** Check the box next to the listing that the offer should be attached to.
- i. **Save**

**New Coupon**

**Coupon Information**

**Offer Information**

**Offer Title:**

**Offer Link:**

**Offer Text:**

**Coupon Image**

**Selected Image:**

**Coupon Dates**

**Redeem From:**  **Redeem To:**

**Post From:**  **Post To:**

**Coupon Categories**

**Available**

- Eastern Wooded Hills Region
- Flint Hills Region
- Central Prairie Region
- Western High Plains Region
- Places to Eat
- Places to Shop
- Places to Stay
- Things to Do

**Selected**

--None--

**Add To Listing(s)**

Boot Hill Casino & Resort (Website: Dining: Local Favorites)

Kansas Tourism must review and approve all coupons before they are active on TravelKS.com

Here is what the coupon will look like on the coupon page (<http://www.travelks.com/travel-tools/coupons/>). The red letters correspond with the steps above.

**a** 2 for 1 entry for "Star Bright Saturday Night" **Add to Coupon Pack**

**e** May 3 - October 25, 2014 **h** Powell Astronomical Observatory | **Add to Itinerary**

**c** 2 for 1 entry fee for all "Star Bright Saturday Night" astronomy education and telescope observing programs at Powell Observatory. One free child or adult entry with one paid adult ticket (\$6.00). This offer will be honored any Saturday night May thru October 2014. Limit one coupon per family.

Here is what the coupon will look like once clicked on. The red letters correspond with the steps above.

There's no place like  
**Kansas**  
Internet Coupon  
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Print  
Add to Itinerary

**h** Powell Astronomical Observatory

**a** 2 for 1 entry for "Star Bright Saturday Night"

**e** May 3 - October 25, 2014

**d** 

**c** 2 for 1 entry fee for all "Star Bright Saturday Night" astronomy education and telescope observing programs at Powell Observatory.

One free child or adult entry with one paid adult ticket (\$6.00).

This offer will be honored any Saturday night May thru October 2014.

Limit one coupon per family.

**b** Website: [www.askc.org/powell.htm](http://www.askc.org/powell.htm)