

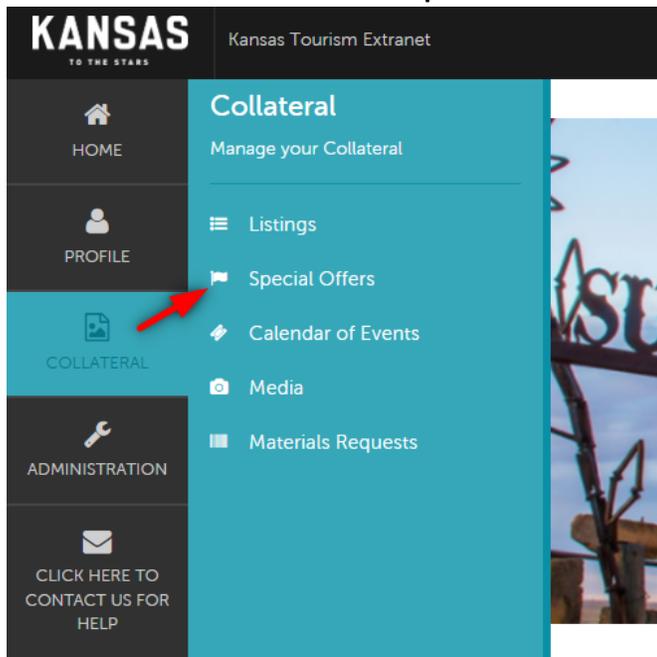
# Adding Special Offer/Coupon

Click [here](#) to watch the tutorial video.

You may easily add and update 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 offers are approved or denied.

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

1. Log in to your **Extranet Account**
2. Click the **Collateral** tab and select **Special Offers**



3. Click the **Add Offer** button at the top left of the screen.

## Offers

+ Filters (0)

You have not added any filters. You can click the manage filters link in the available list and set a default value to use in the future.

Actions	Offer Title	Redeem From
  	\$20 off a Family 4-Pack with \$40	05/23/2014

4. Fill in the Coupon Information. Red fields are required
5. **Account:** Your account will be filled in. You must have a listing on the TravelKS.com website in order to have an event approved.
6. **Offer Title:** Short description of offer. Example: 10% off your order
7. **Offer Link:** If there is a link to the offer, or where you can use your offer, include it here.
8. **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.
9. **Coupon Image:** Choose an image to be included in the coupon. Add an image to the account for use through the "Collateral" → "Media" tab.
10. **Redeem From & Redeem To:** Enter the beginning and ending dates that the offer is valid.
11. **Post From & Post To:** Enter the dates that the offer should appear on TravelKS.com.
12. **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. To select multiple hold control while clicking.
13. **Add to Listing(s):** Select the listing that the offer should be attached to on the website. You should only have one website listing for your location/business.
14. **Save**

Kansas Tourism must review and approve all coupons before they are active on TravelKS.com. Please allow up to 2 weeks for approval/denial and up to 2 hours once approved for coupons to show on the website.