

The Iowa Tourism Office is the state of Iowa's official tourism marketing organization. We exist to tell your story – through multiple channels and to multiple audiences – in a way that inspires people to choose Iowa as their travel destination.

## **How do we tell your story?**

Annually, more than two million people visit our website, [traveliowa.com](http://traveliowa.com), which features information to aid trip planning and content intended to inspire travelers to visit Iowa. The site gives travelers a way to learn about thousands of attractions, restaurants, retail and lodging establishments and events in Iowa via our listings database. We also package these listings together in trip itineraries, travel themes and inspirational content pages.

## **How can we work together?**

It's simple; share your listings with us. Use the information below to get started. We can only promote what we know about, so make sure we're informed about the unique aspects of your community or business. It's all FREE!

To learn more, contact Amber Rottinghaus at 515.348.6252 or [amber.rottinghaus@iowaeda.com](mailto:amber.rottinghaus@iowaeda.com).

## **Add a Listing to Travellowa.com**

### *Existing Users*

Users who previously had an account established on [traveliowa.com](http://traveliowa.com) prior to the new site launch in September 2022 will have their account migrated over. Your existing login credentials (email, address and password) can be used to access your account. To log in, navigate to the footer and select "Sign In" under the My Account header.

If you are unable to log in or have forgotten your password, you can click the "Forgot password?" link accessible through the sign-in screen to reset your password.

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## New Users

1. New users will need to establish an account on traveliowa.com by navigating to the footer and selecting "Create Account" under the My Account header.
2. Each user account is tied to a company and multiple users can log in under the same company.
3. Check to see if your company is already created by searching the drop-down. If not in the drop-down, click "ADD COMPANY" to create your company. If possible, please use a general email address for your company such as info@company.com or marketing@company.com, rather than an account tied to a specific person. After creation, you will receive a confirmation email for the address you entered for the company.
4. Next you will create your user account. The company you created will now be in the drop-down. Select your company and fill in the rest of the fields to create your account.
5. Upon submission, you will receive an email confirmation that your account is pending approval. If the account is approved by the Iowa Tourism Office, you will receive an additional email confirmation. Once received, you can log in.

**Company Name (Required)**  
IEDA

**Email Address (Required)**  
marketing@ieda.com  
If possible, please use a general contact or marketing email address in place of one tied to a single person.

**Phone (Required)**  
515-555-5555

**Address (Required)**  
1963 Bell Ave  
Suite 200

**City (Required)**  
Des Moines

**State/Province (Required)**  
Iowa

**Zip/Postal Code (Required)**  
50315

**Country (Required)**  
United States

**ACCOUNT**

Please use the drop down to find your company. If your company is not in the drop down, click on the "Add Company" link to be directed to create the company listing. Upon saving the new company listing, you will be redirect back to this page to complete your account.

By providing your email address and creating your account, you agree to periodically receive industry news from the Iowa Tourism Office. You can, of course, opt-out at any time.

**Company (Required)**  
IEDA

**ADD COMPANY**

**First Name (Required)**  
David

**Last Name (Required)**  
Bowie

**Email Address (Required)**  
david.bowie@ieda.com

**Phone (Required)**  
515-555-5556

**Address 1 (Required)**  
1963 Bell Ave

**Address 2**  
Suite 200

**City (Required)**  
Des Moines

**State/Province (Required)**  
Iowa

**Zip/Postal Code (Required)**  
50315

**Country (Required)**  
United States

**Password (Required)**  
\*\*\*\*\*

**Confirm Password (Required)**  
\*\*\*\*\*

I'm not a robot

**CREATE ACCOUNT**

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# CRM Functions

## Overview

At launch, you will be able to edit your name, email address, and phone number tied to both your personal account and company account; manage users tied to your company; maintain your physical, shipping, and billing addresses; place orders for tourism materials; and update and create your listings and events.

## Orders

- Orders placed through our system by any company members will appear here. To create a new order, click the "Request Brochures" button. Users will be able to order materials in both single and bulk quantities.
- Clicking on any Order Date will open details about that order. All orders placed will start with a status of "Processing." Once the order has been sent for fulfillment, the status will update to "Shipped" along with the date it was sent to fulfillment in the "Send Date" column. This date does not reflect when the order has shipped, only when the Iowa Tourism Office has sent the order to be fulfilled.
- To cancel an order while its status is Processing, please contact tourism@iowaeda.com.

Name	Email	Phone	Last Login Date	Active	
Doug Meyer	doug.meyer@iowaeda.com	515-348-6251	8/5/2022	True	REMOVE FROM ACCOUNT
Amy Test	amy.zeigler@ieda.com	515-348-6259	5/12/2022	True	REMOVE FROM ACCOUNT

Order Date	Order Recipient	Company	Address	Status	Send Date
8/1/2022	Doug Meyer	IEDA	1963 Bell Ave Suite 200	Processing	
8/1/2022	Doug Meyer	IEDA	1963 Bell Ave Suite 200	Processing	
8/1/2022	Doug Meyer	IEDA	1963 Bell Ave Suite 200	Shipped	8/1/2022
7/12/2022	Test Cancel	IEDA	1963 Bell Ave Suite 200	Cancelled	
7/12/2022	Jesse Pinkman	IEDA	1963 Bell Ave Suite 200	Shipped	7/12/2022

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## Listings

All listings tied to a company will appear here. Users can create new, edit existing or deactivate existing listings. New listings must be approved by the Iowa Tourism Office before appearing on traveliowa.com.

Listings will no longer become automatically deactivated if the information is not confirmed once every 18 months. Instead, listings that have been confirmed within the last 12 months will be designated as “Verified” when viewing on traveliowa.com. Listings not confirmed within the year will show a disclaimer that information may not be accurate, and the user should contact the place of business to verify information and/or hours before traveling. Companies will receive an email once every 12 months asking them to verify and confirm listing information. If nothing has changed and there are no edits, users can confirm the listing by clicking “Edit” and submitting the form.

Listing Name	City	Contact Info	Active	Last Updated	
Big City Brewing	Des Moines	info@bigcitybrewing.com 515-555-5555	True	6/9/2022	<a href="#">EDIT</a> <a href="#">VIEW</a> <a href="#">INACTIVATE</a>

[ADD LISTING](#)

## Events

- Events should be entered in a timely manner and are subject to approval by the Iowa Tourism Office. Events should be of interest to tourists and the public. Therefore, events related to promotions/sales, fundraisers, conferences, class reunions, luncheons, religious gatherings, or any other non-entertainment events will not be approved.
- When entering an event, users are encouraged to log in from the My Account section. Doing so will enable users to see all events submitted under the company name and allow for editing or deletion as needed.

Event	Dates	City	Contact Info	Active	
Big City Brewing Grand Opening	6/24/2022 - 6/24/2022	Des Moines	info@bigcitybrewing.com 515-555-5555	True	<a href="#">EDIT</a> <a href="#">VIEW</a> <a href="#">DELETE</a>

[ADD EVENT](#)