

# How to edit your city's official listings for the Texas State Travel Guide and TravelTex.com

TxDOT now offers a faster and more reliable way to send us updates for your city's listings in the Texas State Travel Guide. By logging into our online database, you can access your city's current information, make changes and instantly send them to travel guide editors. You will automatically receive confirmation messages when your updates have been received and reviewed/approved by travel guide editors.

Follow the steps below to access your city's information in our online database. If you have any questions not covered here, please contact us at [TRV\\_Guide@txdot.gov](mailto:TRV_Guide@txdot.gov).

1. Log onto the database with the user account below (this is case sensitive):

Go to [http://webhost.lightspoke.com/txdottstg/txdot\\_login.py](http://webhost.lightspoke.com/txdottstg/txdot_login.py)

Username: **TRV\_Guide@txdot.gov**

Password: **texas2014travel**



## Login

Email:   
Password:

2. After logging in, you should be on a page with a table of cities and a few blanks at the top for searching. Type the name of your city into the City Name (contains) box and click the "Go" button.

The screenshot shows the Texas Department of Transportation website's search interface. At the top, there is a navigation bar with "Travel Guide U" and "Cities" (selected) and "Attractions" buttons. Below this, the page title is "View: USER:List Cities". A search filter section is highlighted with a red box, containing the text "Filter Results By: (Start Over...)" and three input fields: "City Name contains", "County contains", and "Region contains". A "Go" button is located below the "City Name" field. Below the search area is a table with the following data:

	City Name	County	Region	Population	Altitude	Description
	ALPINE		BIG BEND COUNTRY	6,008	4,485	Established in 1882 and the seat of Brewster County, it is near Big Bend National Park. It is an area, headquarters for mining companies, ...
	ANTHONY		BIG BEND COUNTRY	5,233	3,800	Incorporated in 1952, Anthony is at Exit 0 on Interstate 10. Oñate's expedition traveled this road, at a rate of ...
	BALMORHEA		BIG BEND COUNTRY	472	3,205	The original inhabitants of the area were the Mescalero. The land promoters in the center of a 10,000-acre tract ...



5. PLEASE NOTE: The Visitor Center section is printed in the travel guide as the **official contact for tourism in your city**, so a name and some contact information are required. Address and hours are optional—fill them in if you have a tourism office where visitors can walk in for information.

TEXAS DEPARTMENT OF TRANSPORTATION Welcome [username] Admin [logout]

Travel Guide Us Cities Attractions

Form: USERS: City Form

City Name: ALPINE Status: Approved  
 Population: 6,008 Altitude: 4,485  
 Map Grid Location: P-6  
 Description: Established in 1882 and the seat of Brewster County, Alpine is located between the Davis and Glass mountains and is near Big Bend National Park. It is a retail center and shipping point for a huge ranching area, headquarters for mining companies, and home of Sul Ross State University. Declared a Designated Cultural Arts District by the Texas Commission on the Arts in 2011, Alpine's historic downtown district features antique stores, boutiques, art galleries and several distinctive murals. Several theater groups put on seasonal productions. Theatre of the Big Bend offers musicals and dramas during the summer. The theater department at Sul Ross State University highlights student talent from September through May. The climate and location make the town a popular vacation area. Visitors enjoy golfing, rock and mineral collecting, swimming and camping amid spectacular mountain vistas. Special events include the Texas Cowboy Poetry Gathering in February, Viva Big Bend Music Festival in July and the Big Bend Balloon Bash during Labor Day weekend.

County:  Region: BIG BEND COUNTRY

Visitor Center  
 Name:   
 Address:   
 Hours:   
 Phone 1:  Phone 2:   
 Website 1:  Website 2:   
 Visitor Information:  Email:

6. On the same screen, below your city information, is a list of all attractions associated with your city. **To submit a new attraction** for consideration, click on the “Add Attraction” link to pull up a form to fill out.

County:  Region: BIG BEND COUNTRY

Visitor Center  
 Name: Alpine Chamber of Comr  
 Address: 106 N. Third St.  
 Hours: Open 9 a.m.-5 p.m. Mon.-Fri. and 9 a.m.-  
 Phone 1: 800/561-3712 Phone 2:   
 Website 1: www.alpinetexas.com Website 2:   
 Visitor Information:  Email:

Attractions

[Add Attraction](#)

Edit	Attraction Title	Description for Printed Guide	Admissions Charge	Hours	Address	Phone	Website	Email	Status
	Alpine Chamber of Commerce Visitor Center			Open 9 a.m.-5 p.m. Mon.-Fri. and 9 a.m.-4 p.m. Sat.	106 N. Third St.	800/561-3712	www.alpinetexas.com		Approved
	Last Frontier Museum	Small museum features rocks, gems and minerals of the region.	Free.	Open 9 a.m.-9 p.m. Mon.-Sun.	2310 W. U.S. 90.	(432) 837-2451			Approved

7. While on the city screen, please note the status of attractions. The ones that say Approved are active attractions. Ones marked Delete are not active attractions. This can be either because you have requested it be deleted, it closed, or because the attraction does not qualify for the guide, such as a winery/brewery/distillery that doesn't offer tours, an attraction that doesn't have regular hours, or a community amenity submitted as an attraction.

Attractions

[Add Attraction](#)

Edit	Attraction Title	Description for Printed Guide	Admissions Charge	Hours	Address	Phone	Website	Email	Status
	Brewery	Big Bend Brewing Co. See BREWERIES AND DISTILLERIES listing.							Delete
	Historic Hotel—Holland Hotel	This pet-friendly Spanish Revival-style hotel, built by Trost and Trost, is a Texas Historic Landmark.			209 W. Holland Ave.	432-837-2800	thehollandhoteltexas.com		Approved

8. To edit an existing attraction, click on the paper-and-pencil icon in the Edit column to the left of the attraction name you want to edit.

County Brewster Region BIG BEND COUNTRY

Visitor Center Name Alpine Visitor Center

Address 106 N. Third St.

Hours Open 8:30 a.m.-5 p.m. Mon.-Fri. and 10 a.m.-2 p.m. Sat.

Phone 1 432-837-2326 Phone 2

Website 1 visitalpinetx.com Website 2

Visitor Information Email

Comments or Change Request

Attractions

Add Attraction

Start Previous (1 - 5 of 5) Next End

Edit	Attraction Title	Description for Printed Guide	Admissions Charge	Hours	Address	Phone	Website	Email	Status
	Brewery	Big Bend Brewing Co. See BREWERIES AND DISTILLERIES listing.							Delete
	Historic Hotel—Holland Hotel	This pet-friendly Spanish Revival-style hotel, built by Trost and Trost, is a Texas Historic Landmark.			209 W. Holland Ave.	432-837-2800	thehollandhoteltexas.com		Approved
	Kokernot Baseball Field	This 1940s Wrigley-style ballpark was built for the Alpine Cowboys semi-professional baseball team, who play May-July.			400 Loop Road.		kokernotfield.com		Approved

9. This opens a page with a form that contains information about this attraction. Most changes can be made directly to the text in each box, except for the descriptive copy, for which you can suggest changes in comment boxes. Details about each box are on the next page of this document. If you're taking your time making changes, **be sure to save often** (see button at bottom of window)—your editing session may time out without saving your changes after 20 minutes of inactivity.

TEXAS DEPARTMENT OF TRANSPORTATION

Cities Attractions

USERS: City Form

Form: Attraction Update Version: ALPINE Historic Hotel—Holland Hotel

Task: UpdateAttractions

Attraction Title \* Historic Hotel—Holland Hotel

City ALPINE

GPS Coordinates: Longitude -103.662815

Latitude 30.357347

Description for Printed Guide This pet-friendly Spanish Revival-style hotel, built by Trost and Trost, is a Texas Historic Landmark. Description for Printed Guide Comments

Description for Website John R. Holland, a prominent cattleman, commissioned the original hotel in 1912 to provide a place for travelers during the mercury mining boom. His son, Clay, added the existing building in 1928, hiring Trost and Trost—the major southwest architecture company at the time. The Spanish Revival-style hotel became a Texas Historic Landmark in 1980. They're pet friendly, too. Description for Website Comments

Admissions Charge

Hours \*

Address \* 209 W. Holland Ave.

Directions

Phone 432-837-2800

Alternate Phone

Website thehollandhoteltexas.com

Website2

Email

About each of the boxes on the Attraction form:

- **Attraction Title:** Required.
- **City:** Automatically assigned. This is the city under which the attraction is listed in the travel guide. Some attractions may technically be in another nearby city—if this is the case, please include details in the “Directions” field. If there’s a reason the city designation should be changed, please email [TRV\\_Guide@txdot.gov](mailto:TRV_Guide@txdot.gov).
- **GPS Coordinates:** Not required, but if you’re able to include them, this makes it easier for travelers to locate this attraction with GPS systems.
- **Description for Printed Guide:** To view the full contents of this box, you may need to click on it—the box will expand to show all text. This is the description that goes in the printed Texas State Travel Guide. Please keep descriptions as brief as possible, since there is limited space in the guide. Please submit requests for changes for this field in the “**Description for Printed Travel Guide**” comments box to the right so editors can make the requested changes and ensure they meet our guidelines for consistency, content and style. **Please DO NOT simply rewrite the information yourself**—this makes it very hard for editors to see exactly what changes were made.
- **Description for Website comments:** This description can be longer should you choose. This is the information that will appear with attractions are pulled for website use, such as on [www.texashighways.com/travelguide](http://www.texashighways.com/travelguide).
- **Admission charge:** Three options—free, admission charge, or blank. Click on the orange circular arrow icon to see a drop-down menu. We don’t include dollar amounts since these can change and lead to an unpleasant surprise for travelers.
- **Hours:** Required—all attractions must be regularly accessible to the traveling public. Please be very specific about what days and times people can visit, and whether any holidays or seasonal variations may affect the schedule. For outdoor attractions or other places that are generally open, something like “Open daily” or “Open dawn to dusk” is acceptable. Attractions that are open “by appointment only” are not eligible for a listing.
- **Address:** Please include a valid street address or intersection (“Main Street at First Avenue”).
- **Directions:** Please include only if an address is not available. Briefly describe anything that might help people find the attraction (For example: “Off FM 1000 from I-35”). If the attraction is technically in another town than the one the attraction is listed under, please note that here.
- **Phone/Alternate Phone:** Please include if available—at least one form of contact information (phone, website and/or email) is required for every attraction.
- **Website/Website 2:** Please include if available—at least one form of contact information (phone, website and/or email) is required for every attraction.
- **Email:** Just in case this is the best way to contact someone associated with the attraction; this is usually not listed if a website is available.
- **Photo upload:** You can include up to two photos of an attraction to be considered for use on TravelTex.com.
- **How can we contact you?** Required. Please fill out all required contact information for yourself. This information will NOT be printed or shared with anyone. This helps us verify that information is being updated by official local sources and lets us know how

we can contact you if there are questions about your changes. This also helps the system notify you by email when your changes are received and approved by editors.

10. After making your updates, **hit the Save button** at the bottom of the screen. When the updates have been saved, a **green message will appear at the top** of the window. Your changes will be held in “pending” status until an editor reviews them. (If you want to return to an attraction to make more changes, you can—and anything you already saved will be there when you return).

The screenshot shows the Texas Department of Transportation website interface. At the top, there is a navigation bar with 'Cities' and 'Attractions' tabs. Below this, a message indicates the form is for 'Attraction Update Version: ALPINE Historic Hotel—Holland Hotel'. A yellow banner at the top of the form area says 'Saved Attractions\_VERSIONS record: ALPINE Historic Hotel—Holland Hotel'. The form fields include: 'Attraction Title \*' (Historic Hotel—Holland Hotel), 'City' (ALPINE), 'GPS Coordinates: Longitude' (-103.662815), 'Latitude' (30.357347), 'Description for Printed Guide' (This pet-friendly Spanish Revival-style hotel, built by Trost and Trost, is a Texas Historic Landmark.), 'Description for Printed Guide Comments', 'Description for Website' (John R. Holland, a prominent cattleman, commissioned the original hotel in 1912 to provide a place for travelers during the mercury mining boom. His son, Clay, added the existing building in 1928, hiring Trost and Trost—the major southwest architecture company at the time. The Spanish Revival-style hotel became a Texas Historic Landmark in 1980. They're pet friendly, too.), 'Description for Website Comments', 'Admissions Charge', and 'Hours \*'. There are green information icons next to the description fields.

11. To edit other attractions, click on back arrow key at the top of your browser or on the Cities tab on the blue bar at the top of the screen to find your city and attractions again (as described in Steps 3-6). You can also click on the Attractions tab and search for a specific attraction you want to modify.

This screenshot is identical to the one above, showing the 'Attractions' update form for 'Historic Hotel—Holland Hotel'. The 'Attractions' tab is highlighted with a red box. The form fields and content are the same as in the previous screenshot.

12. When you are reviewing your attractions, please ignore the campgrounds that are listed with the Travel Guide information. Those are updated in a different way. The easiest way to spot those currently is to look at the email field. The coordinates are in the email field.

[Add Attraction](#)

Edit	Attraction Title	Description for Printed Guide	Admissions Charge	Hours	Address	Phone	Website	Email	Status
	Chihuahuan Desert Nature Center	The center has hiking trails, cactus and succulent greenhouse, mining and geology exhibits, bird blind, and gift shop.	Admission charge.	Open 9 a.m.-5 p.m. Mon.-Sat.; programs for tour or school groups by arrangement.	43869 SH 118.	432-364-2499	cdri.org		Approved
	Davis Mountains State Park	In the most extensive mountain range fully contained in Texas, find CCC structures, full hook-up sites, and campsites. Hike, mountain bike, and hor...	Admission charge.	Daily	SH 118 N. at Park Road 3.	432-426-3337	tpwd.texas.gov/state-parks/davis-mountains		Approved
	Davis Mountains State Park	Wheeled-camper or tent sites: 26 with electric, water, and sewer; 34 with electric and water. Other sites: 33 tent sites; 6 primitive sites; primit...				432-426-3337	texasstateparks.org	30.599103, -103.929450	Approved
	Fort Davis	This superb example of frontier	Admission charge.	Open 8 a.m.-5 p.m. daily	101 Lt	432-426-3324 x220	nps.gov/foda		Approved

13. If you need to delete an attraction because it has closed, moved or no longer has regular hours of operation, please enter the information into the Description for Printed Guide Comments and tell us why the attraction should be removed. It is not necessary to delete an attraction to “make room” for others—we list all qualifying attractions on their own merits.

**Questions? Comments? Email us at [TRV\\_Guide@txdot.gov](mailto:TRV_Guide@txdot.gov).**