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.

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

   Go to http://webhost.lightspoke.com/txdottstg/txdot_login.py
   Username: TRV_Guide@txdot.gov
   Password: texas2014travel

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.

3. This should turn up a result with your city's name in a table. Click on the small paper-and-pencil icon to the left of your city's name to start editing your local information. For this example, we searched for Alpine.

4. This will take you to a screen that shows all of your **city's basic information** as printed in the Texas State Travel Guide. To submit changes to the description or visitor center information, please enter the comments/changes into the Comments or Change Request field. Once that is completed, don't forget to scroll down the bottom of the page to click Save to save the changes. Populations are obtained from the U.S. Census when it is published and from the Texas State Data Center estimates in other years.

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.

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.

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.

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.

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.

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.
- **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.
- **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).

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.

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	432-426-3224 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.