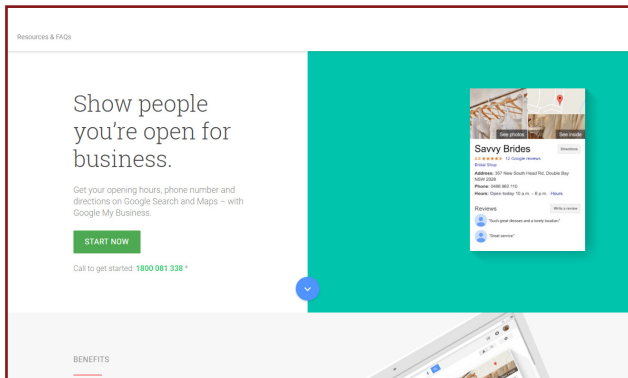


HOW TO GOOGLE MY BUSINESS

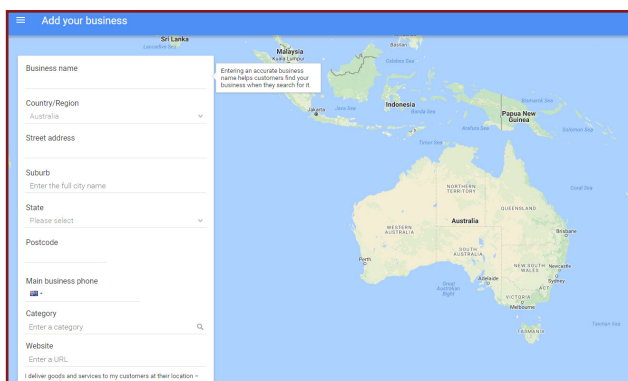
You can list your business for free on 'Google My Business'. This complements your own website with a presence on Google and Google maps.

1. Go to www.google.com.au/business and click START NOW.



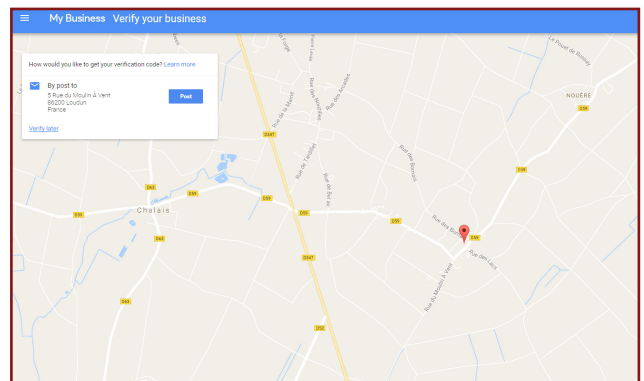
Google My Business Home page

2. Enter your details and click Continue.

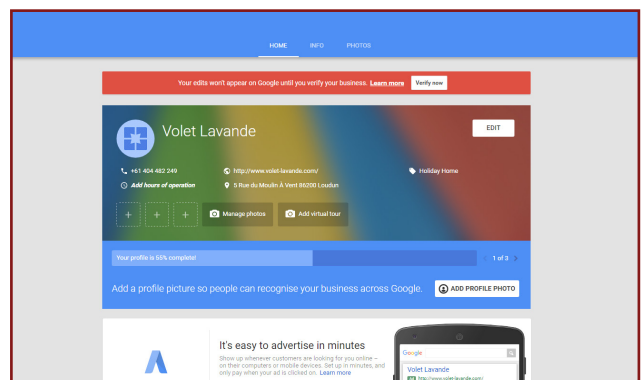


3. Confirm you are authorised to manage the business by checking the box and agreeing to the terms of service. Click Continue.
4. Next you need to verify your business. There are several ways for Google to do that depending on your type of business, such as by phone, email or by sending you a postcard. Select your preferred method (phone is the fastest). If you manage multiple businesses or outlets with one central phone number, you may prefer the postcard verification method, where a postcard with your verification

code is mailed to each address you provide. There is also a bulk verification option if you have multiple locations. You can click Verify later, but your edits won't appear on Google until you verify your business.



5. You may see a pop-up asking if you'd like to receive communications with hints and tips to improve your presence on Google. Select Yes or No then Get started.
6. Once you've verified your business listing, you may see a banner asking you to review your information and make final changes.
 - add a profile picture



- add your opening hours
 - add or manage other photos.
7. When you've finished, click Finished editing. Once your business has been verified, it can take a week or so for your listing to appear live on Google.