

Google places



Millions of people search Google Maps every day. A free listing on Google Maps makes it easy for them to find you.

Use Google Places to create your free listing. When potential customers search Maps for local information, they'll find your business: your address, hours of operation, even photos of your storefront or products. It's easy, free, and you don't need a website of your own.

FIRSTLY: go to www.google.com/local/add/businessCenter

You will need a google account to complete this process.

To sign up for a Google account, click “Sign up now” and follow the prompts


Once that is done, click on “Add new business”

Google places

Your local business, discovered on Google

Get found. Communicate with customers. Get insights to make decisions.

New! Local Business Center is now Google Places. [Learn more.](#)

 **Claim your business on Google** and get these features:

- Manage business information
- Post coupons and live updates
- See how you're doing with a performance dashboard

[Watch the video](#) [Read testimonials](#)

Add new business

Upload a data file

Google your business info Search

Web Show options...

Your Business Here
yourwebsthere.com
5555 Smith Street
San Francisco, CA 94114
(555) 555-5555
[Get directions](#) • [Is this accurate?](#)
Bus: [Haight St & Fillmore St](#)

Open Tue-Thu, Sat 9am-9pm, Fri 9am-12am
[Menu and more...](#)

Your Business Here
5555 Smith Street
San Francisco, CA 94114
(555) 555-5555
[yourwebsthere.com](#)
[Directions](#) [Search nearby](#) [Save to...](#) [more](#)

Fill in the fields as shown below.

This is just a first step. Enter your business information here and watch your listing take shape on the right. In later steps, you will specify categories, payment options, business hours, service areas, and much more.

* indicates a required field

Country: * Australia

Company/Organization: * Potent Web Design

Street Address: * 122 Wallace Ave

City/Town: * Point Cook

State: * Victoria

Postal Code: * 3030

Note: You can hide your street address later if you don't want people to see it.

Main phone: * 1300 665 281
Example: (02) 1234 5678 [Add more phone numbers](#)

Email address: info@potentwebdesign.com.au
Example: myname@example.com

Website: http://www.mcwebs.com.au
Example: http://www.example.com
 I don't have a website.

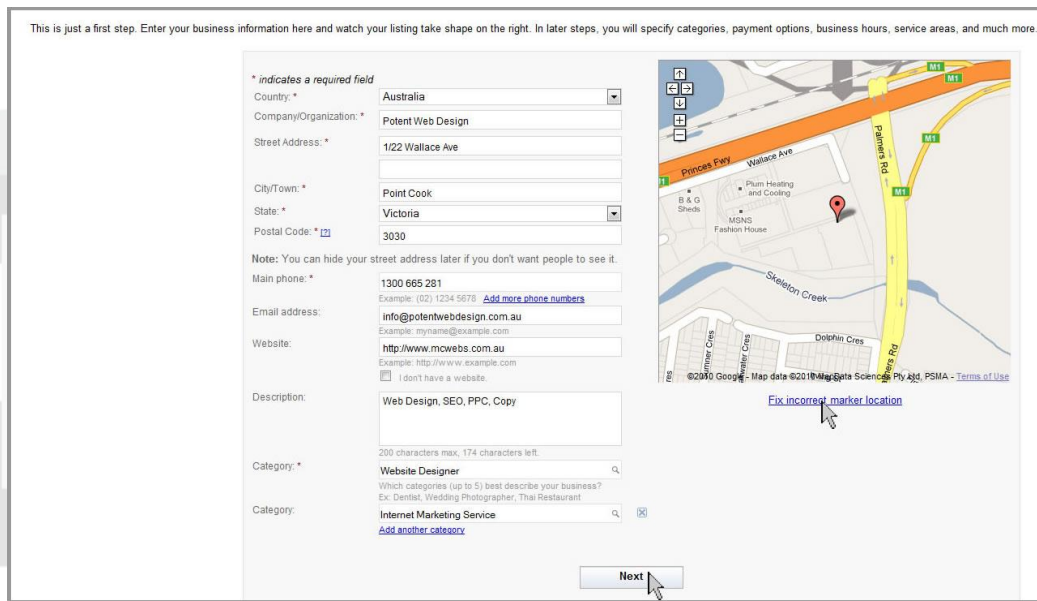
Description: Web Design, SEO, PPC, Copy
200 characters max, 174 characters left.

Category: * Website Designer
Which categories (up to 5) best describe your business?
Ex: Dentist, Wedding Photographer, Thai Restaurant

Category: Internet Marketing Service
[Add another category](#)

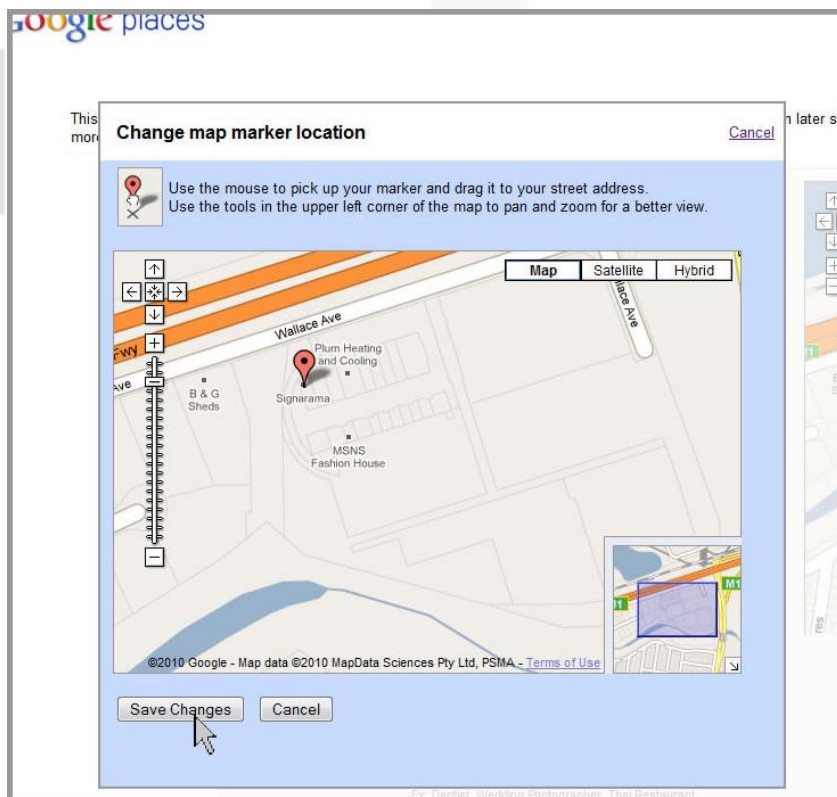
[Fix incorrect marker location](#)

Next



IMPORTANT:

The Google map may not show your location correctly.
If this is the case, click “change map marker location” and you will be able to place the Google marker where you require.



NEXT: You will have the choice to show which locations your business will service.

Please enter in some additional details about your business. If people know when you're open or can see some pictures of your business, they're more likely to visit you. All of this information is optional and can be entered in at a later time if you're in a hurry to see your business appear on Google Maps.

If you'd like to skip this step, please scroll to the bottom of the page and click on the 'Submit' button.

Service Areas and Location Settings

Does your business provide services, such as delivery or home repair, to locations in a certain area?

- No, all customers come to the business location
 Yes, this business serves customers at their locations

Do not show my business address on my Maps listing

Select how your service area will be specified, either through a distance from a location point, or through a list of locations (towns, zip codes, etc.)

Distance from one location

Point Cook VIC, and locations within 100 k

Service area within 100 miles km

List of areas served

Examples: 94089 or Sunnyvale, CA

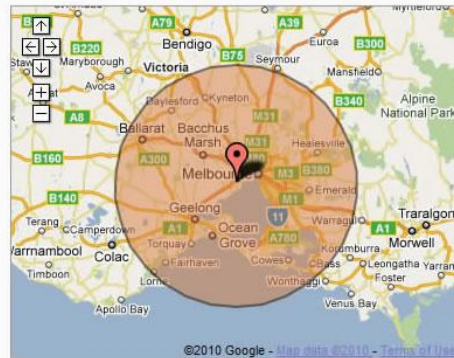
No areas added.

Areas are approximate and may not correspond to official boundaries. Your service area will include areas you enter and points in between.

Potent Web Design

1/22 Wallace Ave
Point Cook VIC 3030
Australia

1 300 665 281
<http://potentweb.com.au/>



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[Fix incorrect marker location](#)

Email address: info@potentwebdesign.com.au

Description: Web Design, SEO, PPC, Copy

Hours of operations

Make sure your customers know when you're open!



[Remove](#)

Videos

Enhance your listing by associating videos about your business. To do so, upload your video on [YouTube](#) and enter the URL below. You can include up to 5 videos.

Example: <http://youtube.com/watch?v=dFtfv1JdXI>

You have uploaded 0 of up to 5 videos for this listing.

Additional Details

Please enter in any other details you want customers to know about your business, for example:

Parking available : Yes.

Brands carried : Sony, Panasonic and Toshiba.

Website Development :

PPC :

[Add another](#)

Once you are happy with the fields you have selected, simply click submit.

NEXT: You must validate your business listing. You can chose to be contacted by Google via phone call, SMS or via postcard (takes up to weeks to arrive).

How would you like to validate your listing?
For your protection, we need to verify the information you've just given us. This can be done in one of 3 ways:

By phone
We'll call you at this phone number 1 300 665 281

By SMS
We'll send you an SMS at the following:
Mobile number: +61 1300 665 281
Carrier: Select carrier...

By postcard (2-3 weeks)
We'll send you a postcard in the mail to this address

Potent Web Design
1/22 Wallace Ave
Point Cook VIC 3030
Australia

If necessary, you may specify another recipient or enter a mailstop/mailbox number below. *This information won't appear on Google Maps.*


Contact name:


By clicking "Finish," you're authorizing Google to create or update your business listing for use in Google Maps or other Google services. You are also affirming that you have the right to create this listing and that you have read and agree to Google's [terms of service](#). There is currently no charge for creating or displaying listings. If this is a new listing or has a new address, you must verify the address via regular mail or telephone before the listing is activated. See next page for instructions.

Potent Web Design

1/22 Wallace Ave
Point Cook VIC 3030
Australia

1 300 665 281
<http://potentweb.com.au/>



Email address: info@potentwebdesign.com.au
Description: Web Design, SEO, PPC, Copy
Categories: Website Designer Internet Marketing Service
Photos: 

Other: Website Development : SEO
PPC : Copy

NEXT: If phone call or SMS is selected go to Page 10.
OR: If the postcard option is selected, read on.

The following will be displayed.

Google places

Thank you! We'll be in touch soon.
Within two weeks, we'll send a letter (containing your unique personal identification number and activation instructions) to the address below. Please follow the instructions in the letter to validate your information and prevent unauthorized edits to your listing.

Your listing will not appear until you complete this validation process.

Potent Web Design
1/22 Wallace Ave
Point Cook VIC 3030
Australia

We'll send the letter to this address.

Google Inc. 1600 Amphitheatre Parkway Mountain View, CA 94043

Your letter will look like this.

What if the letter doesn't arrive?
If you don't receive your letter within two weeks, or if you have additional questions, please visit <http://maps.google.com.au/support/bin/topic.py?topic=13416>. In the meantime, you can review your listing's status in your Google Places account (see below).

What's Google Places?
Google Places is a central location where you can review, edit, and add business listings.

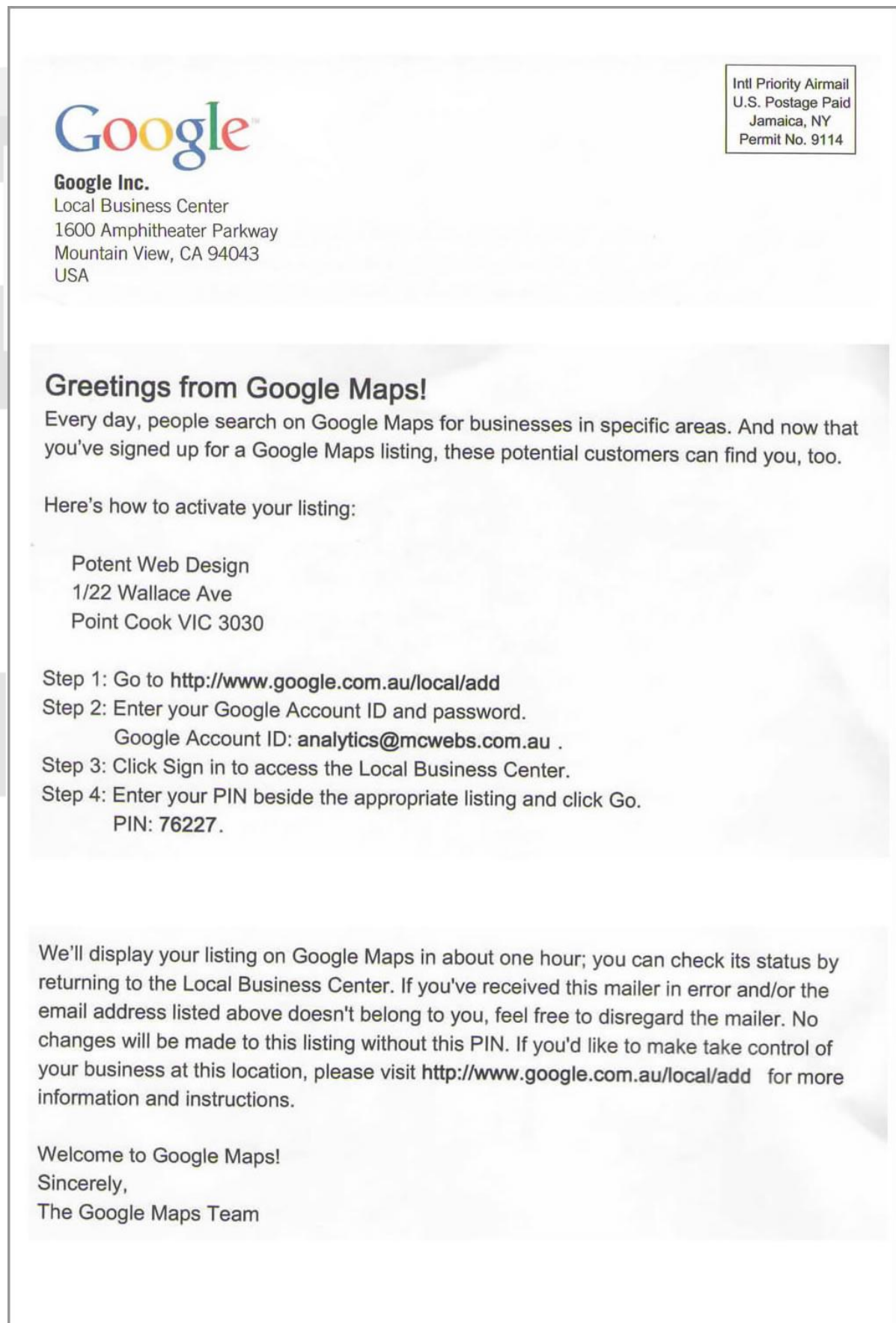
- [Go to Google Places](#)
- [Back to Google Maps](#)

To increase your marketing reach, you might consider:

- [AdWords](#) - Target customers locally or anywhere in the world. Pay only for ads that bring prospects to you.

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This is what the Google Postcard will look like.



FINALLY: Add the Pin you received from Google to finish the activation process.

Log back into Google (www.google.com/local/add/businessCenter) and enter the pin as shown below.

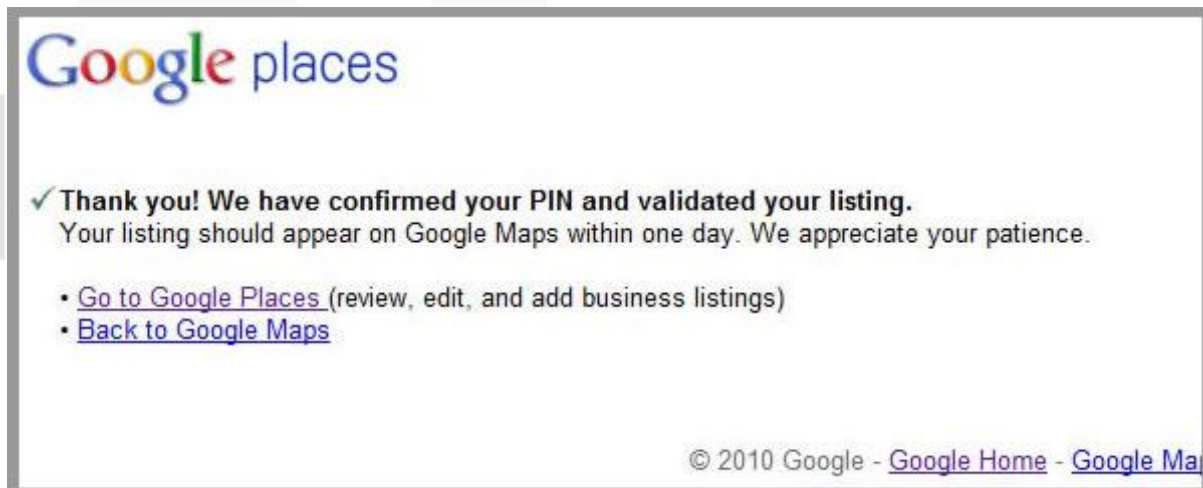


Alerts (3)
⚠ You have 3 businesses that need action (3 alerts).

View: **All** - Active (0) - Pending (0) - [Needs Action \(3\)](#)

Business	Status ↓
Potent Web Design 1/22 Wallace Ave Point Cook VIC 3030 Australia Edit - Delete	Needs Action ⚠ Not yet published ? Enter your PIN: <input type="text" value="76227"/> <input type="button" value="Go"/> Request another PIN

ALL DONE: Google will notify you that you have completed the process.



Google places

✓ **Thank you! We have confirmed your PIN and validated your listing.**
Your listing should appear on Google Maps within one day. We appreciate your patience.

- [Go to Google Places](#) (review, edit, and add business listings)
- [Back to Google Maps](#)

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