

5-Day Challenge

Google Business Profile

Day One #Task 1

TASK 1 Day 1

Key Points

First of all, I want to welcome you to this Five-Day Challenge.

To Benefit from this challenge, you must remain committed for the Five Days. There is no point in just reading, listening and then doing nothing. You need to implement and action at every stage, do this and you will get results.

Everything you need to know is explained in detail, you do not need any in depth knowledge of Marketing, Google or any other tool.

Follow everything I say EXACTLY to the letter and you will get results, please do not try to overthink this challenge it is simple, and it works. You can play and tweak the setting when the challenge has ended for now just follow the system.

Each Morning **At 6AM**, the Task for that Day will be posted in the Group; each task is accompanied by an explanatory Video and A PDF Task Sheet, workbook like this.

Your Task will require you to return to the Group Post and update the Group with your progress on the Task.

At 15:00 Each Day, I will Post an AMA (ask me anything) post to the Group – You will post your Questions related to that day's tasks ONLY, below this post.

At 19:00 Each Evening, I will Be Live in the Group answering your Questions.

Today's Task

Today, we will Open a Google account and then claim our Google Business Profile. In many cases you may already have a Google account however it is still worth following these steps to ensure everything is set up as it should be. In some cases, it will be much better to have a separate Google account specifically for your business.

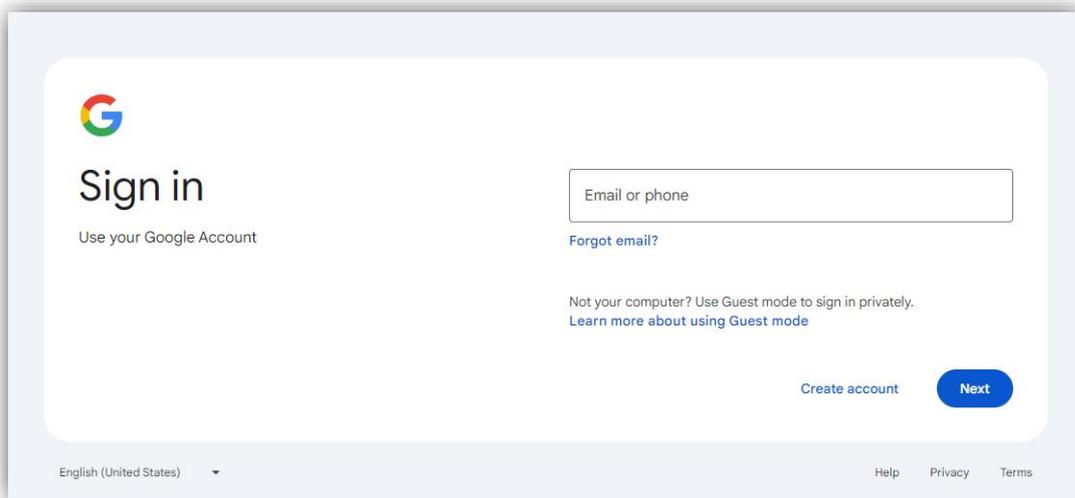
NOTE: If you already have a Google account for your business, you can skip Step 1 and go straight to Step 2.

STEP 1: Open A Google Account.

Quick and Free, If you have one simply log in. If not you will need to open one.

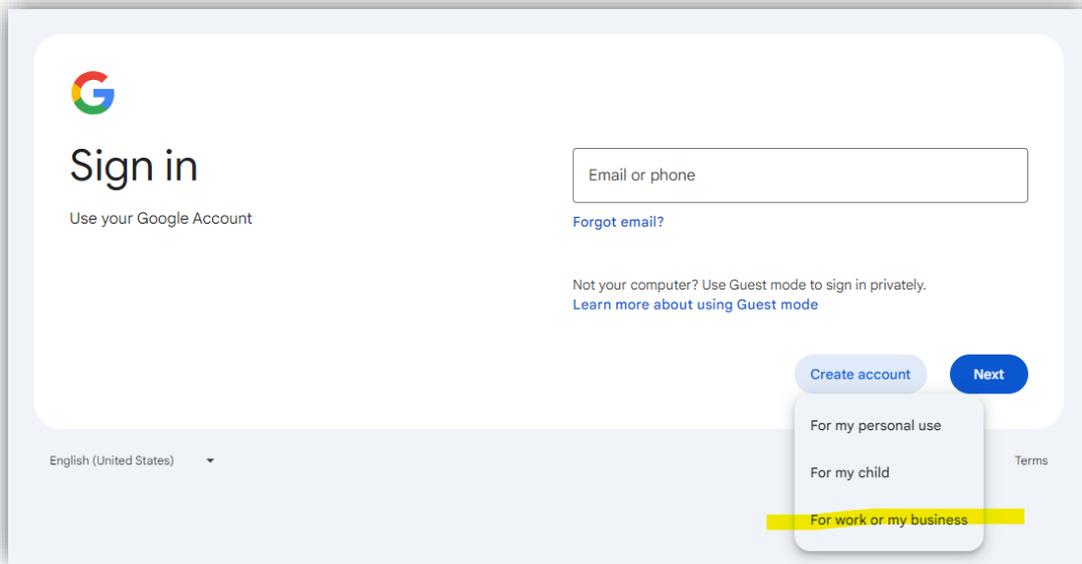
You will need a Google Account in order to manage your Google Business Profile.

Go to <https://accounts.google.com>

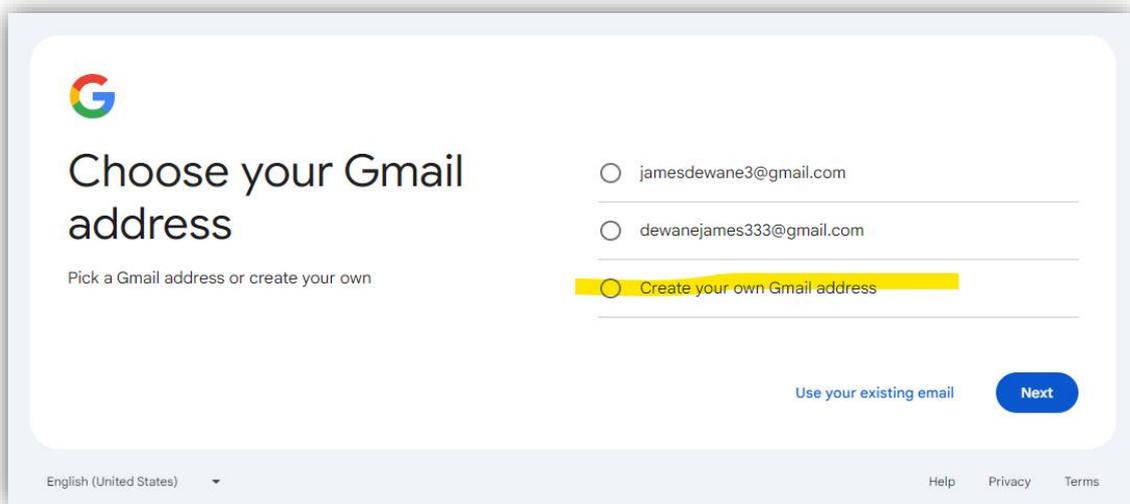


Then you can sign in to your account or click on the "[Create Account link](#)"

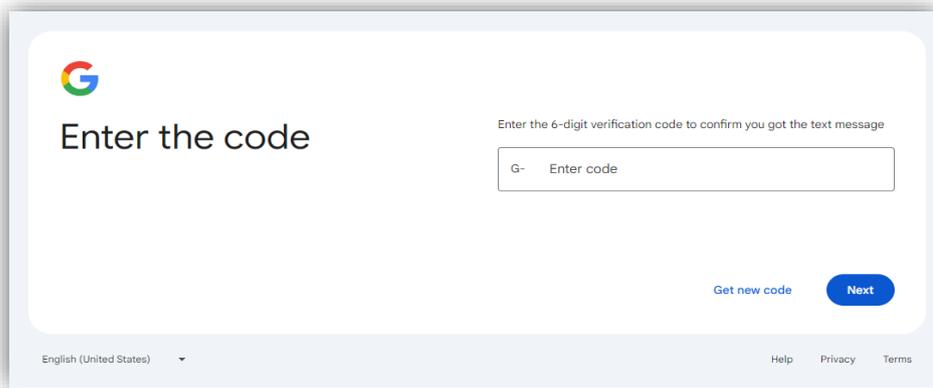
Then in the dropdown Click on the **“for work or my business”** link



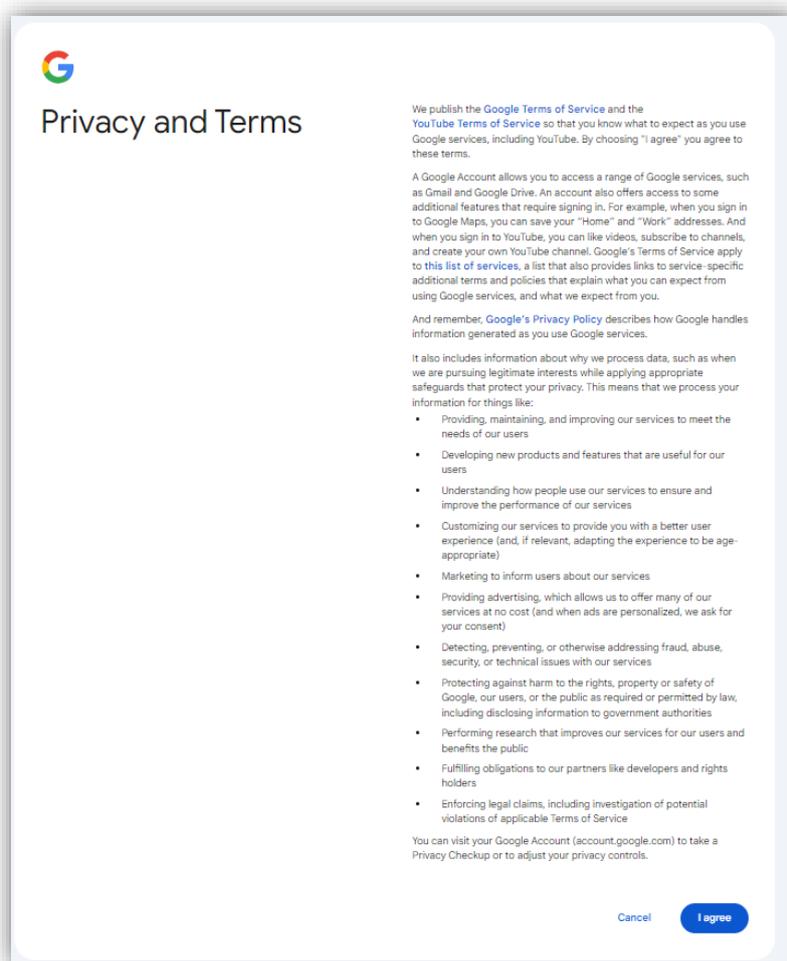
Enter Your Details into the **“Choose your Gmail address”** Box. You should really use your dedicated business email address; however, you can set up a new Gmail also if you wish.



Once you have completed this section, you will have a number of other details to enter then you will be given an option for verifying your account, email, text or phone once you have been sent the verification code from Google, enter that code in the next screen.



In order to complete the verification process, you will need to complete all your personal details. And then agree to the Terms.



Congratulations, You now have a Google account. Or perhaps you already had one but now you have completed all of the details correctly.

NEXT

Step 2: Claim Your Google Business Profile

Whether you previously set it up or not, it is possible that you already have a Google Business Profile. If this is the case you will not want to set up a second profile or listing as this can cause you all sorts of problems, this is what to do.

Check if your business is already listed.

When planning to use Google Business Profile as a strategy in your marketing it is important that you have just ONE profile active for your business. In some cases, a web developer, previous member of staff or some other entity may have set up a profile for you in the past.

Go to Google <https://business.google.com> and Search for your business using a number of different combinations like...

- Your Business Name and Location **e.g** KentElectrics, ME5
- Your Business Address **e.g** Lordswood Lane, Chatham Kent ME5
- Your Business Phone Number



Once you complete this step you have just THREE possible scenarios to deal with.

1. There is No Listing for your Business.
2. There is an unclaimed listing for your business.
3. Your business listing exists and has been claimed by You or someone else.

There is No Listing

You can safely create your own Google Business Profile which we will cover during this five-day challenge.

There is an Unclaimed Listing

You will recognise an unclaimed listing once you complete a search and you will see below the phone number “**Own this business?**” To claim this listing as yours you will need to click on the link and follow the steps.

The Listing is already Claimed

If it has been claimed previously by you that's fine and you will simply follow the steps in the remainder of this week's challenge.

However, if your listing has been claimed by another person or entity you will need to do one of the following.

1. Contact them and ask them to transfer ownership to you.

Failing that, you should follow the step below...

2. Contact Google and request ownership of your business profile, follow the link below:

<https://support.google.com/business/answer/4566671>

If you have followed all of the Steps in this document, you will now have a Google Business Account and will have access to your Google Business Profile.

Congratulations

On completing Step One of Our Five-Day Challenge

Day 1 Action Step:

Now return to today's Task Post in the Facebook Group and post
“Task Completed Day 1”.

Tell us in the group what condition is your current Google Business Profile Setup. Did you own it, need to claim it or are you setting up from scratch?

A man in a light blue button-down shirt is standing in front of a presentation screen. The screen displays the text "Devon" and "Gazette". To the left, there is a portrait of a man in a dark suit with a "JFS" badge. The man in the foreground has his hands clasped in front of him.

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