

## Get Found With Google Places

## Stake Your Claim <u>Today</u>!

### Follow These Easy Steps

### Help <u>Your</u> Customers Find You <u>Today</u>!

<ul> <li>G. × ▲ A. × ▲ A. × ■ G.</li> <li>← → C ▲ ☆ http://maps</li> <li>Gmail ▲ Local ▲ NFN ▲ PSL (</li> <li>Web Images Videos Maps News Str</li> </ul>	Clair s.google.com/maps/p CliPay	m your Business
Google maps Fat	co Solar Energy 901 SE 🕳 s	Show search options
Get Directions       My Maps         Fafco Solar         901 Southeast 13th Place, Cape Coral, F         (239) 574-1500         fafco.com         Directions       Search nearby         Save to	Edit this place - Business owner?	K Cape Coral SE 8th Terrace SE 9th St. Viscaya PK
Details Buying Options: New Product: Chemicals, Pool Equipment, Swimming Pools dexknows.com More details »		Chandele Chandele Mapalata ©2010 Google
Reviews Be the first to write a review	<u>Write a review</u>	
Nearby places you might like		Sponsored Links
SureTemp Manufacturing Co., LLC 12 mi SE 7971 Supply Drive, Ft Myers, FL 1 review - Solar Energy Equipment	Water Works Plumbing <u>Corporation</u> 0.1 mi W 1227 Southeast 9th Terrace, Cape Coral, FL 1 review - Plumber	Prices for Solar Panels Get Solar Panel quotes from Multiple companies. It's Free! www.solar-panels-prices.com Solar Panel Installation
Florida Green Team 8.9 mi SE 2213 Andrea Lane, Fort Myers, FL Solar Energy Equipment	Advanced Solar & Spa 7.3 mi SE 2431 Crystal Drive, Fort Myers, FL Swimming Pool Contractor	Compare Bids, Profiles & Ratings of Local Solar Panel Pros. Free Search www.ServiceMagic.com
Solar Tech Energy Systems 6.2 mi E 2970 Cargo Street, Fort Myers, FL	Midwest Plumbing Contractors 5.5 mi S 418 Avalon Drive, Cape Coral, FL "	Solar Panels Licensed Solar Power Professionals In Your Area To Install Sola Panels

Until someone claims the entry in the Directory, Google will post the information found on various online places and display it for your business.

#### **Start Editing your Entry**

#### Google places

#### Add, Edit, or Suspend Listing

To proceed, please choose an option below. (Each option will require validation.\*)

#### Choose one.



« Back Continue »

- Select the first option, and click on "Continue"
- You will receive a letter in the mail with a PIN
- Make sure to set yourself a reminder that you still need to validate your claim by going back to the site and entering the PIN you received in the mail.

If you suspend your listing, it means that you have chosen to remove it from Google Maps. Click **Resume** display on Google to make it visible again or **Delete** to remove it from your account permanently.

Once the listing has been claimed, all the updated information will appear on Google Maps and Places and you can choose to edit your business information.

#### **Basic Data about your Business**

#### Basic Information

Please note that changing your address or business name will require additional verification via mail or phone.

Country: *	United States	•
Company/Organization: *	Fafco Solar	
Street Address: *	901 Southeast 13th Place	
City/Town: *	Cape Coral	
State: *	Florida	•
ZIP: * [?]	33990-3066	
Main phone: *	(239) 574-1500	
Email address:	Example: (201) 234-5678 Add more phone numbers	
Website:	Example: myname@example.com	
	Example: http://www.example.com	
Description:		
		11
Category *	200 characters max, 200 characters left.	0
Calegoly.		Q,
	Which categories (up to 5) best describe your business? Ex: Dentist, Wedding Photographer, Thai Restaurant Add another category	

Fill out the form as accurately as possible. Come up with meaningful categories and descriptions. Make sure that phone numbers, e-mail address and web site are correctly filled in.

#### Add additional important information

• Service Areas and Location Setting	•	Service	Areas	and	Location	Setting
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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

Hours of operations

Make sure your customers know when you're open!

- I prefer not to specify operating hours.
- My operating hours are:

Mon: 9:00 AM	- 5:00 PM	-	Closed	♣ <u>Apply to all</u>
Tue: 9:00 AM	- 5:00 PM	-	Closed	
Wed: 9:00 AM	- 5:00 PM	-	Closed	
Thu: 9:00 AM	- 5:00 PM	-	Closed	
Fri: 9:00 AM	- 5:00 PM	-	Closed	
Sat:			Closed	
Sun:			Closed	

Are your hours split during a single day, such as 9-11am and 7-10pm? I'd like to enter two sets of hours for a single day.

#### Payment options

Specify how customers can pay at your business.

Cash	American Express	Visa
Check	Diner's Club	Financing
Traveler's Check	Discover	Google Checkout
Invoice	MasterCard	Paypal

Enter opening hours, preferred payment options, and select the appropriate choice if you come to your customer or your customers come to you. (Interior Decorator might visit the customer; Air Condition Service will repair the system at the client's house, etc.)

#### **Upload Multi-Media Material**

▼ Photos	Fafco Solar	
Add flair to your listing: include photos of your products or your storefront. You can upload up to 10 photos. Please be sure they comply with our <u>photo submission</u> <u>guidelines</u> .	Cape Coral FL 33990-3066 United States	74-1500
Photo Added.		
Add a photo from your computer      Change File No. for change      Add Bhoto      Add Bhoto	€∋ ⊌ SE 8th St on 5	
Add Prioto     Add Prioto     Add Prioto	ce – SE 8th Terrace	SE 8th Terrace Coast Dental Cape Coral
You have uploaded 1 of up to 10 images for this listing.	Viscaya Pkwy	Viscaya Pkwy
	apa > Parts SE 13 Acc SE 13 Acc Paintin Body Paintin Paintin Paintin Body Paintin Pai	SE S
Remove	SE 10th St ©2010 Google - Map data	SE 10th St ©2010 Google - Terms of Use
▼ Videos		Fix incorrect marker location
Enhance your listing by associating videos about your business. To do so, upload your video on <u>YouTube</u> and enter the URL below. You can include up to 5 videos.	Photos:	
Add Video           Example:http://youtube.com/watch?v=dFtfxv1JdXl		

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

Pictures of your establishment or the product of your work will help the visitor to decide for your business.

You can also upload <u>5 Videos</u> to the site. Make sure they are short and to the point. Max 2 min., if not shorter. Consult professional editors for guidance.

In the finished display of the business entry, the thumbnails will be links to the larger version of the graphic.

#### Add Additional Details in the Last Section

Google	places
	What would you like to do to this listing?
	Pauli Systems, LC 3960 Radio Road #103 Naples FL 34104 United States
	Remove this listing from my Google Places account. Select this option if you mistakenly associated the listing with your account. This listing may continue to display on Google Maps if provided by other sources.
	Remove this listing from Google Maps. Your listing will no longer appear on Google Maps, but will continue to display in your Google Places account. This listing will be removed after you verify via PIN.
	Save Changes Cancel

You can choose to further edit your business listing

▼ Additional Details		
Please enter in any other details you business, for example:	u want customers to know about you	ır
Parking available : Yes. Brands carried : Sony, Panasonic :	and Toshiba.	
	:	×

Enter on the left side the type of information and on the right side the values for this information.

#### Preview & Map



This display hovers on the right column of the screen while you move on the page and enter information. It shows you a preview of your photos, uploaded and additional Details.

# You need to make sure that the location marker on the map is correctly placed.

If you see it is pointing to a different location and you would like to correct it, click on "*Fix incorrect marker location*" and a larger overlay will appear.

#### **Fix an incorrect location marker**



Point your mouse pointer to the marker; hold the left mouse key down while you drag the marker to the right location. You can use the other available controls to get a more accurate position for your business location marker.

Click on "Save Changes" to make the new marker location permanent.

You will be taken back to the Edit screen.

#### Claim Your Business On Google Places

Parking available : Yes. Brands carried : Sony, Panasor	nic and Toshiba.		
	:	×	
	:	×	
	Add	another	
	Submit		

Don't forget to click on the Submit button on the bottom of the page to save your changes!

The business information won't be updated on the public pages until you verify your account. From you dashboard you need to select "Verify your business".

Business	Status ↓
Fafco Solar 901 Southeast 13th Place Cape Coral FL 33990-3066 United States Edit - Delete	Needs Action A Not yet published ③ <u>Verify ownership</u>

#### **Verify Your Business**

#### 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 2 ways:

● <i>∮</i> ∕ ○ <u>⊰</u> *	By phone We'll call you at this phone number (239) 574-1500 By postcard (2-3 weeks) We'll send you a postcard in the mail to this address
	Fafco Solar 901 Southeast 13th Place Cape Coral FL 33990-3066 United States
	If necessary, you may specify another recipient or enter a mailstop/mailbox number below. <i>This information won't appear on Google Maps</i> .
	Contact name:
By clicking 'Finish, Google Maps or otl listing and that you for creating or displ address via regular	' you're authorizing Google to create or update your business listing for use in her Google services. You are also affirming that you have the right to create this have read and agree to Google's <u>terms of service</u> . There is currently no charge laying listings. If this is a new listing or has a new address, you must verify the mail or telephone before the listing is activated. See next page for instructions.

Finish

If this is a new entry or you changed your address under Basic Information, you will receive the letter with your PIN by default as a verification method. Otherwise you will be able to verify via telephone.

Note: You need to make sure that you have the address correctly entered; otherwise, the letter will not reach you. If you need to change the address again later, you will be sent another postcard. Until you verified your entry via the PIN, your changes will not be visible on the public pages.

#### Your Postcard Has Arrived

Google Headquarters 1600 Amphilheatre Parkway Mountain View, CA 94043	Presorted First Class US Postage Paid Bellmawr NJ Permit# 701
You're one step away from completing your Google business listing. The PIN you requested is inside.	
Naples FL 34104-3741	11.1

It generally takes 2-3 weeks for the postcard to arrive with your PIN number. It will come directly to the address specified as your business listing. Be sure to reply immediately.

## Google

## Hello from Google,

## You're almost done registering your business with Google.

After you verify your identity, your listing will go live in about a day. Then you can easily:

- . Keep your hours, website, and other details up to date.
- Stand out with photos, videos, even coupons.
- View your personalized business dashboard for stats on who's visiting your listing and requesting directions to you.

Customers like to know what's going on right now. Log in frequently to keep your information current and to check your latest stats on your business dashboard.

#### To verify your identity:

· (2)	Google Account	Coupons
https://www.google.com/local/add	Email: User.name	es. Are you ready to activate your listing?
Google places	Password:	hich should arme in the mail within two weeks alter y your PTN, enter it beside the appropriate listing below
Google places	Stay signed in	
Claim your business lis	Sign in	
Sign up for Google Places to get your busine		ting is patilished, you must verify that you are the bus
		0 - Needs Action (1)
		Status +
Your PIN i	s:	Not yei poblished (8) Enter year PT2 [ [16]
		Bagaast arether Etty
		Hanne methority

More in depth instructions and help is available on

http://www.google.com/support/places/

Your business listing is:

	_
Naples	
FL	
34104-3741	

#### Verification

Once the postcard is received, log into the Google Places Dashboard and under the red text that says "Needs Action" enter the PIN received then click **GO**.

Your businesses		Add another business - Upload a data file (if you have more than 10 listings)	
Alerts (1) A Pauli Systems Lc: Before your listing	g is published, you must verify that you are the business owner.		
View: All - Active (2) - Pending (0) - Needs Action (1)         Viewing listings 1 - 3 of 3			
Business	Status ↓	Impressions (last 30 days)	Actions (last 30 days)
Pauli Systems Lc Naples FL United States Edit - Delete	Needs Action ▲ Not yet published ⑦ Confirmation letter sent Jul 17, 2011. Enter your PIN: 6₀ Request another PIN		
Pauli Systems 1 C	Quenonded		

Now you just have to wait until Google reviews the listing and accepts it. There may be a waiting period after the PIN is entered while Google finalizes its review of the listing and it goes live for customers to access. It could take as long as several weeks or as little as a couple of days.

## Google places

- Thank you! We've 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

Your posting has been verified and it's going to have an owner verified  $\checkmark$  on your places listing and now you are free to come in and make announcements, tags, and look at all the statistics.

That's it! You are now listed. Your listing has been verified and now your customers can find you and now you can track their activity.

#### View Your Listing Statistics on the Dashboard

Dashboard	Offers	Billing
<u>« Locations</u> Pauli Systems, LC	<u>Monday, June 27, 2011</u>	- Wednesday, July 27, 2011 Apply
Activity		
7 3 9 4		Actions Actions 7 3 9 4
Totals	i Jui 4, 2011	i Jul 11, 2011 i Jul 18, 2011 i
How many times users	saw your business listing as a local	search result ③
<ul> <li>9 actions</li> <li>How many times users</li> <li>9 Clicks for more info</li> <li>0 Clicks for driving dir</li> <li>0 Clicks to your webs</li> </ul>	showed interest in your business lis on Maps ections site	ting

After you've claimed your business, a Dashboard is available to help you track information about how people find your business. On your Dashboard are the report tools, the statistics that will give you the feedback you need to allow you to know more about who your users are and what they are looking for.

The first thing you see is a graph showing your listing's activity. You'll see 2 lines, one for each of the following:

- Impressions: The number of times that your business has appeared in search results who's searching for you.
- Actions: The number of users who have clicked through your business listing after viewing it as a search result.

# View Your Listing Statistics on the Dashboard (cont'd)

Query	Impression	11.5
1_ jc penny	7	Report and the second se
2. google search	5	and the second se
3. facebook	4	Name of Concession, Name of Co
4. non profit community	service 4	
5. pauli systems,	4	
6. googlesearch	3	and the second se
7. google	2	and the second se
8. google social network	k 2	
9. small business	2	
10, web developers	2	
Other	27	

Your business did not receive enough requests for driving directions to provide this information.

The Activity Graph (Statistics) also shows:

- **Top Search Queries**: Gives you the top keywords people are looking for on Google when your listing came up in their searches. Over a period of time, you can get a handle on which keywords are the most popular and tailor your listing to directly tie into those interests.
- **Driving Directions**: Information about your business that you were never able to see before. Zip codes where driving directions come from; which zip codes customers are coming from when they request directions to your location.

#### **Optimize Your Dashboard Further**

When you go in to take a look at your analytics on the Dashboard, optimize it further by going to the right-hand column where you'll notice a share an update text box to post real-time information like special events and special deals. There are so many uses and you can change it daily, if you like. If you don't change it, it will stay for 30 days, has a limit of 160 characters, and then disappears.

Share an update on your place page	View
Jul 29 - Make sure your Claim your Busines A series of blog posts will be coming up on I website to augment the new release of the e - <u>Delete</u>	s on Google! Pauli Systems book.
Share an update about events, specials, and Example: "Live music tonight at 7pm!"	d more.





Announcements you can share that will pop-up on your Places page on a daily basis that will get people to possibly use your Google Places as some of the places they often frequent.

#### **Special Offers**



Search for offers near you with the Offers iGoogle gadget Google New!



Another way to make an announcement is to offer printable coupons that will show up on your places page. You should add at least 1 coupon to your listing as it will enhance your listing to attract more customers. If you can't be found on Google search, you might as well not exist at all!

#### What more can be done?

Enrich your online presence by continuing to update and add posts to your Google Places listing:

- More printable coupons
- Additional pictures and/or videos
- Get social and place your business on social sites like Facebook, Twitter and Linkedin.

#### **Google AdWords Express Ad Activity**



Top search queries 2

	Query	Impression	S
1.	jc penny	7	
2.	google search	5	
3.	facebook	4	
4.	non profit community service	4	
5.	pauli systems,	4	
6.	googlesearch	3	
7.	google	2	
8.	google social network	2	
9.	small business	2	
10	web developers	2	
	Other	27	

Where driving directions requests come from

Your business did not receive enough requests for driving directions to provide this information.

Google AdWords Express is the quickest, easiest way to advertise your business on Google. Just provide a few details and your ad will be ready in minutes. The best part is you only pay when people actually click on your ad. When people search online for local services that you provide, an ad for your business will appear above or beside their search results. Your business will also be marked with a distinctive blue pin on Google Maps, helping it stand out to potential customers.

AdWords is for local businesses looking for local customers. It's for business owners who want the benefits of a targeted online ad campaign, without having to spend time managing it.

Log into your AdWords account to see which ads or search queries bring most visitors to your website. You set how much you want to pay and can stop at any time.