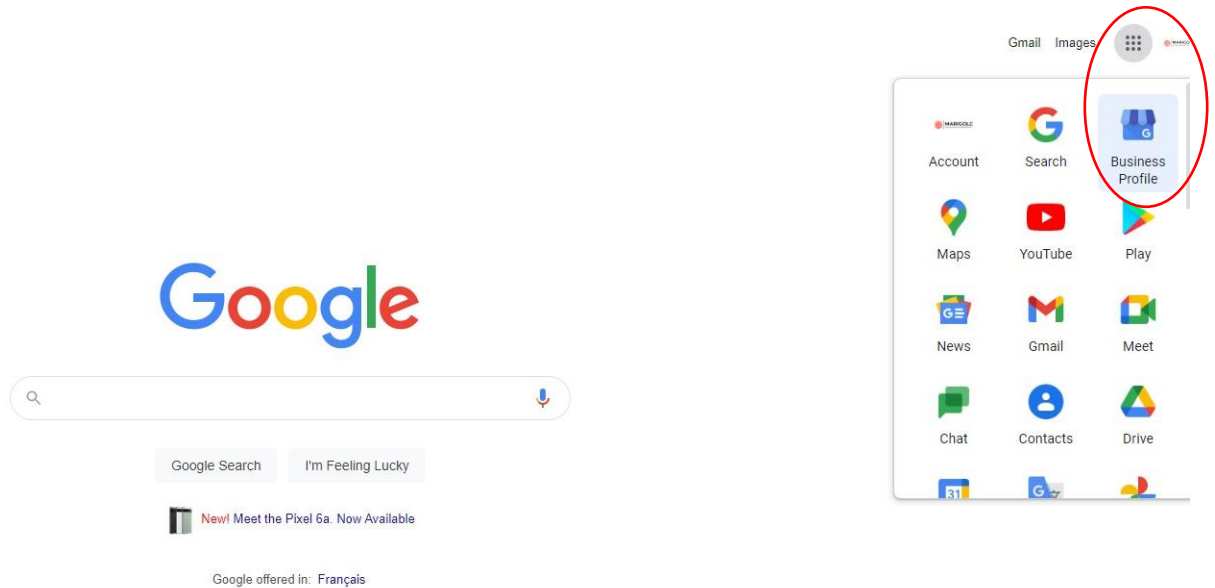


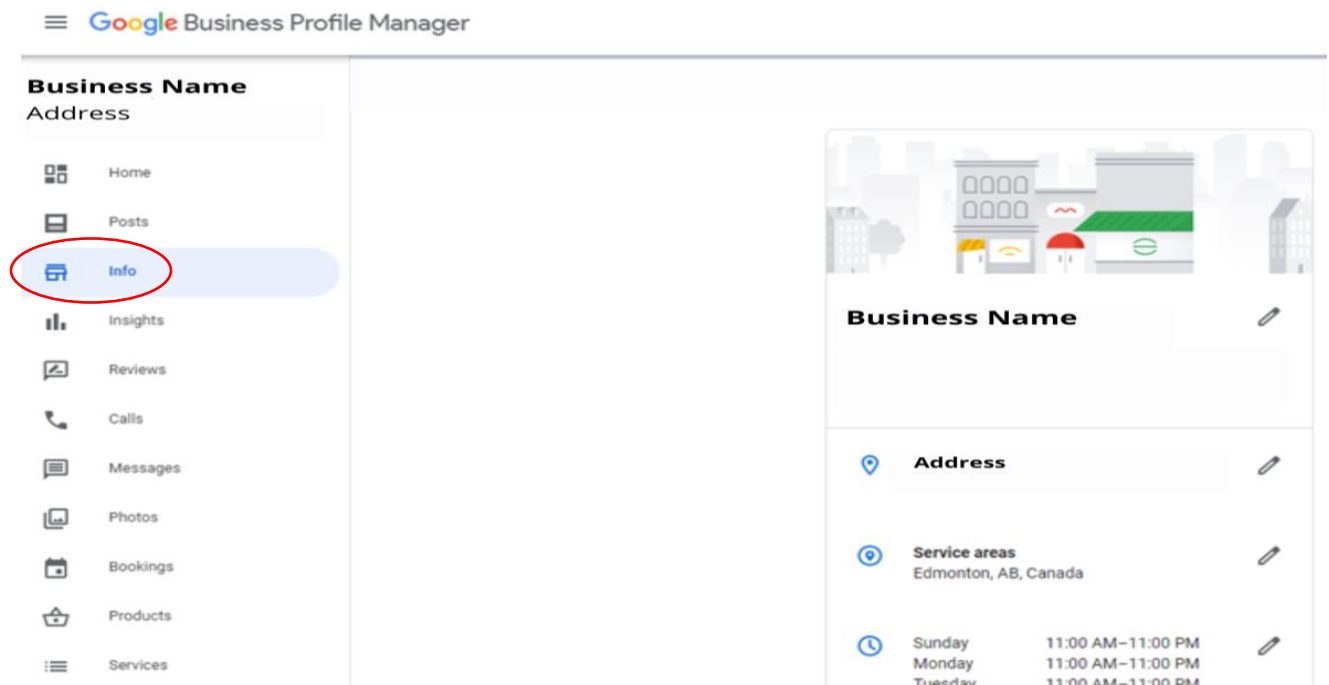


How to Update Google Profiles

1. Once you are logged into Google under your business name, click on “Google Apps” to open up “Business Profile”



2. Click on “Info” under business profile.



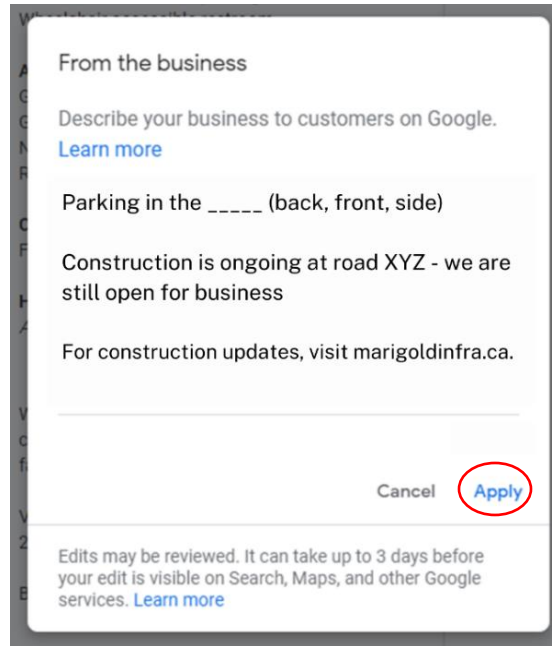


- Once in “Info” scroll all the way down to “From the business” and click on the editing pencil symbol.

The screenshot shows a business profile interface. On the left is a navigation menu with the following items: Business Name, Address, Home, Posts, Info (highlighted), Insights, Reviews, Calls, Messages, Photos, Bookings, Products, Services, and Website. The main content area is divided into two columns. The right column contains the 'From the business' section, which includes 'Add attributes', 'Accessibility' (Wheelchair accessible entrance, Wheelchair accessible parking lot, Wheelchair accessible restroom), 'Amenities' (Gender-neutral restroom, Good for kids, No restaurant, Restroom), 'Crowd' (Family-friendly), and 'Highlights' (Add attributes). Below this is a section for 'Parking in the ____ (back, front, side)' with an editing pencil icon circled in red. The text below the parking section reads: 'Construction is ongoing at XYZ road - we are still open for business' and 'For construction updates, visit marigoldinfra.ca'.

- We have created the following template; however, feel free to adjust to your company’s preferences.

Parking in ____ (back, front, side)
Construction is ongoing at XYZ road - we are still open for business
For construction updates, visit marigoldinfra.ca



5. Once editing is complete, click “Apply”. The changes will show up on your company’s Google business homepage as a message from your business.

