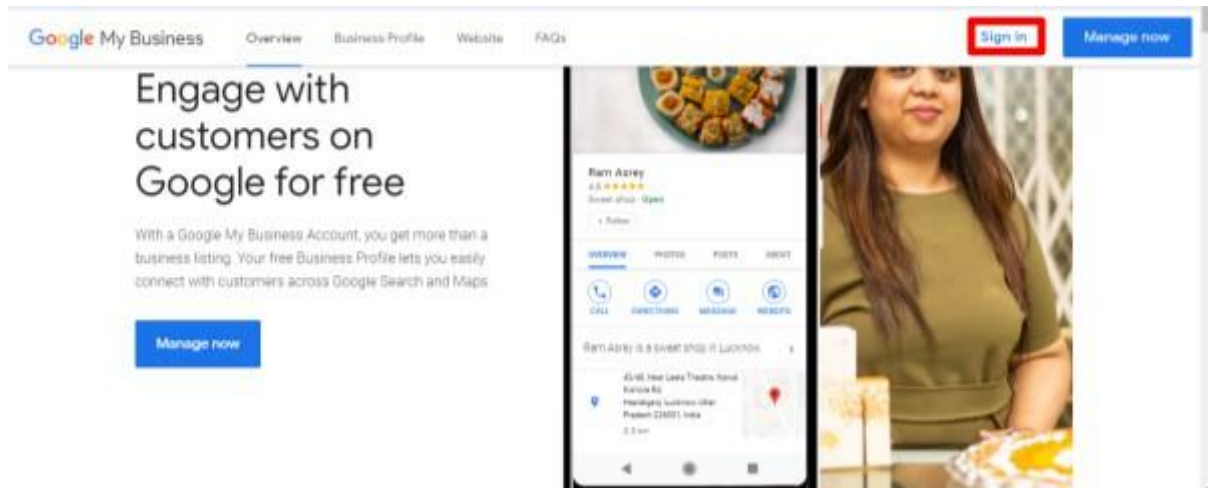


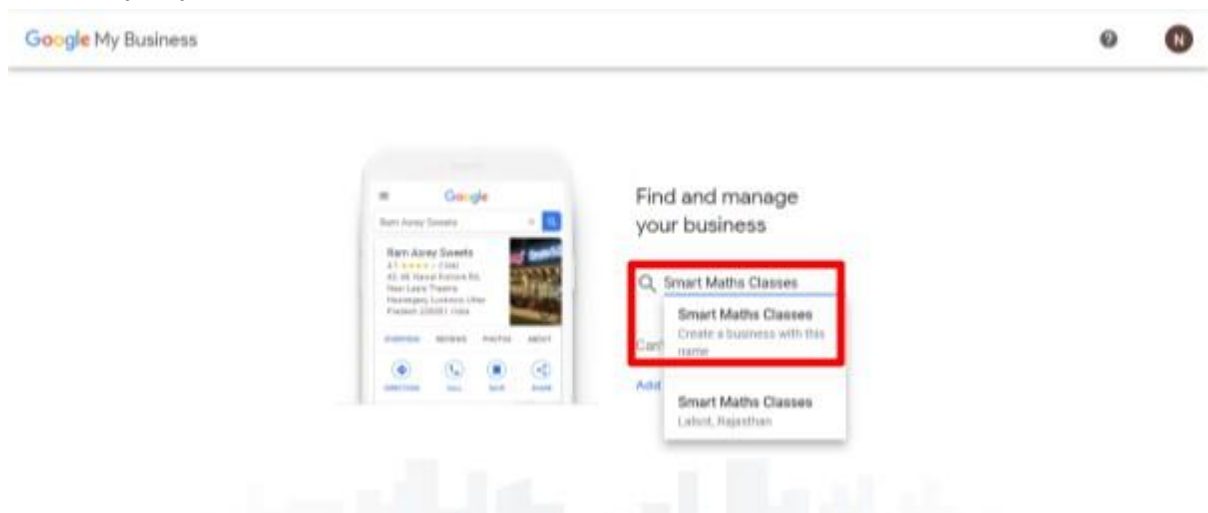
## Steps to create Google Business page

**Step 1:** Go to [https://www.google.com/intl/en\\_in/business/](https://www.google.com/intl/en_in/business/)  
Or search for google my business

**Step 2:** Click on Sign in



**Step 3:** Type your Institute name and click on Create a business with its name



**Step 4: Click on Next**

Google My Business

← What's the name of your business?

Business name  
Smart Maths Classes

By continuing you agree to the following [Terms of Service](#) and [Privacy Policy](#)

Next

This screenshot shows the Google My Business setup interface. At the top, the Google My Business logo is on the left, and a help icon (?) and a profile icon (N) are on the right. The main heading is "What's the name of your business?". Below it, there's a text input field labeled "Business name" containing the text "Smart Maths Classes". Underneath the input field, a line of text states "By continuing you agree to the following Terms of Service and Privacy Policy", with "Terms of Service" and "Privacy Policy" as clickable links. At the bottom, a blue "Next" button is highlighted with a red rectangular box. A progress bar at the very bottom shows the first step of a four-step process is complete.

**Step 5: Type and select a business category related to yours**  
Suppose you run a School, Type School or if you run a coaching class, Type Coaching centre.

Google My Business

← Choose the category that fits your business best

This helps customers find you if they are looking for a business like yours. [Learn more](#)

Business category

You can change and add more later

Next

This screenshot shows the Google My Business setup interface for selecting a business category. The heading is "Choose the category that fits your business best". Below the heading, a line of text explains the purpose: "This helps customers find you if they are looking for a business like yours." followed by a "Learn more" link. There is a search input field labeled "Business category" with a magnifying glass icon. Below the input field, a note says "You can change and add more later". A blue "Next" button is highlighted with a red rectangular box. The progress bar at the bottom shows the second step of a four-step process is complete.

**Step 6: Select Yes and click Next**

← Do you want to add a location customers can visit, like a store or office?

This location will show up on Google Maps and Search when customers are looking for your business

☐ Yes

☐ No

Next

This screenshot shows the Google My Business setup interface for adding a location. The heading is "Do you want to add a location customers can visit, like a store or office?". Below the heading, a line of text explains: "This location will show up on Google Maps and Search when customers are looking for your business". There are two radio button options: "Yes" and "No". The "Next" button is highlighted with a red rectangular box. The progress bar at the bottom shows the third step of a four-step process is complete.

**Step 7:** Enter your address and click Next

← What's the address?

India

Street address

City

Pincode

Next

**Step 8:** Select exact location on map, If it is showing the wrong, drag red pointer at your location and Click Next.

← Where are you located?

Drag and zoom the map and position the marker on the exact spot where your business is located.

Reset Map Satellite

Next

**Step 9:** Select the appropriate option and click Next

← Do you also serve customers outside this location?

For example, if you visit or deliver to your customers, you can let them know where you are willing to go

☐ Yes, I also serve them outside my location

☐ No, I don't

Next

**Step 10:** If you selected Yes then you have to mention the area you deliver your services.

← Add the areas you serve (optional)

You can list your service areas below. They will show up on your listing and help bring relevant customers.

Search and select areas

Manhattan, New York

Next

**Step 11:** If you had selected No in Step 9 or filled the details in Step 10 you will see below screen. Enter your contact details and website (if you have any). If you don't have a website click on I Don't need a website.

← What contact details do you want to show to customers?

Help customers get in touch by including this info on your listing (optional)

Contact phone number

Current website URL

☒ I don't need a website

Get a free website based on your info.

[See details](#)

Next

**Step 12:** Click on Finish

← Finish and manage this listing

You'll be able to manage Smart Maths Classes on Google


- ✓ Promote your business with photos and posts
- ✓ Track business analytics to understand your customers
- ✓ Respond to customer reviews

Finish


After you click on Finish you will see the screen same as below  
You can enter your name and click on mail otherwise you can click on More options and Choose Verify later

**Choose a way to verify**

In order to fully manage and represent this business on Google, you'll need to confirm that it's yours.  
Select how you'd like to get a verification code. [Learn more](#)

 **Postcard by mail**  
Have a postcard with your code mailed to this address.  
May take up to 12 days to arrive

Contact name

 [more options](#)

If you click on Mail you will see the screen as below, click on Continue



### Step 13: Add business hours and click on Save

**Add business hours**

Let customers know when you are open for business  
[Learn more](#)

Sunday ☐ Closed

Monday ☒ Open 10:00 AM — 6:00 PM [Add hours](#)

Tuesday ☒ Open Opens at — Closes at

Wednesday ☒ Open 24 hours Closes at

Thursday ☒ Open 12:00 AM Closes at

Friday ☒ Open 12:30 AM Closes at

Saturday ☒ Open 1:00 AM Closes at

1:30 AM

2:00 AM

### Step 14: You can save it or skip it

**Messaging:** Your customers can get in touch with you in real-time from your Business Profile on Google. You can answer questions, tell your story, and attract more customers to your business. Messaging works best as a conversation between your business and your customers.

← Add messaging

Let customers message your business on Google for free

[Learn more](#)

☒ Accept Messages

Skip Save

### Step 15: Add your business description.

← Add business description

Let customers find out more about your business

[Learn more](#)

0 / 750

Skip Save

### Step 16: Add photos of your institute.

← Add photos of your business

Show off your products or services and let customers peek inside your business

[Learn more](#)

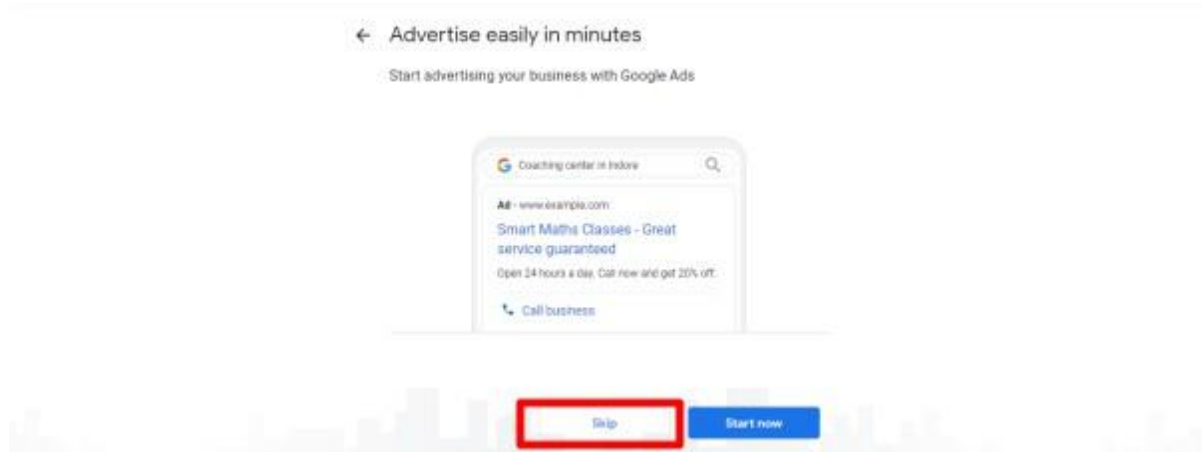
Add photos

Example

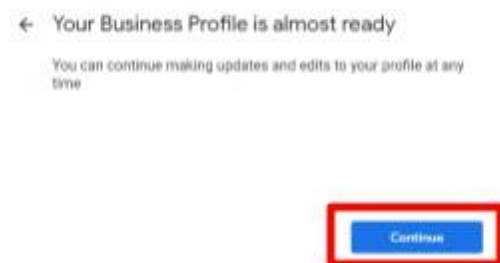
Example

Example

**Step 17:** Click on Skip.



**Step 18:** Click on Continue.



You will land on this page.

