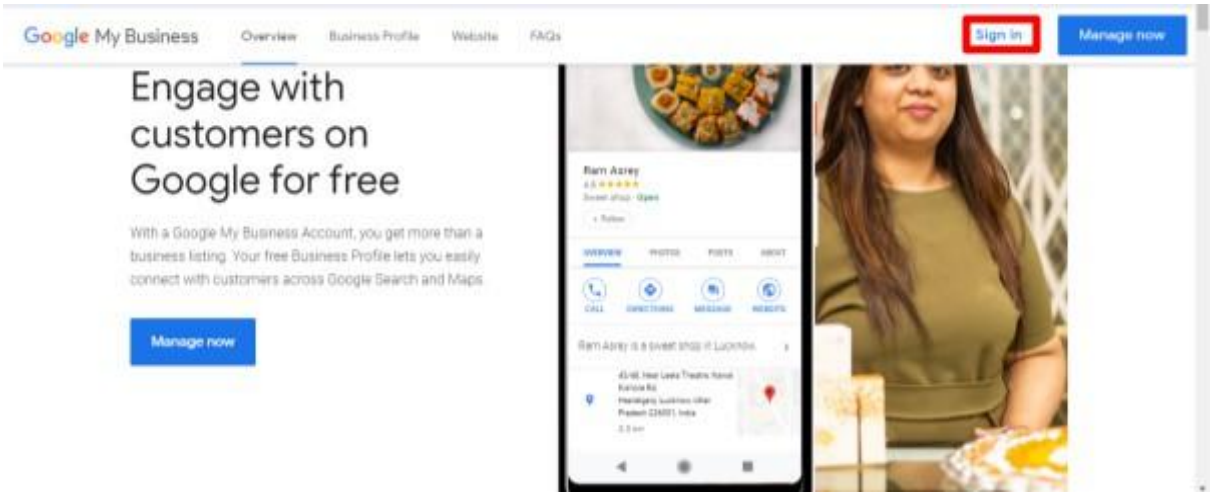
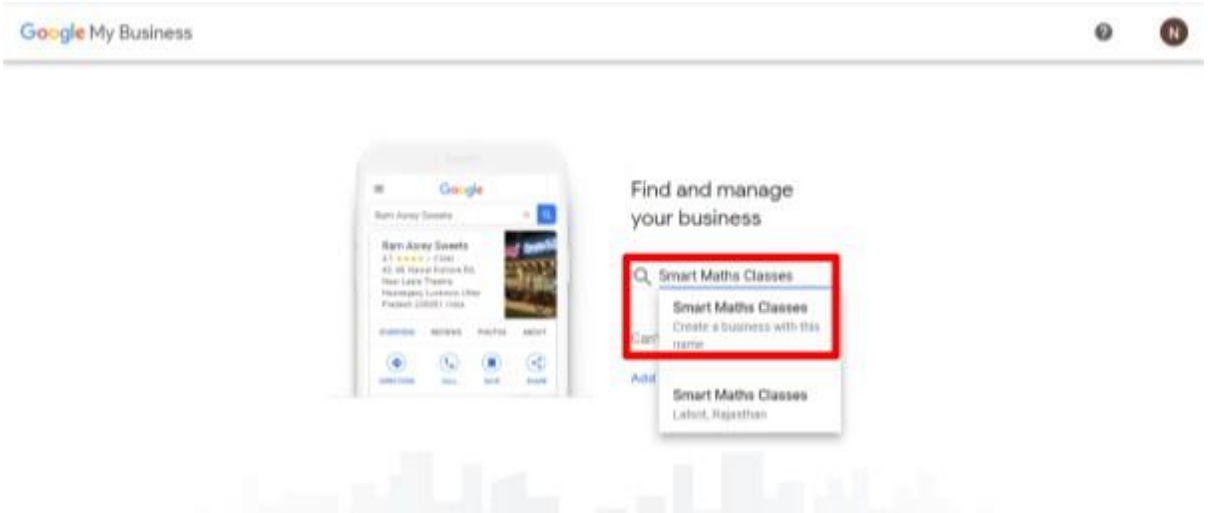
Steps to create Google Business page

Step 1: Go to https://www.google.com/intl/en_in/business/
Or search for google my business

Step 2: Click on Sign in

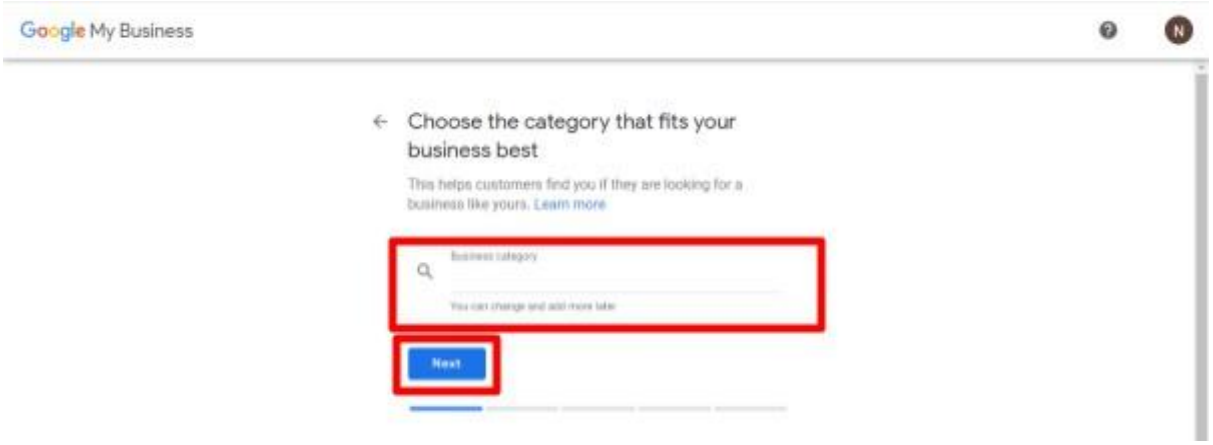


Step 3: Type your Institute name and click on Create a business with its name



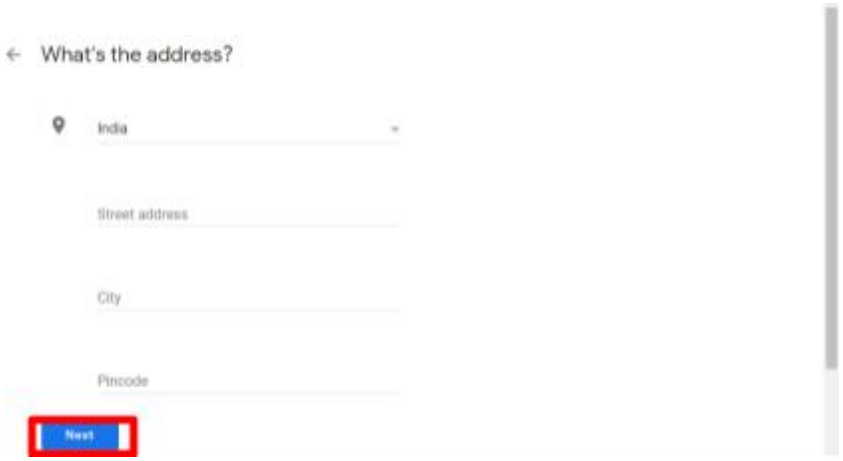
Step 4: Click on Next

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.

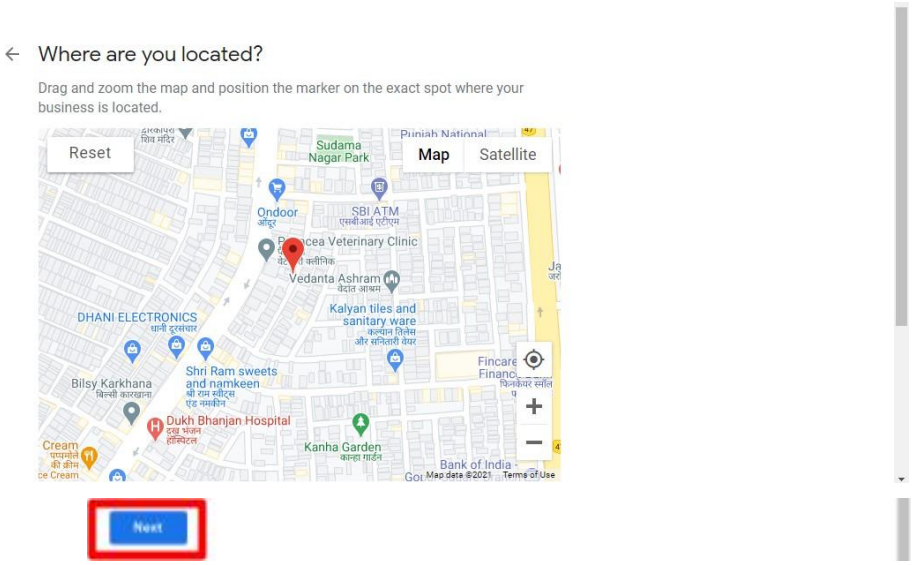


Step 6: Select Yes and click Next

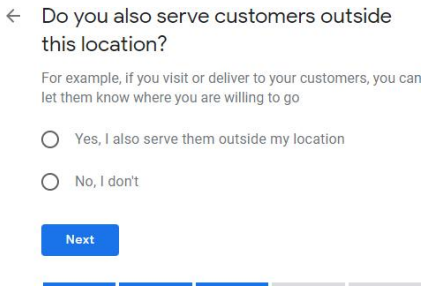
Step 7: Enter your address and click Next



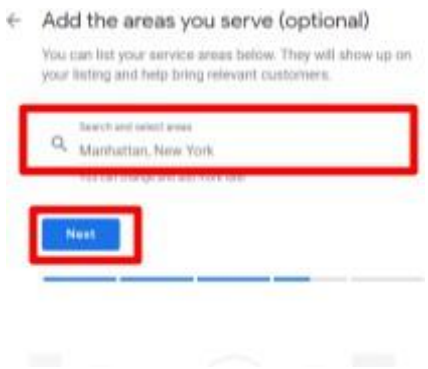
Step 8: Select exact location on map, If it is showing the wrong, drag red pointer at your location and Click Next.



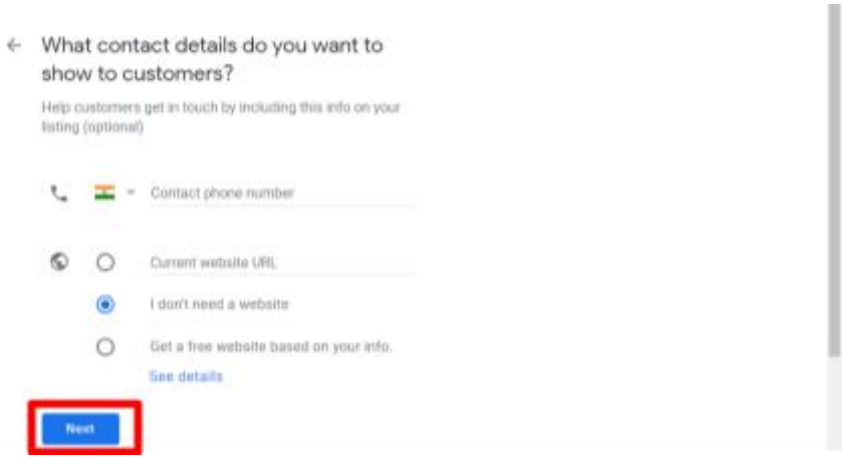
Step 9: Select the appropriate option and click Next



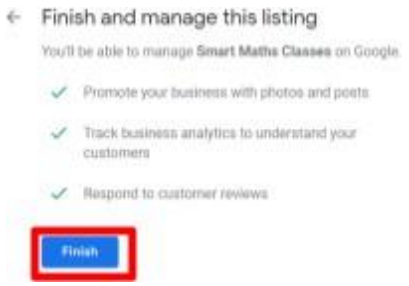
Step 10: If you selected Yes then you have to mention the area you deliver your services.



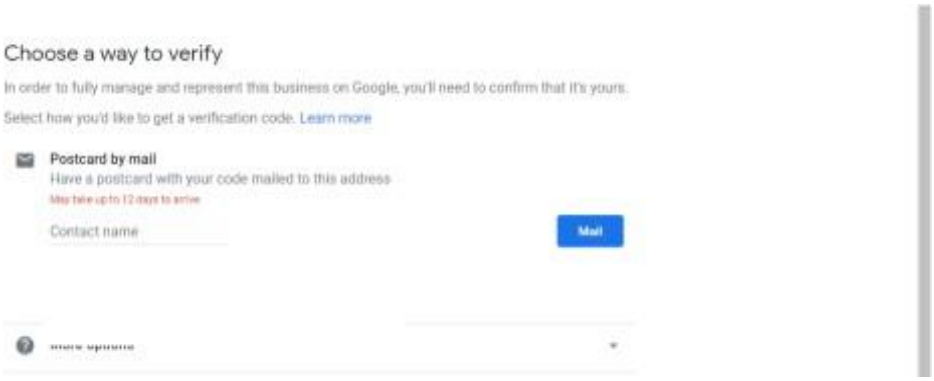
Step 11: If you had selected No in Step 9 or filled the details in Step 10 you will see below screen. Enter your contact details and website (if you have any). If you don't have a website click on I Don't need a website.



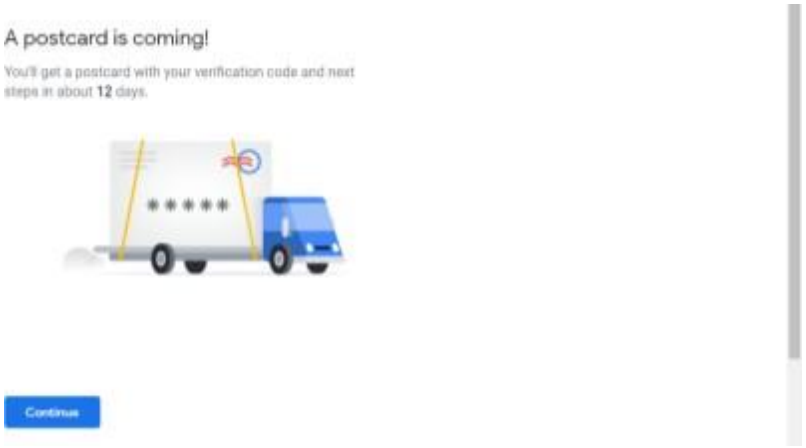
Step 12: Click on Finish



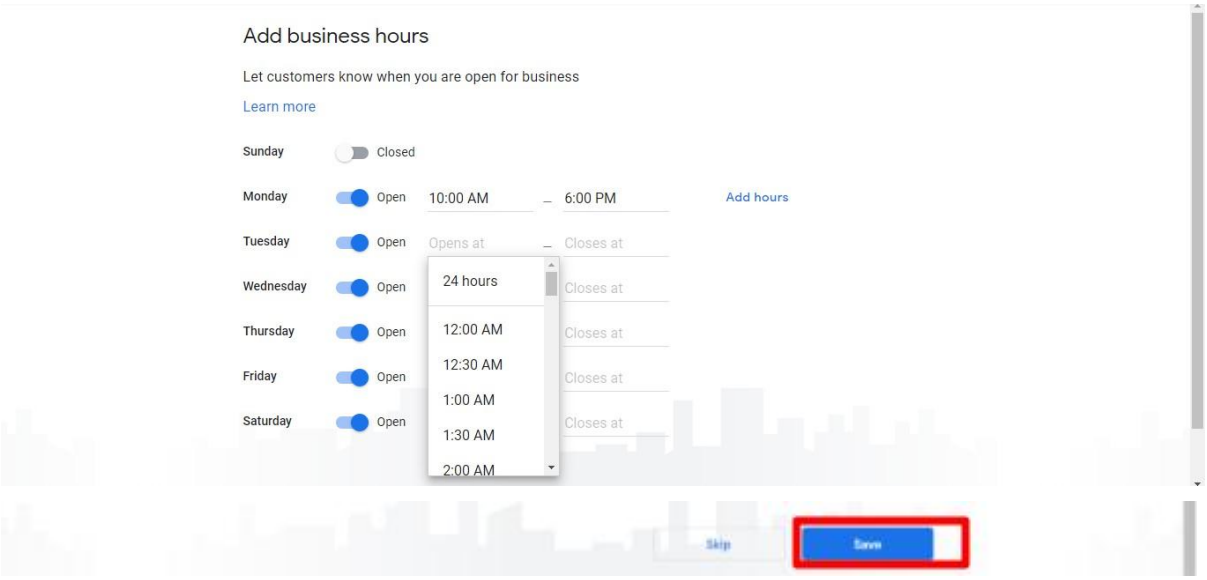
After you click on Finish you will see the screen same as below
You can enter your name and click on mail otherwise you can click on More options and Choose Verify later



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

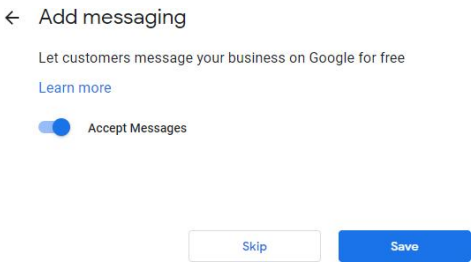


Step 13: Add business hours and click on Save

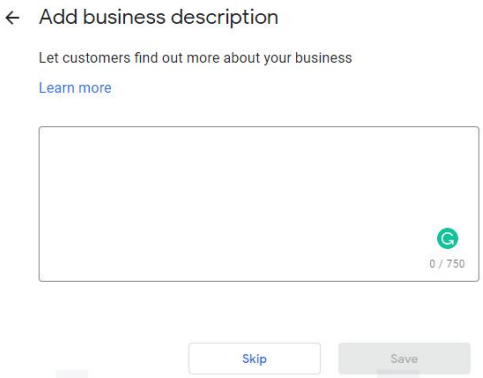


Step 14: You can save it or skip it

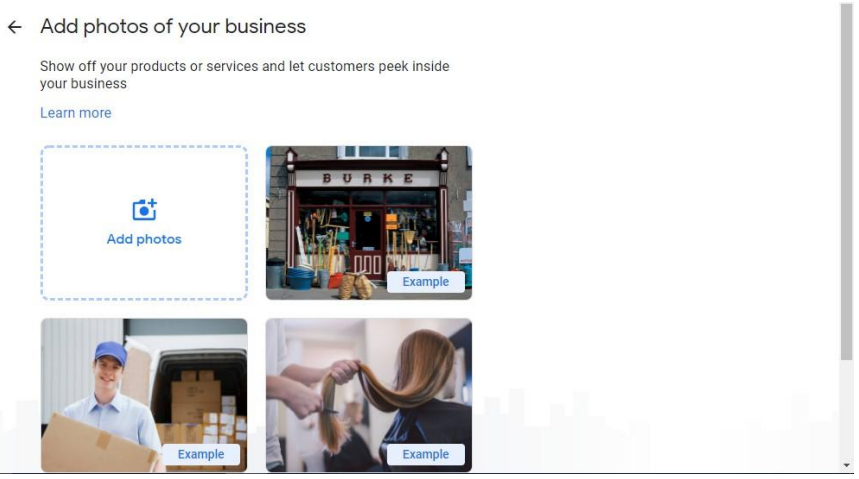
Messaging: Your customers can get in touch with you in real-time from your Business Profile on Google. You can answer questions, tell your story, and attract more customers to your business. Messaging works best as a conversation between your business and your customers.



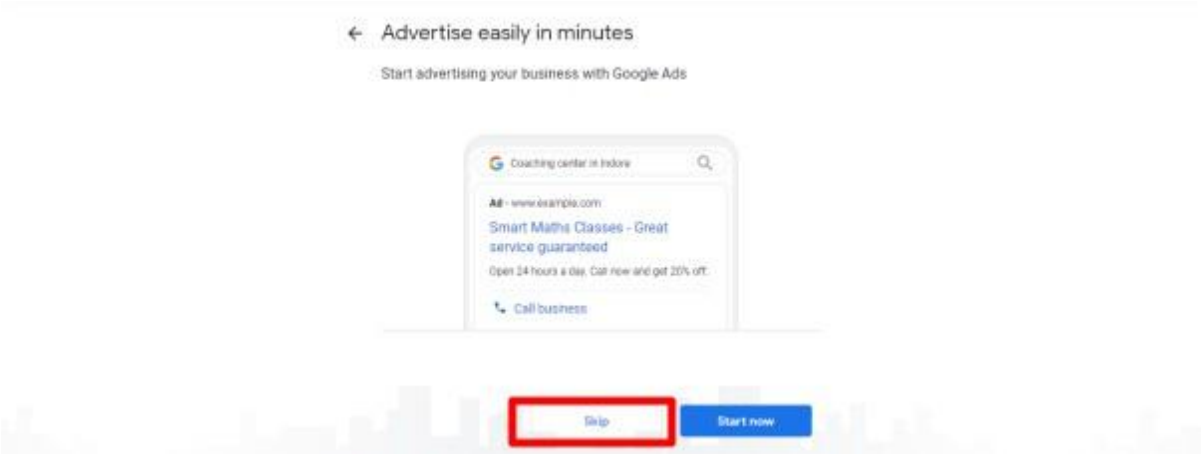
Step 15: Add your business description.



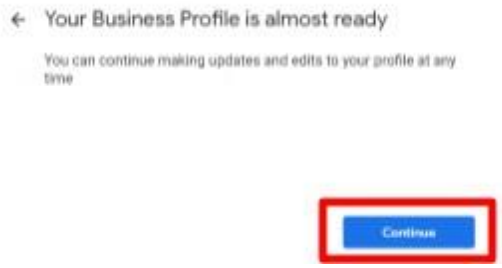
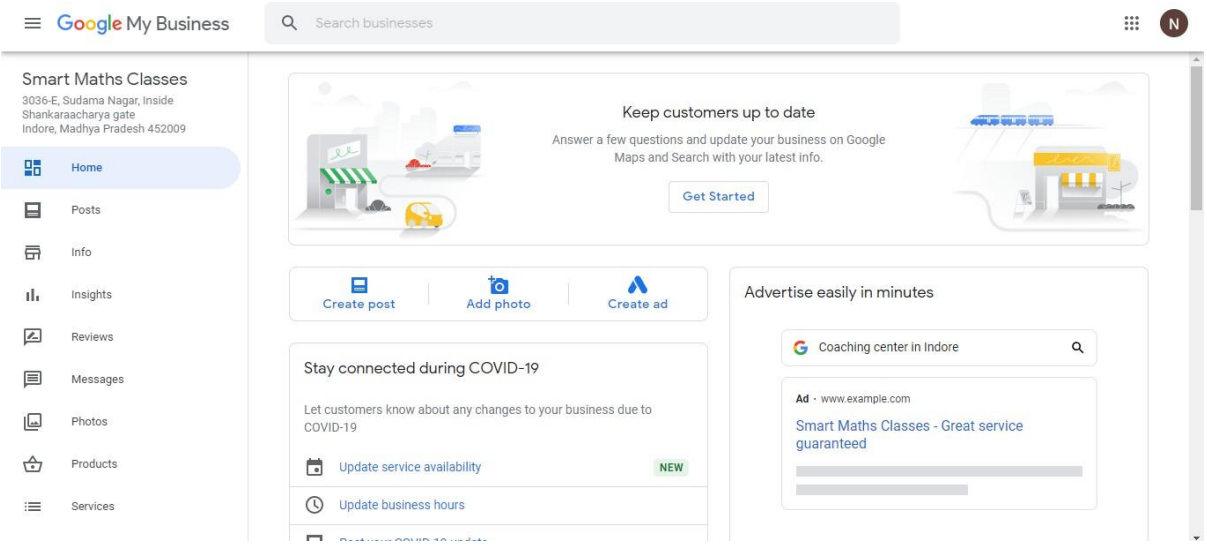
Step 16: Add photos of your institute.



Step 17: Click on Skip.



Step 18: Click on Continue.



You will land on this page.