## Registering a Jaguar Club as a business on Google Maps.

By registering a Jaguar Club on Google as a business, (the club) will appear in Internet searches for a Jaguar Club, allowing new potential club members to find the club website, contact information, etc..

Registering using a dedicated Gmail email address and possibly a Google Voice phone number is recommended. The email and voice calls can be forwarded to the correct person in your club, easing the transition to a new officer and separating Club and personal communications.

The following are example steps to create the email and register the business.

### Step 1 Create a Google Account

Open your favorite web browser and visit Google.com If you already logged in to Google for Email, etc., then Log Out. You should now have the Google Home Screen



Click "Sign In"

If you already have a Google account, you may be presented with the "Choose an Account" Screen. Click on "Use another account". You will then see the sign-in screen. Click on "Create Account" and select "For work or My Business"

G	
Sign in	Email or phone
	Not your computer? Use Guest mode to sign in privately. Learn more about using Guest mode Create account land

On the next screen click on Get an Email Address.



Enter your Club in First Name

G	
Create a Google Account	JCNA
	Last name (optional)
	Next
ingšish (Uniked States) —	Help Privacy Terma

### Add in Basic Information

(Note: it may be best to enter a date more than 18 years ago)

January 🕶 🔤	1954
Gender	
Rather not say	•
Why we ask for birthday and gender	
	Next
	Month January Gender Rather not say Why we ask for birthday and gender

Choose your own Email address. In this example, JCNA1954@JCNA.COM

Create a Password and provide a mobile number to receive a one-time Code.

Kev	in	the	code
			0040

<b>G</b> Enter the code	Enter the 6-digit willflastion code to confirm you got the Enter code Get new code Get new code	test messa	9*
inglich (United States) —	Holp	Privacy	Torres

After entering the code you will be asked for a recovery email. Use an existing email account.

G				
Add rec	covery email	JAGsf@g	all address	
The address whe activity in your a	ere Google can contact you if there's ccount or if you get locked out.	unusual		
			Skip	7

Add a phone number (Optional)

G Add p	hone number	Google vill use vi obters. Tas d	r Hone rundee 8132003259] His sander only for account wecking. Your as choose failer whether to use if for other p	umber won't be s urpcase.	uble
$\subset$	Next		Skip		)

If you add a phone number, Google will do the little code routine again to verify the number.

G	
Verify your phone number	To make sure this number is yours, Google will send you a text message with a 6-digit verification code.
	(813) 200-3299
	G- Draw with a Skin code
	Standard raise apply
	Back Vestly

You will then see a review account information panel.



### Selecting "Next" will take you to the Privacy and Terms

G	
Privacy and Terms	To create a Google Account, you'll need to agree to the Terms of Service below.
	In addition, when you create an account, we process your information as described in our Privacy Policy, including these key points:
	Data we process when you use Google
	●●●● AutoSame 🌒 බ 🗄 오ㆍC 🖯 …
	Home Insert Draw Design Layout References Mailings Review

Check that the personalized settings are set as your wish and click "I Agree"



# STEP 2 Set up the Club as a Business for Google Maps and Search

You are now asked to set up your business for Search/Maps, etc.

Your Google Account is ready	Google
Now set up your business	۹
-	
J  cna1954@gmall.com	*****
Get discovered by customers locally and online	
y adding your business and products to Google Search, Maps, and more	
	• > •

Select "Continue" and provide the information needed

Enter the business name for your club

Google	Get your business discovered on Google Search, Maps and more Enter a few business details to get started
	JCNA
****	JCNA Create a business with this name
000	J C Nails & Spa Meridian E, Puyallup, WA
	JC Nails Park Royal North, West Vancouver, BC, Canada
• <u> </u>	JC Nagar Police Station VP Deesadayalu Naidu Road, Jayamahal, Bengaluru, Karnataka,
0	Church of the Nazarene South Washington Street, Junction City, KS

Select your Business Type, as a <u>Services Business</u> NOT Online Retail



Enter your club website address

inter a web s	udrass where customers can purchase products. Learning
nore about s	upported online stores.
- Website	one come i
www.jcna	com

Enter the business category as Social Club



Enter your club geographic area(s)



Indicate where your club is based.

Region	
O United States	-

Add you club phone number. (Recommended that you use a Google Voice number (Free) which can be forwarded to your current Membership Chair or whoever fields inquiries in your club).

et customers. Business Profi	get in touch by including your phone number on your ite
	- Contect phone number
•	+18312003299

You are now ready to put your CLUB on the MAP.



#### Enter your Club's Business address

0	verify	mailing address
he a ffice	ddress you provide here will b boxes are not eligible.	e hidden from the public. Post
	Country / Region	
0	United States	0
	- Street address	
1	500 Westover Dr no 835	4
	+ Add address line (option - City*	tai)
1	- State	I I ZIP code
	North Carolina 👻	27330-8941

Add business hours / days

Add Hours that somebody from the club is available (Optional)

Let customers kn	ow when you	are open for busi	ness
Learn more			
Sunday (	Open		
8:00 AM	_ 9:00 P	М	Add hours
Monday	0pen	24 hours	
Tuesday 🤇	Open	24 hours	
Wednesday	0pen	24 hours	
Thursday 🤇	Open	24 hours	
Friday 🤇	Open	24 hours	
Saturday 🤇	Open		
9:00 AM	_ 9:00 P	м	Add hours

Indicate if you wish to accept potential member messages via Chat.

It is recommended to turn this off initially and turn it on when more familiar with using Google services.

Click "Skip"

Add	messaging
Let custo	ners message your business on Google for free
Learn mo	e
•	ccept Messages

Add your club's description.



### Add your club Logo and photos



Click "Next"

"Skip" Google Ads for now.



"Skip" Google workspace and custom email for now.



Google now verifies your request.



### Click "Continue"



The final step will be for Google to send a code to the phone number you provided or an email in you. In these examples the code was sent via email to <u>SW02@JCNA.COM</u> and the code was entered to complete the verification address and process.

When verification is complete, Google will offer several services, including Google Workspace, \$500 of free ads, etc.. You are recommended to decline and revisit these later

Once the service is set up Google will send monthly performance statistics such as the number of search hits and leads generated.