



Little
Athletics
Victoria

Create a Google Maps Listing

V2.0

This document is a guide for Centre's who want to get themselves listed within Google Search results and as a location on Google Maps. It is important that all Little Athletics Centres endeavour to sign up to a Google Business account, as it provides a great resource tool for anyone who wishes to find your Centre.

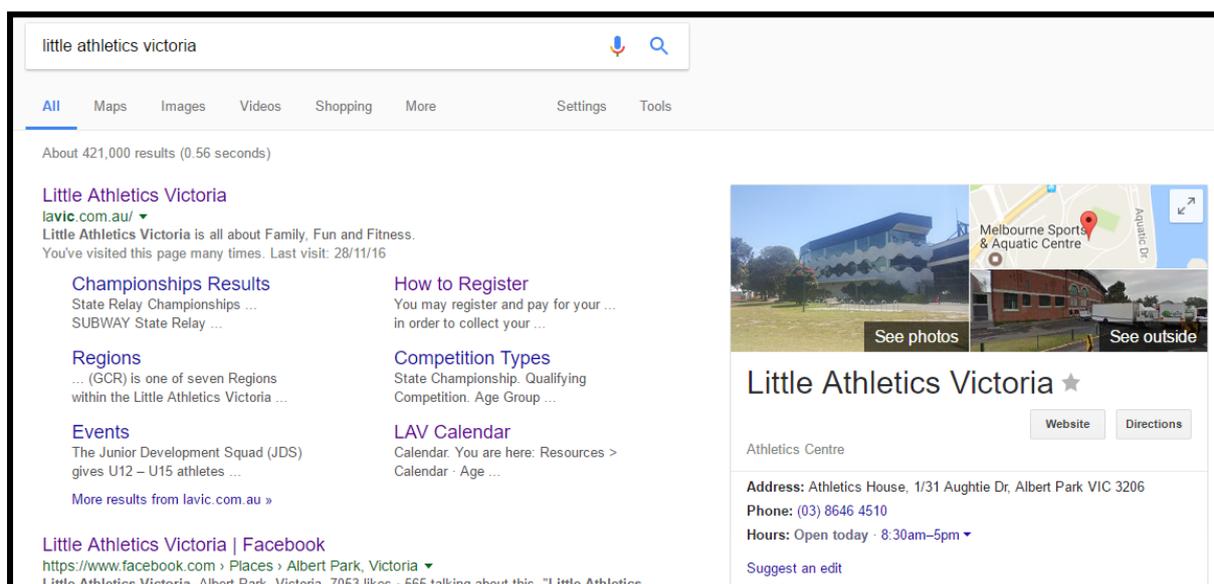


Figure 1: Little Athletics Victoria in a Google Search

A Google Business account will allow your Centre to control how search results will look when someone searches for your Centre on Google, as well as being able to place your Athletics Track on Google Maps.

Before you follow the steps below, please ensure that your Little Athletics Centre isn't a registered Google Business already. To do this, simply type your Centre name into a Google Search and if nothing comes up on the right-hand side (as seen in image 1.0 on page one of this document), then your Centre isn't listed.

Step 1: Register an account

You will need to head to <https://www.google.com.au/business/> to begin the registration process.

PLEASE NOTE:

You may be prompted to sign up to a Google Account. It is recommended that if you choose to create one that you use your Little Athletics Victoria email address so following committee will be able to edit your Centre's Google Business details if anything should change in the future.

Click on the green 'START NOW' button to start the process.

Step 2: Fill in Business Location details

You will now be taken to a new page which will prompt you to fill in key location details for your Business.

As you fill in your Centre details, the map to the right of the form will update to your Centre's track location. Ensure that it is correct before clicking continue.

Form details:

Business Name: Your Centre Business name.

Country / Region: Australia

Street Address: Your tracks street address.

Suburb: The suburb in which your Centre track is located.

State: Victoria / New South Wales

Postcode: The postcode of your Centres track.

Main Business Phone: A phone number of a committee member who will answer any calls members or potential members may have.

Category: Athletics Centre

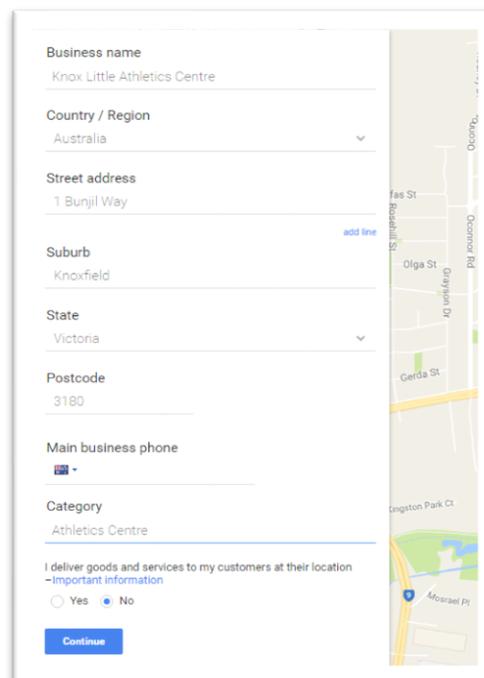
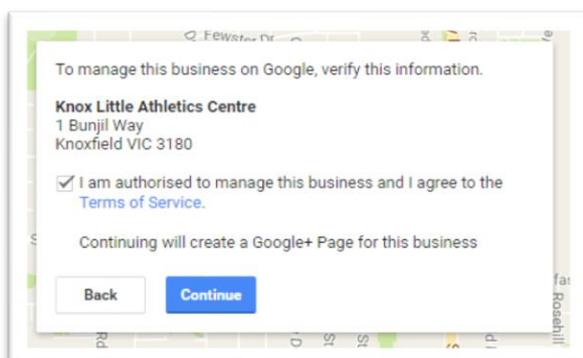
A screenshot of a Google Business registration form. The form fields are: Business name (Knox Little Athletics Centre), Country / Region (Australia), Street address (1 Bunjil Way), Suburb (Knoxfield), State (Victoria), Postcode (3180), Main business phone (with a flag icon), and Category (Athletics Centre). To the right of the form is a map showing the location of 1 Bunjil Way in Knoxfield, Victoria. Below the form, there is a checkbox for 'I deliver goods and services to my customers at their location' with 'No' selected, and a 'Continue' button.

Figure 2: Business Details

Once you click continue, you will be asked to confirm your details. Agree to the Terms of Service and Continue.

A screenshot of a Google verification dialog box. The text reads: 'To manage this business on Google, verify this information.' Below this, the business details are listed: 'Knox Little Athletics Centre', '1 Bunjil Way', and 'Knoxfield VIC 3180'. There is a checked checkbox for 'I am authorised to manage this business and I agree to the Terms of Service.' Below the checkbox, it says 'Continuing will create a Google+ Page for this business'. At the bottom, there are 'Back' and 'Continue' buttons.