



## Setting up your Google Maps listing

(You can click on [blue, non-underlined text](#) for action)

For those members who have a Google account and Google Maps listing, it is possible to link the listing to your address on TheList page of our web site. Others may open a new Google account and register their business or organization on Google Maps; the account and registration are free of charge. This document provides guidance for obtaining an account, registering with the Google Local Business Center, and setting up a listing on Google Maps. If you prefer, you may have this work performed by [Duck Hole Farm, LLC](#) for a one-time charge of \$20; contact Jeff Duncan at 638-8118. After you have a verified listing on Google Maps, [contact us](#) to arrange the link on our web site.

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### ***Instructions:***

First, request a new Google account. Open your internet browser (such as Internet Explorer or Firefox) and go to [Create a Google Account](https://www.google.com/accounts/NewAccount): (<https://www.google.com/accounts/NewAccount>).

Enter your current email address and create a password for this account (enter it in both boxes and **WRITE IT DOWN!**). Enter the letters in the Word Verification box, read the Terms of Service, and click the "I accept. Create my account" button to advance to the Google Local Business Center . You will be sent an email message; open it and click on the link in the message. This will confirm the validity of your email address. Return to the Google Local Business Center window.

Next, you will be presented with a form and asked to enter your business or organization name and contact information. Fill out this form and press the NEXT link at the bottom. Here, you will have the opportunity to enter more detailed information about your business or organization. Add as much detail as possible; you can edit this information at any time, now or in the future.

Finally, you will see a page which tells you about the verification of your account. You may choose to verify by telephone or by postal mail. Complete the verification process.

You now have a listing on Google Maps!

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Now contact us and let us know that you have a Google Maps listing. We will include a link to that listing in your member entry in TheList page on our web site. When someone clicks on your address, your Google Maps listing will open in a new tab or window.